

Quick Guide

To Plan and Register for Classes

- 1** Go to **www.surry.edu** and click **myKNIGHTLIFE** link at the top of the page
- 2** Select WebAdvisor for Students
- 3** Select **Academic Profile** then select **Student Planning**
- 4** Click on **Plan & Schedule**
- 5** In the search bar, enter course prefix - space - course number (ex. ENG 111)
- 6** Once a course is found, click **Add course to plan**, click on **semester** in which you wish to add the class and then click on **Add course to plan** again
- 7** Once you enter your courses, click on the **Advising tab**, and then on **"Request Review"**. This action sends an email to your advisor alerting them to your request.
- 8** Once your advisor approves your courses, click on **Plan and Schedule** to add sections. The selected courses are visible on the left of the screen so on each course, click on **View Section** and choose times/days (sections)