REGISTRATION FORM/WEBADVISOR WORKSHEET

FOR CURRENTLY ENROLLED/RETURNING STUDENTS

Semester:	Year:
☐ Fall ☐ Spring ☐ Summer ☐ 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 (your advisor will clear you for registration, so make sure to meet with them first).
2. Check your Student Email account (http://mail.fingerlakes.edu) to determine the first day you're eligible to 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, place the courses you're approved to take in the "Preferred Courses" section on WebAdvisor (your advisor will clear you for registration, so make sure to meet with them first).
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.

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

Form updated 10/10/17

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 request a copy from the Office of Community Standards. 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 a 'Complete Official from all classes' 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**

Nondiscrimination Notice: Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.