

# KnightLine

Faculty & Advisor Help

Office of the Registrar  
Todd Wehr Hall Room 141, ext. 3216

## Topic: Registering Study Abroad & Washington Semester Students

If you have advisees currently Studying Abroad or on the Washington Semester, you should be reviewing their schedule of proposed classes via e-mail. There are three ways for students to register for who are not on-campus:

- **Self Registration** - After you review their schedule via e-mail, send their Registration PIN to them and they register themselves.
- **Advisor to Registrar Assistance** - After you approve their schedule, you can forward the schedule to the Registrar's Office for processing. We will enter the courses on their assigned priority registration date and time and send a confirming message to the student and advisor of the classes they received or problems we encountered. *SCHEDULES SENT THE REGISTRAR'S OFFICE FOR PROCESSING MUST CONTAIN CRN'S OF ALL COURSES REQUESTED.* In addition, it is helpful to include the student I.D. number in question and possible 'second choices' if certain CRN's are closed.
- **Student to Registrar Assistance** - If a student sends us a schedule for processing from abroad and not the advisor, it must contain the Registration PIN number in addition to course CRN's to indicate your approval as advisor.