

GUIDE TO WEB REGISTRATION FOR CREDIT COURSES

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INTRODUCTION

Online registration is the fastest and easiest way to register for classes at College of The Albemarle. The system offers many advantages.

- ✓ You can avoid the lines and frustration of walk-in registration, save time, and have a better chance of getting the classes you need when and where you want them.
- ✓ You can create a list of preferred sections before your registration date. Then, during the registration period you can finalize your registration with a few clicks of the mouse.
- ✓ The Search feature allows you to find the sections you need quickly and easily by setting specific parameters (such as day, time and place) that will accommodate your schedule.

Returning students can register and pay for their classes online through My WebAdvisor on Campus Cruiser.

Students will have to follow the normal schedule for registration.

Students are encouraged to consult their advisor before registering online.

Students are responsible for knowing the course requirements for their program of study as well as the college's academic policies and procedures. The college catalog and the Program of Study Graduation Check Sheets are available on the college's web pages. To view the catalog click on [Catalogs and Handbooks](#), to view the Graduation Check Sheets click on [Programs of Study](#). You can also use [Program Evaluation](#) from My WebAdvisor. For more information on Program Evaluation see page 15 of the guide. **Registering for classes not on your Graduation Check Sheet will not be covered by financial aid and will delay your graduation date.**

Note: Students may not be able to register online if they have not completed all Developmental Coursework.

This guide will walk you through the online registration process. If you need further assistance, speak to your academic advisor.

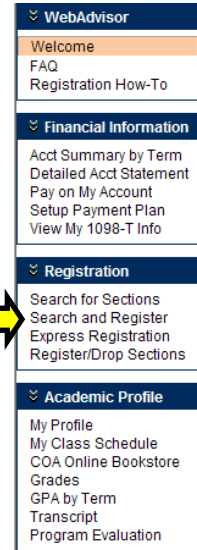
NOTE: WEB REGISTRATION WILL BE UNAVAILABLE 1:00-6:00 AM EACH DAY TO ALLOW FOR SYSTEM MAINTENANCE.

Online Registration QUICK STEPS

Note: These “quick steps” are for students who are familiar with computers as well as Campus Cruiser and WebAdvisor. If you need more detailed step-by-step instructions, refer to the information that begins on page 4.

Before registering online consult your advisor. Registering for classes not on your Graduation Check Sheet will not be covered by financial aid and will delay your graduation date.

1. Login to Campus Cruiser and find WebAdvisor on your home page. (see page 4)
2. Under Registration, choose [Search and Register](#). Enter the parameters for your search and submit them (see page 6) **Remember to read the course schedule closely to see if the course you are registering for requires a lab (i.e. AST 111 [class] requires AST 111AN[lab])**
3. Select your preferred sections. (see page 9)
4. Pay your tuition and fees by the deadline (see page 11).



| |
|-------------------------|
| WebAdvisor |
| Welcome |
| FAQ |
| Registration How-To |
| Financial Information |
| Acct Summary by Term |
| Detailed Acct Statement |
| Pay on My Account |
| Setup Payment Plan |
| View My 1098-T Info |
| Registration |
| Search for Sections |
| Search and Register |
| Express Registration |
| Register/Drop Sections |
| Academic Profile |
| My Profile |
| My Class Schedule |
| COA Online Bookstore |
| Grades |
| GPA by Term |
| Transcript |
| Program Evaluation |

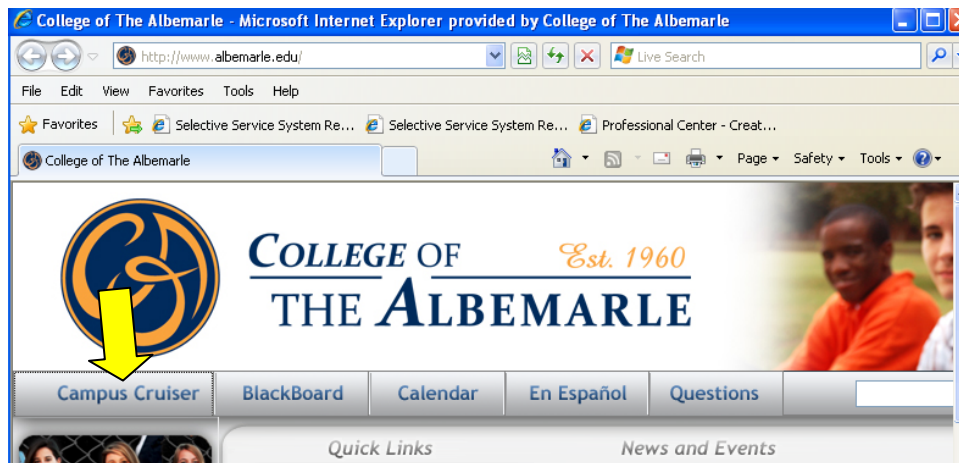
Note: College of The Albemarle does not mail out tuition invoices. Students are responsible for knowing the payment deadlines for the registration cycle in which they have registered. If you do not pay the entire balance (or set up a payment plan using E-Cashier) by the payment deadline, all of the classes you have registered for will be dropped.

1.

