# WebAdvisor Student Guide

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Please Note: Selecting a title will take you to the section
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Establishing a User ID & Password

**Step 1:** Go to [WebAdvisor](wa.kckcc.edu) by either clicking on the link from Quick Links or go directly to [wa.kckcc.edu](wa.kckcc.edu) by typing it into the address bar of your browser.

**Step 2:** From the WebAdvisor Home Page, Select [New to WebAdvisor](#).
Step 3: You will be redirected to a page that lists the next few steps. Review the information then click OK to continue.

Step 4: On this page enter your last name and either your Social Security Number or Student ID Number. Then click Submit.
Step 5: Take note of the User ID provided on this page. To ensure your temporary password will be received, make sure your personal email address is spelled correctly and that you are able to sign in to the account listed.

- If the email address needs to be corrected, or updated, please contact the Admissions & Records office at 913-288-7600 to speak with a technician for the most up to date procedures.

When you have verified that your email is correct and have selected it from the drop down box, then select Submit.

Step 6: Retrieve the temporary password from your personal email. Go directly to your email inbox (ex: mail.yahoo.com, gmail.com, etc.) An email with the subject “WebAdvisor Response” will be sent within a few minutes. The email may go into your Spam folder, based on your settings.

Open the email. If you have more than one, use the most recently received email. Please note: you must sign in with the temporary password within 24 hours of receiving the email.

Copy the password by double-clicking the password text, right click, and select Copy (or Ctrl+C).
Step 7: Once your temporary password has been copied, go back to the WebAdvisor home screen. Refresh the WebAdvisor page. Select Log In after the page is refreshed.

Type in the User ID provided earlier. Then paste the temporary password into the password field by hovering the mouse over the password field, right click, then select paste (or Ctrl+V). Then select Submit.
Step 8: On this screen, you will Change Your Password. You should see a message that says “Your Password Has Expired, please change your password”. Type in your User ID. Paste the temporary password into the Old Password field. Create a new password, using the New Password field, that is 6-9 characters in length and includes at least one number and one letter. Once you’ve created your new password, type it again in the Confirm Password field. Utilize the My Password Hint field by giving yourself a hint to help you remember what your password is. You can use anything except the password itself and auxiliary characters like “,/@#$%^&*.

Example: Password= pancake4 Hint= stacked breakfast four

Select Submit.

You will be redirected to the WebAdvisor home page. To verify that you have successfully signed in, look for “Welcome Your Name” on the left hand side of the page. If your name appears there, you have successfully set your log in information for KCKCC.
WebAdvisor Student Guide

WebAdvisor Home Page Overview

From the WebAdvisor Home Page there are several actions available.

- Establish your User ID and Password for KCKCC systems using the New to WebAdvisor link. See Establishing a User ID & Password for instructions.

- If you cannot remember your User ID or Password information, start with Account Information on the lower right-hand side of the page. You will be able to get your User ID, look at the password hint you would’ve set when you set your password, or reset your Password if you have completely forgotten.

- Additional helpful links for Password Instructions, FAQs, WebAdvisor Student Guide, and Help Videos are available on the top left-hand side of the page.

- Start making payments by selecting Payment Plan & Refund.

- For information about Tuition and Fees, Select Tuition or Special Class Fees.

- For those who are interested in attending KCKCC but haven’t applied yet, the Prospective Students area provides helpful tools such as Searching for Sections where you can look up classes available for upcoming semesters. For Instructions, go to Search for a Class. Other tools available here include access to the college Catalog and Enrollment Information.

- For Additional Help, Contact the HelpDesk.

- For access to more items, Log In to WebAdvisor.
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Current Students Menu Overview

The Current Students Menu has several actions available including change of address, payment options, billing account information, Financial Aid information, enrolling in Course Sections, viewing grades and schedules, transcript information, enrollment verification, and more.

To be able to select Current Students, make sure you are Logged In.

From the WebAdvisor Main Menu, Select Current Students.

At the top of the Current Students page, you’ll find a few Helpful links including Transcript Services where you’ll be directed to the Transcript page on the College Website.
Under the **User Account** heading you’ll find links available to update your personal information including Log In and address information.

In the **Financial Information** area you’ll find links available to make a payment, view your account summary, Tax forms, and bank information.
Under the **Financial Aid** heading you’ll find a single link available to check on your Financial Aid. Here you will be able to Accept or Reject Award, View Financial Aid Status by year or term, Print/View the Award Letter, and Change Loan Request amounts.

