

PRE-ADVISEMENT PERIOD *(Prior to meeting with your Academic Advisor)*

1. Check your **King's E-mail** for a message from the Registrar, Daniel Cebrick. *(This email will include important registration information including your specific online registration time and the name of your Academic Advisor).*
2. Login to Web Advisor and check for **HOLDS** on your account. *(Holds will prevent you from registering).*
3. Prepare for your meeting with your Academic Advisor. *(Know "where your are, where you were, and where you need to be" with regards to your academic program).*
 - a. "What classes am I currently taking?" *(Go to **My Class Schedule** on Web Advisor for this information).* http://www.kings.edu/mykings/Web_Advisor
 - b. "What classes did I already complete?" *(Go to your **Academic Transcript** and/or **Program Evaluation** on Web Advisor).* http://www.kings.edu/mykings/Web_Advisor
 - c. "What classes do I still need to take and when should I take them?" *(Go to your **Program Evaluation** on Web Advisor and **Academic Planner** online).* http://www.kings.edu/academics/essentials/academic_planners
4. Create your draft or ideal schedule.

ADVISEMENT PERIOD

5. Schedule an appointment and meet with your Academic Advisor during the Advisement Period each semester. **This is REQUIRED in order for you to be permitted to register online!!!**
6. Discuss and select the courses you are required to take next semester and complete the *Web Advisor form*.
7. Search for the days and times of courses you selected. Build your Preferred List on Web-Advisor **PRIOR** to your registration date. *(Make sure you have alternative courses ready in the event courses are closed).* For instructions, go to http://www.kings.edu/academics/essentials/registrar/register_with_webadvisor

REGISTRATION PERIOD

8. Register Online – Login to Web-Advisor on **your specific registration day and time**. Access your preferred list and **REGISTER** your courses for the following semester.
 - a. For specific Registration Dates and Times, go to http://www.kings.edu/non_cms/pdf/RegistrationStartTimes.pdf and enter your student ID
 - b. For instructions on how to register online using Web Advisor, go to http://www.kings.edu/academics/essentials/registrar/register_with_webadvisor.
9. Confirm and print your schedule.

NOTES:

- Students will **NOT** be permitted to register online unless they meet with their Academic Advisor.
- Account holds from the Business Office, Student Affairs Office or Student Health Center will prevent students from registering online.

○ Business Office	Phone: 570-208-5830	Registrar's Office	Phone: 570-208-5870
○ Campus Security	Phone: 570-208-5900	Student Affairs Office	Phone: 570-208-5875
○ Library	Phone: 570-208-5840	Student Health Center	Phone: 570-208-5852
- For more information on registration, registration start times, schedule planners, and steps to register online using Web Advisor, go to <http://www.kings.edu/academics/essentials/registrar>.

Schedule Planner

Student Name: _____ Student ID #: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 - 8:50	8:00 - 9:15	8:00 - 8:50	8:00 - 9:15	8:00 - 8:50	
9:00 - 9:50				9:00 - 9:50	
	9:30 - 10:45		9:30 - 10:45		
10:00 - 10:50		10:00 - 10:50		10:00 - 10:50	
11:00 - 11:50	11:00 - 12:15	11:00 - 11:50	11:00 - 12:15	11:00 - 11:50	
12:00 - 12:50				12:00 - 12:50	
	12:30 - 1:45		12:30 - 1:45		
1:00 - 1:50		1:00 - 1:50		1:00 - 1:50	
2:00 - 2:50/3:15	2:00 - 3:15	2:00 - 2:50/3:15	2:00 - 3:15	2:00 - 2:50/3:15	
3:30 - 4:00		3:30 - 4:00		3:30 - 4:00	3:30 - 4:00
4:00 - 5:00		4:00 - 5:00		4:00 - 5:00	4:00 - 5:00
5:00 - 6:00		5:00 - 6:00		5:00 - 6:00	5:00 - 6:00
6:00 - 9:00		6:00 - 9:00		6:00 - 9:00	6:00 - 9:00