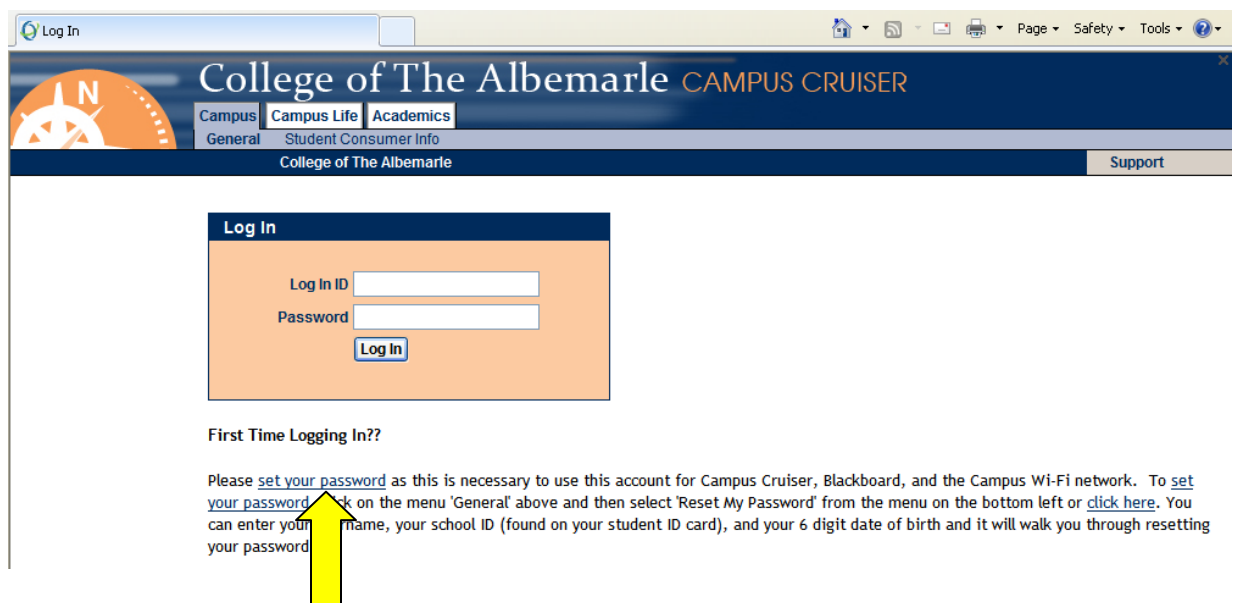
HOW TO LOGIN TO CAMPUS CRUISER AND WEBADVISOR

Note: Your student account must be activated before you can login to Campus Cruiser and WebAdvisor to register for classes. New student accounts are activated within one business day after application to College of The Albemarle. Continuing student accounts remain active for one year after the last semester attended.

1. Go to www.albemarle.edu and click on the Campus Cruiser icon.



2. The login box will appear. Type in your user name and password and click OK.
Note: if you have never logged in to Campus Cruiser before or you have forgotten your user name or password please click on the [Set Your Password](#) link below the login box. You will type in your user name (first name underscore last name i.e. john_doe), your birthdate (mmddyy) no dashes or slashes, and your student ID #.



Having Issues Logging In?? (This includes LDAP errors)

Please make certain your username is all lowercase. Campus Cruiser is case sensitive on both username and password.

Please try [resetting your password](#) before e-mailing support. You will need your student/employee ID which can be found on all new ID cards, at the top of your registration forms, or on your pay stubs. If you do not have this information, please contact Student Services to get your ID number and then [reset your password](#).

What's My User Name??

Login names are all lowercase letters with first name and last name separated by an underscore, all special characters (dashes, apostrophes, etc) will be removed, and the login name is limited to the first 20 characters. If that login name is already in use, the last two digits of your student ID will be appended to the login name.

Examples:

John Doe would be john_doe

Jane Smith-Doe would be jane_smithdoe

Jonathan Westinghouse would be jonathan_westinghouse

If you are having trouble determining your login name, click on the menu "General" above and then select "What's my Username?" from the menu on the bottom left. You can enter your last name and your SSN or your school ID (found on your student ID card) and it will show you your login name.

For Faculty, Staff, and Students:

To [change your password](#), click on the menu 'General' above and then select 'Reset My Password' from the menu on the bottom left or [click here](#). You can enter your username, your school ID (found on your student ID card), and your 6 digit date of birth and it will walk you through resetting your password.

If you have any support question and inquiries:

For Students Contact:

