

How to Register for Classes Online

1. Login to my.Sinclair at <http://my.sinclair.edu>

NOTE: Use the **Find Username** and the **Forgot Password?** links if you don't know your username or password.



The screenshot shows the login page for the my.sinclair portal. At the top left, it says "my.sinclair portal" in a large, bold, red font. Below this, it says "To log in, enter your username and password below:". There are two input fields: "Username:" and "Password:". The "Password:" field has a small blue icon of a keyhole to its right. Below the input fields are two links: "Find username" and "Forgot password?". At the bottom left, there is a section titled "need help?" with two lines of text: "Technical Support: Browse our [Frequently Asked Questions](#) or contact the [Technical Help Desk](#) at (937) 512-4357." and "General Assistance: Contact the [Sinclair Communications Center](#) at 1-800-315-3000." On the right side, there is a section titled "why login?" with a bulleted list: "• Register for class", "• Pay for classes", "• Check your email", "• Review information", and "• And much more...".



The screenshot shows the dashboard for faculty and staff. At the top left, it says "welcome faculty/staff" in a large, bold, blue font. Below this, there are three main sections: "ANGEL Courses" with a book icon and the text "Access online courses and check course mail"; "Web Advisor" with a gear icon and the text "Manage your account: registration, payment, financial aid and more"; and "Outlook Email" with an envelope icon and the text "Check your official Microsoft Outlook mail account". Each section has a blue "Go »" button. The "Web Advisor" section is highlighted with a red rectangular border, and its "Go »" button is also highlighted with a red square border. At the bottom left, there is a section titled "need help?" with two lines of text: "Technical Support: Browse our [Frequently Asked Questions](#) or contact the [Technical Help Desk](#) at (937) 512-4357." and "General Assistance: Contact the [Sinclair Communications Center](#) at 1-800-315-3000."

2. Select the **Web Advisor** tab in the portal

3. Select the **Current Students** role



CURRENT STUDENTS Welcome Cheryl!

Name & Address Verification

Name LFM Stewart Cheryl A

Address
111 Main St

City/St/Zip Troy OH 45373-2163

Phone #	Ext.	Type
555-5555		BUS Business
555-5555		HOME Home Phone
555-5555		BUS Business

If this information is correct click [HERE](#)
If this information is **NOT** correct click [HERE](#)

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4. Verify your name & address by using the links at the bottom of the page
If your info is correct, use the first link

5. If your info is incorrect, use the second link

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Change Information Form

Student Information (required)

Tartan ID:

Email Address:

First Name:

Middle Initial:

Last Name:

Former Name (if changed)

First Name:

Middle Initial:

6. You will be taken to the **Change Information Form**

Complete this form to update your info

7. Verify your correct Program Evaluation

If your info is correct, use the first link

CURRENT STUDENTS

Program Evaluation Verify

Verify Active Programs

PI,ND PERSONAL INTEREST-NO DEGREE AWARDED

OHIO.TRANSFER.MODULE OHIO TRANSFER MODULE - SINCLAIR COMMUNITY COLLEGE

If this information is correct click [HERE](#)
If this information is NOT correct click [HERE](#)

Program Evaluation Verify

Verify Active Programs

PI,ND PERSONAL INTEREST-NO DEGREE AWARDED

OHIO.TRANSFER.MODULE OHIO TRANSFER MODULE - SINCLAIR COMMUNITY COLLEGE

If this information is correct click [HERE](#)
If this information is NOT correct click [HERE](#)

8. If your info is incorrect, use the second link

The **Change Academic Program form** will open. Complete to update your info

Change Academic Program Form

Student Information (required)

Tartan ID:

Email Address:

First Name:

Middle Initial:

Last Name:

Street:

City:

State:

9. Be sure to read any info or announcements about registration that are posted at the top of the page

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Cheryl!

We value your educational success and want you in class. A few reminders for those registering for Winter 2011:

All modes of Registration for Winter Term begin Monday, November 1, 2010.
Web services will be available at 12:01 a.m. In person registration begins at 8 a.m.

