

# NORCO COLLEGE

How to **REGISTER** for your Dual Enrollment course(s)

**Notice:** Dual Enrollment requires all students to take one of the following courses: **ILA-3** Student Resiliency **or** **GUI-47** Career Exploration & Life Planning. You only need to take the course once, however, you must take this course before you graduate from your high school, students' are advised to register for this course during the first semester within the dual enrollment program.

## **Beginning Steps:**

1. Log into Computer
2. Log into your personal email account & search for the following information
  - a. Search through your email account for "**Welcome to Norco College**", this email contains:
    - i. Norco College ID number
    - ii. RCCD College email
      1. check all your folders (trash, junk, and spam folder within this account)
  - b. You will need this information in order to register for your dual enrollment course/s
  - c. If you cannot find this information, please see the workshop instructor

Once you know this information please ✎ write down your College ID number and Email address assigned:

Norco College ID number: \_\_\_\_\_ (WebAdvisor User ID)

RCCD Email Address: \_\_\_\_\_@student.rccd.edu (MyPortal Username)

**Returning Students:** Please log into your WebAdvisor **or** MyPORTAL account and register for you course following the instructions on STEP 5 (**WebAdvisor**) **or** STEP 6 (**MyPortal**).

**New Students:** Use WebAdvisor **or** MyPortal to register, (**choose one way to register, not both**)

## **WebAdvisor Log in & Registration Instructions:**

1. Go to **www.norcollege.edu**
2. ☞ Click on **WebAdvisor** (located at the top of the web page)
3. ☞ Click on **Log In** (located at the top right corner of the web page)
  - a. **User ID**= Norco College ID number
  - b. **Initial Password**= 6-digit birth date
    - i. **Example:** February 25<sup>th</sup> 2002 = 022502
4. You will be prompted to enter old password and to create a **new password**
  - i. Enter new password twice, must match
  - ii. **New password must** include: letters/numbers only, 6-9 characters long, NO special symbols/characters

### **New Password suggested to use:**

- iii. First name initial, last name initial, & your College ID number
  - iv. Add a hint with the phrase "my initials and college id number"
  - v. ✎ Write down your **New Password**
5. After logging into WebAdvisor, click ☞ on **Students** (in **Blue**) located on the upper right section of the page
  6. Under the **Personal Information** section, click on ☞ **Personal Profile**
    - a. Review/update the information provided on the next 2-3 pages
      - i. You **do not have to do the Perkins Survey**, skip by clicking ☞ **Student Menu** (top right of page)
  7. Under the **Registration** section, click ☞ **Register and Drop Classes**
  8. Click ☞ **Search and Register for classes** (first **blue** link)
    - a. Fill out the three fields **Only**:
      - i. Term= Select the term you are taking classes




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WebAdvisor User ID: \_\_\_\_\_  
*This is your Norco College ID number*


**New Password:** \_\_\_\_\_  
*-Initial password is your 6-digit date of birth (Ex. February 25, 2002, password is= 022502)  
- New password **must** include- letters/numbers only, 6-9 characters long, and NO special symbols/characters*

- ii. Location= **Norco College**
- iii. Special Program= **NOR-** (Select/find your high school's name)

*Do not select anything below **special program** (if you are only taking dual enrollment courses at your high school)*




- b. Click  **Submit**, a list of all the classes being offered at your high school will be provided
9. Please check the box/es ☒ for **ALL** the classes you plan to take/register for, click  **submit**
10. Scroll down, under the **Action** section, select **register** (from the drop down menu) for **each** class, click  **Submit**

 **Congratulations! You have now registered for your Dual Enrollment course/s!**





If you get an error message that the course is closed/full, select **waitlist**, and click  **submit**

**If you are waitlisted-** You **must** attend the first day of the class and ask the instructor for an authorization/add code, you have **two weeks** from the start of the term to add the class via Webadvisor **or** MyPortal (with your authorization/add code). Without the authorization/add code you will **not** be able to register for the class you wish to take.




## **MyPortal Log in & Registration Instructions:**

1. Go to **www.norcollege.edu**
2. Hover your mouse  over **MORE** (top of the web page)
3. Under the **Employee** section, click  on **A-Z**
4. Find (in alpha order) and click  on **MyPortal**
  - a. **Username**= RCCD Email Address
  - b. **Initial Password**= First name initial (upper case), last name initial (lowercase), and 6-digit birth date
    - i. *Example:* Jane Reed, February 25<sup>th</sup> 2002= Jr022502
    - ii. You will be prompted to enter old password, and to create a new password
      - a. **New Password** must include: A capital letter/s, number/s, and a special symbol/character


### ***New Password suggested to use:***

- iii. First name initial upper case, last name initial lower case, your Norco college ID number, **and** include exclamation mark (!)
  - a. *Example*= Jane Reed, Norco College ID# is 1234567, Password= **Jr1234567!**
5. After successfully creating your new password & logging in ( write it down)
6. On the left side of your portal, select the drop down menu **Personal Information**, click  on **Personal Profile** and answer the information on the next 3 pages
  - a. You are **not required to do the Perkins Survey**, this survey is optional
    - i. Skip by clicking on any menu on the left side of the webpage
7. On the left side of your portal, select the drop down menu **Registration**, click  on **Register and Drop Classes**
8. Click  on **Search and Register for classes** (first **blue** link)
  - a. Fill out the three fields below **ONLY**
    - i. **Term**= Select appropriate term
    - ii. **Location**= Norco College
    - iii. **Special Program**= **NOR-** (Select/find your high school's name)

*Do not select anything below **special program** (if you are only taking dual enrollment courses at your high school)*

- b. Click  **Submit**, a list of all the classes being offered at your high school will be provided
9. Please check the box/es ☒ for **ALL** the classes you plan to take/register for, click  **submit**
10. Scroll down, under the **Action** section, select **register** (from the drop down menu) for **each** class, click  **Submit**

 **Congratulations! You have now registered for your Dual Enrollment course/s!**

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Username: \_\_\_\_\_ @student.rccd.edu

*This is your RCCD Email Address*

New Password: \_\_\_\_\_

*-Initial password= your first name initial (upper case), last name initial (lower case) & 6-digit date of birth (i.e. Jane Reed February 25, 2002= Jr022502)*

*-New Password must include- capital letter/s, number/s, and a special symbol/character*