Web Advisor Online Registration – Instructional Guide

- Go to the Felician website: [http://www.felician.edu](http://www.felician.edu)
- Click on My Felician on the Home Page, then Web Advisor
- Sign on utilizing your User ID and password.
  - *If you are not aware of your User ID and password or need assistance logging on, please call the Help Desk at 201-559-6165*
- Select “Students” on the menu
- Go to “Register for Sections” under the Registration Section on the top right.
- If you already know the course and section for which you would like to register, choose the Express Registration option. To browse the course offerings, choose the Search and Register option (instructions for both are included below).
- Lab Science requires registration in both Lecture and Lab sections.
  - For example: BIO-202-PM requires BIO-202L-PM
- Nursing courses with clinicals require separate lecture and clinical sections.
  - For example: NURS-460-A requires NURS-460CL-A

*EXPRESS REGISTRATION PROCEDURE*
- Select the term for each class for which you wish to register
- Click Submit
- A list of selected courses will appear on a preferred section list
- Enter action code of “Register” next to each course OR choose “Register for ALL courses” at the top of the screen. Click Submit
- A Registration Management Page will appear with registered courses
- You may print a copy of your schedule when the registration process is complete by returning to the Student Menu under Academic Profile
- Upon completion, remember to log out of your account

*SEARCH AND REGISTER PROCEDURE*
- Select the correct term
- Select the specific Department with Course Number for limited search, or enter department for a general search
- Scroll down and click Submit
- A list of selected courses will appear on a preferred section list
- Use the drop-down to select the action code of “Register” next to each course
- Scroll down and click Submit
- A Registration Management Page will appear with your registered courses.
- You may print a copy of your schedule when the registration process is complete by returning to the Student Menu under Academic Profile
- Upon completion, remember to log out of your account