

a guide to registering courses online



Web-Advisor

# Advisement & Registration



# Overview



Prepare, Plan, and Register... 





# Pre-Advisement Period

**Prepare for your meeting with your Academic Advisor:**  
Know what courses you are currently taking, what courses you already completed, and what courses you still need to take.

# Pre-Advisement Period

Academic Planners are needed when preparing to meet with your Academic Advisor.

- Use the Academic Planner provided for this presentation in your Core 090 class

Or

- Go to [http://www.kings.edu/academics/essentials/academic\\_planners](http://www.kings.edu/academics/essentials/academic_planners)
  - Select the year you started at King's
  - Select your major
  - Print your Academic Planner

## ACCOUNTING (125 CREDIT HOURS – GENERAL TRACK) BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (B.S.B.A.)

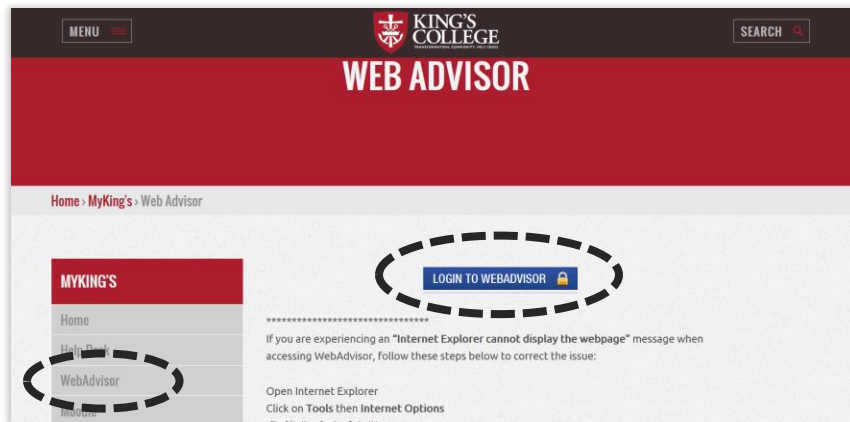
CORE Requirements	Credits	Major Requirements	Credits	Business Foundations	Credits	Free Electives <sup>2</sup>	Credits
___ CORE 090 First Yr Exp.	1	___ ACCT 115	3	___ CIS 110	3	___ Free Elective	3
___ CORE 100 Lib Arts Sem.	3	___ ACCT 115L	1	___ CORE 153 <sup>1</sup>	3	___ Free Elective	3
___ CORE 110 <sup>5</sup> Effect Writ.	3	___ ACCT 230	3	___ CORE 180 <sup>1</sup>	3		
___ CORE 115 or 116 Oral Comm. <sup>3</sup>	3	___ ACCT 301	3	___ CORE 193 <sup>1</sup> /IB 241 <sup>1</sup>	3		
___ CORE 131 or 133 Civilization	3	___ ACCT 302	3	___ ECON 112	3		
___ CORE 140 or 141-145 Forgn.	3	___ ACCT 310	3	___ ECON 221	3		
___ CORE 160-164 Literature	3	___ ACCT 340	3	___ MATH 123 <sup>1</sup>	3		
___ CORE 170-179 The Arts	3	___ ACCT 410	3	___ MSB 100	1		
___ CORE 250-259 Syst. Theology	3	___ ACCT 440	3	___ MSB 110	3		
___ CORE 260-269 Mor. Theology	3	___ BUS 345	3	___ MSB 120	3		
___ CORE 270 Natural Sci I	3	___ CARP 412	1	___ MSB 200	3		
___ CORE 271–279 Nat Sci II	3			___ MSB 210	3		
___ CORE 280 Philos. I	3			___ MSB 220	3		
				___ MSB 240	3		
				___ MSB 250	3		
				___ MSB 287 <sup>1</sup>	3		
				___ MSB 305	3		
				___ MSB 400	1		
				___ MSB 480	3		
Total Credits for CORE	37	Total Credits for Major	82	Total Credits for Free Electives	6		

**Total Credits Required for Graduation = 125**

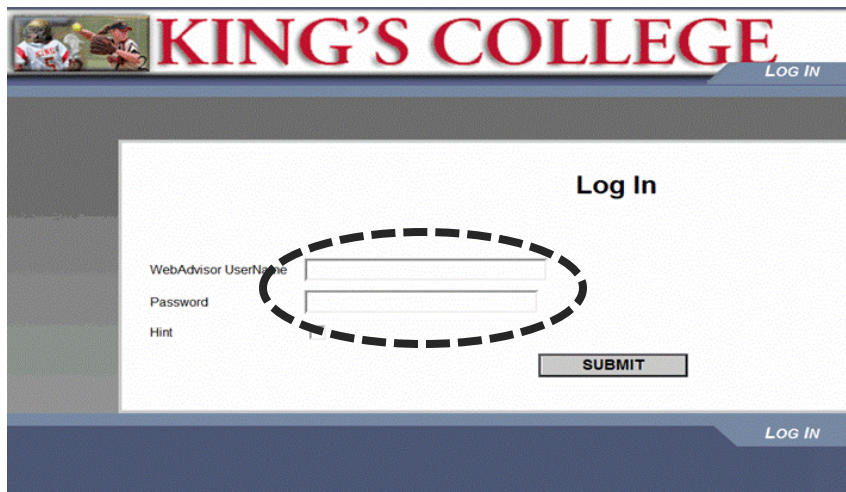
Upon graduation, a student will receive a Bachelor of Science in Business Administration (B.S.B.A.) with a major in Accounting.

