

Davidson County Community College



Online

Registration

Guide

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Introduction

The purpose of this guide is to assist you with using the online registration process in StormTrac.

Online registration through StormTrac is open to currently enrolled students only.

Current students **MUST** contact their advisor for advice on course selection and program requirements **BEFORE** using online registration.

Current students must check their DCCC email account for an email from the DCCC Student Records office stating their designated registration start day and time.

Note: StormTrac is unavailable every evening between 11:15 pm and 1:30 am to allow for scheduled system maintenance.

Setting Up Your StormTrac & DCCC E-mail Accounts

Step 1) From the DCCC website www.davidsonccc.edu, click on StormTrac & E-mail on the left-hand menu under “Current Students.” Answering “NO” to either question will direct you to the DCCC Account Management page.

Step 2) Enter your username and default/temporary password on the left-hand side of the screen. Follow the directions below:

- A) **USERNAME:** First letter of your first name (lowercase) and your full last name (all lowercase) and the last 4 digits of your DCCC student ID number. Example - John Smith whose student ID is 1234567 has username of: jsmith4567
- B) **TEMPORARY PASSWORD:** First two letters of your LAST name (first letter uppercase and second letter lowercase) and your 8 digit birth date. Example - John Smith whose birth date is January 8, 1980, the password would be: Sm01081980 (with an uppercase S)

Step 3) Click to proceed to set up your security questions. Choose two questions from the list provided and enter your answers for each question. Click SAVE.

Step 4) Click on the “Change Password” tab at the top left hand side of the page. In the “Old Password” box, enter the temporary password above. Then choose a “NEW” password. *Note: Your NEW password must contain at least one uppercase letter, a lowercase letter, and a number AND be at least 8 characters long.*

Step 5) VERY IMPORTANT - You must save and click “Sign Out” at the top right hand side of the page, or your password will not work!

You may use your new password to log in to StormTrac, but you must wait 8 hours to use the new password to log in to your DCCC E-mail account.

Now that you have set up your new password, you may use the StormTrac and DCCC E-mail links on the “Current Student” webpage to log in.

StormTrac Log In Instructions

- 1) From the DCCC website www.davidsonccc.edu, click on “Current Students” on the left hand menu.
- 2) Click on StormTrac under “Services & Centers”.
- 3) Click on the “Log In” tab at the top of the StormTrac page.
- 4) Enter your username (all lowercase) and enter your NEW password.
- 5) Click on the blue “Students” button to access the Student Menu.