The **Registration** area is where students can search and register for classes, view the catalog, update major, and view semester enrollment information.
Under **Academic Profile**, options such as viewing grades, viewing unverified transcripts, applying for graduation, viewing your class schedule, and a link to request transcripts.

The **Communication** area is where you will find the links for Enrollment Verification Requests.
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How to Search for and/or Enroll in a Class

If you haven’t applied but maybe interested in attending KCKCC and would like to know if there is a class being offered before applying, begin with SEARCH FOR A CLASS below. If you have applied and would like to Enroll in a Class, go to the next section ENROLL IN A CLASS. **Please note “Sections” means “Class” in WebAdvisor.**

SEARCH FOR A CLASS:

Step 1: Begin by selecting Search for Sections from the Prospective Students Menu.

Step 2: Use the Search for Sections screen to filter through available courses. Start by selecting the respective Term.

- Semester—Traditional 16 week session
- 1st Eight Weeks: Midterm classes that are held from August-October in the Fall Semester or January–March in the Spring Semester
- 2nd Eight Weeks: Midterm classes that are held from October-December in the Fall Semester or March–May in the Spring Semester
Step 3: Select a **Subject**. If you are looking for more than one class, move down one row, select the other subject, and repeat if necessary. **Do not enter Course Levels, Course Number, or Section.**

Additional filter options are available below, but are not required. Filter options for the available courses are specifying time of day, day of the week, keywords, location, or Instructor Name.

When your information has been input, select **Submit**.
Step 4: View Section Selection Results. Under Section Name and Title, you’ll find the Class Section information. Location specifies where the class is held. Under Meeting Information you’ll find the semester dates when the class will be held, days and times the class is held, specific building, and room number, if available. The Faculty column is the instructor of the course. Available/Capacity tells you how many seats in the class are still available out of the total seats in the class. Credits tells you how many Credits the course is.

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<td><strong>Term</strong></td>
<td><strong>Status</strong></td>
<td><strong>Section Name and Title</strong></td>
<td><strong>Location</strong></td>
<td><strong>Meeting Information</strong></td>
<td><strong>Faculty</strong></td>
<td><strong>Available/Capacity</strong></td>
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<tr>
<td>Summer 2016 Session</td>
<td>Open</td>
<td>ENGL-0999-02 (41199) Pre-Composition</td>
<td>Main Campus</td>
<td>06/06/2016-07/23/2016 On-Ground Lecture Monday, Tuesday, Wednesday, Thursday 09:40AM - 11:10AM, Science Building, Room 2417</td>
<td>B. Isom</td>
<td>15 / 15</td>
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<tr>
<td>Summer 2016 Session</td>
<td>Open</td>
<td>ENGL-0999-03 (41220) Pre-Composition</td>
<td>Main Campus</td>
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<td>M. Grant</td>
<td>15 / 15</td>
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<tr>
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<td>ENGL-0998-10 (41201) Pre-Composition</td>
<td>Main Campus</td>
<td>06/06/2016-07/23/2016 On-Ground Lecture Monday, Wednesday, Friday 09:00AM - 09:55PM, Science Building, Room 2417</td>
<td>K. Oberg</td>
<td>15 / 15</td>
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<tr>
<td>Summer 2016 Session</td>
<td>Open</td>
<td>ENGL-0999-60 (43461) Pre-Composition</td>
<td>Pioneer Center/Leavenworth</td>
<td>06/06/2016-07/23/2016 On-Ground Lecture Monday, Tuesday, Wednesday, Thursday 09:35AM - 11:10AM, Room to be Announced</td>
<td>R. Determan</td>
<td>15 / 15</td>
</tr>
<tr>
<td>Summer 2016 Session</td>
<td>Open</td>
<td>ENGL-0999-61 (43465) Pre-Composition</td>
<td>Pioneer Center/Leavenworth</td>
<td>06/06/2016-07/23/2016 On-Ground Lecture Tuesday, Thursday 06:00PM - 09:15PM, Room to be Announced</td>
<td>S. Mueller</td>
<td>15 / 15</td>
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If you find a course that you are interested in taking, click here to get started: Steps to Enrollment

Thank you for your interest in Kansas City Kansas Community College.

If you have already applied and would like to find and register for a course, proceed to ENROLL IN A CLASS.
ENROLL IN A CLASS

**Step 1:** Navigate to the Current Students Menu. Log into WebAdvisor, then select Current Students. Under the Registration heading, select Register for Sections. Then select Search and Register for Sections.

