



Spring Registration Highlights

Classes start January 19, 2011

Pay to Stay

Pay to stay in your courses or you will be dropped for non-payment.

- Course fees are due at the time of registration.
- However, students are given a 3–7 day grace period to pay.
 - 7–day grace period during Priority Registration, beginning November 8th
 - 3–day grace period during Walk-in Registration, beginning January 4th
 - 1–day pay once classes begin on January 19th
- Fees can be paid either online on WebAdvisor or in person at the Cashier's Office in the McPherson Administration Building.

*Please note that the Cashier's Office closes at 12 p.m. on Fridays.

Adding to a Waitlist

- Students who wish to register for a class that is full have the option of adding to a waitlist. Each class has a designated number of spaces available on a waitlist.
- Once a course is full, students on the waitlist must wait until a space opens up.
- When the space opens up, the next student on the waitlist is sent an e-mail granting permission to register. Students are given 3 days to register for the class on WebAdvisor. If students do not register for the class then they will automatically be removed from the waitlist.

*Please note that students are not automatically registered for waitlisted classes.

NEW Add Process

(No more Late Registration) Add Period is from Jan. 19th through Feb. 2nd.

- Once the semester has started, all students must obtain an add card from the instructor of the class in order to add the class.
- Once a class has started, students will no longer be able to register on WebAdvisor. Students will be able to register for late start classes until the late start class begins.
- Students who miss the February 2nd deadline for the Add Period may complete a Petition for Late Add, Drop, or Refund form.
- All Late Adds/Petitions must be signed by both the instructor and the Dean of Admissions and Records. Late Add Petitions will be accepted from February 2nd through February 7th.

NEW Enrollment Verification Process

The easiest and most efficient way for students and third party requestors to obtain enrollment verification information is to do so online by visiting www.degreeverify.org.



We're here to help!

Spring Office Hours (All office hours subject to change)

Admissions and Records

Monday-Thursday
8:30 a.m.–7 p.m.
Friday 8:30 a.m.–5 p.m.

Business Office

Monday-Thursday
8:30 a.m.–5 p.m.
Friday 9 a.m.–12 p.m.

Financial Aid Office

Monday, Wednesday, Thursday
9 a.m.–5 p.m.
Tuesday 9 a.m.–7 p.m.
Friday 9 a.m.–3 p.m.

Counseling Office

Monday-Thursday 9 a.m.–7 p.m.
Friday 9 a.m.–5 p.m.
For drop in appointments
please call 707-253-3040

Other Important Announcements

- ◇ The Spring Credit and Non-Credit schedules are combined into one publication.
- ◇ Class schedules will NOT be mailed to every household.

- ◇ Students are encouraged to see the class schedule online at www.napavalley.edu
- ◇ Area residents will receive postcards informing them of this change and where to pick up a schedule. Class schedules will be available on campus and in selected locations from Calistoga to American Canyon.

Watch for future announcements at www.napavalley.edu!