

Online Registration Process

Important Note:

If this is your first time, please take a look at the "Solar Information" brochure for basic instructions on logging into the system.

Getting Started

Step 1: Log into your SOLAR account.

Step 2: At the Main Menu, choose Student

Step 3: At the Student Menu, choose "Registration" You will be asked to affirm the following:

- ✕ I have met with an advisor.
 - ✕ I have an academic plan to follow.
 - ✕ I understand that if I register for classes that are not in my academic plan, they may not fulfill degree/certificate or transfer requirements.
 - ✕ I accept that the balance due to John Wood Community College is my responsibility.
 - ✕ I understand that I may incur collection costs or additional fees for any unpaid balance.
- Click on the "I Agree" button if you agree and choose to continue.

If you do not agree with the above, you will not be able to use "on-line registration" at this time. Please contact your academic advisor for assistance.

Step 4: At "Select Term," choose the term for which you wish to register. Click on "Submit term"

Step 5: Update the statistical inquiries form and then click "Submit".

SCHEDULES AND REGISTRATION:

First, Select the term. **Then,** Click on "Search for a class". You may look up classes to add by subject, title, delivery method, start time, end time and days.

Caution: *The more criteria you select, the more limited the choice of courses will be. It is recommended that you conduct your search using Subject and Course Number.*

Subject: The general academic subject area of the course. You must choose at least one.

Course Number: A three digit code such as 101, 102, 212.

Title: (not recommended)

Part of Term: Here you may select structured or various short term classes.

Start Time: Search will display classes that start after this time (use with caution)

End Time: Search will display classes that end before this time (not recommended)

Days: Search will only display classes that meet on these days. (use with caution).

When you have entered your selection criteria, press the "Class Search" button. When you find a course you want, click the checkbox in the left hand column. Then go to the bottom of the page and click the "Add to Worksheet" button.

Press the "Class Search" button at the bottom of the page to return to the "Look up Classes to Add" form, and repeat the search process until you have a complete schedule.

When you are done, press the "Submit Changes" button. Your schedule will then be displayed.

By scrolling to the bottom of the page, you can view your completed schedule and complete your registration. Press "exit" in the upper right corner to exit.

Full Classes: If a class is full, it will not appear on the automated class schedule. If you know there is a class and you want to be put on a **WAITING LIST** for it, contact your academic advisor to have them place you on the waitlist. Caution! There are a limited number of waiting seats.

PRECAUTIONS TO USE AROUND JWCC COMPUTERS

Use capped drinks or drinks with lids. No food around the equipment. Cell phones should be set to low or off. If you receive a phone call, we request that you leave the room to talk on the phone.

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