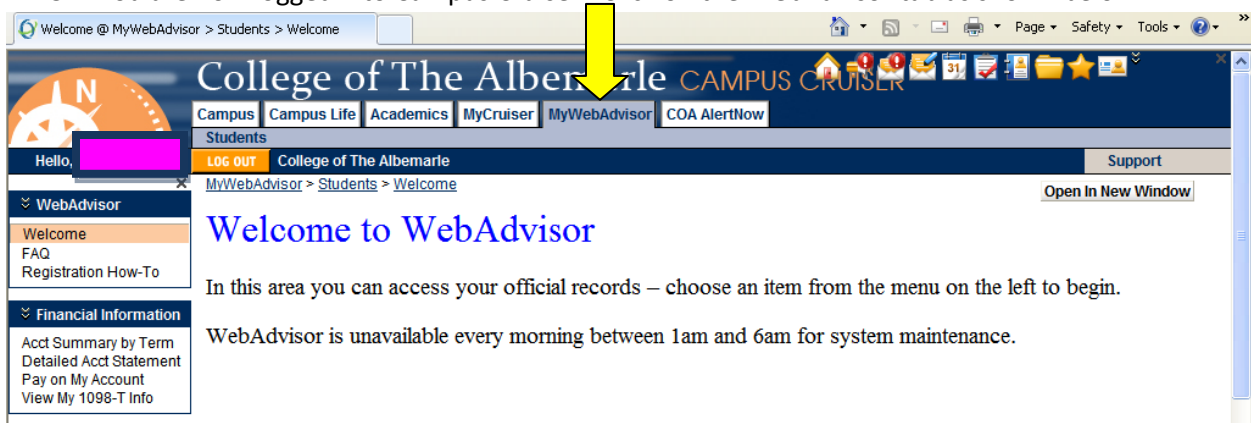
Gregg Wade

E-Mail: gwade@albemarle.edu

Phone: 252-335-0821, Ext. 2366

Location: Foreman Center Building, Room 205

3. You are now logged into Campus Cruiser. Click on the WebAdvisor tab as shown below.



The screenshot shows a web browser window displaying the College of The Albemarle Campus Cruiser WebAdvisor interface. The browser's address bar shows "Welcome @ MyWebAdvisor > Students > Welcome". The page header includes the college logo and navigation tabs: "Campus", "Campus Life", "Academics", "MyCruiser", "MyWebAdvisor", and "COA AlertNow". A yellow arrow points to the "MyWebAdvisor" tab. Below the header, there is a "Students" section with a "LOG OUT" button and a "Support" link. The main content area features a "Welcome to WebAdvisor" message and a left-hand menu with options: "WebAdvisor", "Financial Information", "Acct Summary by Term", "Detailed Acct Statement", "Pay on My Account", and "View My 1098-T Info". The page also includes a "Open In New Window" button.

Note: If you simply want to search the schedule of classes, you do not need to user id or a password. From the CampusCruiser homepage, before logging in, click on Search for Sections at the bottom of the left-hand menu or to see a list of courses offered, go to COA's website at www.albemarle.edu and click on the Course Schedules link.

2.

HOW TO SEARCH AND REGISTER FOR CLASSES

Note: Registering for classes not on your Graduation Check Sheet will not be covered by financial aid and will delay your graduation date. You should consult with your advisor before registering for classes.

When you are on the WebAdvisor tab you will see a WebAdvisor menu on the left side of your screen.

College of The Albemarle CAMPUS CRUISER

Campus Campus Life Academics MyCruiser Administration MyWebAdvisor COA AlertNow

Hello [Name] Caron LOG OUT College of The Albemarle Support

MyWebAdvisor > Students > Welcome

Open In New Window

Welcome to WebAdvisor

In this area you can access your official records – choose an item from the menu on the left to begin.

WebAdvisor is unavailable every morning between 1am and 6am for system maintenance.

- WebAdvisor
- Welcome
- FAQ
- Registration How-To
- Financial Information
 - Acct Summary by Term
 - Detailed Acct Statement
 - Pay on My Account
 - View My 1098-T Info
- Registration
 - Search for Sections
 - Search and Register
 - Express Registration
 - Register/Drop Sections

Under the Registration section – Select “Search and Register”

1. On the Search and Register page you must select your search parameters.

- Begin by clicking on the drop down arrow beside TERM and selecting the term for which you wish to register.
- You must also select at least one other search parameter (such as subject, meeting after/before, day of the week, location etc.)
- To narrow the search include the course number
- Click SUBMIT to see your search results.

Term

Starting On/After Date Ending By Date

| Subject | Course Level | Course Number | Section |
|--|----------------------|----------------------------------|----------------------|
| <input type="text" value="ENG - English"/> | <input type="text"/> | <input type="text" value="111"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

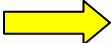

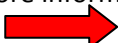
Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

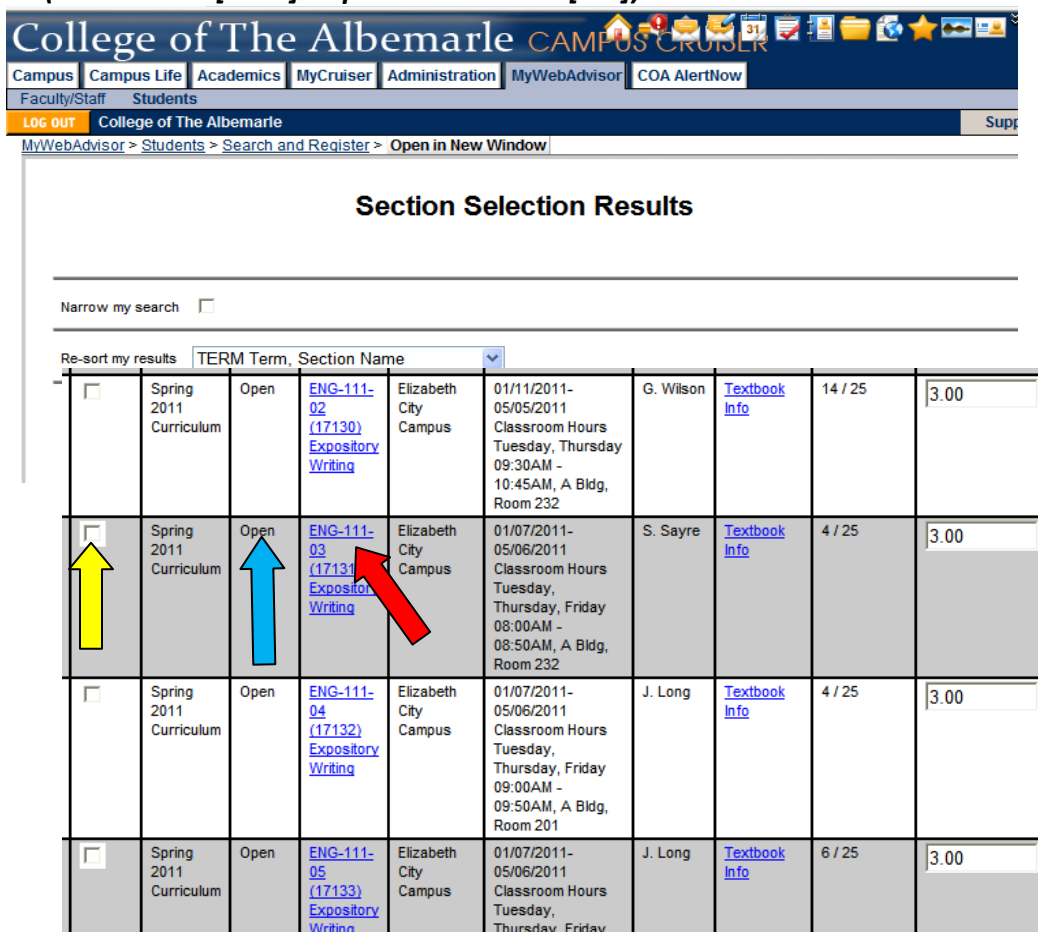
Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

- The system will return a list of sections based on the search parameters you entered.
- Click the select box for the sections you wish to add to your list of preferred sections. 
If the status of the class is open  that means seats are available and you can select the class by clicking in the box under the column Select Section(s).
If you want to see more information about the class click on the link in the Section Name and Title box. 

