

## Search and Register for Classes

**Step 1:** Login to MyNIACC and click "Search and Register for classes" from Self-Service (WebAdvisor).

The screenshot shows the MyNIACC homepage. At the top left is the NIACC logo. The main navigation bar includes "Faculty-Staff" and "Students" tabs. Below the navigation bar, there are sections for "NIACC Alerts" (showing "No Alerts at this time") and "Announcements" (with a link to "Important Graduation Information"). The "Self-Service (WebAdvisor)" section is highlighted, containing "Quick Links" for "Academics". Under "Academics", the link "Search and Register for classes" is highlighted with a yellow box and an arrow pointing to it. A text box above this link says "Click 'Search and Register for classes'".

**Step 2:** Choose a Term, Subject and Course Level (optional), Location, and Academic Level then submit.

The screenshot shows the "Search/Register for Sections" form. On the left is a sidebar with links for "Financial Information", "Financial Aid", "Registration", and "Academic Profile". The main form area has a title "Search/Register for Sections" and a search icon. Below the title is a "Term" dropdown menu, with a yellow box and arrow pointing to it saying "Choose a Term". Below the term dropdown are "Starting On/After Date" and "Ending By Date" fields. A table for selecting courses is shown with columns for "Subject", "Course Level", "Course Number", and "Section". A yellow box and arrow point to the "Subject" column with the text "Choose a Subject (optional)". Below the table are "Sections Meeting After" and "Sections Ending Before" dropdowns. A row of radio buttons for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sunday) is present, with a yellow box and arrow pointing to the "Undergraduate" option (which is selected) and the text "Choose 'Undergraduate'". Below the radio buttons are "Course Title Keyword(s)", "Location" (dropdown), "Academic Level" (dropdown), and "Instructor's Last Name" fields. A yellow box and arrow point to the "Academic Level" dropdown with the text "Choose a Location If registering for an online course, choose 'Web-based Instruction'". At the bottom right is a "SUBMIT" button, with a yellow box and arrow pointing to it and the text "Click 'Submit'".

### Step 3: Check the courses you want to register for.

NIACC Portal > Students > WebAdvisor

Section Selection Results

Co-requisite classes that do not meet your selection criteria may be displayed.

Narrow my search

Re-sort my results: TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	July Summer 2013	Open	BCA-182-WG01 (86148) Intro to Microsoft Publisher	Web-Based Instruction	07/17/2013-09/06/2013 Lecture Days to be Announced, Times to be AnnouncedOn-Line Courses, Room ONLINE (more)	C. Gardner	10 / 10 / 0	1.00	
<input type="checkbox"/>	July Summer 2013	Open	BCA-215-W001 (86149) Computer Business Applications	Web-Based Instruction	07/15/2013-08/07/2013 Lecture Days to be Announced, Times to be AnnouncedOn-Line Courses, Room ONLINE	D. Frank	25 / 30 / 0	3.00	

Check the courses you want to register for.

### Step 4: Read the agreement to pay for courses.

NIACC Portal > Students > WebAdvisor

Register and Drop Sections

Should I choose not to attend or am unable to attend the above registered Term, I will notify the NIACC Records Office in writing prior to the term start date.

I understand that I will be held liable for tuition and fee charges should I fail to notify the Records Office in writing prior to the term start date.

I PROMISE TO PAY NORTH IOWA AREA COMMUNITY COLLEGE FOR TUITION AND FEE CHARGES AND HOUSING (IF APPLICABLE) FOR THE ABOVE TERM THAT I AM REGISTERING FOR.

Action for ALL Pref. Sections (or choose below)

You have selected these sections: Choose an ACTION for each section

Agreement to pay for courses.

### Step 5: next page

**Step 5:** Choose "Register" for each course and click "I Agree to Pay" to register.

Name Student A. Portal

Action for ALL Pref. Sections (or choose below)

You have selected these sections - Choose an ACTION for each section

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
Register	July Summer 2013	SDV-177-WG01 (86170) Listen to Your Heart/Success	Web-Based Instruction	07/17/2013-09/06/2013 Lecture Days to be Announced, Times to be Announced On-Line Courses; Room ONLINE (more)...	C. Glandon	10 / 10 / 0	1.00	

Here are all of the sections for which you are currently registered

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.								

If one of my choices is not available

PART Complete only available

ALL Allow me to adjust all

PART Complete only available

Manage Waitlist

I Agree to Pay

My Schedule

You will see that your request has been processed and you are now registered for the courses listed.

My NIACC

Portal, Student

All Sites

Students

NIACC Portal > Students > WebAdvisor

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 2012	Registered for this section		ACC-111-N001 (82059) Introduction to Accounting	NIACC Main Campus	08/27/2012-12/13/2012 Lecture Tuesday 06:00PM - 09:00PM, McAllister Hall, Room 213	Staff	3.00	

Here are all of the sections for which you are currently registered: