Before you can begin, you need to pack the basics...

Stop for Directions!!! - Meet with your Academic Advisor.

Watch out for road blocks and detours while preparing your ideal schedule.

Final Destination - Register your classes on Web Advisor!
PRE-ADVICEMENT
(Plan Your Trip)

**Items Needed**

- Email from the Registrar’s Office
- Academic Planner *(online or in the Academic Advisement Office)*
- Current Class Schedule *(Web Advisor)*
- Academic Transcript *(Web Advisor)*
- Program Evaluation *(Web Advisor)*
Prepare for your meeting…

*Prior to meeting with your Academic Advisor, you need to know...*

1. Where you are...What classes are you currently taking? – *My Class Schedule*
2. Where you were...What classes have you already completed? – *Transcript and/or Program Evaluation*
3. Where you need to be...What classes do you still need to complete? – *Academic Planner / Program Evaluation*

Once you know where you are, where you were and where you need to be, you can begin creating a draft schedule.
Before you can Register your classes on Web-Advisor:

1. Schedule a meeting with your Academic Advisor.
2. Meet with your Academic Advisor.
3. Determine courses for next semester.
4. Identify alternate courses.
5. Ask Questions!!!
After you meet with your Academic Advisor:

1. Build your “Preferred List” *(save list)* on Web Advisor.

2. Include alternate courses or sections in your preferred list in the event your first choice is closed.

3. Be aware of your **SPECIFIC** registration date and time *(you cannot register your classes prior to this date or time)!*
CAUTION

Your CANNOT register online if:

1. You do not meet with your Academic Advisor.
2. You have a HOLD on your account.

*Check for holds PRIOR to YOUR registration day and time.*
On your specific Registration day:

1. Log-in to Web Advisor at the time of YOUR registration date and time.*
2. Access your preferred list.
3. Register your courses.
4. Select alternate courses if first choices are closed.
5. PRINT YOUR SCHEDULE!!!

*Note: Students can register online anytime AFTER their assigned registration date and time as long as there are no holds preventing them from registering.
Travel Tips

• Check your King’s E-mail often.
• Check for HOLDS on your account.
• Meet with your Academic Advisor even if you have a Hold on your account.
• Schedule an appointment with your Academic Advisor early.
• Build your preferred list – include alternates.
• Register for 15-17 credits (unless told otherwise).
• Print a copy of your class schedule.
• Don’t wait until the last minute!!!!
Questions?

Office of
Academic Advisement
Mulligan Physical Science Center
Room M-95
How to use Web Advisor during the Advisement and Registration Process...
Overview

1. How do I login to Web Advisor?
2. How do I prepare for my meeting with my academic advisor?
3. How do I build my Preferred List?
4. How do I register my classes on Web Advisor?
How to Login to Web Advisor
1. Go to [www.kings/my kings.edu](http://www.kings/my kings.edu)
2. Scroll down and click on “WebAdvisor”
Click “Login to Web Advisor”
Add your own text, picture, or illustration here. The text effect is created by PowerPoint.

Login

Click “Login”
1. Enter “UserName”

2. Enter “Password”

3. Click on “Submit”
Click “Students”
The screen should look similar to this if you successfully login.

<table>
<thead>
<tr>
<th>User Account</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Im New to WebAdvisor</td>
<td>Search for Sections</td>
</tr>
<tr>
<td>What's my User ID?</td>
<td>Register for Sections</td>
</tr>
<tr>
<td>What's my password</td>
<td>Register and Drop Sections</td>
</tr>
<tr>
<td>Change Password</td>
<td>Academic Planning</td>
</tr>
<tr>
<td>Address Change</td>
<td>Program Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Information</th>
<th>Academic Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a Payment</td>
<td>Enrollment Verification Req</td>
</tr>
<tr>
<td>Account Summary</td>
<td>Grades</td>
</tr>
<tr>
<td>Account Summary by Term</td>
<td>Grade Point Average by Term</td>
</tr>
<tr>
<td>View My, 1098-T Forms</td>
<td>Transcript</td>
</tr>
<tr>
<td>TeA Electronic Consent</td>
<td>Program Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Aid</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial aid status by year</td>
<td>My Documents</td>
</tr>
<tr>
<td>Financial aid status by term</td>
<td>Email My Advisor(s)</td>
</tr>
<tr>
<td>Financial Aid Paper Correspondence Options</td>
<td>View ACTIVE Holds</td>
</tr>
<tr>
<td>Financial aid award letter</td>
<td></td>
</tr>
</tbody>
</table>
Once you login to Web-Advisor, click on “View Active Holds”

Check for HOLDS on your account!!!

- A HOLD on your account will prevent you from registering.
- To have the hold removed, you will need to contact the office that put the hold on your account.
- Once the hold is removed, you will be permitted to register.

IMPORTANT NOTE:
Students should still meet with their Academic Advisor even if they have a hold on their account!!!

ALERT!
Before going any further...
How do I prepare for my meeting with my Academic Advisor?

1. Check for an E-Mail from Dan Cebrick, Registrar.
2. Access an Academic Planner for your Major.
   • (Core or Honors Curriculum Planner if necessary)
3. Access “My Class Schedule” on Web-Advisor.
5. Review your “Program Evaluation” on Web-Advisor.
You will receive an email from the Registrar’s Office (Dan Cebrick) which will include all the information you need about Advisement and Online Registration.
1. Go to [www.kings.edu](http://www.kings.edu)
2. Click on “Menu”
3. Under “Academics, ”
   Click on “Academic Essentials”
• Click on “Academic Planners”

• Select the year you entered King’s College
• Select your course of study
• Click on the PDF
First side list all the courses you need to take to complete your degree (Core, Major, Electives).

Second side lists a “SUGGESTED” sequence of WHEN to take these courses.
“My Class Schedule”

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

- Click on My Class Schedule and select the current term.
- Your schedule lists the courses which you are currently registered.

- Check these courses off on both sides of your Academic Planner.
Click on Transcript and select UG – undergraduate

The Transcript will list all Transfer, AP, & completed courses as well as courses in progress.

Check off all the courses you completed (transfer, AP, etc.) on your Academic Planner.

“Academic Transcript”
Know where your WERE – “What classes did I already take?”
“Program Evaluation”

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:
  - Completed Courses (Grade)
  - Transferred Courses (TE - Tran. Equivalent)
  - AP Credits (NE - Non-Course Equivalent))
  - Courses in Progress. (IP)

- Review your Program Evaluation to confirm which courses you still need to complete before you graduate.
“Academic Planners”
Where you need to be...

Now that you checked off all of the courses you completed and the courses you are currently taking...

You could see which courses you still need to take and which courses you should take next semester.
ALERT!!!

Meet with your Academic Advisor!
(Check the Academic Calendar in the College Catalog)

Make sure you “Know where you are, Where you were, and Where you need to be PRIOR to meeting with your Academic Advisor.

Be Prepared!!!
During your advisement meeting, you and your advisor will list the courses you should be taking next semester as well as alternate courses. Make sure you leave with a copy of this form as you will need it to build your preferred list.

### WEB-Advisor Form

(Permission form to register online for returning students)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Semester:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Major:</td>
<td>Registration Date:</td>
</tr>
<tr>
<td>2nd Major:</td>
<td>Registration Time:</td>
</tr>
</tbody>
</table>

**Academic Advisor:**

Having reviewed the Degree Audit form (Program Evaluation), list course numbers and names for which the student should register in the upcoming semester. List a few alternate course choices. **Sign and give the student the yellow copy and then forward the white copy to the Registrar’s Office.**

**Student:**

Reference the yellow copy when registering your courses online. It is your responsibility to register only for courses listed on this form as these courses have been approved by your advisor.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
</tbody>
</table>
How do I build my Preferred List?
How do I build my Preferred List (save list)?

- Select “Register for Sections”
- Select “Search & Register for Sections”
1. Click the drop-down box and select appropriate term.

2. Click the drop-down box and select the subject – **required** *(Example: “CORE”)*

3. Enter the Course Number if you wish to narrow your search *(leave blank to pull up all courses)in that subject*

4. Click on “Submit”
How do I build my Preferred List (save list)?

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

- Your preferred list will appear.
- These course will remain in your save list until you either register these courses or you remove them.

**NOTE:** You are NOT registered for these course yet.
How do I register?
How do I register my courses online?

- Click on “Register for Sections”
- Click on “REGISTER FOR PREVIOUSLY SELECTED SECTIONS”
How do I register...

- Your Preferred List (Save List) appears with your classes.
- Click on the drop down box next to EACH course you wish to register and select “RG-Register”
- Click on “Submit”
How do I register...

• If successful, your schedule for the next semester will appear.
Verify Your Registration: Make sure you verify that your registration was successful by checking on “My Class Schedule”

Add/Drop Courses: If you wish to change your schedule after registering online, you may do so by adding or dropping courses by clicking on “Register and Drop Sections”
Questions?
What if I forget my Registration Time?

- Go to “Academics”
- Click on “Academic Essentials”
What if I forget my Registration Time?

- Click on “Registrar”
What if I forget my Registration Time?

- Click on “Registration Start Times”
What if I forget my Registration Time?

- Enter your Student ID number in the find box.

- Your specific date and time will appear next to your Student ID number.
During any given semester, the following items should become available around mid-semester:

1. List of course offerings
2. Registration Start Time
3. Email (Letter) from the Registrar, Dan Cebrick which provides students with information about Registration including:
   • Completed credits
   • Name of Academic Advisor
   • Dates for the Academic Advisement Period
   • Registration Information
   • Your specific Registration Start Time