

# REGISTRATION INSTRUCTIONS



**MADERA**  
COMMUNITY  
COLLEGE



# MY PORTAL

1. Go to [www.maderacollege.edu](http://www.maderacollege.edu) and click **“My Portal”**



2. Click **“Sign In”**
3. Enter your login information

Your **USERNAME** is your 7 digit College ID number  
Your **TEMPORARY PASSWORD** (first time sign-in):  
    first initial (UPPERCASE)  
    last initial (lowercase)  
    6 digit birthdate (mmdyy)

For example, student John Santos was born on January 1, 2003 and has a student ID number of 0123456. John's login information would be:  
    Username: 0123456  
    Password: Js010103  
Select **“Student”** as the role and **“Login”**

A screenshot of a login form for the State Center Community College District. The form includes the district logo and name, a list of member colleges, and fields for Username (7 digit SCCCID ID Number), Password, and role selection (Student or Employee). A Login button is at the bottom.

STATE CENTER  
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College  
Madera Community College Center | Oakhurst Community College Center

Username:  
7 digit SCCCID ID Number

Password:  
[Empty password field]

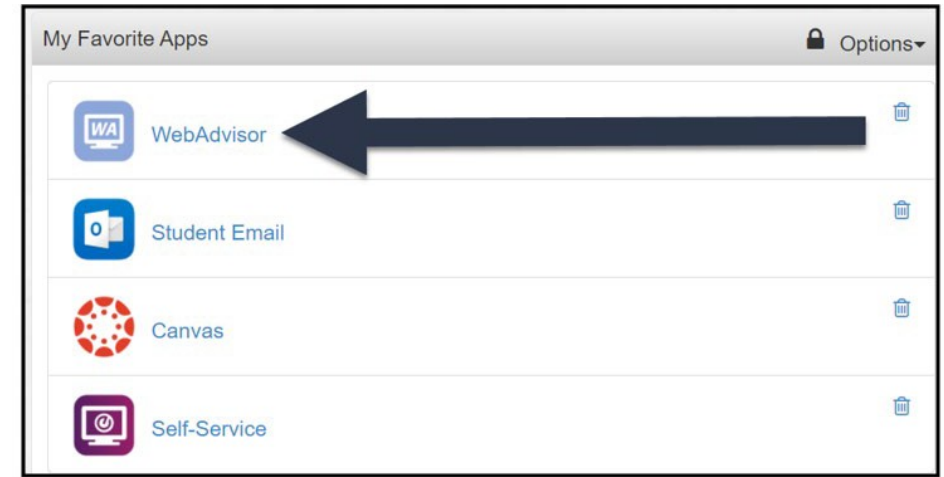
Select the role you want to log in as:  
 Student  Employee


