West Valley-Mission Community College District

Student Registration Quick Guide

Dear Student, We are in the midst of a transition to a new data management system to improve student experience and operational effectiveness. The instructions below will guide you through the registration process in our new portal, College Web Services.

1. Click on the Portal link on the college homepage

2. You will be taken to a page that links to 2 portals: the portal for Spring 2017 registration, grades, transcripts, payments and the new portal for Summer/Fall 2017 registration, grades, transcripts, payments. Click on the “Login to CWS” button. “CWS” stands for College Web Services, the name of the new portal.
3. Once you have clicked on the “Login to CWS” button, you will be taken to the Login page. Continuing students: your User ID is “G” + “0” (the number) + your former id number New students: your User ID is the number sent to you in an email after you registered. The email was sent from an admissions@wvm.edu email account. All students: your password/PIN is your 6 digit birthday (MMDDYY) unless you have already changed it. For problems logging in, contact IS help desk: 408-741-2696 during business hours (M-F, 9am-4pm)
4. Once logged in, you will be taken to this page. Click on the “Student” button.

5. This will open up the following additional buttons

6. Click on the Registration button. You will see a list of additional functions. Click on the Add or Drop Classes link
7. You will be taken to the following page. Select the term you want to register for in the drop down menu. Then click Submit.

**Registration Term**

[Image of registration page with term set to Fall 2017]

8. The next page will show you your registration date if your date has not yet arrived.

**Add or Drop Classes**

[Image of add or drop classes page with registration times]

9. If your date has arrived or passed, you will be taken to the following page. Click on “Class Search” button.

**Add or Drop Classes**

[Image of add or drop classes page with CRNs and buttons to submit changes, class search, and reset]
10. You will be taken to the following page. Select a subject and click Course Search. To select multiple subjects, press the CTRL key while making your selections.

11. You will then be shown the list of courses being offered in that term and subject. Click on View Sections to see section listings.
12. This will open up a listing of the section offerings as shown below. Click on one of the blue CRN (Course Registration Number) links to see additional details about a section.

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13. Additionally, you can Select one or more CRNs by clicking the boxes to either Register or Add to Worksheet (a way of organizing yourself before you actually register).
14. If you select “Add to Worksheet”, the following screen will open to show you your selections. To Register, click “Submit Changes”. To delete CRNs from the worksheet, click “Reset”.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use...

Add Classes Worksheet

CRNs

70186

Submit Changes  Class Search  Reset

15. The following page will show after you click Submit Changes confirming your choice.
16. Click Submit Changes to Register. Congratulations! You are now registered in your class!