Forgot Password Instructions

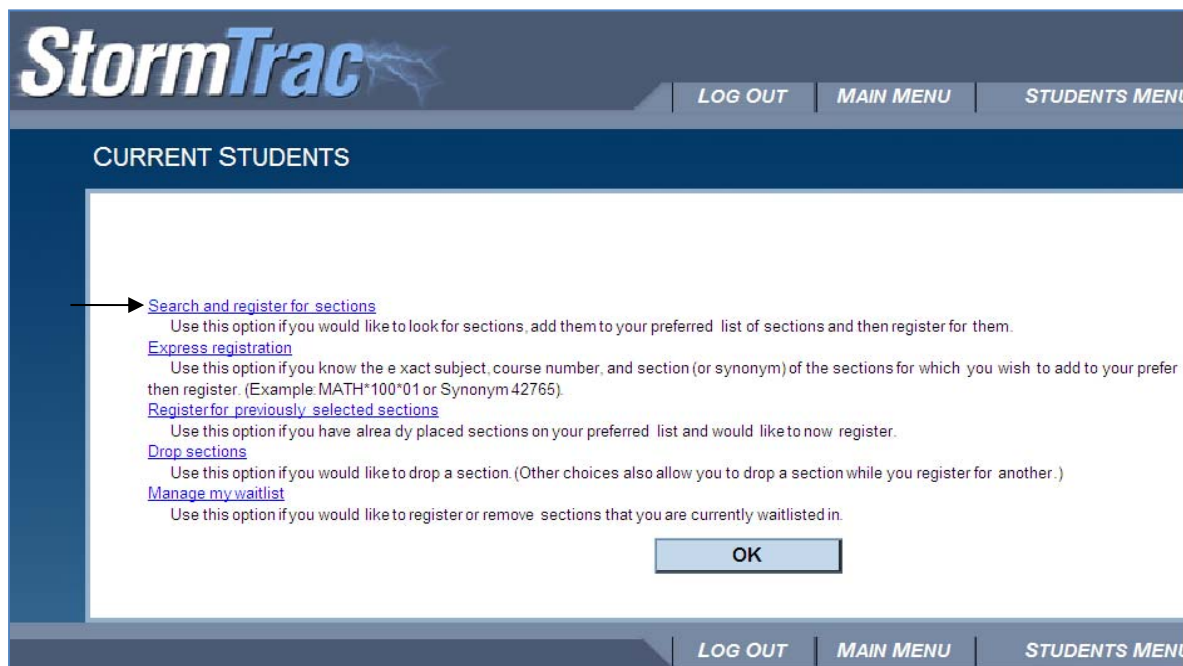
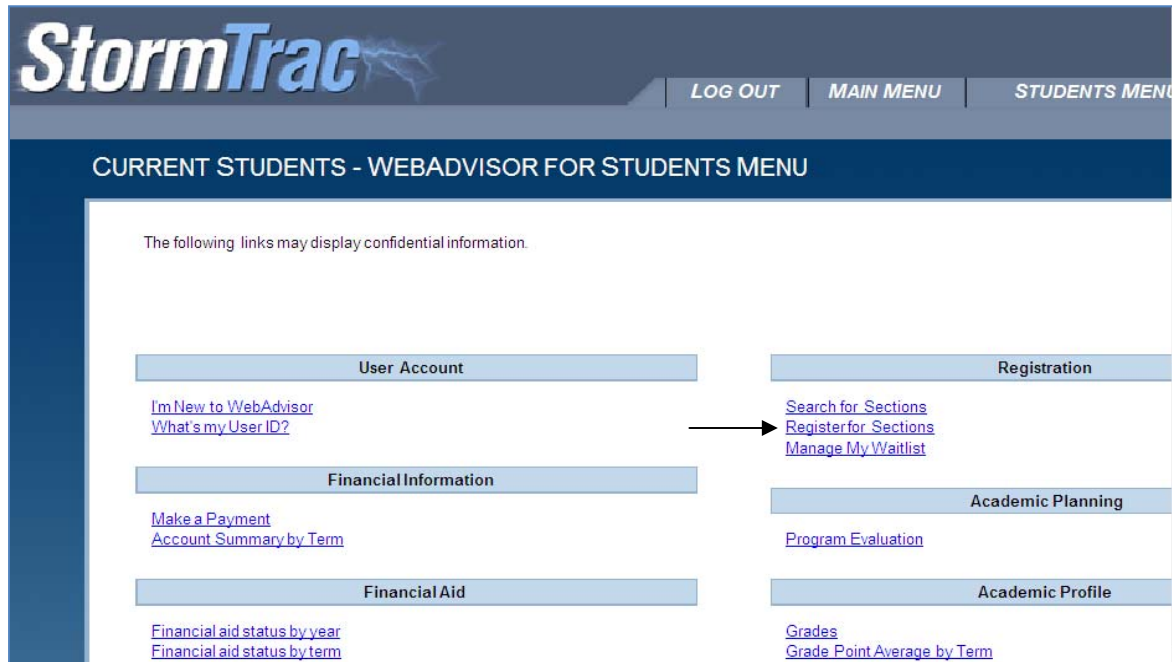
- 1) From the DCCC website www.davidsonccc.edu, click on “StormTrac & E-mail”.
- 2) Select “Yes, but I forgot my password” and follow the instructions provided.
- 3) Enter your username and answer your security questions to enter a new password.
- 4) Remember that your new password must be at least 8 characters long and contain at least one number, one uppercase letter, and one lowercase letter (example: nvrL8nite).

Helpful Suggestions:

- Your new password can immediately be used to log in to StormTrac, but you will need to wait 8 hours before you use your new password to log in to E-mail.
- If you try to log in unsuccessfully more than two times, you will get the “Contact the Administrator” message, meaning you are locked out. If you get this message, wait 30 minutes and then reset your password.
- If you need to change your name or address, please use the Name and Address Change form on the DCCC Student Records webpage at www.davidsonccc.edu/studentrecords.
- If you have recently changed your name, please use your current username to log in to StormTrac and your DCCC E-mail accounts.
- If you simply want to search the schedule of classes, you do not need a User ID or a password. You can click on Prospective Students and then click Search for Sections.

