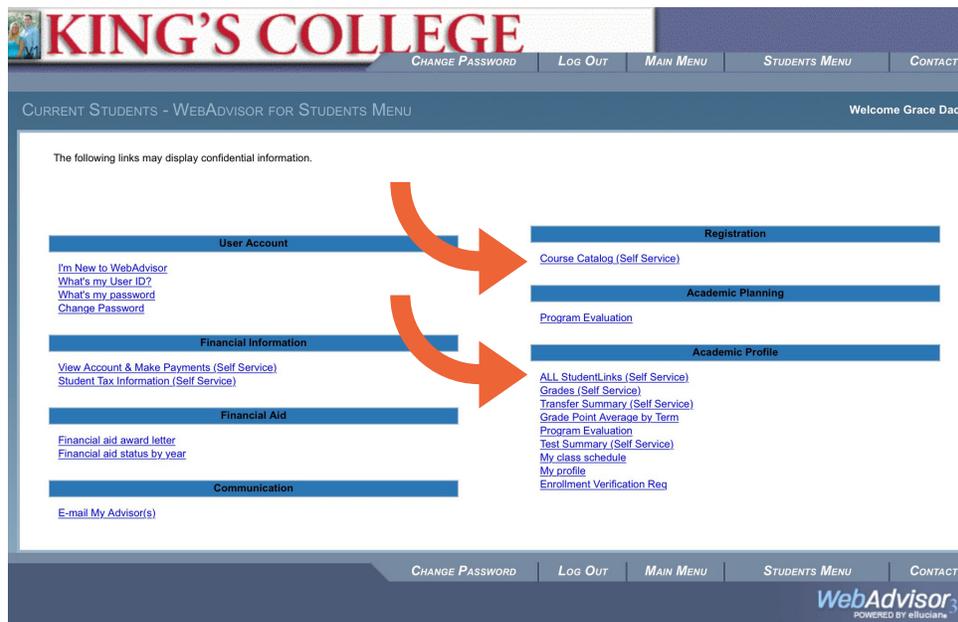


# ADDING & DROPPING COURSES IN SELF SERVICE



## SELF SERVICE

*The Self Service program contains information about courses available at King's College as well as your personal course schedule, financial aid information, and bill paying options.*

*Initially, you log in through Webadvisor and navigate to the new Self Service Menu items.*

Step 1: Go to [kings.edu/mykings](https://kings.edu/mykings)

Step 2: Select Webadvisor, then Log in

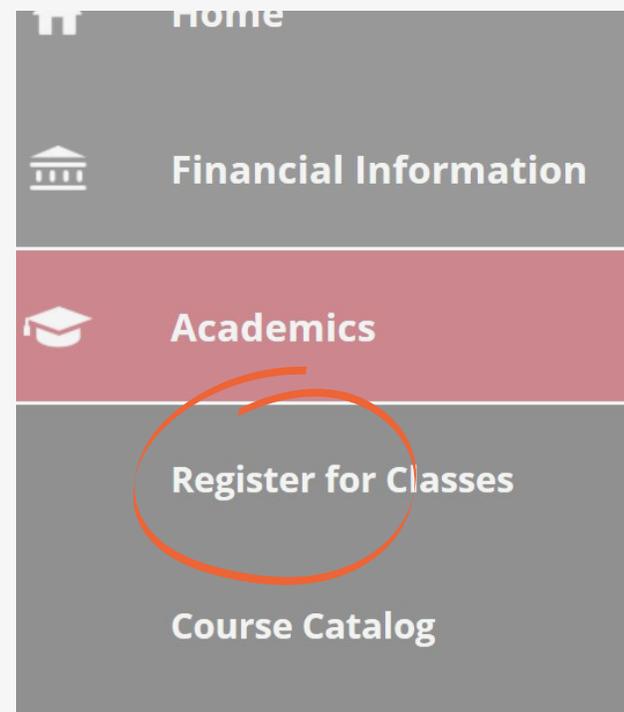
Step 3: Click Students Menu

Step 4: Select Course Catalog(self service)  
or Select AllStudentLinks Self Service

Step 5: In drop down menu to the left, select the graduation cap to open the academics menu (see image above).

Step 6: Select Register for Classes

*This brings you to your current or upcoming schedule.*



# VIEWING YOUR SCHEDULE

Your current schedule will be the first thing you are able to view. If you are registered for multiple sections, just hit the arrow to tab to the next semester.

Schedule Timeline Advising Petitions & Waivers

Fall 2021

Your registration period for 21/FA begins on 07-01-2021 at 12:00 AM Refresh

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 17 Credits Waitlisted: 0 Credits

ARTS\*102-A: Acting for Non Theatre Majors

✓ Registered, but not started

Credits: 3 Credits  
Grading: Graded  
Instructor: Powers, Mrs. Elizabeth  
08-23-2021 to 12-11-2021

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		GERM-101-B		GERM-101-B		GERM-101-B	
10am		BIOL-327-A		BIOL-327-A		BIOL-327-A	
11am							
12pm		ARTS-102-A	NEUR-211-C	ARTS-102-A	NEUR-211-C	ARTS-102-A	
1pm		BIOL-221-C		BIOL-221-C		BIOL-221-C	

## ADD/REGISTER

To add a course, you must first find and add that course to your calendar. To find courses, go back to the main menu (home button) and select Course Catalog. Search for the course you need, and hit the blue register button. Then, go back to your schedule. Once at your schedule, the selected course will appear yellow on your calendar. Select it and hit the blue **REGISTER** button.

## DROP/REMOVE

You can drop a course in the schedule view menu on Self Service. Just select the course you intend to drop from your calendar. Once selected, click the blue **DROP** button.

ARTS\*141-A: Imaginative Writing

✓ Registered

Credits: 3 Credits  
Grading: Graded  
Instructor: Mrs. Jennifer Tonkoski  
1/25/2021 to 5/14/2021

Meeting Information

Drop

View other sections

ARTS-141-B Imaginative Writing  
Seats Available: 5  
Instructor: Rev. Anthony R. Grasso, C.S.C.  
Time: Th 9:30 AM - 10:45 AM  
Dates: 1/25/2021 - 5/14/2021  
Location: Hafey-Marian Hall 603 (Lecture)

	Sun	Mon	Tue	Wed
8am		ARTS-141-C		ARTS-141-C
9am		CIS-110-A	ARTS-PHIL	CIS-110-A
10am		CIS-110-B	141B-101-PHIL	CIS-110-B
11am		ARTS-141-A	CI-191-A	ARTS-141-A
12pm				
1pm		THEO-160-C		THEO-160-C
2pm				
3pm				
4pm				
5pm				
6pm				

### ✓ Not Registered

Credits: 3 Credits  
Grading: Graded  
Instructor: Dr. Jayne A. Klenner  
1/25/2021 to 5/14/2021  
Seats Available: 21

#### Meeting Information

Register

A successful add/drop will be reflected on your schedule. If you see any errors, they must be resolved before the add/drop is complete.