

The following steps constitute the procedure for registering students via *KnightLine* during summer Orientation.

1. Login to the secure area of *KnightLine*. Use your 9-digit ID number and your 6-character Knightline password. If you have login trouble call the ITS Service desk at x-4040 or the Registrar's Office at x-3216.
 2. Click **Faculty & Advisors** area.
 3. Under Faculty Services click **Advisor Menu**.
 4. Click **Advisor - Advisee Listing**
 5. **Select a Term** (it will default to Fall Semester 2015)
 6. Your advisees will appear. **Select the advisee** you wish to register.
 7. After the advisee's information appears, select the **ADD/DROP** link to the **farthest on the bottom right**.
 8. You will be prompted for the **student's PIN** (Student PIN). PINs are set to match each orientation registration date in the format “**061115**” “**061315**” “**061715**” or “**061915**” After you submit the PIN, you will receive the Registration Add/Drop screen to make a schedule for the student. You may enter CRNs, or **we recommend using the Class Search screens**. Ann Hintz will demonstrate the course search features in the morning meetings.
 - 8a. There is still a glitch in the Knightline system – if you perform a course search and do not register a course, **DO NOT** click on New Search – click on Add to Worksheet and this will get you back to the Registration Add/Drop screen.
- Do not use your browser’s “Back” button and try another search, as you may get a message “Your changes have already been submitted.” If you get this message, click refresh in the menu bar (Reload current page) and continue.
9. After creating your advisee’s schedule, click on **Return To Menu** to navigate back to the **Student Information** menu and select the **View Student Schedule** option to **print a schedule for the student before they leave**. Let your advisee know that they will be able to see/print their schedule in a “week format” after they receive an email from SNC on resetting their Knightline PIN.
 10. For your next advisee, again navigate to the Advisor Menu / Advisor - Advisee Listing by clicking twice on Return To Menu.
 11. You are not able to register students before their orientation session registration date. You do not need Registration PIN's during orientation because we have disabled student login access and made a universal login PIN during Orientation. The day after Orientation the student's login will be disabled from advisor access and reset. After the reset, students will be able to access their own schedules.
 12. Prerequisite checking is in effect for all courses.
 13. Waitlist feature – Ann Hintz will demonstrate this in the morning meetings.
 14. If you are adding an audited course (i.e. Music) add the course before you reach the 18 semester credit limit; then change the registration status in the course drop down box to “audit” before you register for additional courses.
 15. If a student is not on your advisee listing, make sure you have selected the FALL 2015 term and if they still do not appear call the Registrar’s office for assistance (x-3216). Students may have been late deposits or they may have been assigned to the wrong orientation session – they will need to be recoded by the Registrar’s office.