Search and Register for Classes

1. Log in to StormTrac.
2. Click on the picture of the blue student (Students menu).
3. Locate the heading for Registration:
 - a. Click on **Register for Sections**.
 - b. Click on **Search and Register for Sections**.



4. On the **Search/Register for Sections** page,
 - a. Select the Term (example: 2011 ISP) *NOTE: Do not enter Start or End dates.*
 - b. Select the Subject (example: ENG English)
 - c. Enter a Course Number (example: 111)
 - d. Click the SUBMIT button at the bottom of the page.

Search/Register for Sections

Term ←

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="ENG - English"/>	<input type="text"/>	<input type="text" value="111"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

5. A list of course sections based on your search parameters (Term, Subject, and Course Number) will appear. From this list of sections, you can start to build your list of “Preferred Sections” by clicking in the Select box beside the class.
 - a. Be sure to note the location of each course as DCCC has several locations in two counties.
 - b. If you need more information on a particular course section, click on the Section Name and Title (underlined in blue letters). This page will show the course description, complete meeting dates and times, and course pre-requisites and co-requisites.

Section Selection Results

Narrow my search

Re-sort my results TERM - Term, Section Name ▼

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	Spring 2011	Open	ENG-111-2WA (2757) Expository Writing	Main Davidson Campus	03/14/2011-05/12/2011 Classroom Hours Days to be Announced, Times to be Announced Online Classes, Room ONLINE	J. Waiser-Smith	20 / 20 / 0	3.00	
<input type="checkbox"/>	Spring 2011	Open	ENG-111-A (2061) Expository	Main Davidson Campus	01/10/2011-05/12/2011 Classroom Hours Monday 08:00AM - 09:20AM, Gee	M. Jarvis	14 / 14 / 0	3.00	

Section Information

Title Expository Writing

Course ENG-111-A
Section
Number

Description This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

Credits 3.00 CEUs

Start Date 10 January 2011 End Date 12 May 2011

Academic CU - Curriculum
Level

Meeting Information

01/10/2011-05/12/2011 Classroom Hours Monday 08:00AM - 09:20AM, Gee Bldg, Room 00150 01/10/2011-05/12/2011 Classroom Hours Wednesday 08:00AM - 09:20AM, Gee Bldg, Room 00154

Faculty name	Phone	Extension	E-mail address	Instructional Method
Michelle D. Jarvis			mdjarvis@davidsonccc.edu	Classroom Hours

Prerequisites

Take 1 group;
#
Take RED-090(S13035) ENG-090(S13052);
#
Take ENG-095(S12996);
Take CTS-080;

- If the status of the class is "Open", that means that seats are still available and that you can choose this section by clicking in the box under the Select column.
- Remember, you are not registering now; you are simply building a list of "Preferred Sections" (shopping cart).** NOTE: This list should be the same list of classes approved by your Academic Advisor.

Section Selection Results

Narrow my search

Re-sort my results TERM - Term, Section Name ▼

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	Spring 2011	Open	ENG-111-2/WA (2757) Expository Writing	Main Davidson Campus	03/14/2011-05/12/2011 Classroom Hours Days to be Announced, Times to be Announced Online Classes, Room ONLINE	J. Walsers-Smith	20 / 20 / 0	3.00	
<input type="checkbox"/>	Spring 2011	Open	ENG-111-A (2061) Expository Writing	Main Davidson Campus	01/10/2011-05/12/2011 Classroom Hours Monday 08:00AM - 09:20AM, Gee Bldg, Room 00150 (more)...	M. Jarvis	14 / 14 / 0	3.00	

- After you select classes, scroll to the bottom of the screen and click SUBMIT.
- Your selected classes will show up on the **Register and Drop Sections** screen (shopping cart).

Register and Drop Sections

Name Mr. Student D. Tester

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections ←

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	Spring 2011	COM-120-A (1986) Intro Interpersonal Com	Main Davidson Campus	01/10/2011-05/11/2011 Classroom Hours Monday, Wednesday 02:00PM - 03:20PM, Gee Bldg, Room ...	J. DeLosSantos	80 / 80 / 0	3.00	

10. If it is BEFORE your registration date, this is as far as you can go.

- You can continue to add to your list of “Preferred Sections” (shopping cart), but you cannot register until your registration date.
- If you try to register before your approved registration start date, StormTrac will send a message saying that you cannot register before your assigned date and time.
- When your date to register arrives, you will use the **Register for Previously-Selected Sections** option. See page 10.

