ChaffeyView

Step by Step
Registration Instructions
Registration: Important Features

**NEW!** When registering, add classes to a shopping cart called Preferred Sections

**NEW!** Manage My Waitlist lets you easily see your status on a waitlist and remove classes from a waitlist if you change your mind during the waitlist period (see Schedule of Classes for more information)

- What is My Registration Date? displays your registration date and time

- Don’t forget to pay your fees! See Account Summary by Term and use Make a Payment to pay by Visa or MasterCard
Registration: Step 1

- Is it your time to register? See What is My Registration Date?
- Your payment is due immediately. See Account Summary by Term and Make a Payment

STEP 1:
Go to Register for Sections
Registration: Step 2

Please choose which type of registration you would like to use:

**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 section or sections for which you wish to add to your preferred list and then register. (Example: Section number 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.)

**Manage my waitlist**
- Use this option if you would like to register or remove sections that you are currently waitlisted in.

- **Click on Search and register for sections** if you need to look up classes before adding them to your Preferred Sections.

- **Click on Express registration** if you already know the sections you want to add to your Preferred Sections.

- **Click on Register for previously selected sections** to view and/or register for what is currently on your Preferred Sections list.
### Express Registration:

- **Enter the 5-digit **Section # and Term **for each section you want to register for.**

- When finished, click the **Submit** button **ONCE.**

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<table>
<thead>
<tr>
<th>Section</th>
<th>Term</th>
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Registration: Step 4

Preferred Sections – this is your registration shopping cart.

- Select an Action for all sections or for individual sections in your preferred section list.
- You can also Drop a class that you are currently enrolled in.
- Be sure to click Submit one time only when you are finished.
Error Messages

ChaffeyView will display an error message if unable to process your request.

Read each message carefully and take appropriate action to correct the error.

Click Submit only ONCE when finished.
What to do next...

You decide where to go from here:

- Go to **Account Summary** to see what you owe
- Go to **Make a Payment** to pay your fees
- Register for more classes
- Drop a class
- Manage your waitlist
- Review your schedule
Remember to Pay Your Fees!!!

Click on Make a Payment and enter the required information.

After entering the required information, remember to click on Submit only ONCE when finished.
We hope you find ChaffeyView a convenient and useful way to manage your registration activity.

To exit this presentation, close your browser by clicking on the X box in the upper right-hand corner.