Login

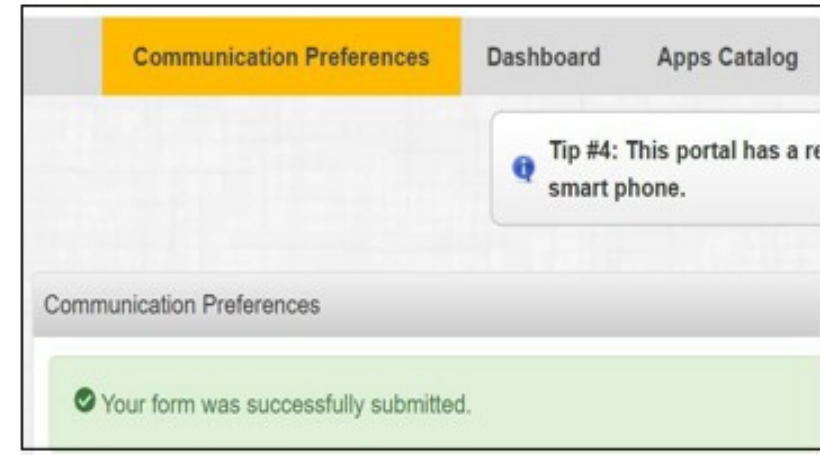
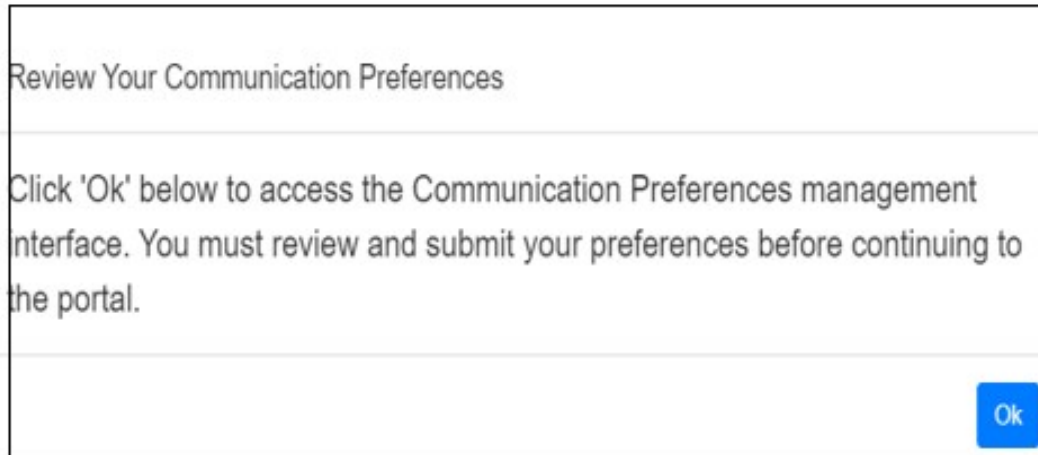
**IF YOU HAVE NOT ALREADY  
DONE SO, PLEASE CHANGE  
YOUR PASSWORD ASAP!**

# WebAdvisor

4. Once logged into “My Portal” click “WebAdvisor”



\*NOTE: If prompted, you will need to update your *Communication Preferences*. Click on **"Dashboard"**  after successfully submitting your *Communication Preferences* to return to **"My Portal"** homepage. Click on **"WebAdvisor"**



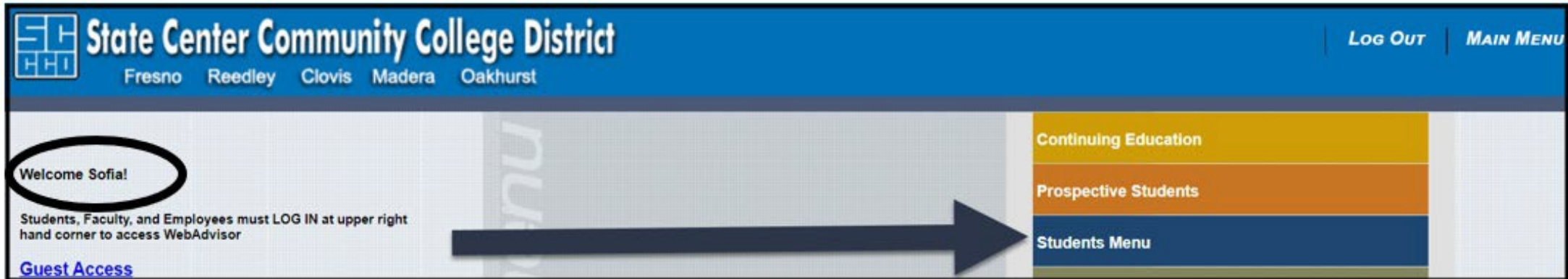
# WebAdvisor (Log In)

