

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 website interface. At the top left is the NIACC logo. Below it are navigation tabs for 'Faculty-Staff' and 'Students'. The main content area is titled 'NIACC Portal > Students'. On the left, there are sections for 'NIACC Alerts' (with a sub-section 'NIACC Alerts Announcements' and the text 'No Alerts at this time') and 'Self-Service (WebAdvisor)'. Under 'Self-Service (WebAdvisor)', there are 'Quick Links' for 'More' and 'How To', and an 'Academics' section with a list of links: 'View Course Offerings', 'Search and Register for classes' (highlighted with a yellow box and an arrow), and 'Manage my Registration'. On the right, there is an 'Announcements' section with a title 'Important Graduation Information' dated 3/27/2013 1:41 PM and a link to 'http://www.niacc.edu/GraduationInfo'. A yellow callout box with the text 'Click "Search and Register for classes"' has an arrow pointing to the highlighted link.

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 in the MyNIACC WebAdvisor system. The breadcrumb trail at the top reads 'NIACC Portal > Students > WebAdvisor'. On the left is a navigation menu with 'Financial Information', 'Financial Aid', 'Registration', and 'Academic Profile'. The main form area has a title 'Search/Register for Sections' with a search icon. Below the title are several input fields: 'Term' (with a dropdown arrow and a callout box 'Choose a Term'), 'Starting On/After Date', and 'Ending By Date'. Below these is a table with columns 'Subject', 'Course Level', 'Course Number', and 'Section', each with a dropdown arrow. A callout box 'Choose a Subject (optional)' points to the 'Subject' column. Below the table are 'Sections Meeting After' and 'Sections Ending Before' dropdowns. Below these are radio buttons for days of the week: 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Sunday'. A callout box 'Choose "Undergraduate"' points to the 'Fri' radio button. Below the radio buttons are 'Course Title Keyword(s)', 'Location' (with a dropdown arrow and a callout box 'Choose a Location. If registering for an online course, choose "Web-based Instruction"'), and 'Academic Level' (with a dropdown arrow). Below these is the 'Instructor's Last Name' field. At the bottom right is a 'SUBMIT' button, with a callout box 'Click "Submit"' pointing to it.

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 Announced On-Line Courses, Room ONLINE (more)	C. Glandon	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 Announced On-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	3.00	

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
<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

[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 08:00PM - 09:00PM, McAllister Hall, Room 213	Staff	3.00	

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