

## Registering Online

Returning students can register and pay for their classes online through **My Web Advisor** on **Campus Cruiser**. Students will have to meet the requirements below and follow the normal schedule for registration. Students are encouraged to consult their advisor before registering online. Students are responsible for knowing the courses requirements for their program of study as well and the college's academic policy and procedures. The college catalog and the [Program of Study Graduation Check Sheets](#) are available on the college's web page.

## Who Can Register Online

Students who meet the following requirements may register online.

- Completed all developmental coursework
- Completed ACA 111, 118, or met requirements
- Completed 12 semester hours of non developmental college credits
- Has scheduled classes with their assigned advisor at least once
- Advisor approval

## How to Register Online

1. Meet with your advisor before the registration period begins and get approval to register online unless you previously were approved.
2. Check the [registration schedule](#)
3. Login to Campus Cruiser.
4. Click the **My WebAdvisor** tab at the top of the page.
5. Note **Registration** located in the navigation column on the left hand side
6. If you need to search for the courses and sections you want to register for, click **Search and Register**. If you know the courses name, number, and section you want to register for, click **Express Registration**.
7. Whether you use **Search and Register** or Express Registration you are creating a **Preferred Sections** list of courses you would like to register for.  
Please note: You can search for courses based on several criteria to narrow down your search, for example, you could select from the drop down menu General Psychology PSY 150 and then narrow your search by selecting the Campus, then the professor, and or the time, etc..
8. Once your **Preferred Sections** are completed go to the **Register and Drop Sections** screen, you can register for all classes on your **Preferred Sections** list, by choosing **RG – RG Register** on the top of the screen OR you can register/remove from the list/audit each course individually (If you use **Express Registration** you will automatically be taken to the **Register and Drop** page).
9. Click **Submit** to register (Your **Preferred Sections** list of courses will be transferred to your **Current Registration** list of courses).
10. If you cannot register for one of your courses, you may need to try another section or a different course.
11. If you receive a message saying **failed**, be sure it is your time to register which depends on the number of hours you have earned – see [registration schedule](#)
12. After you register, click **My Class Schedule** link under [Academic Profile](#) for a copy of your schedule.
13. You can also see you total tuition and fee charges by clicking on the **Acct Summary By Term** link under [Financial Information](#)
14. You can charge your tuition and fees via your VISA or MasterCard online by clicking on the **Pay On My Account** link under [Financial Information](#)  
or sign up for E-Cashier/FACTS Management, the college's online payment plan. The E-Cashier site is linked at [http://www.albemarle.edu/student\\_services.php](http://www.albemarle.edu/student_services.php)

Web registration will cease before the first day of the semester. Students would still need to see their advisor to drop/add and or withdrawing on or after the first day of the semester. Students will also need to see their advisor to have their financial aid "Pink Sheets" signed. For more information on registration, advising, and what courses to take go to [http://www.albemarle.edu/new\\_students.php?cat=559](http://www.albemarle.edu/new_students.php?cat=559)