# Pre-Advisement Period

## Login to Web-Advisor



- Go to [www.kings.edu/mykings](http://www.kings.edu/mykings)
- Click on “Web-Advisor”
- Click on “Login to Web-Advisor”



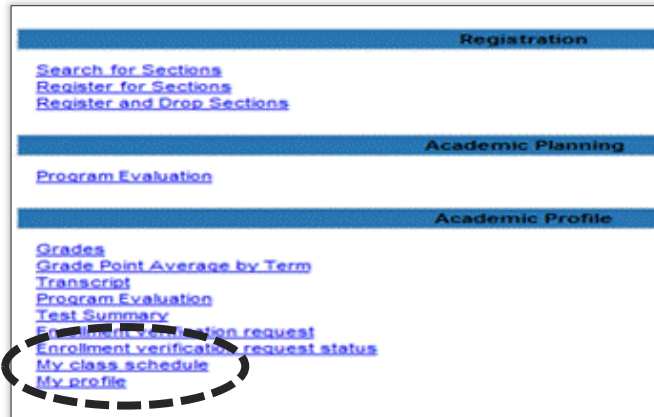
- Enter your Web-Advisor “Username”
- Enter your Web-Advisor “password”

Having trouble logging in? Try the **Forgot My Password** link or **I'm New to Web-Advisor** link or contact the HELP Desk at 570-208-5900 ext. 4357 or [help@kings.edu](mailto:help@kings.edu).

# Pre-Advisement Period

## “My Class Schedule”

Know where you ARE – “What classes am I currently taking?”



- Click on “My Class Schedule”
- Select the current term
- Your schedule lists the courses for which you are currently registered

Term		
Fall 2014		
Total Registered Credits 15.00		
Course Name and Title	Status	Meeting Information
<a href="#">PSYC*351*A Psychopathology</a>	New	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, PARENTE L
<a href="#">PSYC*341*A Forensic Psychology</a>	New	08/26/2014-12/11/2014 Lecture Tuesday, Thursday 12:30PM - 01:45PM, ADMINISTRATION, Rg
<a href="#">CORE*157*A Introduction to Sociology</a>	New	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Hafey Marian
<a href="#">CJ*351*A Police Operations I</a>	New	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hafey Marian
<a href="#">CJ*110*B Intro Criminal Justice System</a>	New	08/26/2014-12/11/2014 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Hafey Marian, Room 2
<input type="button" value="OK"/>		

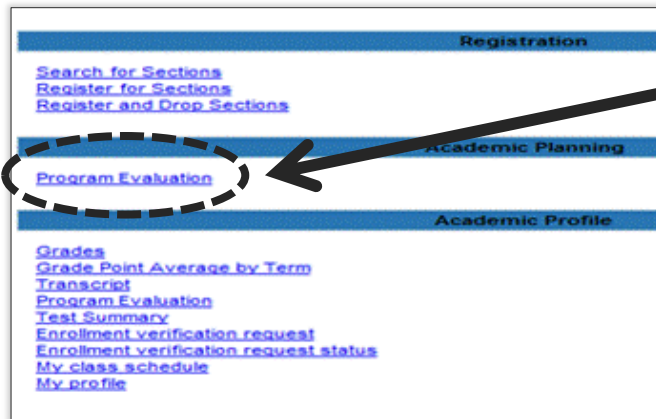
- On **both sides** of your Academic Planner, check off the courses listed on your current class schedule

# Pre-Advisement Period

## “Program Evaluation”

Know where you WERE – “What classes did I already take?”

Know where you NEED TO BE – “What classes do I still need to take?”