Note: Remember to read the course schedule closely to see if the course you are registering for requires a lab (i.e. AST 111 [class] requires AST 111AN[lab])



| Section Selection Results | | | | | | | | | |
|--|------------------------|------|---|-----------------------|--|-----------|-------------------------------|---------|------|
| Narrow my search <input type="checkbox"/> | | | | | | | | | |
| Re-sort my results TERM Term, Section Name | | | | | | | | | |
| <input type="checkbox"/> | Spring 2011 Curriculum | Open | ENG-111-02 (17130) Expository Writing | Elizabeth City Campus | 01/11/2011-05/05/2011 Classroom Hours Tuesday, Thursday 09:30AM - 10:45AM, A Bldg, Room 232 | G. Wilson | Textbook Info | 14 / 25 | 3.00 |
| <input checked="" type="checkbox"/> | Spring 2011 Curriculum | Open | ENG-111-03 (17131) Expository Writing | Elizabeth City Campus | 01/07/2011-05/06/2011 Classroom Hours Tuesday, Thursday, Friday 08:00AM - 08:50AM, A Bldg, Room 232 | S. Sayre | Textbook Info | 4 / 25 | 3.00 |
| <input type="checkbox"/> | Spring 2011 Curriculum | Open | ENG-111-04 (17132) Expository Writing | Elizabeth City Campus | 01/07/2011-05/06/2011 Classroom Hours Tuesday, Thursday, Friday 09:00AM - 09:50AM, A Bldg, Room 201 | J. Long | Textbook Info | 4 / 25 | 3.00 |
| <input checked="" type="checkbox"/> | Spring 2011 Curriculum | Open | ENG-111-05 (17133) Expository Writing | Elizabeth City Campus | 01/07/2011-05/06/2011 Classroom Hours Tuesday, Thursday, Friday | J. Long | Textbook Info | 6 / 25 | 3.00 |

- If it is **BEFORE** your registration date, this is as far as you can go. You can continue to add to your list of preferred sections but you cannot register until your registration date. (If you try, you will receive a message saying you cannot register before your assigned date and time). When your registration date arrives, you will use the Register for Previously Selected Sections option (see page 8)

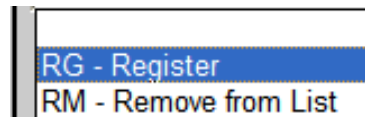
- If it **IS YOUR REGISTRATION DATE AND BEFORE THE SEMESTER HAS STARTED**, you can proceed with registration. In the action box beside the course(s) for which you wish to register, use the drop down arrow to select RG-Register. When finished click SUBMIT.

| Preferred Sections | | | | | | | | |
|--------------------|------------------------|---|-----------------------|--|-------------|--------------------|---------|------|
| Action | Term | Section Name and Title | Location | Meeting Information | Faculty | Available/Capacity | Credits | CEUs |
| RG - Register | Summer 2011 Curriculum | ENG-111-S (18147) Expository Writing | Elizabeth City Campus | 05/16/2011-07/26/2011 Classroom Hours Monday, Tuesday, Wednesday, Thursday 09:00AM - 10:00AM, A Bldg, Room 229 | D. Roughton | 25 / 25 | 3.00 | |

- WebAdvisor will return a Registration Results page. If you encountered no error messages, your status will show "Registered". You can click OK. You have completed your registration for the selected sections.

If you encountered red error messages on the Registration Results page, you must resolve them as directed before you can proceed with registration. More information is provided in the Troubleshooting Tips in this guide on page 15. You may also contact your advisor for assistance.

- You may also delete a section from your Preferred Sections List by selecting [RM-Remove from list](#)



3.

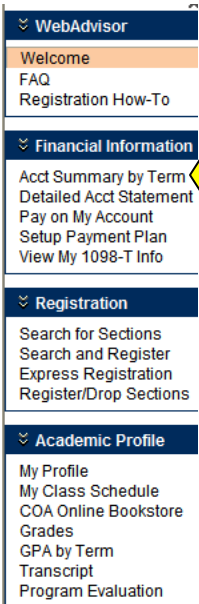
HOW TO REGISTER FOR PREVIOUSLY SELECTED SECTIONS

Note: This feature can only be used if Search and Register or Express Registration was used to set up a Preferred List of Classes. Registering for classes not on your Graduation Check Sheet will not be covered by financial aid and will delay your graduation date.