Winter Mini Term - November 29 - December 17, 2010.

- To ensure that you keep your class schedule, payment must be received by the Bursar's Office no later than Friday, November 19, 2010 by 5:00 p.m. You can pay in person or by mail.
- These classes have sections that begin with Z (example: 11/WI ALH 103 Z1 INTRO TO HEALTH CARE DEL)

Winter Term and Winter A Term begins on Monday, January 3, 2011.

- To ensure that you keep your class schedule, payment must be received by the Bursar's Office no later than Friday, December 17, 2010 by 5:00 p.m. You can pay in person, by mail, by using the FACTS payment plan link below or by clicking on the Make a Payment link below.
- Late Registration for Winter Term and Winter A Term is December 18, 2010 - January 2, 2011 (see calendar for campus closures).
- Audit Registration for Winter Term and Winter A Term is on **December 27 - December 30, 2010 and must be done in-person.** Payment is due upon registration.
- Winter Term begins on Monday, January 3rd
- If you have applied for 2010 - 2011 Financial Aid and do not have a zero balance on your fee bill, please contact Financial Aid as soon as possible.

Winter B Term begins on Wednesday, February 16, 2011.

- Late Registration for Winter B Term is February 14 and 15, 2011.

The following links may display confidential information.

The screenshot shows the 'WebAdvisor for Students Menu' with several categories of links. The 'Registration' category is highlighted with a pink box, and the 'Register for Sections' link within it is also highlighted with a pink box. Other categories include Financial Information, Financial Aid, Communication, Academic Planning, and Academic Profile.

Financial Information

- [Make a Payment](#)
- [Account Summary](#)
- [Account Summary by Term](#)
- [Statement for Term](#)
- [Facts Payment Plan](#)
- [Daycare Statement for a Term](#)

Financial Aid

- [Financial aid status by term](#)
- [Financial aid award letter](#)
- [Accept or reject my financial aid awards](#)

Communication

- [My Documents](#)

Registration

- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Manage My Waitlist](#)

Academic Planning

- [Program Evaluation](#)

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Unofficial Transcript](#)
- [Program Evaluation](#)
- [Test Summary](#)
- [My class schedule](#)
- [My profile](#)

LOG OUT | **MAIN MENU** | **STUDENTS MENU** | **CONTACT US**

10. Scroll down the page
Select **Register for Sections**

11. Select
Search and register for sections

CURRENT STUDENTS Welcome Cheryl!

Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)
Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)
Use this option if you would like to register or remove sections that you are currently waitlisted in.

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Search/Register for Sections

Start by selecting a **Term** or a **Starting and Ending Date** and **two other fields**. All other fields are optional and can be used to narrow your search.

You can narrow your search to look for:

Short Term sections: Enter **Starting and Ending Date** and **two other fields** (do not use **Term** field).

Location search: select **Term** and select **Location** and one other field.

Winter Mini Term: 11/29/10 - 12/17/10
Winter Term: 01/03/11 - 03/20/11
Winter A Term: 01/03/11 - 02/06/11
Winter B Term: 02/16/11 - 03/20/11

12. Be sure to review any notes about registration at the top of the page

13. Select the desired **TERM**

Select the desired **SUBJECT**

Select a third field for your search (example: if you know the course number, select it)

At least **THREE** fields are required for a search

Click on the **Submit** button at the bottom of the page

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="English"/>	<input type="text" value="Undergraduate Level"/>	<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

14. Your search results will be displayed

Use the **Select** column to choose the course sections that you wish to register for

Put a **check in the box in the Select column** for those sections that you wish to register for

Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	Winter 11	Open	ACA-297-01 (0158545) ACCELERATED ENGLISH		01/03/2011-03/14/2011 Lecture Monday 09:30AM - 10:45AM, Library, Room L09	S. Hunter	2 / 10 / 0	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Winter 11	Open	ACA-297-02 (0158548) ACCELERATED ENGLISH		01/04/2011-03/15/2011 Lecture Tuesday 09:30AM - 10:45AM, Library, Room L09	S. Hunter	2 / 10 / 0	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Winter 11	Closed	ACA-297-03 (0158552) ACCELERATED ENGLISH		01/03/2011-03/14/2011 Lecture Monday 12:30PM - 01:45PM, Library, Room L09	D. Leonard	0 / 10 / 0	<input type="text" value="3.00"/>	

15. Click on the **Submit** button at the bottom of the page

<input type="checkbox"/>	Winter 11	Open	SCC-101-FP (0158510) STUDENT SUCCESS		01/05/2011- 03/16/2011 Lecture Wednesday 11:30AM - 12:20PM, Building 10, Room 334	P. Lemmons	14 / 24 / 0	2.00	
<input type="checkbox"/>	Winter 11	Open	SCC-101-FS (0158695) STUDENT SUCCESS		01/03/2011- 03/16/2011 Lecture Monday, Wednesday 11:30AM - 12:20PM, Building 14, Room 006	S. Lamb	15 / 24 / 0	2.00	

SUBMIT

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Register and Drop Sections

IMPORTANT: All new registrations and drops will be finalized when you click **submit**.

PLEASE PRINT THIS PAGE AS A RECEIPT OF YOUR ACTIONS AFTER YOU SUBMIT YOUR REQUEST AND KEEP FOR YOUR RECORDS.

Once the term begins the ability to change a section, add or register for a section that has already met, must be done in-person. Attempting to do this via Web Advisor will have negative consequences to your record.

Registering for sections:

- choose the "RG - Register" option located in the Preferred Sections and hit submit

Removing sections for list:

- If you are no longer interested in a section choose the "RM - Remove from list" option located in the Preferred Sections and hit submit.

Dropping sections:

- If you wish to drop/withdraw from a section for which you are already registered click the check box next to that section and hit submit.
- **WARNING!** - Students withdrawing from a section are advised to thoroughly check the class selected to drop to ensure the correct class is chosen.
- Dropping or Withdrawing from a section can negatively affect your financial aid, GI Bill, program completion and many other things. Before dropping or withdrawing from a section please read the following information: [Drop Information](#). Check the [Academic Calendar](#) for important drop with refund and withdrawal dates.

16. Review the info about register and drop sections at the top of the page

17. This will put the desired courses into your **Preferred Sections**

Use the first column labeled ACTION to either:

- RG – register for the class
- RM- remove the class from your “Preferred Sections”, or
- WL – to be waitlisted for a closed class. (more information on waitlisting can be found at the following link: <http://www.sinclair.edu/services/registration/Registration/waitlisting>)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="button" value="Register"/> <input type="button" value="Remove from List"/> <input type="button" value="Waitlist"/>	Winter 11	ACA-297-01 (0158545) ACCELERATED ENGLISH		01/03/2011-03/14/2011 Lecture Monday 09:30AM - 10:45AM, Library, Room L09	S. Hunter	2 / 10 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

ALL Allow me to adjust all

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="button" value="Register"/> <input type="button" value="Remove from List"/> <input type="button" value="Waitlist"/>	Winter 11	ACA-297-01 (0158545) ACCELERATED ENGLISH		01/03/2011-03/14/2011 Lecture Monday 09:30AM - 10:45AM, Library, Room L09	S. Hunter	2 / 10 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

ALL Allow me to adjust all

18. Click on the **Submit** button at the bottom of the page

18. If you are successfully registered for the desired classes they should appear in a section called **Current Registrations**

Current Registrations										
	Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input checked="" type="checkbox"/>		Fall 2009		CIS-110-H02 (10705) Introduction to Computers	Harnett Main Campus	08/24/2009-12/21/2009 Classroom Hours Monday 10:00AM - 11:50AM, Miriello Bldg., Room 0105 (more)...	To be Announced	3.00		
<input type="checkbox"/>		Summer 2009		ACC-150-LJA (9741) Accounting Software Appl	Distance Ed - Curriculum	05/22/2009-08/03/2009 Classroom Hours Days to be Announced 06:00PM - 07:40PM, Wilkinson Hall, Room 0212 (more)...	To be Announced	2.00		

Register and Drop Sections

ACA-297-01 requires registration in section ENG-111-32. Section ENG-111-32 was added to your request.