**Step 2:** Use the Search/Register for Sections screen to filter through available courses. Start by selecting the respective Term and Subject. For more details, see steps 2 and 3 of SEARCH FOR A CLASS. Then select Submit.
Step 3: View Section Selection Results. Under **Section Name and Title**, you’ll find the Class Section information. **Location** specifies the campus location of the course. Under **Meeting Information** you’ll find the semester dates when the class will be held, days and times the class is held, specific building, and room number, if available. The **Faculty** column is the instructor of the course. **Available/Capacity** tells you how many seats in the class are still available out of the total seats in the class. **Credits** tells you how many Credits the course is worth.

Review the results of your search. Select the choices that best meet your needs by selecting the box in the far left **Select** column. Once you have made your selections, select **Submit**.

If you do not see the results you were looking for: select back on your browser window to go back to the Search/Register for Sections screen. If you had too few results to choose from, try using less filter options to widen your search. If you have too many results, try using more filter options to narrow your results.
Step 4: On the Register and Drop Sections screen you will select an Action to take for the section you selected on the Section Selection Results screen. If you would like to Enroll in the class you selected, click the drop down arrow under the Action column next to the class you prefer and select Register. If this class will not work for you, select the action Remove from List. If the class has no available seats but you would like to keep this section as a preferred section for later, select Add to Waitlist. An Action needs to be selected for all classes appearing under Preferred Sections.

If you have multiple classes listed and would like to make the same action for all of them, select the drop down arrow next to Action for ALL Pref. Sections.

When you’ve selected your preferred actions for each section, select Submit.

On the next screen you’ll see the Registration Results from the actions you selected.
If you have successfully Enrolled in the class, it will appear under “Here are all of the sections for which you are currently registered.”

Resolving Conflicts:
If you see an error message in red appearing on the top of the page, the conflict will be specifically identified. Select Remove from List in the Action Column, then select Submit. If the problem cannot be resolved with an Action listed here (i.e. tuition hold, probation hold, etc.) follow the procedures and contact the office listed to resolve the issue.

When you are done with this screen, select OK to be redirected back to the Current Students Menu.
WebAdvisor Student Guide

View Your Student Schedule

**Step 1:** Navigate to the Current Students Menu. Log into WebAdvisor, then select Current Students. Then select My Class Schedule in the Academic Profile area.

**Step 2:** Select the Term you would like a schedule to appear for. Select the term ending with “All Classes” if you have any midterm classes you would like to appear. Then select Submit.

**Step 3:** View your schedule. To Print your schedule select File, Print. Review your Print Preview to ensure the page is formatted correctly. Also, please note that your Print function may be in a different location besides File, depending on which internet browser you are using.

Select OK when finished. You will be redirected back to the Current Students Menu.

You have successfully viewed your Schedule. If you have any additional questions about viewing your schedule, please Contact the HelpDesk during hours of operation.
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Viewing Your Billing/Account Summary

Step 1: Navigate to the Current Students Menu. Log into WebAdvisor, then select Current Students. Then select Payment Plan & Refunds in the Financial Information area.

View the Account Summary information. When you are finished, Select the red arrow. You will be redirected back to the WebAdvisor Main Menu.

Notice: payments made in WebAdvisor or changes in tuition due to drops/withdrawals will not reflect on payment plan, please contact business office to ensure these changes are updated on your plan, this will ensure accuracy in payment processing.

If you have any questions in regards to your account summary, contact the Business Office at 913-288-7620.
WebAdvisor Student Guide

Make a Single Payment

**Step 1:** Navigate to the Current Students Menu. Then select **View Account and Make Payments** in the Financial Information area.

![Image of WebAdvisor interface showing View Account and Make Payments]

**Step 2:** Select the semesters you would like to pay from the left-hand side. Then select a payment method of your choice. Once these two options have been chosen, the “Proceed to Payment” button will become selectable.

![Image of WebAdvisor interface showing payment selection]

**Step 3:** After selecting Proceed to Payment, you will be asked to complete your payment information. Once submitted, you will come to a screen that confirms your payment.

Contact the Business Office at 913-288-7620 with questions about your payment.
HelpDesk Contact Information

Need to speak with a HelpDesk Technician?
Call 913-288-7479

Hours of Operation:
MON-SAT 7:30 AM—8:00 PM
SUN—CLOSED

Submit a ticket online at
help.kckcc.edu

Visit us in person at
Main Campus
Humanities Hall, Room 2150

Thank you!