- Click on “Program Evaluation” and select your current major
- The Program Evaluation will list:
  - Courses in Progress. (IP)
  - Completed Courses (Grade)
  - Transferred Courses (TE - Tran. Equivalent)
  - AP Credits (NE - Non-Course Equivalent)

```
C) F: INTERDISCIPLINE
> Take CORE*150 or CORE*180 or CORE*190
> **Honors Program exempt from Interdiscipline courses
CORE*190 Soc Science in Global Cont 12/FA  C 3

C) G: SOCIAL SCIENCE
> Take 1 course from CORE*150 - CORE*159
> HNRS students can also take: PS*231 or ECON*112
CORE*154 Introduction to Psychology 10/17/13 --- 3 *TE

C) H: AMERICAN STUDIES
> Take 1 course from CORE*180 - CORE*189
CORE*180 The American Dream..... 13/FA  A 3

C) I: GLOBAL STUDIES
> Take 1 course from CORE*190 - CORE*199
> HNRS students take HNRS*135
CORE*190 Soc Science in Global Cont 12/FA  C 3

C) J: HISTORICAL PERSP
> Take CORE*131 or CORE*133
> HNRS students take HNRS*136
CORE*131 Western Civilization to 19 13/SP  B+ 3

C) K: FOREIGN LANG/CULT
> Take 1 course from CORE*140 - CORE*147
> or higher level Foreign Language
> HNRS students must completed 12 credits
CORE*140A African Culture..... 12/FA  A- 3

C) L: LITERATURE
> Take 1 course from CORE*161, CORE*162, CORE*163 or CORE*164
> **HNRS students take HNRS*203 and HNRS*204
Credits: 3
C) Group 1
CORE*161 Introduction to Literature 12/FA  B 3

C) M: THE ARTS
> Take 1 course from CORE*171- CORE*179
CORE*172B Ballet..... 13/FA  A 3

N) N: NATURAL SCIENCE I
> Take CORE*270 or CORE*270E or HNRS*270
> or any higher level BIOL, CHEM, PHYS, ATEP or ENST course
_____ 1 course needed
```

- On **both sides** of your Academic Planner, check off any course that you completed or that you are currently taking (including TE, NE, IP and Graded)







# Advisement Period

Meet with your Academic Advisor and build your Preferred List



# Advisement Period –


## Meet with your Academic Advisor

- Schedule an appointment and meet with your Academic Advisor
- Discuss and Determine which courses you should take next semester
- List the suggested courses on the Web-Advisor – Online Registration Form with your Advisor
- Make sure you leave this meeting with the Yellow copy of this form as you will need it to build your Preferred List
- The White copy (original) must be returned to the Registrar’s Office to remove the Registration Hold on your account

**BE PREPARED!**

Office Use: RFORM

### King’s College On-Line Registration Form



Name \_\_\_\_\_ Semester \_\_\_\_\_

Student# \_\_\_\_\_ Anticipated Graduation \_\_\_\_ / \_\_\_\_  
mm yy

Having reviewed the Degree Audit form, list course numbers and names for which the student should register in the upcoming semester. List a few alternate course choices.

The academic advisor will forward the white copy to the Registrar’s Office.  
The student will retain the yellow copy to reference when registering on-line.

	<u>Course Number</u>	<u>Course Name</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
	<u>Alternate Courses</u>	
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

**It is the student’s responsibility to register only for courses listed on this form as these courses have been approved by the student’s advisor(s).**

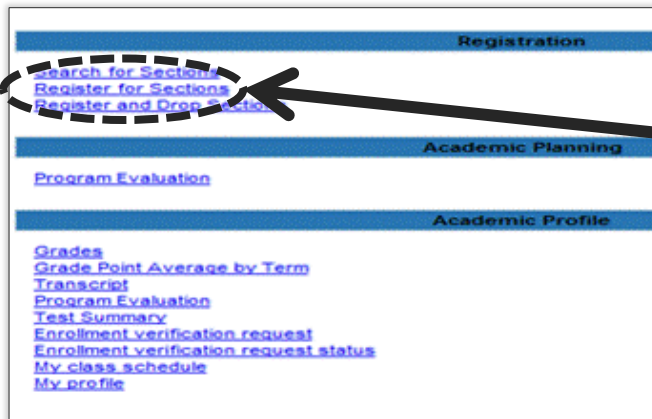
\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Academic Advisor’s signature      \_\_\_\_\_ date      \_\_\_\_\_  
Second Major Advisor      \_\_\_\_\_ date

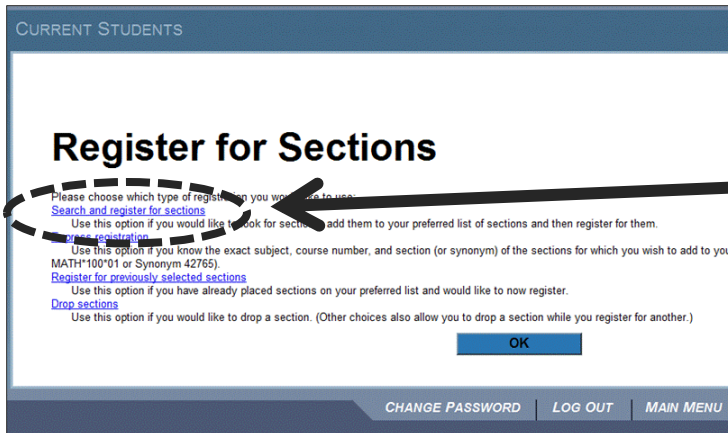
# Advisement Period – Build your Preferred List

## Build your Preferred List

*After meeting with your Academic Advisor, you should build your Preferred List (Save List) in Web-Advisor.*



- Click on “Register for Sections”



- Click on “Search and Register for Sections”

