

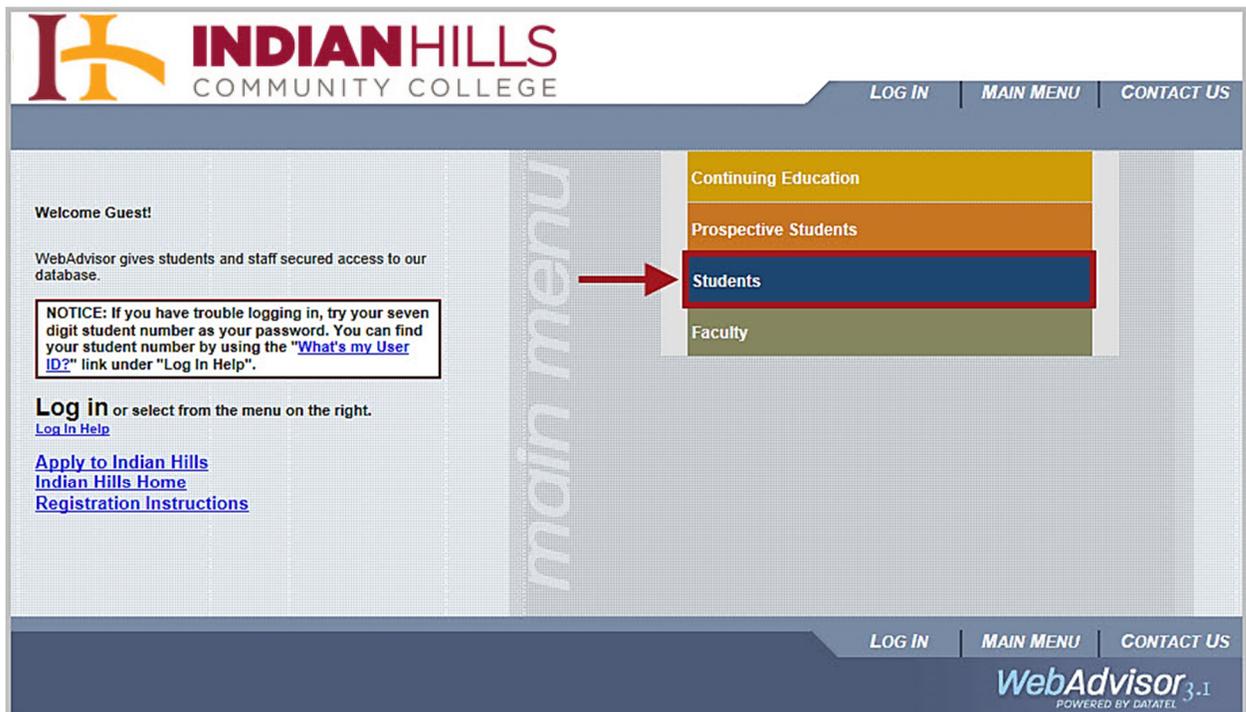
## Computer Tutorial

### Express Registration

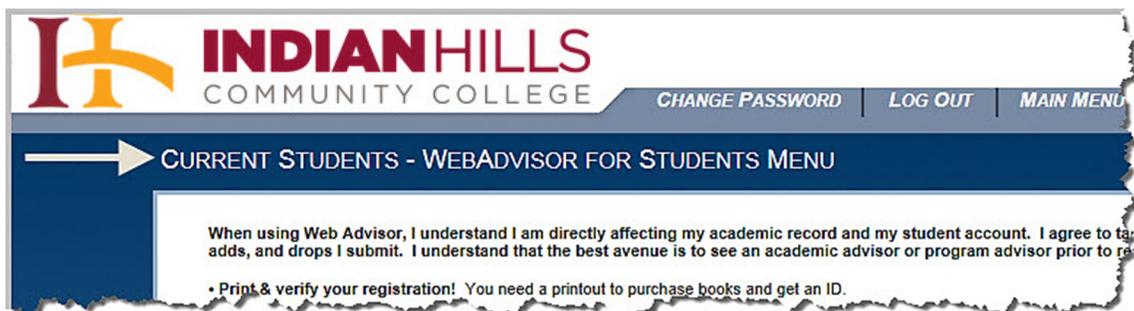
**Purpose:** To show students how to use *Express Registration* to register for courses.

Log into WebAdvisor. Then, select “**Students**” from the menu on the right side of the page.

