ALL STUDENTS

Each quarter you will need to update your emergency contact information before you can register for your classes. The good news is you don’t have to wait for your registration appointment in order to take care of this.

Follow these simple instructions:

Sign on to Web Advisor from the Hornet Hive

Click on User Information

Click on Emergency Contact Information

Update your information and/or review for accuracy and check the box “I have reviewed/updated the information”

Click Submit

You are finished.

To verify that your information has been updated:

Click on Academic Profile

Click on My Restrictions

Look for EMER EMERGENCY CONTACT HOLD. If you do not see this under restrictions you are all set. If you do see this hold, follow the procedures above again.

If you do not take care of this prior to registration, a prompt will appear when you enter the registration process and you will have to complete it before you can proceed through your registration

NO STUDENT WILL BE ABLE TO REGISTER UNTIL THEIR EMERGENCY CONTACT INFORMATION HAS BEEN UPDATED AND SUBMITTED.