## Advisement Period –

### Build your Preferred List

1. Required: Click the drop-down box and select the appropriate term
2. Required: Click the drop-down box and select the subject (Example: “CORE”)
3. Enter the course number if you wish to narrow your search in that subject area  
(leave blank if you wish to list all the courses in that subject area)
4. Required: Click on “Submit”

The screenshot shows a web form for searching courses. At the top, there is a 'Term' dropdown menu set to '12/FA - Fall 2012'. Below it are two date input fields: 'Starting On/After Date' and 'Ending By Date'. The main part of the form is a table with four columns: 'Subject', 'Course Level', 'Course Number', and 'Section'. The 'Subject' column has five dropdown menus, all of which are set to 'CORE - CORE'. The 'Course Number' column has five input fields with the values 110, 131, 157, 131, and 120. Below the table are two more date input fields: 'Sections Meeting After' and 'Sections Ending Before'. Underneath these are checkboxes for each day of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sunday. At the bottom, there are three more input fields: 'Course Title Keyword(s)', 'Location' (a dropdown menu), 'Academic Level' (a dropdown menu), and 'Instructor's Last Name'. A blue 'SUBMIT' button is located at the bottom right of the form. Four black arrows point from the text instructions on the left to the corresponding fields in the form: the first arrow points to the 'Term' dropdown, the second to the first 'Subject' dropdown, the third to the first 'Course Number' input field, and the fourth to the 'SUBMIT' button.

Subject	Course Level	Course Number	Section
CORE - CORE		110	
CJ - Criminal Justice		131	
CORE - CORE		157	
CORE - CORE		131	
CORE - CORE		120	

# Advisement Period – Build your Preferred List

Re-sort my results TERM Term. Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity
<input type="checkbox"/>	Fall 2012	Open	CJ1131A Intro to Criminal Law	Hailey Marian, Room 203	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM	Shobasi, Esq., Ady, Richard C.	19/25
<input type="checkbox"/>	Fall 2012	Open	CORE110P A Effective Writing	McGowan, Room 201	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM	Brzoska, Randolph	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110B Effective Writing	McGowan, Room 201	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM	Siles, Mr. Brian S.	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110C Effective Writing	Hailey Marian, Room 116	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM	Staff	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110D Effective Writing	Hailey Marian, Room 116	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM	Brzoska, Randolph	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110E Effective Writing	Hailey Marian, Room 510	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 12:00PM - 12:50PM	Siles, Mr. Brian S.	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110G Effective Writing	Hailey Marian, Room 510	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 01:00PM - 01:50PM	Siles, Mr. Brian S.	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110H Effective Writing	Hailey Marian, Room 211	08/27/2012-12/14/2012 Lecture Monday, Wednesday 02:00PM - 03:15PM	Staff	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110J Effective Writing	Hailey Marian, Room 310	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM	Yonkoski, Mrs. Jennifer J.	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110K Effective Writing	Hailey Marian, Room 310	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 09:30AM - 10:45AM	Yonkoski, Mrs. Jennifer J.	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110L Effective Writing	Hailey Marian, Room 310	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 09:30AM - 10:45AM	Staff	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110M Effective Writing	Hailey Marian, Room 109	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 11:00AM - 12:15PM	Bubeavich, Dr. Neal R.	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110N Effective Writing	Hailey Marian, Room 215	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 12:30PM - 01:45PM	Staff	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110O Effective Writing	Hailey Marian, Room 222	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 12:30PM - 01:45PM	Yonkoski, Mrs. Jennifer J.	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE110P Effective Writing	Hailey Marian, Room 203	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 02:00PM - 03:15PM	Staff	18/18
<input type="checkbox"/>	Fall 2012	Open	CORE120A Mathematical Stats	Hailey Marian, Room 204	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 01:00PM - 01:50PM	Staff	12/15

- Check the boxes of the courses you would like to add to your preferred list
- Once you check all your courses, Click “Submit”