11. If it is YOUR REGISTRATION DATE OR AFTER, you can proceed with registration. In the Action block beside the course(s) for which you wish to register, use the drop-down arrow to select RG-Register. When finished, click SUBMIT.

Register and Drop Sections

Name Mr. Student D. Tester

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
RG - Register ▼	Spring 2011	BUS-110-A (2319) Introduction to Business	Main Davidson Campus	01/10/2011-05/11/2011 Classroom Hours Monday, Wednesday 11:00AM - 12:15PM, Finch Bldg, Room 00204	R. Dougherty	36 / 36 / 0	3.00	
RG - Register RM - Remove from List WL - Waitlist	Spring 2011	ENG-111-A (2061) Expository Writing	Main Davidson Campus	01/10/2011-05/12/2011 Classroom Hours Monday 08:00AM - 09:20AM, Gee Bldg, Room 00150 (more)...	M. Jarvis	14 / 14 / 0	3.00	
▼	Spring	ENG-111-	Main Davie	03/15/2010-	M. Johnson	0 / 0 / 0	3.00	

- StormTrac will return a **Registration Results** page. If your status shows that you are registered, then you can click OK. You have completed your registration for the selected section(s).
- If you receive any error messages (in red letters at the top of the screen), please see page 16 for instructions.

Check your DCCC E-mail account to find out when your first date of registration will be.

Register for Previously Selected Classes

1. This feature can be used only if **Search and Register** was used to set up a “Preferred List” (shopping cart) of classes.
2. Log in to StormTrac and click on the blue student (Students menu).
3. Locate the heading for Registration and click on **Register for Sections**.
4. Click on **Register for Previously Selected Sections**. The **Register and Drop Sections** screen will appear with your list of “Preferred Sections” (shopping cart).

Register and Drop Sections

Name Mr. Student D. Tester

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<div style="border: 1px solid gray; padding: 2px;"> RG - Register ▼ </div>	Spring 2011	BUS-110-A (2319) Introduction to Business	Main Davidson Campus	01/10/2011-05/11/2011 Classroom Hours Monday, Wednesday 11:00AM - 12:15PM, Finch Bldg, Room 00204	R. Dougherty	36 / 36 / 0	3.00	
<div style="border: 1px solid gray; padding: 2px;"> RG - Register RM - Remove from List WL - Waitlist </div>	Spring 2011	ENG-111-A (2061) Expository Writing	Main Davidson Campus	01/10/2011-05/12/2011 Classroom Hours Monday 08:00AM - 09:20AM, Gee Bldg, Room 00150 (more)...	M. Jarvis	14 / 14 / 0	3.00	

5. In the Action block beside the course(s) for which you wish to register, use the drop-down arrow to select RG-Register. You may also select RM-Remove from List to remove classes from your “Preferred Sections” list (shopping cart). When you are finished, click SUBMIT.
6. StormTrac will return a Registration Results page. If your status shows that you are registered, then you can click OK. You have completed your registration for the selected section(s).
7. If you receive any error messages (in red letters at the top of the screen), please see page 16 for instructions.

Check your Class Schedule to confirm registration.

Check your Account Summary for tuition & fees due.

Waitlist Management

1. If a course is full, you may want to place yourself on the waitlist. A waitlist allows you to register for a class if a seat becomes available at a later time.
2. Use the **Search and Register for Sections** process to place classes on your “Preferred Sections” list (shopping cart).
3. On the Register and Drop Sections screen, use the drop-down arrow in the Actions column to select WL-Waitlist for the class. When finished, click SUBMIT.

Register and Drop Sections

Name Mr. Student D. Tester

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value="WL - Waitlist"/>	Spring 2011	BUS-110-A (2319) Introduction to Business	Main Davidson Campus	01/10/2011-05/11/2011 Classroom Hours Monday, Wednesday 11:00AM - 12:15PM, Finch Bldg, Room 00204	R. Dougherty	36 / 36 / 0	3.00	
<input type="text" value="WL - Waitlist"/> RG - Register RM - Remove from List WL - Waitlist	Spring 2011	ENG-111-A (2061) Expository Writing	Main Davidson Campus	01/10/2011-05/12/2011 Classroom Hours Monday 08:00AM - 09:20AM, Gee Bldg, Room 00150 (more)...	M. Jarvis	14 / 14 / 0	3.00	

4. If you decide you no longer wish to be on the waitlist for a class, choose the Manage My Waitlist option from the students menu.