1. Login to Campus Cruiser, go to WebAdvisor and select [Register/Drop Sections](#).
2. In the Preferred Sections, select [RG-Register](#) using the drop down arrow for the classes you wish to register for. When finished click [SUBMIT](#). **Note: You can also remove sections from your preferred list if needed.**

The screenshot shows the WebAdvisor registration interface. On the left is a navigation menu with 'Registration' and 'Academic Profile' sections. The 'Registration' section includes 'Search for Sections', 'Search and Register', 'Express Registration', and 'Register/Drop Sections'. The 'Academic Profile' section includes 'My Profile', 'My Class Schedule', 'COA Online Bookstore', 'Grades', 'GPA by Term', and 'Transcript'. The main content area is titled 'Preferred Sections' and contains a table with the following columns: Action, Term, Section Name and Title, Location, Meeting Information, Faculty, Available/Capacity, Credits, and CEUs. A single row is visible in the table for 'ENG-111-07 (17135) Expository Writing' at Elizabeth City Campus, with a meeting time of 01/07/2011-05/06/2011, Faculty S. Sayre, and 3.00 credits. A dropdown menu is open over the 'Action' column, showing 'RG - Register' (highlighted) and 'RM - Remove from List'. A yellow arrow points to the 'RG - Register' option. Below the 'Preferred Sections' table is a 'Current Registrations' table with columns: Drop, Term, Pass/Audit, Section Name and Title, Location, Meeting Information, Faculty, Credits, and CEUs. The 'Current Registrations' table is empty, with a message: 'You are not currently registered for any sections.' Below the 'Current Registrations' table is a dropdown menu with the text 'If one of my choices is not available' and the selected option 'ALL Allow me to adjust all'. At the bottom of the form is a 'SUBMIT' button.

3. WebAdvisor will return a Registration Results page. If you encountered no error messages, your status will show “Registered”. At this point you can click OK. You have completed your registration for the selected section(s).
4. If you encounter red error messages on the Registration Results page, you must resolve them as directed before you can proceed with registration. More information is provided in the Troubleshooting Tips in this guide on page15.



HOW TO VIEW YOUR ACCOUNT BALANCE

1. Login to Campus Cruiser, go to WebAdvisor and click on [Acct Summary by Term](#)
2. Select a term by clicking on the drop down arrow
3. Click [SUBMIT](#)
4. Your account balance for the term will appear on your screen for review.

If you would like to see details on your charges or payments, click on [Detailed Acct Statement](#), and then click [Generate Statement](#). This will give you your account details for the previous year.

4.

HOW TO PAY FOR CLASSES

Note: College of The Albemarle does not mail out tuition invoices. Students are responsible for knowing the payment deadlines for the registration cycle in which they have registered. You must be approved by Scholarships and Student Aid Office **OR have setup a payment plan using E-Cashier **OR** pay the balance by the payment deadline. Failure to take care of the charges in one of these ways will result in all of your being dropped. Payment deadlines are posted on the Registration Information link under Course Schedules on the website.**

You have three options for paying for classes.

1. Pay Online in Full with a VISA or MasterCard credit or debit card. (If you need to pay with Discover or American Express or with an Electronic Check you can do so on E-Cashier)
 - On the WebAdvisor tab click [Pay on My Account](#)
 - Fill in the Full Payment Amount and select Payment Type using the drop down arrow.
Note: Partial Payments are not accepted. For Partial Payments, you must setup a Payment Plan using E-Cashier.
 - Click [SUBMIT](#)

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| Search and Register |
| Express Registration |
| Register/Drop Sections |
| Academic Profile |
| My Profile |
| My Class Schedule |
| COA Online Bookstore |
| Grades |
| GPA by Term |
| Transcript |
| Program Evaluation |

Pay on My Account

* = Required

| Payment Amount | Balance | Description | Total Charges | Payments | Financial Aid Remaining | Payment Plans | Refunds |
|----------------|---------|--|---------------|----------|-------------------------|---------------|---------|
| 88.50 | 88.50 | Spring 2011 Curriculum, Student Receivable | 88.50 | 0.00 | 0.00 | 0.00 | 0.00 |

Total Amount Due 88.50

Payment Type* [VISA - Visa WebAdvisor](#)

[SUBMIT](#)

- Fill in the required fields * and click SUBMIT – you will get a confirmation screen and you will receive an email indicating your payment has been accepted.

Electronic Card Entry

[How do I find the security code?](#)

* = Required

Payment Amount 88.50
 Convenience Fee 0.00
 Total Payment Amount 88.50

Credit Card Number*

Expiration Date* Expiration Year*

Card Security Code*

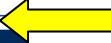
Name on Card*

Billing Address*

City* State/Province* Postal Code*

E-mail Address*

2. Use our convenient payment plan – E-Cashier. (Note: This option is not available for the summer semester). There is a \$25.00 fee for setting up the payment plan. You may also make a single payment using E-Cashier (VISA, MasterCard, Discover or American Express, or electronic check). There is a \$2.00 fee for single payments using E-Cashier.

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 - Search for Sections
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 - Register/Drop Sections
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 - My Profile
 - My Class Schedule
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- Click on **Set Up Payment Plan**
- Click on the link labeled “Click here to visit the E-Cashier page” on the lower right hand side of the page.
- Enter your information in the boxes provided (**Note: Date of birth must include the slashes MM/DD/YY**)

| | |
|---------------|----------------------------------|
| Student ID | <input type="text"/> |
| Date of Birth | <input type="text"/> MM/DD/YY |
| Term | <input type="text"/> Spring 2011 |

- Click on the Calculate Tuition box
- Click on the E-cashier link
- Follow the instructions (Note: You may include the cost of your books).
- If you need assistance, have questions, or need to make any changes, please contact Jessica Sawyer at 252-335-0821 ext. 2510

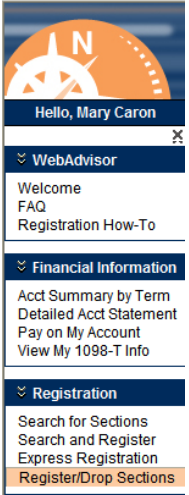


3. Pay in Person – we accept cash, checks and VISA or MasterCard payments at all three COA campuses. Call the campus nearest you for office hours: Elizabeth City 252-335-0821 ext. 2248, Dare 252-473-2264 ext. 248 or Edenton 252-482-7900 ext. 2413. You may pay for your classes at **any** COA campus (it does not matter which campus your classes are).

