



Web Advisor Online Registration – Instructional Guide

- Go to the Felician website: <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