User Account	Registration
I'm New to WebAdvisor What's my User ID?	Search for Sections Register for Sections Manage My Waitlist ←
Financial Information	Academic Planning
Make a Payment Account Summary by Term	Program Evaluation

5. On the **Manage My Waitlist** screen, use the drop-down arrow in the Actions column to select RM-Remove for the class. When finished, click SUBMIT.

Manage My Waitlist

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="text" value="RM - Remove"/>	Active		Fall 2010	CJC-121-24 (0315) Law Enforcement Operations	Main Davidson Campus	10/18/2010-12/16/2010 Classroom Hours Monday, Tuesday, Wednesday, Thursday 02:00PM - 03:30PM, Mary Briggs Technology Bldg, Room 00103	R. Patterson	3.00	

6. If a seat becomes available in a class for which you are waitlisted, you will receive an E-mail in your DCCC E-mail Account notifying you that you have been registered.

Upon the first day of the semester, the waitlist is deleted and students must obtain instructor permission to add classes.

Students have access to register, drop, and add classes in StormTrac until the day before the first day of the semester.

Dropping Classes

1. Log in to StormTrac and click on the blue student (Students menu).
2. Select **Register for Sections** under Registration.
3. Click on **Drop Sections**.
4. Near the bottom of the **Register and Drop Sections** screen, classes that you are currently registered for will show under “Current Registrations”.
5. Click the box beside the class(es) you wish to drop and click SUBMIT.

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring 2011		MAT-060-A (2313) Essential Mathematics	Main Davidson Campus	01/10/2011-05/12/2011 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:15AM, Gee Bldg, Room 00251	C. Henderson	4.00	
<input type="checkbox"/>	Fall 2010		PSY-150-A (9897) General Psychology	Main Davidson Campus	08/16/2010-12/15/2010 Classroom Hours Monday, Wednesday 09:30AM - 10:50AM, Gee Bldg, Room 00143	J. Grimes	3.00	

If one of my choices is not available

ALL Allow me to adjust all ▼

SUBMIT

6. Once you click SUBMIT, StormTrac will confirm the class(es) have been dropped.

Students have access to register, drop, and add classes in StormTrac until the day before the first day of the semester.

Once classes begin, students must obtain instructor permission to drop or add classes.

Making an Online Payment

1. Log in to StormTrac and click on the blue student (Students menu).
2. Locate the heading “Financial Information” and click on **Make a Payment**.

The screenshot shows a user account dashboard with several menu categories:

- User Account:** [I'm New to WebAdvisor](#), [What's my User ID?](#)
- Financial Information:** [Make a Payment](#) (indicated by an arrow), [Account Summary by Term](#)
- Financial Aid:** [Financial aid status by year](#), [Financial aid status by term](#), [Financial aid award letter](#), [Financial Aid Website](#)
- Communication:** [My Documents](#), [E-mail My Advisor\(s\)](#)
- Registration:** [Search for Sections](#), [Register for Sections](#), [Manage My Waitlist](#)
- Academic Planning:** [Program Evaluation](#)
- Academic Profile:** [Grades](#), [Grade Point Average by Term](#), [Transcript](#), [Test Summary](#), [My class schedule](#), [My profile](#)

3. Click **Pay on My Account**.

Pay on My Account

* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
256.25	256.25	Spring 2011, Student Receivable	256.25	0.00	0.00	0.00	0.00
	190.75	Fall 2010, Student Receivable	190.75	0.00	0.00	0.00	0.00
	330.25	Spring Semester 2010, Student Receivable	335.25	5.00	0.00	0.00	0.00

Total Amount Due 777.25

Payment Type* (indicated by an arrow)

(indicated by an arrow)

4. Enter the payment amount. Note that your entire balance must be paid by the established deadline in order to hold your class registration.
5. Select your credit/debit card type (Visa, MasterCard, or Discover) from the dropdown menu. Click SUBMIT.