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information
<input type="checkbox"/>	Fall 2012	CJ1131A Intro to Criminal Law	Hailey Marian, Room 203	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM
<input type="checkbox"/>	Fall 2012	CORE110P A Effective Writing	McGowan, Room 201	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM
<input type="checkbox"/>	Fall 2012	CORE110B Effective Writing	McGowan, Room 201	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM
<input type="checkbox"/>	Fall 2012	CORE110C Effective Writing	Hailey Marian, Room 116	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM
<input type="checkbox"/>	Fall 2012	CORE110D Effective Writing	Hailey Marian, Room 116	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM
<input type="checkbox"/>	Fall 2012	CORE110E Effective Writing	Hailey Marian, Room 510	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 12:00PM - 12:50PM
<input type="checkbox"/>	Fall 2012	CORE110G Effective Writing	Hailey Marian, Room 510	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 01:00AM - 01:50AM
<input type="checkbox"/>	Fall 2012	CORE110H Effective Writing	Hailey Marian, Room 211	08/27/2012-12/14/2012 Lecture Monday, Wednesday 02:00PM - 03:15PM
<input type="checkbox"/>	Fall 2012	CORE110J Effective Writing	Hailey Marian, Room 310	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM
<input type="checkbox"/>	Fall 2012	CORE110K Effective Writing	Hailey Marian, Room 310	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 09:30AM - 10:45AM
<input type="checkbox"/>	Fall 2012	CORE110L Effective Writing	Hailey Marian, Room 310	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 09:30AM - 10:45AM
<input type="checkbox"/>	Fall 2012	CORE110M Effective Writing	Hailey Marian, Room 109	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 11:00AM - 12:15PM
<input type="checkbox"/>	Fall 2012	CORE110N Effective Writing	Hailey Marian, Room 215	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 12:30PM - 01:45PM
<input type="checkbox"/>	Fall 2012	CORE110O Effective Writing	Hailey Marian, Room 222	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 12:30PM - 01:45PM
<input type="checkbox"/>	Fall 2012	CORE110P Effective Writing	Hailey Marian, Room 203	08/28/2012-12/13/2012 Lecture Tuesday, Thursday 02:00PM - 03:15PM
<input type="checkbox"/>	Fall 2012	CORE120A Mathematical Stats	Hailey Marian, Room 204	08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 01:00PM - 01:50PM

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEU
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available  
 ALL Allow me to adjust all

**SUBMIT**

- Your **Preferred List** will appear
- These courses will remain here until you either register these courses or you remove them.
- **Note:** You are NOT registered for these courses yet. Make sure to include ALTERNATE courses in your Preferred List



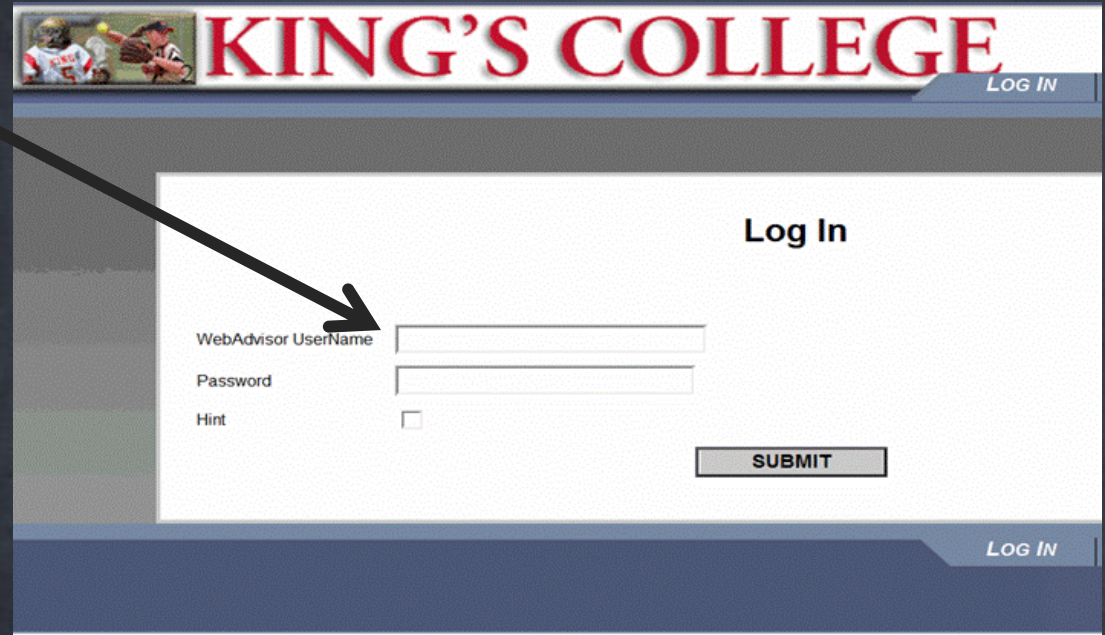
# Registration Period

Register your courses online through Web-Advisor

## Registration Period –

Register your classes online

1. On the day you are permitted to register online, login to Web-Advisor
  - Students are given a SPECIFIC time to register online
  - This specific day and time is listed in an email provided by the Registrar, Dan Cebrick
  - You can also access the Registration Start Times by going to the following link <https://www.kings.edu/non cms/pdf/RegistrationStartTimes.pdf> and entering your Student ID
2. Access your Preferred List



