### Step 1 – Navigating to RaiderNet 2.0

- Type [www.nwfsc.edu](http://www.nwfsc.edu) into the url
- Click the RaiderNet link

### Step 2 – Navigating to RaiderNet 2.0 Cont’d

- To register for Fall 2015 classes, click the Student & Employees – Fall 2015 button

### Step 3 – Accessing the Student Portal

- Enter the username provided upon admission to the college
- Enter the password provided upon admission to the college
- *Note* - If student has forgotten the password, the IT department must be contacted to reset
Step 4 – Accessing the Student Portal Cont’d

• Click the Student tab

Step 5 – Navigating to Course Registration

• Click the Add or Drop Classes link

Step 6 – Navigating to Course Registration

Select a Term

• Select the upcoming term to register for classes
Step 7 – Navigating to Course Registration

- If student has made previous schedule adjustments, they will appear here.
- To register for courses, and if the Course Reference Number (CRN) is known, enter it in the boxes towards the bottom of the screen.
- Click Submit Changes
- If CRN(s) are not known, click Class Search

Step 8 – Class Search

- Select the desired subject
- Click Course Search to display a list of courses containing the selected subject code

Step 9 – Viewing Class Sections

- When course options are displayed, click the View Sections button next to the desired course to search for class availability.
Step 10 – Viewing Sections Cont’d

- Course options are displayed here.
- Make note of the following information:
  - CRN (Course Reference Number)
  - Subject
  - Course Number
  - Campus the class is offered
  - Course Title
  - Days the class is offered
  - Times the class is offered
  - Seat Capacity (Cap)
  - Seats Remaining (Rem)
  - Instructor
  - Date of the class
  - Class location
- When desired class is chosen, click the box to the left and click Register.
- To gather several class options before registering, click Add To Worksheet.
- *NOTE* Adding to Worksheet does not register the classes

Step 11 – Confirming Registration

- Once the class is successfully registered for, the Status column will display the method and date of registration
- Make note of the class registered for.
Step 12 – Dropping a Class

- To drop a class during registration and during add/drop week, locate the desired course and click the dropdown arrow in the Action column.
- Select Dropped Class(es) via Web
- Click Submit Changes
- To drop all classes, students must contact their assigned academic advisor.

Step 13 – Advanced Course Search

- To search for a class using several variables, utilize the Advanced Search function.

Step 14 – Advanced Course Search Cont’d

- Select the criteria to perform a class search.
- *NOTE* Limit search criteria to no more than four selections to retrieve accurate results
- Click Section Search
Step 15 – Viewing Sections Cont’d

- Course options are displayed here.
- Make note of the following information:
  - CRN (Course Reference Number)
  - Subject
  - Course Number
  - Campus the class is offered on
  - Course Title
  - Days the class is offered
  - Times the class is offered
  - Seat Capacity (Cap)
  - Seats Remaining (Rem)
  - Instructor
  - Date of the class
  - Class location
- When desired class is chosen, click the box to the left and click Register.
- To gather several class options before registering, click Add To Worksheet.
- *NOTE* Adding to Worksheet does not register the classes.

Step 16 – Confirming Registration

- Once the class is successfully registered for, the Status column will display the method and date of registration
- Make note of the class registered for.