

Pre-Registering for Classes

- 1) **GO TO:** <http://webreg.kcai.edu/exweb/>
- 2) Enter **Student Id Number** and **PIN Number**
- 3) Click the **Academics** tab (located at the top of the welcome page) and click on **Course Search**
- 4) Next click on **Department**
- 5) Next click on **FOUN (Foundation)**
- 6) Next click **Search** at the bottom of the page
- 7) Next click **Add** in the right hand column to choose a course
- 8) Next click the **Academics** tab again (located at the top of the page) and click on **Course Search**
- 9) Next click on **Department**
- 10) Next click on **ARTHI (Art History)**
- 11) Next click **Search** at the bottom of the page
- 12) Next click **Add** in the right hand column once you choose a course
- 13) Next click the **Academics** tab again (located at the top of the page) and click on **Course Search**
- 14) Next click on **Department**
- 15) Next click on **WESTH (Western Thought)**
- 16) Next click **Search** at the bottom of the page
- 17) Next Click **Add** in the right hand column once you choose a course
- 18) To view your schedule click on **My Schedule** located under the **Academic** tab
- 19) **To drop courses** – go to the **Academic** tab and click on the **Drop** button, located on the right-hand side of the class that you want to delete from your schedule, under the **Action** tab.

**Any questions or problems please ASK US....
(816) 802-3371**