**IMPORTANT:** Express Registration can only be used when students know the course and section numbers of the courses for which they want to register. For instructions on how to log in, change your password, and search and register for sections in WebAdvisor, please see the demo “[How to Register.](#)”



The “Current Students” page will open.



Under the "Registration" section, select "Register for Sections."

**INDIAN HILLS**  
COMMUNITY COLLEGE

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CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Janet!

When using Web Advisor, I understand I am directly affecting my academic record and my student account. I agree to take full responsibility for course registrations, adds, and drops I submit. I understand that the best avenue is to see an academic advisor or program advisor prior to registration.

- Print & verify your registration! You need a printout to purchase books and get an ID.
- Some Arts & Sciences course sections are reserved for specific programs. Most but not all of those restrictions will be removed as follows:  
All Summer session restrictions removed on May 6, 2014  
All Fall session restrictions removed on August 5, 2014.
- Check back often! Openings become available through student drops, added sections/courses, and removal of program restrictions!

The following links may display confidential information.

<b>Financial Information</b> <a href="#">View Account and Make Payments</a> <a href="#">NBS Payment Plan</a> <a href="#">Account Summary</a> <a href="#">Account Summary by Term</a> <a href="#">View My 1098-T Forms</a> <a href="#">Pay on My Account</a>	<b>Registration</b> <a href="#">Search for Sections</a> <a href="#">Register for Sections</a> <a href="#">Register and Drop Sections</a> <a href="#">Register and Pay for Continuing Education Classes</a> <a href="#">Payment Plan</a>
<b>Financial Aid</b> <a href="#">Financial aid status by year</a> <a href="#">Financial aid status by term</a> <a href="#">Financial aid award letter</a> <a href="#">Financial Aid Shopping Sheet</a> <a href="#">Accept or reject my financial aid awards</a>	<b>Academic Profile</b> <a href="#">Grades</a> <a href="#">Grade Point Average by Term</a> <a href="#">Transcript</a> <a href="#">College Entrance Scores</a> <a href="#">My class schedule</a> <a href="#">My profile</a> <a href="#">Contact Information Form</a> <a href="#">Graduation Application</a>
<b>Communication</b> <a href="#">My Documents</a>	

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WebAdvisor 3.1  
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The "Register for Sections" page will open.

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CURRENT STUDENTS

**Register for Sections**

\* = Required

Please Complete as many fields as possible. Not just required fields.  
All students are required to fill this form out once per term. Information is used to contact in case of any sort of emergency, including weather cancellations.

Janet Learner

This needs to be a VALID mailing address. This address will be used to send your financial information including Financial Aid and Billing.

Type your contact information in the provided fields. A red asterisk will appear next to the required fields. Then, click "Submit."

**Note: Please provide as much information as possible, as the college will use the information provided here to contact you when needed.**

## Register for Sections

\* = Required

Please Complete as many fields as possible. Not just required fields.  
All students are required to fill this form out once per term. Information is used to contact in case of any sort of emergency, including weather cancellations.

Janet Learner

This needs to be a VALID mailing address. This address will be used to send your financial information including information from the school about Financial Aid and Billing.

Addr 1\*  Addr 2

City\*  State\*  Zip\*

Email  Alt Email

Academic Program\*  Main Location\*  Alt Location

All phone numbers are numbers only. Ex(Example: 1234567890)

Home Phone (numbers only)

Work Phone (numbers only)

Cell Phone(numbers only)

Text Phone (numbers only)

Alternate Home Phone

Alternate Work Phone

Alternate Cell Phone

Dorm Student\*

If you are an Ottumwa or an Ottumwa North Campus student and you are not staying in the dorms and you would like the opportunity to order a meal plan for the ottumwa or north campus food services select YES here. Otherwise select NO

Commuter Meal Plan\*



Once you have read the "Payment Plan Terms," click "Agree."

**INDIAN HILLS COMMUNITY COLLEGE**

Registration for classes will create charges to your student account. Tuition, related enrollment charges and refund policy will be assessed as per the current College Catalog. Payment may be made in full immediately or a payment plan may be set up. This plan IS an education benefit and shall be interpreted by and controlled by the laws of the State of Iowa. This payment plan IS NOT being made, insured or guaranteed from any federally sponsored loan, grant or scholarship created under the terms of the Higher Education Act of 1965, as amended and is not subject to the federal regulations issued under this Act.

**SUMMER PAYMENT PLAN TERMS**

Payment of one-half of the "Total Amount Due" is required by the first payment date with the balance due by the final payment date. Please view your "Account Summary" to determine the amount to remit. If the scheduled amount due is not paid in full by the final payment date shown below, a twenty dollar (\$20.00) late charge will be assessed.

**FIRST PAYMENT DUE DATE**  
Summer Term June 26, 2014

**FINAL PAYMENT DUE DATE**  
Summer Term July 17, 2014

**FALL PAYMENT PLAN TERMS - Nelnet Business Solutions (NBS) Payment Plan**

Thru NBS you will be able to arrange for monthly payments, make a down payment immediately or pay in full. You will be able to make payments from your checking, savings account or with a credit card. There is a non-refundable enrollment fee of \$15 per term that will be processed immediately. To enroll in the NBS payment plan follow the instruction in Web Advisor under the financial information.

Payment in full or enrollment in NBS payment plan is due by : **September 10, 2014**

Payments may be made online, at OneStop or mailed to: Indian Hills Community College  
Student Accounts Receivable  
525 Grandview, Bldg #1  
Ottumwa, IA 52501

The balance shall be due and collectible at once at the election of Indian Hills Community College if: (1) the student terminates enrollment at Indian Hills Community College or (2) the total due is not paid by the final due date. No additional notice to the student is required. Any Indian Hills Community College student who fails to complete final payment prior to the end of the current school term will not be enrolled for further courses until final payment is made.

If this account IS NOT paid in full by the final due date it will be turned over to a collection agency. A fee up to \$25 will be assessed when submitted to collections. The student hereby waives protest and notice of protest and promises to pay collection costs of 30% attributable to the collection agency efforts. Bankruptcy of the student does not void or nullify this financial obligation. Indian Hills Community College participates in the state of Iowa Offset Program established by Section 8A.504 of the Code of Iowa to collect money owed to the State and other Iowa governmental agencies by matching records of past due claims to out-going tax refunds, vendor payments, Iowa Treasure Hunt payments and Iowa Lottery winnings. It will be the responsibility of the student to notify Enrollment Services at Indian Hills Community College of any address change.

Registration requires your acknowledgement of payment terms by designating "Agree" below. Please print this page for your reference.

→

On the next page, select "Express registration."

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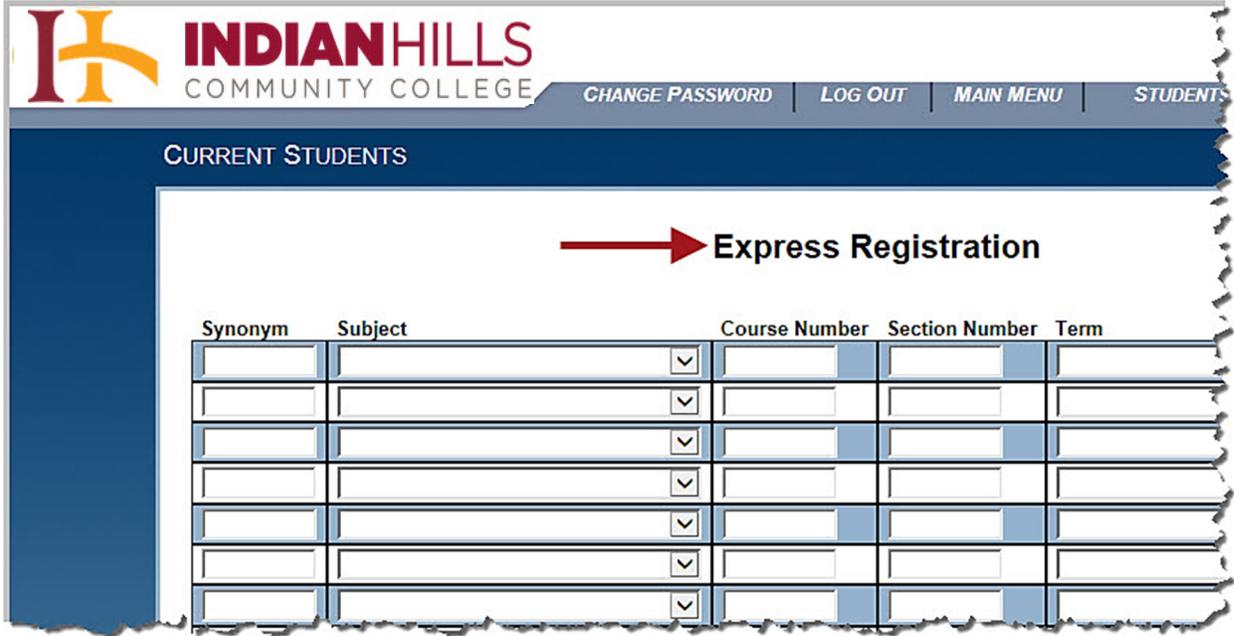
→ [Search and register for sections](#)  
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

→ [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 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.

