

Schedule Introduction

Registration is approaching for next semester. Please refer to SFC.EDU/CALENDAR for advisement and registration dates. Students need to meet with their advisor prior to registration. If you have declared your major, you should contact your faculty advisor **prior to registration**. If you have not yet declared a major, you should seek advisement from one of the counselors in the Office of Freshman Studies and Academic Enhancement, room 3006. You may need to make an appointment or follow a prescribed schedule. Please see your advisor beforehand to make necessary arrangements. Your specific date and time for registration is determined by your class standing and cumulative credits. The Office of the Registrar will notify you of your appointment time and other important registration information. You may register on or after your appointment time, but not before.

All registration will be conducted through Web Advisor. For certain situations, in-person registration will be allowed. Students who need in-person registration should come to the Registrar's Office, room 2000. On registration day, you should have with you, your completed Registration Request Form with courses that have been pre-approved by you and your advisor. Please select alternate courses in case of closed sections or conflicts. The completion of the registration process is contingent upon successful completion of pre-requisite courses and payment of tuition as directed by Student Accounts.

Web Advisor Instructions

To register online, go to www.sfc.edu and log in to the SFC Portal. Follow link to WebAdvisor and sign in using your SFC Login and Password. On **Students Menu** tab, choose Register for Sections. You will be given 4 choices:

1. **Search and Register for sections:** Use this option if you would like to look for sections, add them to your preferred sections list, and then register for them. *(Once you have selected sections, your preferred sections will be displayed on the top half of the Register and Drop Section's screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*
2. **Express Registration:** Use this option if you know the exact subject, and section of the class for which you wish to add to your preferred sections list and then register. (example: MAT*2301*01). *(Once you have selected sections, your preferred sections will be displayed on the top half of the Register and Drop Section's screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*
3. **Register for previously selected sections:** Use this option if you have already placed sections on your preferred list and would like to now register. *(Takes you directly to the Register and Drop Section's screen. Your preferred sections will be displayed on the top half of the Register and Drop Section's screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*
4. **Drop Sections:** Use this option if you would like to drop a section. *(Takes you directly to the Register and Drop Section's screen. Your preferred sections will be displayed on the top half of the Register and Drop Section's screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*

To view or print a copy of your schedule, go to [My Schedule](#) in the [Academic Profile](#) area. Choose the term, and click submit to view your schedule and see classroom assignments. Remember to look at your schedule before the semester starts.

If you have questions, please contact the Registrar's Office in room 2000 or call (718) 489-5242.

How to make the most of your academic advising appointment

Before your advisement appointment:

- Prior to your scheduled registration appointment, contact your advisor to schedule an advisement appointment (tip: email your advisor by clicking *Email my Advisor* on **Webadvisor** or visit your advisor in their office and if you do not know where your advisor is located, check the SFC website employee directory).
- Resolve any holds which may prevent your registration (check **Webadvisor** and click *My Holds*).
- Review the *Schedule of Classes* on **Webadvisor**.
- Write down any questions you have about major requirements, concentrations, electives, career opportunities, etc.
- Organize all your registration documents in a folder and bring it with you to advising appointment: Some contents should include: (your degree audit, list of classes you are interested in, your transfer evaluation if you are a transfer student, and copies of any needed forms like declaration of major form).
- Look into college opportunities such as study abroad, independent study, and internships.
- Create a desired schedule for the next semester on your own, bring it with you to your appointment and discuss it with your advisor.

During your advisement appointment:

- Discuss your interests and your educational and career goals.
- Review your degree audit with your advisor.
- Discuss any questions or concerns you might have.
- Take notes during your advisement session to ensure you choose the courses you were advised to take when you register for your classes.

After your advisement appointment:

- On your registration appointment, enroll in the courses for which you and your academic advisor have discussed.
- Check *My Class Schedule* on **Webadvisor** after you register to ensure you registered for the courses you wanted
- If you need any signatures from your department chair for any course pre-requisites please make sure they are provided to the Registrar immediately.
- If you need any Academic Dean approval please schedule an appointment with an Academic Dean immediately.

If you follow all of the above steps you will have a successful advisement experience!

From the Office of Freshman Studies/Academic Advisement