HOW TO DROP AND ADD CLASSES

Note: You cannot drop or add classes using WebAdvisor starting the first day of classes. You will need to contact your advisor.

1. Login to Campus Cruiser and click on the WebAdvisor tab.
2. TO ADD A CLASS before the semester (or mini-mester) begins...see instructions on page 6.
3. TO DROP A CLASS FROM YOUR **PREFERRED SECTIONS LIST**:
 - Click on [Register/Drop Sections](#)
 - In the Preferred Sections List select [RM-Remove From List](#)
 - Click **SUBMIT**
 - Your updated Preferred Sections list will display. Click OK to return to the main menu.
4. TO DROP A CLASS THAT YOU HAVE **ALREADY REGISTERED FOR** (If the class has started you must contact an advisor):
 - Click on [Register/Drop Sections](#)
 - Click [Drop](#) next to the class you wish to drop.
 - Click **SUBMIT**



Preferred Sections ←

| Action | Term | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity | Credits | CEUs |
|--|------------------------|---|-----------------------|---|------------|---------------------|---------|------|
| <input type="button" value="RM - Remove from List"/> | Spring 2011 Curriculum | CET-211-HY1 (00001) Computer Upgrade/Repair | Elizabeth City Campus | 03/07/2011-05/09/2011 Classroom Hours Days to be Announced, Times to be AnnouncedInternet, Room INTR (more)... | K. Krauss | 23 / 30 | 3.00 | |
| <input type="button" value="RM - Remove from List"/> | Spring 2011 Curriculum | COS-116-01 (17071) Salon | Elizabeth City Campus | 03/01/2011-04/12/2011 Lab/Shop Hours Tuesday, Wednesday, Thursday, Friday 07:30AM - 12:00PM, C Bldg, Room 150 (more)... | D. Harrell | 19 / 20 | 4.00 | |

Current Registrations ←

| Drop | Term | Pass/Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|-------------------------------------|------------------------|------------|--|-----------------------------|--|---------|---------|------|
| <input checked="" type="checkbox"/> | Spring 2011 Curriculum | | COE-110-N2 (16799) World of Work | Pasquotank Off-Campus Sites | 03/07/2011-05/09/2011 Classroom Hours Days to be Announced, Times to be AnnouncedInternet, Room INTR | Staff | 1.00 | |

If one of my choices is not available

SUBMIT

PROGRAM EVALUATION

Program Evaluation allows you to see what classes are still outstanding for your degree. In addition, you can use Program Evaluation to see what would happen if you were to change your Program of Study.

MyWebAdvisor > Students > Program Evaluation > Open in New Window

Program Evaluation

You may select either an active program or a "What if" program.

* = Required

Choose One Active Programs

CONED Continuing Education

T90990 Special Credit Non-Degree

What if I changed my program of study? A10100 - Associate in Arts

What work do you want to include?* A - All (includes planned)

SUBMIT

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 - My Profile
 - My Class Schedule
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Select Program Evaluation from My WebAdvisor – then click on the radio button for [Active Programs](#) to see how you are progressing with your degree **OR** click on the drop down arrow on the [What if I changed my program of study?](#) Click on the drop down for courses to include. It is recommended to Include All Work. Click [SUBMIT](#).

Program Evaluation

Choose One Catalog

2010

SUBMIT

Choose the Catalog Year and Click SUBMIT

Program: Associate in Arts (A10100)
Catalog: 2010 Ant Completion Date: 01/04 E-Mail Address: [redacted].ed

Advisor: Mary K. Caron
Registration flags and holds: WA
Program Status: In Progress



Program GPA: 3.927

| | Required | Current..... Earned | Remaining | Anticipated(*)..... Additional | Remaining |
|------------------------|----------|------------------------|-----------|-----------------------------------|-----------|
| Institutional Credits: | 17.00 | 158.33 | 0.00 | 3.00 | 0.00 |
| Institutional GPA....: | 2.000 | 3.905 | Met | | |
| Combined Credits: | 65.00 | 165.33 | 0.00 | 3.00 | 0.00 |
| Combined GPA.....: | 2.000 | 3.905 | Met | | |

(*) Anticipates completion of in-progress and registered and planned courses

=====
Statuses: W=Waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
=====

I) 1: General Education Requirements

Credits: 29

Complete all 6 subrequirements:

I) A: COMPOSITION

> COMPLETE THE FOLLOWING COURSES:

Credits: 3

N) COMPLETE ENG-111

ENG-111 Expository Writing _____ 1 course needed

C) COMPLETE 1 OF THE FOLLOWING:

> ENG-112, ENG-113, OR ENG-114

ENG-114 Prof Research & Reporting.. 2001SP A 3

- C) B: HUMANITIES/FINE ARTS
 > COMPLETE A TOTAL OF 12 HUMANITIES/FINE ARTS CREDITS.
 > YOU MUST HAVE COM-231, ONE LITERATURE COURSE, AND 2
 > ADDITIONAL COURSES APPROVED TO SATISFY THE CAA GEN ED:
 > HUM/FINE ARTS CORE REQUIREMENT. THESE COURSES MUST
 > BE TAKEN FROM THE DISCIPLINES OF ART, DRA, ENG, MUS, HUM,
 > OR SPA . YOU MUST TAKE COURSES FROM 3 DIFFERENT
 > DISCIPLINES OVERALL.
 Credits: 12
 C) COMPLETE COM-231
 COM-231 Public Speaking..... 2005FA A 3
 C) COMPLETE 1 LITERATURE COURSE FROM ENG:
 ENG-241 British Literature I..... 2003FA A 3
 C) COMPLETE 6 ADDITIONAL CREDITS
 Credits: 6
 MUS-110 Music Appreciation..... 2003FA A 3
 ENG-242 British Literature II..... 2004SP A 3
- C) C: SOC/BEH SCI-HIS
 > COMPLETE 1 OF THE FOLLOWING GROUPS:
 > 1. HIS-121 AND HIS-122
 > 2. HIS-131 AND HIS-132
 Credits: 6
 C) Group 1