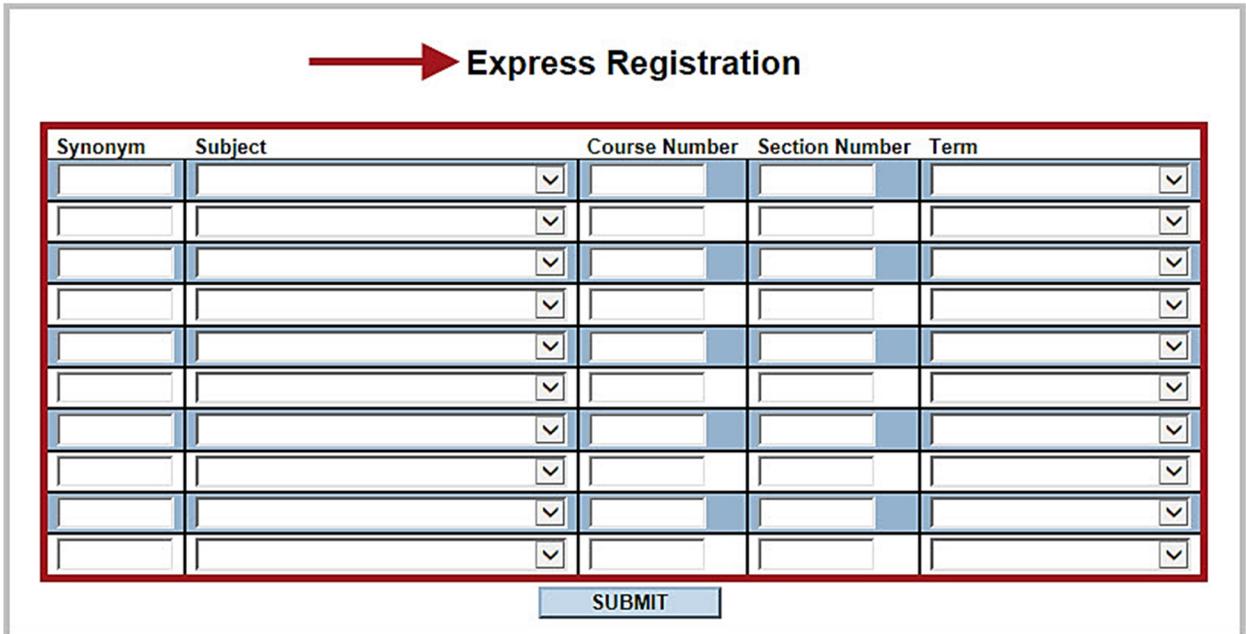
→ [Drop sections](#)  
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

The "Express Registration" page will open.



On the "Express Registration" page, you will search for courses by "Subject," "Course Number," "Section Number," and "Term." You may search for up to ten courses at one time.

**Note: You will not search for courses by "Synonym."**



First, select the subject of the course for which you are searching from the “Subject” drop-down menu. In this example, I am searching for an “English Composition” course.

**Note: It is important that you leave the “Synonym” box empty.**

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
	CFR-Computer Forensics			▼
	CHM-Chemistry			▼
	CIS-Computer Programming			▼
	CLS-Cultural Studies			▼
	COM-Communication			▼
	CON-Construction			▼
	CRJ-Criminal Justice			▼
	CRR-Collision Repair/Refinish			▼
	CSC-Computer Science			▼
	DEA-Dental Assistant			▼
	DRA-Film and Theatre			▼
	DSL-Diesel			▼
	ECE-Early Childhood Education			▼
	ECN-Economics			▼
	EDU-Education			▼
	EGR-Engineering			▼
	EGT-Engineering Technology			▼
	ELE-Electrical Technology			▼
	ELT-Electronics			▼
	EMS-Emergency Medical Services			▼
	ENG-English Composition			▼
	ENV-Environmental Science			▼
	ESL-Non-Intensive ESL			▼
	FIN-Finance			▼
	FLF-Foreign Language/French			▼
	FLJ-Foreign Language/Japanese			▼
	FLS-Foreign Language/Spanish			▼
	GEO-Geography			▼
	GIS-Geographic Information Sys			▼
	GRA-Graphic Communications			▼

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Next, type the three digit course number in the “Course Number” box.

