

Instructions for Using CLASS-Web

<http://www.chabotcollege.edu/CLASS-Web>

- Using an internet-enabled web browser such as Netscape or Internet Explorer, go to the **CLASS-Web** at www.chabotcollege.edu/CLASS-Web. Click on **Enter CLASS-Web** on the following page.
- From the **CLASS-Web homepage**, click on **Sign On to CLASS-Web**.
- **Enter your 9-digit User ID.** The User ID corresponds to your "W" ID number, Assigned Student ID Number (beginning with a "@") or your Social Security Number. All nine digits of your your User ID should be entered with no dashes or spaces.
- **Enter your 6-digit PIN.** The PIN is initially set to your birth date in the format MMDDYY (i.e. 090872 for September 8, 1972).
- Click on the **Login** button.
- If this is your first time using CLASS-Web, **enter your personal Security Question, along with the Answer.**

This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.
- In the Main Menu, click on **Student Services & Financial Aid**. (Also see "Other Options" section at right for more information.)
- In the Student Services Menu, click on **Registration**.
- In the Registration Menu, click on **Add/Drop or Withdraw from Classes**.
- At the Select Term screen, **select a term** and click the **Submit** button.
- You may be prompted to **update your declared major, employment expectation, and educational goal or request voter information** on the Pre-Registration Student Information Page. Update information as necessary and click on the **Submit Changes/Registration Menu button**.
- Read the instructions on the Add/Drop Classes page completely. Scroll down to the Add Class section of the page and **enter the CRNs you have selected** in the boxes. When you are finished, click on the **Submit Changes** button.

- After the Add/Drop Classes screen refreshes, **verify your enrollment** in the courses you have selected in the Current Schedule section.

If all the courses you selected do not appear, scroll down to the Registration Errors section to check the status of any class which does not appear in your Current Schedule.
- Click on the **Registration Fee Assessment - Pay Fees Online** link at the bottom of the Add/Drop Classes screen to review your account balance and pay your fees by credit card.

Optional fees help support services and student activities; however, if you choose not to pay the optional fees, come to the Office of Admissions & Records to pay your account balance in person. If you are enrolled in a vocational education class, you will be asked to answer questions regarding your economic status.
- When finished, click on **EXIT** to terminate your session.

Other Options Available in CLASS-Web

Within the CLASS-Web Main Menu:

- View your registration date
- Look up your Priority Number

Within the Student Services Menu:

Registration

- Register, add or drop
- Search for classes
- Check class deadlines
- Subscribe to deferred payment plan
- Check your registration status
- View your student schedule
- Pay fees via credit card

Student Records

- View holds
- Look up final grades
- View account summary
- View academic transcripts
- View assessment results
- View 1098-T tax information

Financial Aid

- View overall status
- View cost of attendance
- Review document requirements
- View academic progress
- View financial aid awards
- Display award payment schedule

Within the Personal Information Menu:

- Change PIN
- View address, phone & e-mail information
- Change e-mail address
- Change security question

Payment Information

Fees must be paid in full by the scheduled payment due date or you will be dropped from your **Spring 2010** classes. Enrollment is conditional. The college reserves the right to cancel your registration. Fees can be paid by the following payment methods:

- ✓ **Online:** Via CLASS-Web with credit card in full or by deferred payment plan.
- ✓ **By Mail:** Send a check or money order for full payment. Do not send cash.
- ✓ **In person:** Pay with cash, check or credit card at the Office of Admissions & Records.
- Payment confirmation and enrollment schedule are only mailed to students who pay the \$3 mailing fee.
- Students unable to pay the full amount due should complete a fee extension payment plan* in person at the Office of Admissions & Records. A percentage of your fees will be required as down payment.
- Payments for past due student accounts with holds must be paid in person prior to registering for classes.
- Full payment or a deferred payment plan are available on CLASS-Web. Students who do not wish to pay the \$8 in optional fees must pay in person or mail a note along with their payment stating to have one or both of the optional fees removed from their account.

Spring 2010 Fee Schedule

IF YOU REGISTER...	PAYMENT* IS DUE
Nov. 9—Dec.11	January 6

*Please contact Admissions & Records and arrange a fee extension plan before the scheduled payment due date if you are unable to pay the full amount or you will be dropped from your classes. Students pending Financial Aid must contact the Financial Aid Office for special extensions until award is available. You can also subscribe to a Deferred Payment Plan using CLASS-Web.