6. The **Electronic Card Entry** page will appear.

Electronic Card Entry

[How do I find the security code?](#)

* = Required

Payment Amount	256.25
Convenience Fee	0.00
Total Payment Amount	256.25

Credit Card Number*

Expiration Date* Expiration Year*

Card Security Code*

Name on Card*

Billing Address*

City* State/Province* Postal Code*

E-mail Address*

7. Type your debit/credit card number (without spaces or dashes).
8. Enter your debit/credit card expiration month by using the dropdown menu next to the “Expiration Date”.
9. Enter your debit/credit card expiration year by using the dropdown menu next to the “Expiration Year”.
10. Type the correct name in the Name on Credit Card box, if it is on the debit/credit card is different from what is displayed on this page.
11. Enter the correct billing address for your card, if it is different from what is displayed on this page.
12. Your confirmation will be sent to the E-mail address displayed on this page.
13. Click SUBMIT. Your payment will be submitted through a secure network for verification. If your payment is successful, a confirmation will appear on screen.
14. If you make payment and then drop your classes, refund processing will take 4 to 6 weeks.

Students must pay their balance in full before the designated “last day to pay” or ALL CLASSES WILL BE DROPPED.

Registration (Red) Error Messages

Error message:	What it means and what you should do:
{Class section} is restricted to {certain major}.	This course is restricted based on your current major. Click on the blue course number for the exact major(s). You cannot register for this section if this is not your current major.
{Class section} is closed.	The section you selected is full. Choose to be placed on the waitlist for this section or choose another section.
A granted petition is required to enroll in this section.	Click on the blue course code and read the comments, which will tell you how to obtain permission to take this section.
{Class section} requires registration in {Class section}.	There is a required co-requisite for this class. You will automatically be registered for this class.
Student may not register for {Class section} at this time.	Upon the first day of the semester, students must obtain instructor permission to add classes.
{Class section} conflicts with {Class section}.	These classes have overlapping times, and you will not be allowed to register. Select a class that does not overlap with courses already in your schedule.
Student does not have a current academic program.	See an Admissions Counselor. You do not have a current major on your record.
{Course} has an optional co-requisite.	Disregard. The co-requisite is optional.
Student cannot register before {time} on {date}.	You are trying to register BEFORE your assigned date and time. Check your DCCC E-mail account for your assigned registration date.
Student does not have a registration priority. {Term} requires one.	You have not been assigned a registration priority date. Contact the Records Office.
You may not drop classes in the {registration time} frame.	The deadline to drop a class has passed. You may only withdraw. Withdrawals cannot be done on StormTrac. You must obtain the signature of your instructor on a Course Withdrawal Form and submit it to the Records Office.
{Course section} pre-requisites are in progress (partially complete). OR {Course section} pre-requisites have not been started.	You have not completed or are not currently enrolled in the required pre-requisites needed to register for the class. See your advisor.

Class Section Descriptions

Types

A, B, C, D... Traditional, Day, Davidson Course Section Designation

(different letters denote different sections of the same course)

H + A, B, C, D ... Huskins (High School) Course Section Designation

I + A, B, C, D ... Independent Study Course Section Designation

M + A, B, C, D ... Modularized Section *(course is taught in self-paced modules)*

Y + A, B, C, D ... Hybrid Course Section Designation

(some meetings on campus + some online)

W + A, B, C, D ... Online Course Section Designation

(all online, tests may be proctored)

Z + A, B, C, D ... Challenge Exam Course Section Designation *(occasionally Z only)*

Times

N + A, B, C, D ... Evening Course Section Designation *(starts on or after 4:00 p.m.)*

1 + A, B, C, D ... First-Eight Weeks Course Section Designation

2 + A, B, C, D ... Second-Eight Weeks Course Section Designation

Locations

D + A, B, C, D ... Davie Campus (Mocksville) Course Section Designation

T + A, B, C, D ... Thomasville Education Center Course Section Designation

U + A, B, C, D ... Uptown Lexington Education Center Section Designation

K + A, B, C, D ... Davie (Kinderton) Education Center Course Section Designation

The letters can be combined to denote different types of courses, at different times, on different campuses.

These are guidelines only. There are always exceptions, so check the times, dates and locations of a course.

Helpful Contacts and Information



336.249.8186

www.davidsonccc.edu

Computer coaching center

Davidson Campus
Finch Building, Room 102
Monday – Thursday
7:30 a.m. – 6:00 p.m.

Student Information Services

Davidson Campus
Brooks Student Center, 1st Floor
November 1st – November 5th and November 8th
8:00 a.m. – 12:00 p.m.