

## WEB REGISTRATION INSTRUCTIONS

If you experience difficulty registering during the registration period and need assistance, please call the San Bernardino Valley College HELP Desk at: (877) 241-1756.

### Web Registration Instructions:

1. Log on to [www.valleycollege.edu](http://www.valleycollege.edu)
2. Log on to Campus Central.
  - a) New Students and Students Returning After an Absence
    - i) Your initial login is your San Bernardino Valley College e-mail address.  
Example: [firstname.lastnameXXX@student.sbccd.net](mailto:firstname.lastnameXXX@student.sbccd.net)  
first name is your full, official first name (no nicknames)  
last name is your full, official last name  
XXX is the last three digits of your student ID
    - ii) Your initial PIN/password is your date of birth.

The computer system will not allow you to use your e-mail address and date of birth more than once when you log onto the system. You must create a password immediately. If your e-mail address and password need to be reset for any reason, please contact the HELP Desk at (877) 241-1756 and give them your student identification number **AND** social security number.

- b) Continuing Students
    - i) Enter your SBVC e-mail address and password to gain entry.
3. Click on the "Valley" online registration link. [Note: Remember that you may not access the registration link until on or after your priority date.]
4. Click on the semester you wish to register. You may speed up the process by having prepared a list of reference numbers.
5. Click on "Add a New Section" to register for your classes.
  - a) Use the four-digit reference number found in the printed Schedule of Classes or click on the "Browse the Schedule of Classes" link to see this information online.
  - b) Confirm your selection.
  - c) Repeat for all desired classes.
6. Click on "Drop a Section" if you wish to cancel registration for a class.
  - a) Click on the four-digit reference number of the class you want to drop.
  - b) Confirm your selection.
  - c) Repeat for all desired classes.
7. If desired, click on "Purchase an AS Discount Sticker." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
8. If desired, click on "Purchase a Parking Permit." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
9. If desired, click "Pay now with your credit card." Visa and MasterCard are accepted.
  - a) Enter your card number and expiration date, click "Continue."
  - b) Confirm that the information submitted is correct, click "Pay."
  - c) If your payment is successful, your account balance will be adjusted accordingly.
  - d) Click "Return to Registration."
10. Log out of Campus Central by clicking on the "log out" link.

**Payment is due immediately. When dropped from class for non-payment, your space becomes available to other students who want to register for this class. If you add or drop a class after the start of instruction, you are responsible for the fees.**