5. Click **“Log In”**  
(upper right-hand side)



Your first name will appear on the left side

6. Click **“Students Menu”**

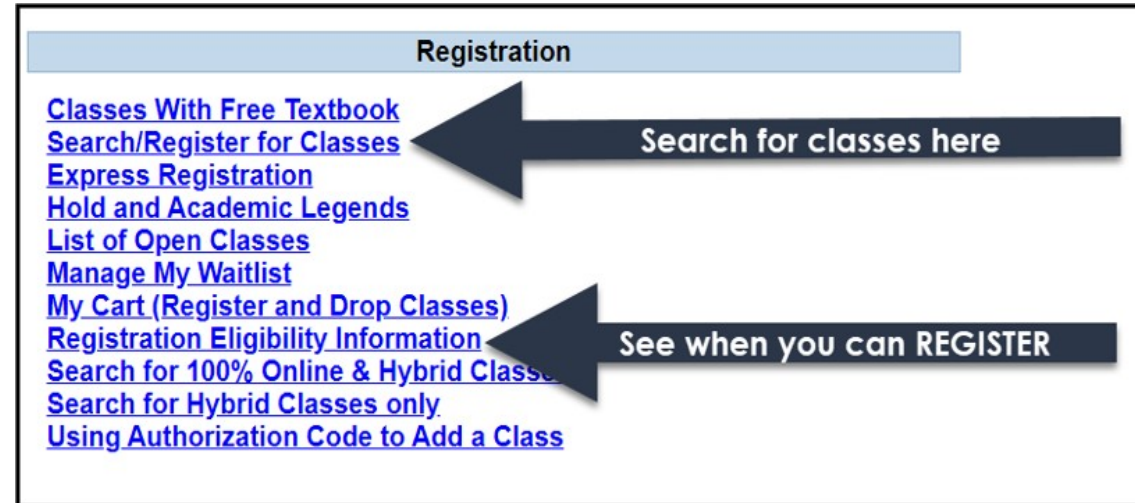


If you have trouble logging in to WebAdvisor, utilize the information on the left side of the page  
“Problems Logging in?”

# Registration Section

From the “**Students Menu**” page, scroll down to the “**Registration**” section. Here you can find your assigned registration date, search for classes, register for classes, and check your account status.

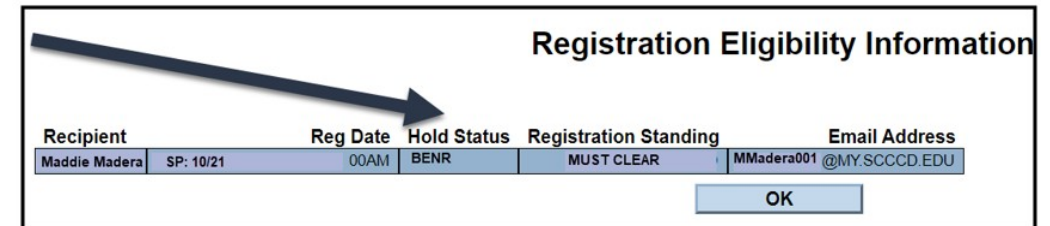
7. Click “**Search/Register for Classes**”



The screenshot shows a menu titled "Registration" with several blue hyperlinks. Two dark blue arrows point from text labels to specific links. The first arrow points from "Search for classes here" to the link "Search/Register for Classes". The second arrow points from "See when you can REGISTER" to the link "Registration Eligibility Information".

Registration	
<a href="#">Classes With Free Textbook</a>	
<a href="#">Search/Register for Classes</a>	Search for classes here
<a href="#">Express Registration</a>	
<a href="#">Hold and Academic Legends</a>	
<a href="#">List of Open Classes</a>	
<a href="#">Manage My Waitlist</a>	
<a href="#">My Cart (Register and Drop Classes)</a>	
<a href="#">Registration Eligibility Information</a>	See when you can REGISTER
<a href="#">Search for 100% Online &amp; Hybrid Classes</a>	
<a href="#">Search for Hybrid Classes only</a>	
<a href="#">Using Authorization Code to Add a Class</a>	

\*NOTE: Check your assigned Registration Date and Hold status by clicking “**Registration Eligibility Information**”. **You CANNOT register for classes if you have a hold on your account.** Any holds on your account will appear under “Hold Status” (see example)



The screenshot shows a table titled "Registration Eligibility Information" with a table of student data and an "OK" button below it.

Recipient	Reg Date	Hold Status	Registration Standing	Email Address	
Maddie Madera	SP: 10/21	00AM	BENR	MUST CLEAR	MMadera001@MY.SCCCD.EDU

OK

Information about holds can be found by clicking “**Hold and Academic Legends**”. All new students will have an “AR” hold until their assigned registration date. Other holds should be cleared prior to your registration date. If you need to speak with a counselor, please call the MCC Counseling Department @ 559.675.4141.



