REGISTRATION FORM/WEBADVISOR WORKSHEET

FOR CURRENTLY ENROLLED/RETURNING STUDENTS

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

Year:_____

Term (check one):

- ☐ Fall
- ☐ Spring
- ☐ Summer
- ☐ JanPlan

Subject Prefix	Course Number	Section	Course Title	Credit Hours	Meeting Days and Times	Instructor

Total Credits: _____

Steps to Successful Registration

1. Full-time Students: meet with your advisor to plan your schedule. Part-time students: seek advisement with your advisor or The Center for Advisement if you need assistance.
2. Determine your first day to register based on your completed credit hours to date. Check with the Registrar's Office if you're unsure of the 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 Registrar's Office, Geneva Campus Center or Wayne County 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. Check with The Financial Aid Office if you have questions.
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. Obtain your WebAdvisor login and password, if you don't already know.
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. Confirm the College has your correct address on file by using the "Update My Address/Email" feature on WebAdvisor.
4. Beginning at 7:30 a.m. 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.*
5. Confirm you're registered by using the "My Class Schedule" feature on WebAdvisor.
6. Need help? Refer to the WebAdvisor instructions at http://www.flcc.edu/registrar or contact the Registrar's Office at (585) 394-3500, ext. 7622.

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.)

Office of the Registrar
Finger Lakes Community College
4355 Lakeshore Drive
Canandaigua, NY 14424-8395
(585) 394-3500, Ext. 7622 Fax: (585) 394-5005

ADVISOR APPROVAL (required for students registering for 12 or more credits):

_____

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 www.flcc.edu/ offices/judicial/index.html or in the Student Handbook and Academic Planner. I certify that the information I've supplied on this form is accurate and truthful. I acknowledge that my tuition and fees will be paid by the tuition due date and that I am liable for any collection costs as a result of my failure to pay, including, without limitation, collection agency fees, court costs and attorney fees. If I decide to change my educational plans, I will notify The Center for Advisement in writing and realize that non-attendance in class will not relieve my financial responsibility. I understand that a minimum of 12 credits per semester must pertain to my degree program to remain eligible for TAP.

_____

Student Signature **Date**