WebAdvisor
How to register for Curriculum Classes

James Sprunt Community College
Current & Returning Students

Contact your advisor to:

1. **Help you select courses**
   Speaking with an advisor is especially important for college transfer students to ensure that university-transferable courses are selected.

2. **Remove flag to allow online registration**
3. If you do not know your advisor’s name, you will find his/her contact information under “My Profile” in “Student’s Menu” in WebAdvisor.

4. Once you have received approval from your advisor, go to http://wa.jamessprunt.edu/WA/WebAdvisor or www.jamessprunt.edu and follow the link to log in. If you have never used WebAdvisor, see the “WebAdvisor – How to Log In” powerpoint.
Welcome to WebAdvisor! Click on “Students”
Click on “Register for Sections”
Click on “Search and register for sections”
Click on the drop down arrow and select the Term for which you want to register.
Click on the drop down arrow and select Subjects for which you want to register
Leave “Course Level” blank
Enter Course Number and Section (if you know it)
Leave all other fields “blank” and click “OK”!
This is the “Section Selection Results” screen. This screen shows you the course status (open or closed),
the course number, section number, and title,
the Meeting Information includes meeting days, times, and location,
and under Faculty you will find the instructor’s name.
Click on the box beside the courses for which you wish to register.
Click “SUBMIT” when you have selected the courses that you want to take.
On the ‘Register and Drop Sections’ screen you will see the courses you have selected. To register for these courses, highlight “RG Register” beside each course desired.
If you do not want to register for one of these courses, highlight “RM Remove from List” beside the course you don’t want.
Three choices you should **never select** under the “Action” column are: “RP Register Pass/Fail”, “WL Waitlist”, and “AU Audit”. If you want to Audit a course you must contact your advisor. Audit students do not receive a grade, financial aid, or veterans benefits for the course, but must still pay tuition.
Once you have decided on the courses in which you want to register, click “Submit” at the bottom of the screen.
This is the “Registration Results” screen. The bottom portion shows courses for which you just registered. Click “OK”.
If you want to drop a class after you have registered, go to the “Register and Drop Sections” screen from the Students Menu tab and put a check mark beside the course(s) you want to drop. Click “SUBMIT”.
Congratulations! You should now be registered for classes. To see your class schedule, click on “My Class Schedule” in the Student’s Menu tab.
Click on “File” and from the drop down menu select “Print” and print this page. You will need a copy to submit with your payment or take to the Financial Aid Office for review. You should also print one for your records.
To see your tuition balance, go to “My Account Summary by Term” in the Student’s Menu tab and select the term.
If you have financial aid, your tuition and fees will be automatically deducted from your award. You do not have to go to the cashier’s window.

*Please note – Financial Aid recipients are required to take only classes in their majors. Therefore, it is **MANDATORY** for you to bring a copy of your schedule to the Financial Aid Office. The Financial Aid Office reserves the right to review and cancel a financial aid award at any time because of significant changes in the student’s financial or academic status.
ALWAYS “LOG OUT”
So your personal information won’t be seen by others
How to Make A Payment

Complete payment of tuition and fees is due before the first day of the semester.

1. JSCC accepts visa card, master card, debit card (with Visa or Mastercard logo), cash, or personal check (Checks should be made payable to James Sprunt Community College).

2. You may make payment by phone (910) 296–2435.

3. You may make payment in person at the Cashier’s window, McGowen Building, Monday – Thursday 8 a.m. – 5 p.m. and Friday 8 a.m. – 12 noon.

4. If you wish to mail in your payment, please send a check or money order and a copy of your “Class Schedule” to:

   James Sprunt Community College
   P.O. Box 398
   Kenansville, NC 28349

   Attn: Business Office
5. If you have financial aid, your tuition and fees will be automatically deducted from your award. You do not have to go to the cashier’s window.
If you drop a class after you have paid tuition and fees, be sure to complete a “Request for Refund” form. You may obtain the refund form in the Business Office, in the McGowen Building.

To receive a 100% refund, the refund form must be received before the first day of the semester, or the first day of the class if the class begins other than at the beginning of the semester.

To receive a 75% refund, the refund form must be received in the Business Office by the 10% point of the semester. You will need to ask your advisor for the date.
Contact Information

General Information:
Brandy Boone, bboone@jamessprunt.edu, (910) 296–2400

Registration:
Wanda Edwards, wedwards@jamessprunt.edu, (910) 296–1116
Regina Sweeney, rsweeney@jamessprunt.edu, (910) 296–6003
Pat Norris, pnorris@jamessprunt.edu, (910) 296–2501

Financial Aid:
Tamara (Nikki) Glaspie, tglaspie@jamessprunt.edu, (910) 296–2005
Rhonda Sholar, rsholar@jamessprunt.edu, (910) 296–2502
Melissa Whitman, mwhitman@jamessprunt.edu (910) 296–2503

Admissions/ Application:
Kelly Mical, kmical@jamessprunt.edu, (910) 296–2500
Lea Matthews, lmatthews@jamessprunt.edu, (910) 296–6078
Contact Information

Moodle problems:
Debbie Edwards, dedwards@jamessprunt.edu, (910) 296–1226
Heather Lanier, hlanier@jamessprunt.edu, (910) 296–1334

Payments or balance information:
Amanda Truzy, atruzy@jamessprunt.edu, (910) 296–2435
LaTasha Moore, Immore@jamessprunt.edu, (910) 296–2413
Andrea Thompson, drethompson@jamessprunt.edu, (910) 296–2432

Placement testing and academic and career counseling:
Amber Ferrell, aferrell@jamessprunt.edu, (910) 296–2506

Bookstore:
Anthony Sholar, asholar@jamessprunt.edu, (910) 296–2510
Thank you for choosing James Sprunt Community College