# Searching for Courses

8. Select:

Term

Location

Subject

Course Number

Click "Submit"

1st

2nd

3rd

4th

\*If you receive an **Error Message** (see example below) after clicking "**Submit**", it means the course is not offered at the **Location** you selected. You will need to select a different **Location**. For example, if you selected "Madera Community College" for the **Location**, and receive an **Error Message**, it means the course is not offered.

No classes meeting the search criteria have been found.

Term\*

To see sections at all locations for a college, select name of college/center from the dropdown:

- Clovis Community College
- Fresno City College
- Reedley College
- Madera Community College
- Oakhurst Community College Ctr

Location\*

Subject*	Course Number	Section
<input type="text" value="History"/>	<input type="text" value="12"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Starting C

Classes M

Course Tit

Instructor's

**Can Leave This Section Blank**

# Section Selection Results

All classes, for the college selected and subject entered, will appear here.

9. Click on the blue link under “**Section Name and Title**” for full class information.

Here, you will find important class info including instructor email, additional lab times, and class notes.

**\*NEXT PAGE SHOWS FULL CLASS INFORMATION VIEW**

Section Selection Results

**NOTICE:**

For more information regarding class requirements, click on the Section Name and Title below.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Special Comments
<input checked="" type="checkbox"/>	Fall 2021	Open	<a href="#">HIST-12-79821 (79821) U.S. SINCE 1865</a>	Madera Community College	08/09/2021-12/08/2021 Lecture Monday, Wednesday 12:30PM - 01:45PM, Madera Center, Room ARR	D. Richardson	42 / 45 / 0	3.00	On-Campus
<input type="checkbox"/>	Fall 2021	Open	<a href="#">HIST-12-79822 (79822) U.S. SINCE 1865</a>	Madera 100% Online	08/10/2021-12/09/2021 LEC Simultaneous Internet Tuesday, Thursday 01:00PM - 02:15PM, Madera Center, Room WEB	D. Richardson	35 / 45 / 0	3.00	Synchronous
<input type="checkbox"/>	Fall 2021	Open	<a href="#">HIST-12-79823 (79823) U.S. SINCE 1865</a>	Madera Community College	08/10/2021-12/09/2021 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Madera Center, Room ARR	W. Mask	42 / 45 / 0	3.00	On-Campus
<input type="checkbox"/>	Fall 2021	Open	<a href="#">HIST-12-79840 (79840) U.S. SINCE 1865</a>	Madera 100% Online	08/09/2021-12/10/2021 Lec Internet Days to be Announced, Times to be Announced Madera Center, Room WEB	J. Berg	40 / 45 / 0	3.00	Asynchronous

Add to Cart

Status:

“**Open**” - the class is available to register

“**Closed**” - the class is full and a waitlist has not been started. You can waitlist for a

class listed “**Closed**” or listed “**Waitlist**”

by choosing the “Waitlist” action on the drop down menu once the class is in the “**My Cart**” section.

10. Check mark  the course you want to register for then click

Add to Cart

at the bottom of the page.

# Full Class Information View

## Section Information

Review “**Meeting Information**” for class meeting dates/times and location. Review “**Important Class Notes**” for information on that specific course.

### Section Information

Title U S SINCE 1865  
Course Section Number HIST-12-79821  
Description This course traces the political, social, and economic development of the United States from the Reconstruction Era to the present. ADVISORIES: English 1A or English 1AH. (A, CSU-GE, UC, I) (C-ID HIST 140)  
Credits 3.00 CEUs Term 2021FA Fall 2021  
Start Date 09 August 2021 End Date 10 December 2021  
Academic Level UG - Undergraduate

**IMPORTANT CLASS NOTES\*\*\*This is an on-campus class.**

Meeting Information	Faculty name	Phone	Extension	E-mail address	Instructional Method
08/09/2021-12/08/2021 Lecture Monday, Wednesday 12:30PM - 01:45PM, Madera Center, Room ARR	David R. Richardson			david.richardson@maderacollege.edu	Lecture

Requisite Courses  
None

Supplies  
None

[My Bookstore](#)

CLOSE WINDOW

### IMPORTANT INFO:

If you have questions about the course, email the instructor.

If you need to request an Authorization/Add Code (after the semester has started), email the instructor.

