

INDIAN HILLS COMMUNITY COLLEGE

Registration Directions

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Indian Hills Community College

Please see a counselor if you need any assistance in determining which classes to take. Selecting the right courses is critical to your academic progress. Before beginning, please take note of these things:

- All students should complete the COMPASS or ACT prior to registration for their first term.
- You may access the online registration through any Internet accessible computer. Computers are available in the following locations: Ottumwa - Bennett Building; Success Center; Health Building; ATC Rooms 212, 242, and West Lounge; Library. County Service Centers. Centerville - Administrative Building; Library; Success Center.
- Due to system maintenance, online registration is not available Monday-Saturday 12:00 a.m.-3:00 a.m.; Sunday 12 a.m.-6:00 a.m.
- Note: It is important to click only once on the Submit or Menu buttons. If you hit these buttons more than once before the system has time to respond, for security reasons you will have to start from the beginning.

Registration

New Students:

Your admission application must be processed before you can register. Access will be granted one business day after your application has been accepted. Remember that Indian Hills operates on a Monday through Thursday schedule.

- Click on **Web Advisor** (located under “Quick Links” in the left column)
- Select **Log In Help** to obtain your user ID and password.
- Select **Log-In** from the tab across the top.
- Enter **User ID** and Password. (Use lower case)
- Select **Students**
- Click on **Register for Sections**
- Fill out the **Emergency Communications Form**
- Read Payment Plan Terms. Select **Agree** in order to proceed with registration

Returning Students:

- Click on **Web Advisor** (located under “Quick Links” in the left column)
- If you have forgotten your user name, password or have difficulties logging in, click on **Log In Help**
- Select **Log-In** from the tab across the top.
- Enter **User ID** and Password. (Use lower case)
- Select **Students**
- Click on **Register for Sections**
- Fill out the **Emergency Communications Form**
- Read Payment Plan Terms. Select **Agree** in order to proceed with registration.

If you have problems, contact your academic department or go to the IHCC website at www.indianhills.edu and under Quick Links, select IT Help Desk. For additional help with registration, please view the tutorial How to Register.

Registration Options

Click on **Search and Register for Sections** to see what is being offered or **Express Registration** if you already know the classes you want.

Search and Register for Sections:

1. Select the term for which you want to register.
2. Indicate your class preferences in the appropriate boxes. You may leave areas blank, but you must choose at least two fields. You may select time and day preferences, but these are not necessary to complete your registration.
3. Click on **Submit** located at the bottom of the screen.
4. Make your selection from the sections listed. This will place these sections on your Preferred List.
5. To register you must indicate either **Action for All Preferred Sections** or select the **Action Per Course**. You cannot select both **Action For All** and **Action Per Course**. At the bottom of the screen you have a choice to select either **ALL - Allow me to adjust all** which will not register you for classes if there is any type of conflict or **PART - Complete only available** which will register you for the available classes. Click on **Submit** located at the bottom of the screen.
6. You will then see a screen confirming your actions. Note: any problems or errors with your section selection will be indicated at the top of the screen. If a problem is indicated, you may choose “section selection criteria” and re-evaluate your choices. You may be able to clear up problems by changing your section selections. Other problems may require you to contact your department. If so, register for your other sections and then try to resolve the problems.
7. Click on **My Class Schedule** located at the bottom of the screen. Use your browser print options to print a copy of your course schedule. You will need a copy of your schedule to buy books and supplies.
8. To view your tuition charges, select **Account Summary** and print. This screen may or may not include charges other than tuition, depending on when you register. Log Out and Close site.

Express Registration:

1. Leave the Synonym box empty. Enter the subject; course #; section #, and select the term. Click **Submit**.
2. To register for the section or sections you selected, click on **Action for All Preferred Sections** (at the top of the page) or select the **Action Per Course**. You cannot select both **Action For All** and **Action Per Course**. At the bottom of the screen you have a choice to select either **ALL - Allow me to adjust all** which will not register you for classes if there is any type of conflict or **PART - Complete only available** which will register you for the available classes. Click on **Submit** located at the bottom of the screen. Click on **Submit** located at the bottom of the screen.
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Special Exceptions that Need Approval

You will need special approval for the following: carrying over 15 credit hours, private lessons, closed sections, “permission only” classes, arranged study classes, and classes not required for your major.

Please contact the dean of the department that the course falls under:

Advanced Technology: Tom Rubel 641-683-5201

Arts and Sciences: Darlas Shockley 641-683-5144

Health Occupations: Ann Aulwes 641-683-5164

Success Center: Mary Stewart 641-683-5245

Centerville Campus: Joe Starcevich 641-856-2143

Payment of Tuition and Fees

Payment dates for tuition and fee payments are found on the Payment Plan Terms screen. Three options are available for the payment of tuition and fees:

1. At the Business Office, 7:15 a.m. to 4:45 p.m., with cash, check, cashier's check, money order or credit card
2. On the IHCC web site by credit card.
3. By mail to:

Ottumwa Campus
Indian Hills Community College
Business Office - Student Accounts
525 Grandview Avenue, Building
Ottumwa, IA 52501

Centerville Campus
Indian Hills Community College
Business Office - Student Accounts
721 N. First St.
Centerville, IA 52544

Directions for Viewing Grades Online

1. Go to the IHCC web site: www.indianhills.edu
2. Click on **Web Advisor** (located under “Quick Links” in the left column)
3. Select **Students**
4. Select Log-In from the tab across the top
5. Enter User Name and Password (use lowercase)
6. Under the heading **Academic Profile**, click on **Grades**
7. Select the appropriate term. Click **Submit**

Schedule Changes/Withdrawal

To add or drop during the first eight days of the term, log on to WebAdvisor.

For 100% refund, you must drop classes by 4:30 p.m. on the eighth day of a 12-week term or the fourth day of a six-week term. The Indian Hills Community College Calendar lists specific dates.

After these dates, you will need to see an academic counselor to withdraw from classes. Take a completed form to Enrollment Services for proper authorization and processing.

If the schedule change decreases your credit-hour load and a refund is due, the Business Office will issue a refund check within four weeks of withdrawal date.