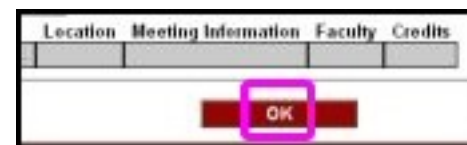
ACA-297-01 - No student may register for a course that has already met.

ENG-111-32 - No student may register for a course that has already met.

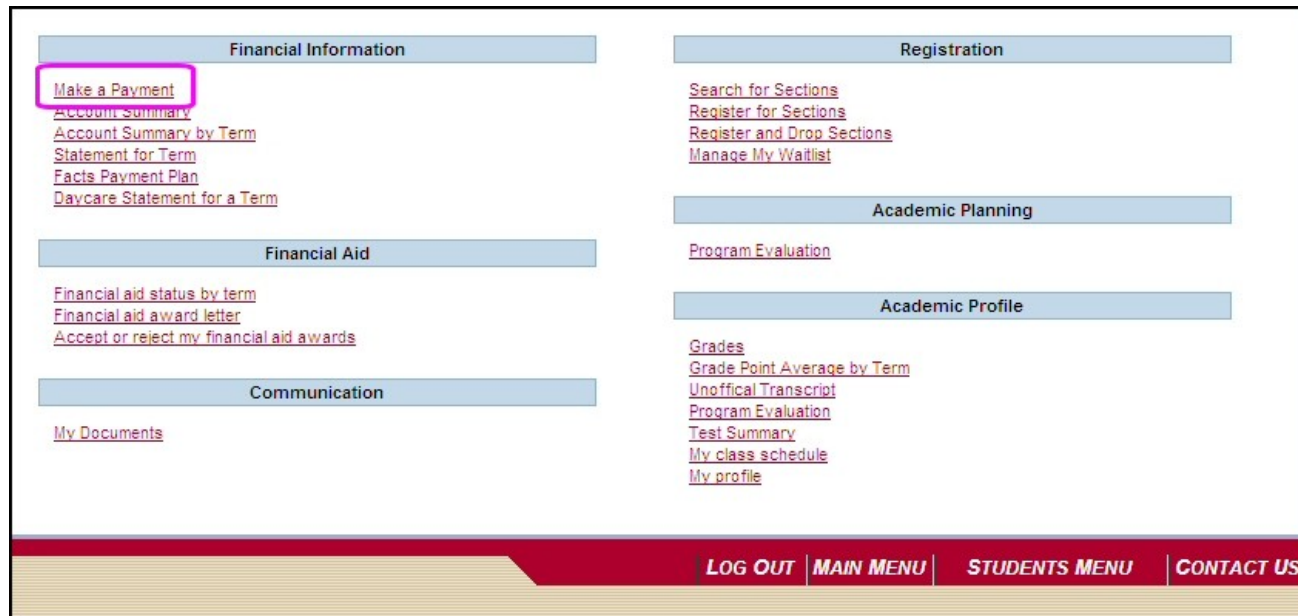
IMPORTANT: All new registrations and drops will be finalized when you click **submit**.

19. If they do not appear there, scroll to the top of the page and look for an error message in red text

20. Click on the **OK** button at the bottom of the screen when you are finished registering



21. Select **Make a Payment** to pay for your registered courses



22. When you are finished using Web Advisor, be sure to log out



Be sure to log out of the my.sinclair.edu portal also



For questions or additional information, contact the IT Help Desk at 937-512-HELP (4357) or at helpdesk@sinclair.edu