**KING'S COLLEGE** LOG IN

**Log In**

WebAdvisor UserName

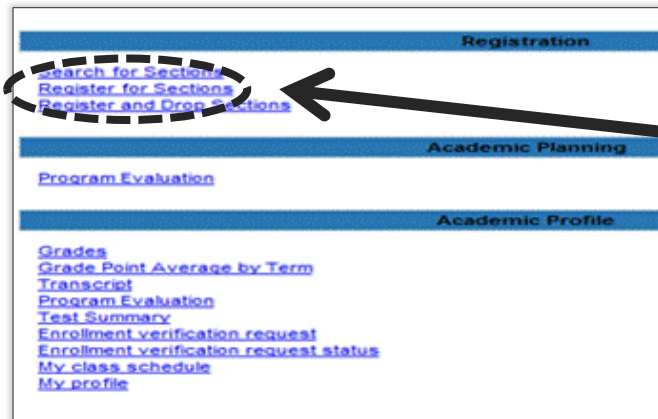
Password

Hint

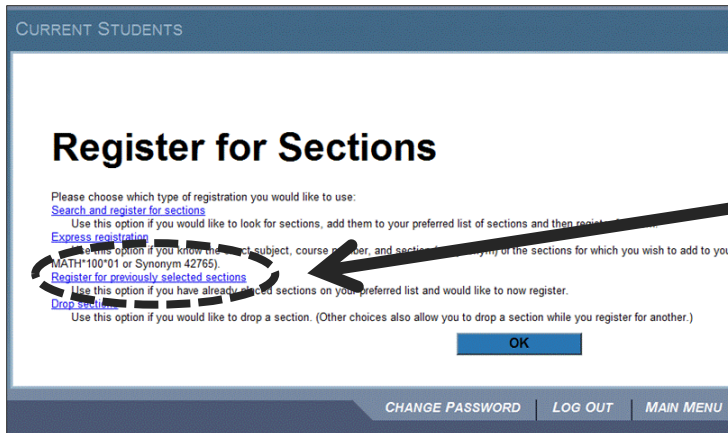
**SUBMIT**

LOG IN

# Registration Period – Register your classes online



- Click on “Register for Sections”



- Click on “REGISTER FOR PREVIOUSLY SELECTED SECTIONS”



## Registration Period –

Register your classes online

1. Your Preferred List (Save List) will appear with the classes you wish to take
2. Click on the drop-down box for EACH course you wish to register and select “RG-Register”
3. Click on “Submit”

**NOTE:** If your first choice is not available, select your second or third choice

Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information
RG - Register	Fall 2012	CJ*131*A Intro to Criminal Law		08/28/2012-12/13/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Hafey Marian, Room 203
RG - Register	Fall 2012	CORE*110*A Effective Writing		08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, McGowan, Room 201
RG - Register	Fall 2012	CORE*120*C Mathematical Ideas		08/28/2012-12/13/2012 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Mulligan, Room 204
	Fall 2012	CORE*131*1 Western Civilization to 1914		08/28/2012-12/13/2012 Lecture Tuesday, Thursday 02:00PM - 03:15PM, Hafey Marian, Room 510
	Fall 2012	CORE*157*B Introduction to Sociology		08/27/2012-12/14/2012 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hafey Marian, Room 111
	Fall 2012	SOCs*102*A Compr Skills:Social Sciences		08/28/2012-12/11/2012 Lecture Tuesday 02:00PM - 03:15PM, McGowan, Room 413

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available  
ALL Allow me to adjust all

**SUBMIT**

## Registration Period – Register your classes online

1. If successful, your schedule for next semester will appear.
2. If not successful, you will most likely receive an error message. If this is the case, you will need to try again and select courses that are not in conflict with each other or select courses that are not closed
3. Continue this process until you are registered for the courses you need

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2011	Registered for this section		COB*110*P Intro Criminal Justice System		01/17/2011-05/13/2011 Lecture Monday, Wednesday, Friday 08:00AM - 09:50AM, Hailey Marian, Room 201	Lindenmuth, Mr. Paul L.	3.00	
Spring 2011	Registered for this section		COB*100*W Violated Pleasures		01/17/2011-05/13/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Hailey Marian, Room 610	Rebena, Dr. Regan L.	3.00	
Spring 2011	Registered for this section		COB*120*D Mathematical Ideas		01/18/2011-05/12/2011 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Mulgan, Room 202	Pallekonda, Dr. Seehendra	3.00	
Spring 2011	Registered for this section		COB*172*W Discov. - Jazz		01/18/2011-05/12/2011 Lecture Tuesday, Thursday 03:00PM - 04:15PM, ADMINISTRATION, Room AUD	Harris, Mr. Sean T.	3.00	
Spring 2011	Registered for this section		COB*181*W American Civilization II		01/17/2011-05/13/2011 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Hailey Marian, Room 303	Fry, Dr. Jennifer A.	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2011		COB*110*P Intro Criminal Justice System		01/17/2011-05/13/2011 Lecture Monday, Wednesday, Friday 08:00AM - 09:50AM, Hailey Marian, Room 201	Lindenmuth, Mr. Paul L.	3.00	
Spring 2011		COB*100*W Violated Pleasures		01/17/2011-05/13/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Hailey Marian, Room 610	Rebena, Dr. Regan L.	3.00	
Spring 2011		COB*120*D Mathematical Ideas		01/18/2011-05/12/2011 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Mulgan, Room 202	Pallekonda, Dr. Seehendra	3.00	
Spring 2011		COB*172*W Discov. - Jazz		01/18/2011-05/12/2011 Lecture Tuesday, Thursday 03:00PM - 04:15PM, ADMINISTRATION, Room AUD	Harris, Mr. Sean T.	3.00	
Spring 2011		COB*181*W American Civilization II		01/17/2011-05/13/2011 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Hailey Marian, Room 303	Fry, Dr. Jennifer A.	3.00	