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-
- Credits: 6
 HIS-121 Western Civilization I..... 2001FA A 3
 HIS-122 Western Civilization II..... 2002SP B 3

- N) D: SOC/BEH SCIENCE
 > COMPLETE 6 ADDITIONAL CREDITS WHICH HAVE BEEN APPROVED

 > TO SATISFY THE CAA GEN ED: SOC/BEH SCI CORE REQUIREMENT
 > (EXCEPT HISTORY) . COURSES MUST COME FROM TWO
 > DISCIPLINE AREAS IN ECO, GEO, POL, PSY, AND/OR SOC
 _____ 6 credits needed

- C) E: NATURAL SCIENCES
 > COMPLETE 8 CREDITS FROM COURSES INCLUDING AN
 > ACCOMPANYING LABORATORY WORK FROM DISCIPLINES:
 > AST, BIO, CHM, PHY. COURSES MUST BE APPROVED TO
 > SATISFY THE CAA GEN ED: NATURAL SCIENCE CORE
 > REQUIREMENT.
 Credits: 8
 PHY-110A Conceptual Physics Lab.... 2004FA A 1
 PHY-110 Conceptual Physics..... 2004FA A 3
 AST-111A Descriptive Astronomy..... 2005SP A 1
 AST-111 Descriptive Astronomy..... 2005SP A 3

- N) F: MATHEMATICS
 > COMPLETE 6 CREDITS WITH THE MAT PREFIX WHICH SATISFY
 > CAA GENED CORE REQUIREMENTS OR SELECT CIS-110 AND
 > 3 MAT CREDITS FROM MAT-161 OR HIGHER. STUDENTS WHO
 > HAVE NOT DEMONSTRATED COMPETENCE IN THE BASIC USE
 > OF COMPUTERS MUST ENROLL IN CIS-110 AS THREE OF THE
 > SIX REQUIRED SEMESTER HOURS. NOTE: DUE TO COURSE
 > SIMILARITY, MAT-161 & MAT-171 WILL NOT COUNT AS TWO
 > DIFFERENT COURSES. THE SAME APPLIES TO MAT-162 AND
 > MAT-172.
 >
 Credits: 0
 N) COMPUTER COMPETENCY

_____ 6 credits needed
 N) COMPLETE 6 CREDITS WITH MAT PREFIX
 > WHICH SATISFY CAA GENERAL CORE REQMTS
 > SEE COMPLETE EXPLANATION ABOVE
 _____ 6 credits needed
 =====
 I) 2: Major Requirements
 Credits: 13
 Complete both subrequirements:
 I) A: OTHER REQUIRED
 > COMPLETE ALL OF THE FOLLOWING COURSES:
 Credits: 5
 N) COMPLETE ACA-111 OR ACA-118
 _____ 1 course needed
 I) COMPLETE ENG-111A AND HEA-110
 ENG-111A Expository Writing Lab _____ 1 course needed
 HEA-110 Personal Health/Wellness... 2001SP A 3
 C) COMPLETE 2 CREDITS FROM SUBJECT PED
 Credits: 2
 PED-118 Weight Training II..... 2000FA A 1

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 =====
 PED-152 Swimming-Beg Cr by Exam.... 02/16/06 CE 1 *NE

 I) B: ELECTIVES
 > COMPLETE 14 ADDITIONAL CREDITS FROM THE CAA
 > COURSE LIST.
 Credits: 8 Required: 14 Remaining: 6
 ACC-120 Prin of Accounting I..... 1997FA A 4
 MUS-151I Class Music I..... 2004SP A 1
 MAT-155 Statistical Analysis..... 2006SP A 3
 _____ 6 credits needed

Courses not used in the degree are listed at the bottom.

TROUBLESHOOTING TIPS

| ERROR MESSAGE: | WHAT IT MEANS AND WHAT YOU SHOULD DO: |
|---|---|
| Class section is restricted to (certain major) | The course is restricted based on your current major. Click on the blue course number for the exact major(s). You cannot register for this section if this is not your current major. |
| Class section is closed | The section you selected is full. Review the schedule of courses and select another section with a status of OPEN. |
| A granted petition is required to enroll in this section | Click on the blue course code and read the comments, which will tell you how to obtain permission to take this section. |
| Class section requires registration in _____ | There is a required matching class section for this class. WebAdvisor will register you for it automatically. |
| Student may not register for class section at this time. | The add period for this class is over. You may not register for the class. Contact your advisor. |
| Class section conflicts with _____ | These classes have overlapping times and you will not be allowed to register. Select a different class that does not overlap. |
| Student does not have a current academic program. | Contact your advisor. See pg 18 Student Success Guide links for contact information. |
| Course has an optional co-requisite. | The co-requisite is optional. Disregard. |
| Student cannot register before time on date. | You cannot register before your assigned time. |
| Student does not have a registration priority. Term requires one. | Contact the Admissions office at 252-335-0821 |
| You may not drop classes in the registration time frame. | The deadline to drop a class has passed. You may only withdraw. You must complete a withdrawal form and obtain your instructor's signature. Contact your advisor. |

SECTION INFORMATION

Note – you can also view section information from Campus Cruiser ‘Search for Sections’ – available on homepage before logging in or on MyWebAdvisor after logging in.

To view the course schedule go to COA’s website and click on course schedules. Then click on the semester you want to register for. Notice the Section Session column. Sections are assigned by campus location and indicate if they are face to face, hybrid or internet courses.

