-----KnightLine-----
Web Registration Worksheet

Please read and complete this worksheet before logging into web registration.

My priority day to register is _____.

1. Go to the SNC Registrar web home page (www.snc.edu/registrar)
2. Under Advisement & Registration select "KnightLine" and then, "Enter Secure Area"
3. The login page requires your SNC ID number and your KnightLine Password.

SNC ID: 0 0 0 ___ ___ ___ ___ ___ ___

Your 6-digit Password is randomly assigned and sent to you via your SNC email account. After initial login you will be required to create a new KnightLine Password and a "Forgot PIN" access question and answer. For more information on Logins see the KnightLine FAQ section of the Registrar web site.

4. Select "Student Services", then "Registration", and then "Add/Drop Classes." Any time after your priority day and time begins from you may enter the Add / Drop courses area.
5. Select the appropriate term and Submit Term. You will be asked to enter your 6-digit **Registration PIN**, *which you obtain from your advisor.*

REGISTRATION PIN:|___|___|___|___|___|___|

6. Web registration is self-guiding and self-paced. Go as fast or slow, as you want. Read the instructions on the web screens and note the various links and buttons to additional pages. Use the scroll down function and right/left arrows.
7. Go to the "Check Your Registration Status" page from the Registration Menu to find your priority registration date and time. You should also check to see if you have any holds on your registration, select "View Holds" from the Student Records Menu to show the office and phone number you need to contact.
8. With "Search for Classes to Add," from the Registration Menu or the "Class Search" button on the Add/Drop Classes page, you will be able to look up additional classes and see up-to-the minute information about each class. Scroll side-to-side to see all information. If a class looks desirable, you may check the box and add the class to your worksheet. Courses appearing with a "Time Conflict" message will conflict with courses in which you are already registered.
9. If registering for a course as an audit, you will not be able to do so until the open registration period begins. Then you will enter the "Change your Status" Screen to select a course for audit.
10. There are two ways to view your schedule. Try them both. *Review your schedule frequently!*
- View your Student Schedule by Day & Time—a great way to view your schedule in block form.
- View your Student Detail Schedule—a schedule with detailed information including instructor, grade mode, & more.

11. You may experience problems accessing the SNC web registration pages from off-campus if your browser version is too old. Please contact Computer Services at 920-403-4357 for assistance.
12. ***IMPORTANT:*** *Be sure to use the "Submit Changes" button to process all web registration requests! To verify changes, view or print your schedule!*

HELPLINE: 920-403-3216 during business hours (Mon.–Fri., 8 a.m. to 4:30 p.m. Support Available at the Office of the Registrar, WHR 141.

Primary Course Selections

Course Reference (CRN)	Course I.D.	Day & Time

Alternative Course Selections

Course Reference (CRN)	Course I.D.	Day & Time