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
	ENG-English Composition ▼	105		▼
	▼			▼
	▼			▼
	▼			▼
	▼			▼

Then, type the three digit section number in the “Section Number” box.

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
	ENG-English Composition	105	25	

Select the term for which you would like to take the course from the “Term” drop-down menu.

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
	ENG-English Composition	105	25	14/SP Spring Term 14 14/SU Summer Term 14 14/FA Fall Term 14

Once you have entered the "Subject," "Course Number," "Section Number," and "Term" for each course for which you are searching, click "Submit."

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
	ENG-English Composition	105	25	14/FA Fall Term 14
	HIS-History	110	01	14/FA Fall Term 14
	MAT-Mathematics	110	10	14/FA Fall Term 14



The "Register and Drop Sections" page will open. The courses listed on this page will match the criteria that you entered on the previous page.



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**IMPORTANT:** All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS
Welcome Janet!



## Register and Drop Sections

Name

---

Action for ALL Pref. Sections (or choose below)

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Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Remove from List	Fall Term 14	<a href="#">ENG*105*25 (09832) Composition I</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 ICN course Monday, Wednesday 08:00AM - 09:50AM, Advanced Technology Center, Room 107	R. Scott	18 / 25	3.00	
Register	Fall Term 14	<a href="#">HIS*110*01 (09597) West Civ: Ancient to Early Mod</a>	IHCC Ottumwa Campus	08/26/2014-11/13/2014 Lecture Tuesday, Thursday 08:00AM	H. Davison	42 / 48	3.00	

You must select the “action” you would like to take for each course. If you would like to take the same action for all of the courses listed, you may select an “Action” from the drop-down menu at the top of the page. If you would like to “Register” for all of the courses, select "RG Register" from the drop-down menu. If you do not want to register for any of the courses, select the “Action” “RM Remove from List.”

### Register and Drop Sections

Name Janet Learner

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Action for ALL Pref. Sections (or choose below) RG Register  
RM Remove from List ←

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text" value=""/>	Fall Term 14	<a href="#">ENG*105*25 (09832) Composition I</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 ICN course Monday, Wednesday 08:00AM - 09:50AM, Advanced Technology Center, Room 107	R. Scott	18 / 25	<input type="text" value="3.00"/>	
<input type="text" value=""/>	Fall Term 14	<a href="#">HIS*110*01 (09597) West</a>	IHCC Ottumwa Campus	08/26/2014-11/13/2014 Lecture T	H. Davison	42 / 48	<input type="text" value="3.00"/>	

If you would like to register for at least one of the courses you selected, but do not want to register for *every* course, then you may select an “Action” for each course individually. Select “Register” from the drop-down menu next to the course(es) you wish to add. Select “Remove from List” for any courses you wish to remove from the list.

### Register and Drop Sections

Name Janet Learner

---

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action ←	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Register Remove from List	Fall Term 14	<a href="#">ENG*105*25 (09832) Composition I</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 ICN course Monday, Wednesday 08:00AM - 09:50AM, Advanced Technology Center, Room 107	R. Scott	18 / 25	<input type="text" value="3.00"/>	

Once you have selected an action for each course, click “Submit.”