## Registration Period –

Verify your schedule

1. It is **HIGHLY RECOMMENDED** to verify that your online registration was successful
2. Go back to the main menu screen on Web-Advisor
3. Select “My Class Schedule”
4. Select the appropriate “Term”
5. Verify that all your courses are listed and **PRINT** and **KEEP** a copy for your records

**Term**  
Fall 2014

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Total Registered Credits 15.00

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Course Name and Title	Status	Meeting Information
<a href="#">PSYC*351*A Psychopathology</a>	New	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, PARENTE L
<a href="#">PSYC*341*A Forensic Psychology</a>	New	08/26/2014-12/11/2014 Lecture Tuesday, Thursday 12:30PM - 01:45PM, ADMINISTRATION, R
<a href="#">CORE*157*A Introduction to Sociology</a>	New	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Hafey Marian
<a href="#">CJ*351*A Police Operations I</a>	New	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hafey Marian
<a href="#">CJ*110*B Intro Criminal Justice System</a>	New	08/26/2014-12/11/2014 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Hafey Marian, Room 2

OK



# Important Tips and Common Questions

What happens if there is a HOLD on my account, a course is closed... 



# Important Tips

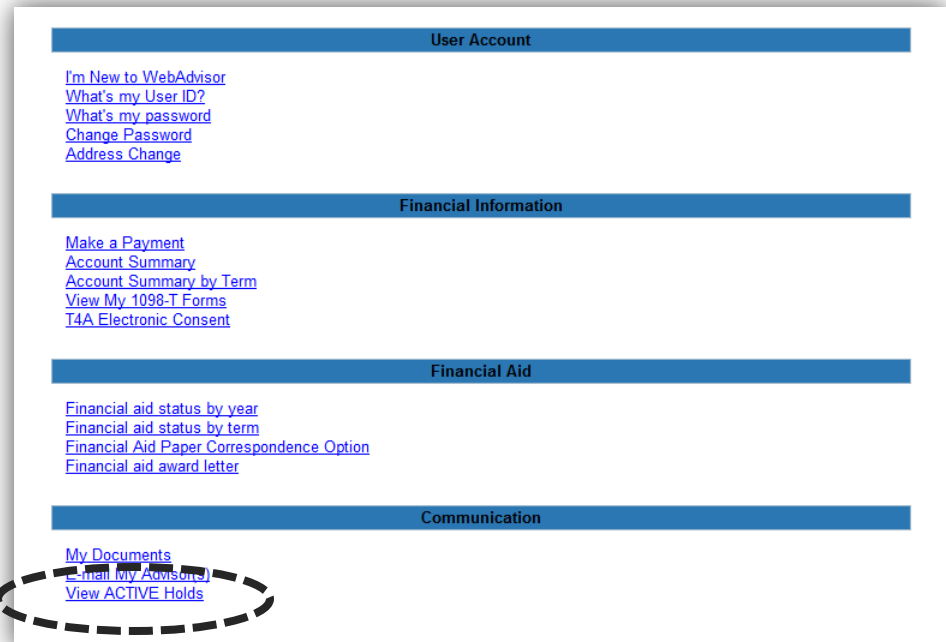
- Check your King's E-mail often
- Check for HOLDS on your account and have them removed
- Prepare to meet with your Academic Advisor
- Schedule and Meet with you Academic Advisor (*even if you have a Hold on your account*)
- Take the time to Build your Preferred List (*include alternate courses*)
- Register your classes on your specific day to register
- Register for 15-17 credits (unless told otherwise)
- Verify and Print a copy of your class schedule
- **Don't wait until the last minute!!!**

For more information on Course Registration, go to the Registrar's Office page on the King's College's Website (<https://www.kings.edu/academics/essentials/registrar>)



# HOLD on Account

- Check for HOLDS on your account **EARLY** in the process
  - A HOLD on your account will prevent you from registering your courses online which may result in not getting your preferred courses
- Login to Web-Advisor at any time
- Click on “View Active Holds”
- All active HOLDS will appear
- To have a HOLD removed, you must contact the appropriate Office / Department PRIOR to your Registration Date and Time

