

# Advising Guide & Resources

There is a brand-new advising guide for faculty (and others) to use. Anyone with WorldClass access can self-register themselves to this guide. To self-register for the class you should:

- Log into WorldClass (<https://worldclass.regis.edu>)
- On the homepage, scroll all the way to the bottom
- Locate the Services and Support window and click “Self-Registration”



A field including all courses available for self-registration opens. Look for and select the name of the course that you were requested to enroll in. The course you are looking for is: **RC Advising Resources**.

Self Registering Course Offerings			
<u>Course Offering Code</u> ▼	<u>Course Offering Name</u>	<u>Course Offering Cost</u>	<u>Enrol Sta</u>
RC_Advising_Resource	<a href="#">RC Advising Resource</a>		Not Enrol

A description of the course you selected appears. Make sure that you have selected the proper course and that matches the information you were provided with in the request.

Specifically make sure that you matched the course title you were sent with the one you registered for than select **Register**.

### Description

[Course Offering List](#) > Course Offering Description

#### Step 1: View Course Offering Information

Course Offering Name: RC Advising Resource

Course Offering Code: RC\_Advising\_Resource

Description:

Cancel Register

Provide the required information for the Registration Form and select **Submit**.

## Registration Form

[Course Offering List](#) > [Course Offering Description](#) > **Registration Form**

### Step 2: Enter Registration Information

Required fields are marked with a \*

\* **First Name:**

\* **Last Name:**

\* **Email:**

**Org Defined ID:**

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[Submit](#)

Review the information on the Confirmation page to ensure that it is correct and then select **Finish**.

## Confirmation

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

### Step 3: Confirmation

FirstName: Ryan

LastName: Martin

Email Address: marti003@regis.edu

OrgDefinedId: 1630003

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[Finish](#)

The final step gives you the opportunity to go right to the course to get started by selecting the link with the course's title, or to leave the self-registration process by selecting **Done**.

## Registration Summary

- [Go to course offering RC Advising Resource](#)
- [Register for another course](#)

Done