

REGISTRATION FORM/WEBADVISOR WORKSHEET

FOR CURRENTLY ENROLLED/RETURNING STUDENTS

Semester:	Year:
<input type="checkbox"/> Fall	
<input type="checkbox"/> Spring	
<input type="checkbox"/> Summer	
<input type="checkbox"/> Winter	

Last Name: _____ **First:** _____ **Middle:** _____ **FLCC Id:** _____

Subject Prefix	Course Number	Section	Course Title	Credit Hours
Total Credits:				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 8:50	8:00 – 9:20	8:00 – 8:50	8:00 – 9:20	8:00 – 8:50
9:00 – 9:50	9:30 – 10:50	9:00 – 9:50	9:30 – 10:50	9:00 – 9:50
10:00 – 10:50		10:00 – 10:50		10:00 – 10:50
11:00 – 11:50	11:00 – 12:20	11:00 – 11:50	11:00 – 12:20	11:00 – 11:50
12:00 – 12:50	12:30 – 2:00 College Hour	12:00 – 12:50	12:30 – 2:00 College Hour	12:00 – 12:50
1:00 – 1:50		1:00 – 1:50		1:00 – 1:50
2:00 – 2:50	2:00 – 3:20	2:00 – 2:50	2:00 – 3:20	2:00 – 2:50
3:00 – 3:50	3:30 – 4:50	3:00 – 3:50	3:30 – 4:50	3:00 – 3:50
4:00 – 4:50		4:00 – 4:50		4:00 – 4:50
Evening	Evening	Evening	Evening	Evening

Steps to Successful Registration

1. Meet with your academic advisor to plan your schedule.
2. Check your Student Email account ([http://mail.fingerlakes.edu](mailto:mail.fingerlakes.edu)) to determine the first day you can register based on your completed credit hours to date.
3. Register on that day, or soon thereafter, for the best selection of courses that meet your needs.
4. Complete the registration process online using WebAdvisor, or in-person at the One Stop Center, Geneva Campus Center, Newark Campus Center, or Victor Campus Center.
5. Make sure you have filed your FAFSA (Free Application for Federal Student Aid) for the upcoming year to ensure your Financial Aid will be in place to cover your tuition.
6. To avoid losing your class schedule, pay your bill by the due date and/or make sure your financial aid is in place to cover your tuition.

WebAdvisor/Online Registration Instructions

1. If you have not already done so, obtain your WebAdvisor login and password at <http://webadvisor.flcc.edu>.
2. After meeting with your advisor (full-time students) place the courses you're approved to take in the "Preferred Courses" section on WebAdvisor.
3. Beginning at 12:00 a.m./midnight on the first day you're eligible to register, login to WebAdvisor and register for classes using: *Register for Previously Selected Courses*, *Express Registration*, or *Search and Register for Classes*.
4. Confirm you're registered by using the "My Class Schedule" feature on WebAdvisor.
5. Need help? Refer to the WebAdvisor instructions at <http://www.flcc.edu/registrar> or contact the One Stop at (585) 785-1000/onestop@flcc.edu.

Have you been convicted of a felony? Yes No

Have you been expelled and/or dismissed from a college for disciplinary reasons? Yes No

(Applicants with juvenile or youthful offender status are not required to respond to the felony question. Affirmative responses to either question will not automatically prevent registration; however, further information will be requested to ensure compliance with the FLCC Admissions Review Policy.)

One Stop Center
 3325 Marvin Sands Drive
 Canandaigua, NY 14424-8395
 (585)785-1000
 Fax (585)785-1735
 Email: onestop@flcc.edu

ADVISOR APPROVAL:

 Academic Advisor Signature Date

STUDENT SIGNATURE (required):

FLCC has a Student Code of Conduct Policy that outlines the rights and responsibilities of students, behaviors prohibited on or off campus and possible sanctions. I understand the policy pertains to me while I am enrolled at FLCC and can read the Policy at <http://www.flcc.edu/offices/judicial> or in the Student Handbook and Academic Planner. I certify that I have met all stated prerequisites for the course(s) listed above. I acknowledge that my tuition and fees will be paid by the tuition due date and that I am liable for any collection fees as a result of my failure to pay, including, without limitation, collection agency costs and fees, court costs and fees, attorney costs and fees. If I decide not to attend FLCC, I will submit an Official Withdrawal form on WebAdvisor, prior to published deadlines, and I realize that non-attendance in class will not relieve my financial responsibility. I understand that FLCC may use an automated calling system and a pre-recorded message to contact me by phone regarding my affiliation with the college. I have reviewed and understand the college's refund policies, which can be found at <http://www.flcc.edu/offices/bursar/refunds.cfm>. By signing this form, I acknowledge that I can read and understand the statements and policies as set in the FLCC catalog.

 Student Signature Date