## Register and Drop Sections

Name Janet Learner

Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

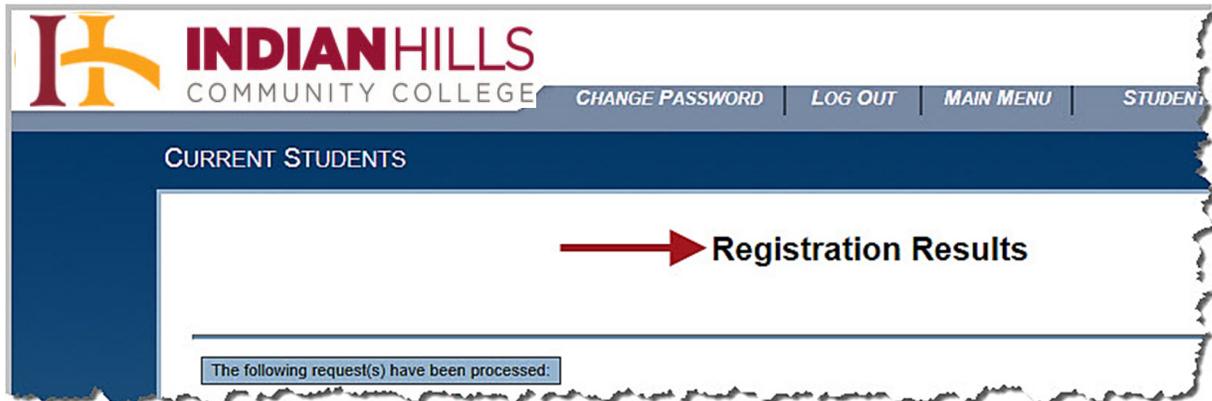
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text" value="Remove from List"/>	Fall Term 14	<a href="#">ENG*105*25 (09832) Composition I</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 ICN course Monday, Wednesday 08:00AM - 09:50AM, Advanced Technology Center, Room 107	R. Scott	18 / 25	<input type="text" value="3.00"/>	
<input type="text" value="Register"/>	Fall Term 14	<a href="#">HIS*110*01 (09597) West Civ. Ancient to Early Mod</a>	IHCC Ottumwa Campus	08/26/2014-11/13/2014 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 125	H. Davison	42 / 48	<input type="text" value="3.00"/>	
<input type="text" value="Register"/>	Fall Term 14	<a href="#">MAT*110*10 (09623) Math for Liberal Arts</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 Lecture Monday, Wednesday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 118	C. Walker	15 / 17	<input type="text" value="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

The "Registration Results" page will open.



The "Status" of each course that appeared on the "Register and Drop Sections" page will appear at the top of this page.

### 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 14	Removed from Preferred Sections		<a href="#">ENG*105*25 (09832) Composition I</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 ICN course Monday, Wednesday 08:00AM - 09:50AM, Advanced Technology Center, Room 107	R. Scott		
Fall Term 14	Registered for this section		<a href="#">HIS*110*01 (09597) West Civ: Ancient to Early Mod</a>	IHCC Ottumwa Campus	08/26/2014-11/13/2014 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 125	H. Davison	3.00	
Fall Term 14	Registered for this section		<a href="#">MAT*110*10 (09623) Math for Liberal Arts</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 Lecture Monday, Wednesday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 118	C. Walker	3.00	

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

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 14		<a href="#">HIS*110*01 (09597) West Civ: Ancient to Early Mod</a>	IHCC Ottumwa Campus	08/26/2014-11/13/2014 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 125	H. Davison	3.00	
Fall Term 14		<a href="#">MAT*110*10 (09623) Math for Liberal Arts</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 Lecture Monday, Wednesday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 118	C. Walker	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

The course(s) for which you are registered will appear at the bottom of the page.

Click "OK" to return to the WebAdvisor "Current Students" page.

## Registration Results

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The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 14	Removed from Preferred Sections		<a href="#">ENG*105*25 (09832) Composition I</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 ICN course Monday, Wednesday 08:00AM - 09:50AM, Advanced Technology Center, Room 107	R. Scott		
Fall Term 14	Registered for this section		<a href="#">HIS*110*01 (09597) West Civ: Ancient to Early Mod</a>	IHCC Ottumwa Campus	08/26/2014-11/13/2014 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 125	H. Davison	3.00	
Fall Term 14	Registered for this section		<a href="#">MAT*110*10 (09623) Math for Liberal Arts</a>	IHCC Ottumwa Campus	08/27/2014-11/12/2014 Lecture Monday, Wednesday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 118	C. Walker	3.00	

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

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 14		<a href="#">HIS*110*01 (09597) West Civ: Ancient to Early Mod</a>	IHCC Ottumwa Campus	08/26/2014-11/13/2014 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Arts & Sciences Complex - Ott, Room 125	H. Davison	3.00	
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Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

Congratulations! You now know how to use *Express Registration* to register for courses.

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**Office of Online Learning**

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Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**  
**Phone:** (641) 683-5333 | **Email:** [helpdesk@indianhills.edu](mailto:helpdesk@indianhills.edu) | **Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)