



## Public Safety Department Application & Registration Instructions Independent Students

1. Using the link below, access the WebAdvisor log in screen

<https://webadvisor.yccd.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8261892186>

2. If you do not know your Student ID number, click 'Login and Password Info' just below 'Log In'. You will be able to retrieve your ID number using your last name and social security number. Your password by default is the first letter of your first name capitalized, the first letter of your last name lower case, the last 4 of your social security number and the 2 digits of your birth month.

User ID: First letter of your last name capitalized + your 7 digit Student ID number

Example: A0123456

Password: John Smith, Social: xxx-xx-1234, DOB: 11/26/1995

Example: Js123411

\*The first time you log in you will be prompted to reset your password. Red letters will display with a message that 'Your password has expired'. You will input the following to reset:

User ID: A0123456

Old password: Js123411

New password: Must be 6-9 characters, including letters and numbers

Repeat: Enter new password again for confirmation

Hint: Not required, optional

3. Once logged in, on the far right side click the blue box for 'Students'
4. Under Registration click 'Register or Drop'
5. You must indicate you understand the 10 Days to Pay Policy. From the date you register, you have 10 calendar days to pay your tuition in full, set up a payment plan or have the BOG Fee Waiver applied to your student account. To check fee waiver eligibility complete your FAFSA for the 2018/2019 year. [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - Check the box
  - Click Submit
6. On the page that displays choose the second option, 'Express Registration'. After submitting your proper clearance forms to the Public Safety office, you will receive the specific class codes you are to register into. For example: AJ 54B section 5726
7. You will input that information as follows on the WebAdvisor Express Registration Screen:

Class Code	Subject	Course #	Section #	Term
5726	Administration of Justice	leave blank	leave blank	2018FA
6054	Administration of Justice	leave blank	leave blank	2018FA

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1. Click Submit
2. A table will display with a drop down menu to the left of your course title. By clicking the arrow on the drop down, select 'Register' next to each course. Click 'Submit'
3. The following page should display 'Registered for this section' next to each course title. If you experience issues with registration, please call or email the Public Safety Administrative Staff.