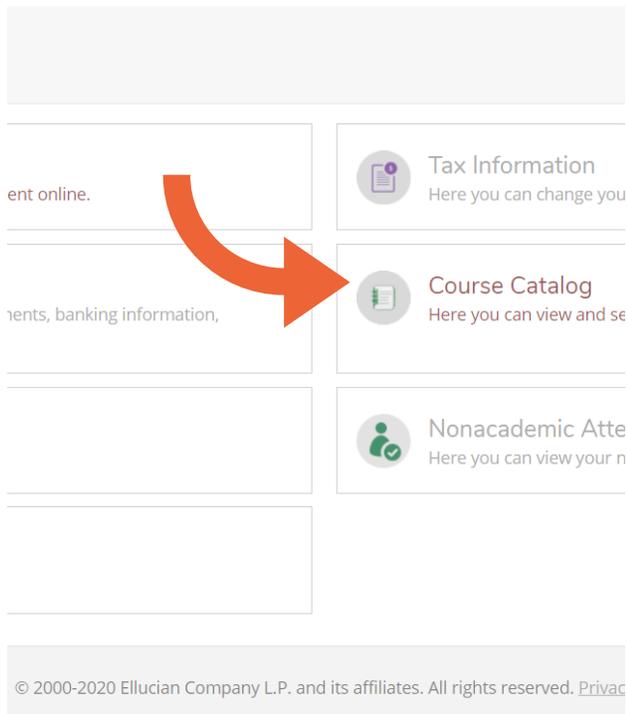


REGISTERING IN SELF SERVICE PART ONE



REGISTRATION

Students are assigned a day and time when they can process their registration for the upcoming semester.

You can begin building your preferred courses and sections in self service to be prepared for your assigned registration day.

Step 1: Go to kings.edu/mykings

Step 2: Select Webadvisor, then Log in

Step 3: Click Students Menu

Step 4: Select Course Catalog (self serve)

Step 5: Select Advanced Search

Step 6: Select Section Listing circle

Step 7: Fill in the fields to search courses for the upcoming semester

Step 8: Once you have filled in subject and course number fields, hit submit.

A screenshot of the 'Catalog Advanced Search' form. The form is titled 'Catalog Advanced Search' and has a search bar at the top. Below the search bar, there are several input fields: 'Term' (set to 'Fall 2020'), 'Meeting Start Date' (set to 'M/d/yyyy'), and 'Meeting End Date' (set to 'M/d/yyyy'). There are also three rows of 'Courses' with dropdown menus for 'Subject' and 'Course number', and a 'Section' dropdown. A blue button labeled '+ Add More...' is located below the courses. Underneath, there are 'Days Of Week' checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, with Monday, Friday, and Wednesday checked. There is a 'Location' dropdown menu set to 'Select Location', an 'Academic Level' dropdown menu set to 'Select Academic Level', and a 'Time Of Day' dropdown menu set to 'Morning (8am - Midday)'. The 'Advanced Search' link at the top of the form is circled in orange.

PREVIEWING YOUR PREFERRED LIST

After you find the courses and times you want to add to your schedule, select the ADD button next to the course.

Section Listing

Term: Meeting Start Date: Meeting End Date:

Courses And Sections

[+ Add More...](#)

Filters Applied: Spring 2021

Add To Schedule	Term	Status	Section Name	Title	Planned Status
Add	Spring 2021	Open	CJ-131-A	Intro to Criminal Law	
Add	Spring 2021	Open	CJ-131-B	Intro to Criminal Law	

After you hit ADD, the course will be added to your registration calendar.

Your course options will stay here until you process your registration on your assigned day.

[Register Now](#)

[Print](#) Not Registered: 16 Credits Enrolled: 9 Credits Wai

	Sun	Mon	Tue	Wed	Thu	Fri
im						
im		CIS-110-A ×	PHIL-101-F PHIL-470-A ×	CIS-110-A ×	PHIL-101-F × PHIL-470-A	CIS-110-A ×
im		CIS-110-B ×		CIS-110-B ×	BIOL-314L PHIL-101-F PHIL-470-A	CIS-110-B ×
im		ARTS-141-A	CJ-131-A ×	ARTS-141-A	CJ-131-A ×	ARTS-141-A
im						
im		THEO-160-C		THEO-160-C		THEO-160-C
im						

NOTE: AT THIS POINT, YOU ARE NOT REGISTERED. CONTINUE TO PART TWO!