N = Internet – classes are taken online. You may need to come to a campus to take mid-terms and/or final exams. Different sections are listed as N, N1, N2 etc.

| COURSES | SEC SESSION | CR | CO | COURSE TITLE | BEGIN DATE | END DATE | CLAS/LAB | TEXTBOOK INFO | DAY/TIME | ROOM | USED/CAP | INSTRUCTOR |
|------------------|-------------|----|------|--------------|-------------------------|---------------------|----------|-------------------------------|----------|--------|----------|----------------|
| ACADEMIC RELATED | | | | | | | | | | | | |
| I | ACA 111 | N | 1 | 1 | College Student Success | 01/07/11 - 03/04/11 | CLASS | Textbook Info | | | 29/30 | |
| | | 16 | week | | | | | INTERNET | | INTRNT | | Bryan, Carlton |

HY = Hybrid – classes are both face to face and online. The schedule will show the days, times and location of the face to face portion.

HY1, HY2 = face to face portion is offered on the **Elizabeth City** campus.

HYA, HYB = face to face portion is offered on the **Dare** County campus.

HYW, HX = face to face portion is offered on the **Edenton-Chowan** campus.

| | | | | | | | | | | | | |
|----|---------|-----|------|---|--|---------------------|-----|-------------------------------|-------------------|--------|-------|----------------|
| HY | ACC 120 | HY1 | 4 | 5 | Prin of Financial Accounting | 01/07/11 - 05/09/11 | LAB | Textbook Info | | | 18/20 | |
| | | 16 | week | | | | | INTERNET HYBRID | | INTRNT | | Myers, Kenneth |
| | | | | | | | | | TTH/10:00A-11:50A | C109 | | Myers, Kenneth |
| | | | | | Hybrid - classroom portion held on the Elizabeth City Campus; additional instruction online. | | | | | | | |
| | | | | | Access code required. | | | | | | | |
| | | | | | Access to MS Office 2007 or 2010 is required. | | | | | | | |

01, 02, 03 etc. – classes are face to face and located at the Elizabeth City campus.

| | | | | | | | | | | | | |
|-----|-----|----|------|---|---|---------------------|-------|-------------------------------|------------------|-------|-------|-----------------|
| AST | 111 | 01 | 3 | 3 | Descriptive Astronomy | 01/07/11 - 05/09/11 | CLASS | Textbook Info | | | 24/30 | |
| | | 16 | week | | | | | | MW/05:30P-06:45P | AE208 | | Younger, Willia |
| | | | | | Students must also register for a lab section; AST 111A-01 in Elizabeth City or AST 111A-A in Dare. | | | | | | | |

A, B – classes are face to face and located at the Dare County campus

| | | | | | | | | | | | | |
|-----|------|----|------|---|---|---------------------|-------|-------------------------------|-----------------|-------|-------|----------------|
| CIS | 110C | A | 2 | 2 | Introduction to Computers | 01/07/11 - 05/09/11 | CLASS | Textbook Info | | | 15/24 | |
| | | 16 | week | | | | | | M/09:00A-10:50A | DC229 | | Gibbons, James |
| | | | | | Students must also register for CIS 110L-A. | | | | | | | |

W, X – classes are face to face and located at the Edenton-Chowan campus

| | | | | | | | | | | | | |
|-----|-----|----|------|---|----------------------|---------------------|-------|-------------------------------|-----------------|---------|-------|-----------------|
| AHR | 114 | W | 4 | 6 | Heat Pump Technology | 01/07/11 - 05/09/11 | CLASS | Textbook Info | | | 12/16 | |
| | | 16 | week | | | | | | T/10:00A-11:50A | EDN418 | | Partyka, Michae |
| | | | | | | | | | T/12:00P-03:50P | EDN400A | | Partyka, Michae |

LOCATIONS

The course schedule also shows class locations. Internet classes show INTERNET as the location.

| | | | | | | | | |
|---------|---------|---|---|----------------------|-------|-------------------------------|------|---------------|
| ACA 118 | 03 | 2 | 3 | College Study Skills | | Textbook Info | | 14/20 |
| | 16 week | | | 01/07/11 - 05/09/11 | CLASS | T/05:30P-06:20P | A223 | Lauten, Janet |
| | | | | 01/07/11 - 05/09/11 | LAB | T/06:30P-08:20P | A233 | Lauten, Janet |



Click [here](#) to see a detailed map of the Elizabeth City campus.

Click [here](#) to see a detailed map of the Dare County campus.

Click [here](#) to see a detailed map of the Edenton-Chowan campus.

HELPFUL CONTACTS AND INFORMATION

| | |
|-----------------------------------|---|
| Need your User Name? | First name_last name (john_doe) If you have questions about your username, go to the CampusCruiser homepage. Click on 'What's my Username? Enter your last name and your SSN or Student ID and click SUBMIT. |
| Need your password? | Click on the set your password link under the login screen on Campus Cruiser |
| Need your Student ID Number? | Student ID number is on your ID badge, on your Welcome Letter from Admissions, on a printed registration form, or you may call an advisor. |
| Need to change your major? | See your advisor. |
| Need to know who your advisor is? | On the MyWebAdvisor tab – click on My Profile. If you do not have an advisor assigned, contact Student Development at 335-0821 ext. 2290 |
| Need advising information? | Contact your advisor |

Elizabeth City Campus

PO Box 2327 1208 N. Road St.
Elizabeth City, NC 27906
252-335-0821
252-335-2011 (Fax)

Edenton-Chowan Campus

1316C N. Broad St.
Edenton, NC 27932
252-482-7900
252-482-7999 (Fax)

Dare County Campus

132 Russell Twiford Road
Manteo, NC 27954
252-473-2264 or 252-473-3593
252-473-5936 (Fax)

Dare - Roanoke Island Campus

205 Highway 64 South Business
Manteo, NC 27954
252-475-9250
252-473-6002 (Fax)