For textbook information, click “My Bookstore”



# My Cart

All classes you selected will appear here. To access “**My Cart**”, go back to the “**Students Menu**” (bottom right side of page) and select “**My Cart (Register and Drop Classes)**” under **Registration**. Read all information at the top of the page, then scroll down until you see your classes.

11. Choose an “**Action**” from the drop down menu. Select **Register**

Action for ALL Pref. Sections (or choose below)  **Leave this section blank**

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/> Register Remove from List Waitlist	Fall 2021	<a href="#">HIST-12-79821 (79821) U.S SINCE 1865</a>	Madera Community College	08/09/2021-12/08/2021 Lecture Monday, Wednesday 12:30PM - 01:45PM, Madera Center, Room ARR	D. Richardson	42 / 45 / 0	3.00	

12. Read all information, check the appropriate boxes, and click “**Submit**” at the bottom of the page to Register for the class.

42 spots available/45 students allowed/0 on Waitlist  
This course is 3 units

**YOU MUST COMPLETE STEP 12 TO COMPLETE YOUR REGISTRATION!**

\*An **Error Message** means your selected **Action** did not go through. Review/resolve the **Error Message** and repeat Steps 11 and 12 to register (example of a **Error Message** below).

ENGL-1A-79320 - ENGL-1A-79320 conflicts with HIST-11-79365.

# Registration Reminders

To search for classes offered at Madera Community College and Madera Community College at Oakhurst Select one of the following locations:

Term\*

To see sections at all locations for a college, select name of college/center from the dropdown:

- Clovis Community College
- Fresno City College
- Reedley College
- Madera Community College
- Oakhurst Community College Ctr

Location\*

Subject*	Number	Section
<input type="text" value="Madera 100% Online"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Madera 100% Online Spec"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Oakhurst Community College Ctr"/>	<input type="text"/>	<input type="text"/>
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>

\*NOTE: You can select a different campus **Location** and search/register for classes at another campus. For example: selecting Clovis Community College for your Location will bring up courses offered at that campus.

# Registration Reminders

## English & Math Corequisites:

Search for both courses

You must register for assigned corequisite course

Subject*	Course Number
English ▼	1A
English ▼	205

Example of a course requiring a corequisite.

<a href="#">ENGL-1A-37760</a> <a href="#">(37760) READ &amp; COMP</a>	Fresno City College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 06:00PM - 07:50PM, Language Arts, Room 106	H. Staff	29 / 29 / 0	4.00	Requires registration in ENGL-205-38860
<a href="#">ENGL-1A-39846</a> <a href="#">(39846) READ &amp; COMP</a>	Fresno City College	08/10/2020-12/09/2020 Lecture Monday, Wednesday 07:00AM - 08:50AM, Language Arts, Room 104	H. Staff	29 / 29 / 0	4.00	
<a href="#">ENGL-205-38860</a> <a href="#">(38860) ACCELERTD RDG&amp;COMP</a>	Fresno City College	Thursday 08:00PM - 08:50PM, Language Arts, Room 121				registration in ENGL-1A-37760

If you do not need the corequisite, be sure to register for a section that **does not** require the corequisite.  
**READ all Special Comments and Class Information BEFORE you register!**

# Helpful Tips

- Click on the class **Section Name and Title** for complete course information (days/time, location, important info, instructor email)
- Use the schedule worksheet to avoid time conflicts and write down the section numbers and unit count as you go
- Search for 1-2 classes at a time to avoid timing out. Taking too long to add classes to “**My Cart**” could cause you to receive an **error message**
- Look for special comments in the last column: **Special Comments**
- Look for “Open” classes and classes with short waitlists. “Closed” means a waitlist has not started and you will be the first on the waitlist.
- To view your class schedule go to **WebAdvisor > Students Menu > Academic Profile > My Class Schedule**



Visit

**[www.maderacollege.edu/registrationhelp](http://www.maderacollege.edu/registrationhelp)**  
for additional resources

**Congratulations on registering for college!  
Regularly check your Student Email (SCCCD email) for  
important information!**

Still Need Help?

**SCCCD HELPDESK**

559.499.6072 (local) or 844.887.2223 (toll free)

**Madera Community College Outreach**

559.675.4839

mc.outreach@sccd.edu