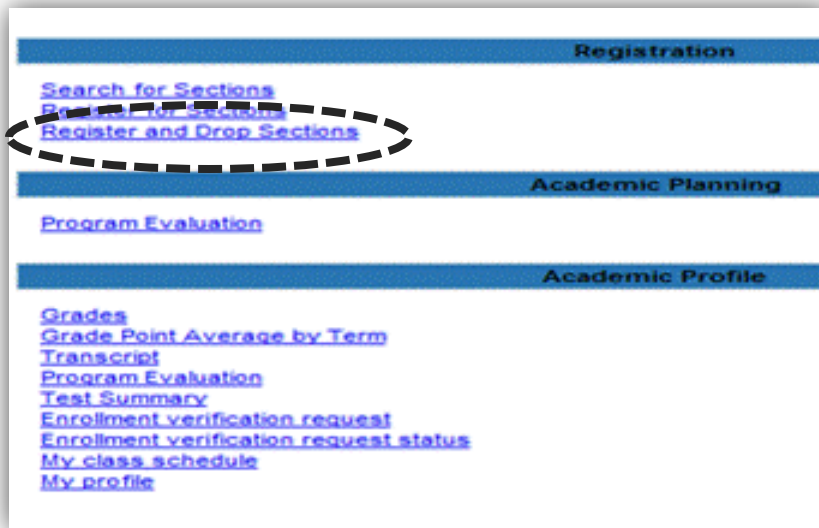


The screenshot displays the WebAdvisor user account interface, organized into four main sections:

- User Account**: Includes links for [I'm New to WebAdvisor](#), [What's my User ID?](#), [What's my password](#), [Change Password](#), and [Address Change](#).
- Financial Information**: Includes links for [Make a Payment](#), [Account Summary](#), [Account Summary by Term](#), [View My 1098-T Forms](#), and [T4A Electronic Consent](#).
- Financial Aid**: Includes links for [Financial aid status by year](#), [Financial aid status by term](#), [Financial Aid Paper Correspondence Option](#), and [Financial aid award letter](#).
- Communication**: Includes links for [My Documents](#), [Email My Advisors!](#), and [View ACTIVE Holds](#).

The link [View ACTIVE Holds](#) is highlighted with a dashed black circle.

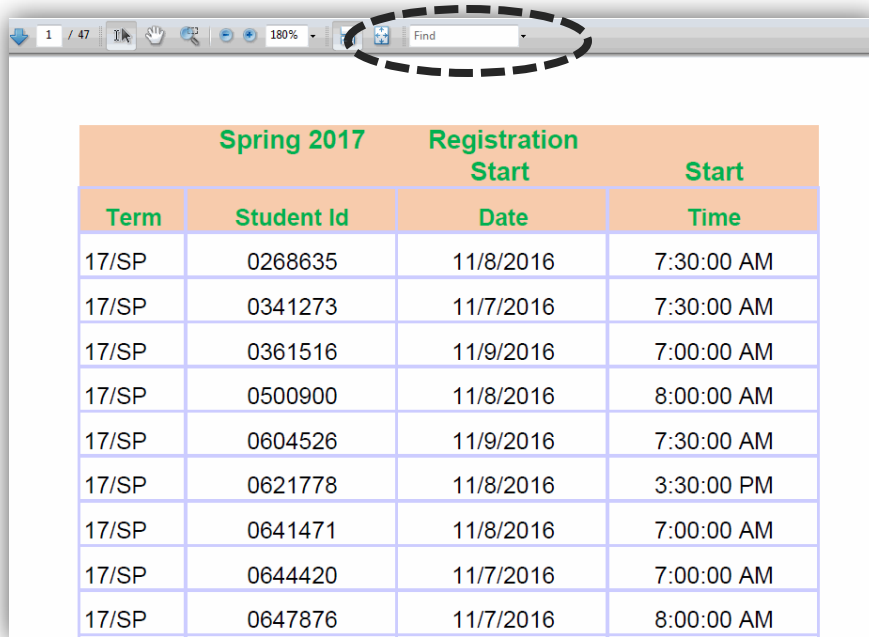
# Add / Drop Courses



- Students can Add/Drop courses (modify) their schedule by using the “Register and Drop Sections” feature on Web-Advisor
- You can only Add courses online to your schedule that are OPEN
- If a course you wish to take is closed, you must obtain permission and a signature from the instructor on an official Add/Drop form (located in the Registrar’s Office)

**Caution:** Only add or drop courses that you and your advisor discussed...Always consult with your Advisor

# Registration Start Times



Spring 2017		Registration Start	Start
Term	Student Id	Date	Time
17/SP	0268635	11/8/2016	7:30:00 AM
17/SP	0341273	11/7/2016	7:30:00 AM
17/SP	0361516	11/9/2016	7:00:00 AM
17/SP	0500900	11/8/2016	8:00:00 AM
17/SP	0604526	11/9/2016	7:30:00 AM
17/SP	0621778	11/8/2016	3:30:00 PM
17/SP	0641471	11/8/2016	7:00:00 AM
17/SP	0644420	11/7/2016	7:00:00 AM
17/SP	0647876	11/7/2016	8:00:00 AM

- Students can view their SPECIFIC Registration date and time by going to [https://www.kings.edu/non\\_cms/pdf/RegistrationStartTimes.pdf](https://www.kings.edu/non_cms/pdf/RegistrationStartTimes.pdf)
- Enter your Student ID in the “Find” box
  - If the “Find” box does not appear on your screen, use “CTRL” “F” on your keyboard
- Your Specific Date and Time will appear