

Introduction to WebAdvisor for Students

As you know, the college has recently invested in a new software system for all of its administrative functions, from admissions to financial aid. One important new tool is WebAdvisor, which is how advisors will maintain student records and approve student course selection, and how students will access their academic records, and register for classes. This tutorial is meant to give you a simple review of the essential features of WebAdvisor.

Both systems, old and new, affirm the centrality of the advisor/advisee relationship, and the invaluable personal nature of advising at Assumption. The new system facilitates a face to face meeting in which the student and advisor map out a plan for degree completion, constructing together an education plan worksheet. The worksheet is a shared document. Students first propose courses for approval to their advisors, and advisors approve any and all courses before a student goes online to register.

An overview of the steps looks like this:

1. Using a catalog and their transcript, students develop a list of TEN potential spring courses, and post those courses to a worksheet using WebAdvisor.
2. Advisor and Student meet to discuss worksheet. Unlike the old system, where advisors cleared *students* to register, in WebAdvisor, advisors clear *courses*. *Students cannot register for any course that has not been approved on the worksheet.*
A full completion plan can be posted to the worksheet and approved, but for now, a Spring 2011 course approval is sufficient.
3. Student accesses WebAdvisor two more times: first, to identify preferred sections of their approved courses, and then, when their registration window opens, to register.

Deciding What to Take

Before you can begin posting courses to your WebAdvisor worksheet for your advisor to review, you need to decide what you want to take. To do that, you'll need the following documents:

1. The Core Requirements Check Off Sheet, available on the academic advising webpage on our website at: <http://www1.assumption.edu/advising/>. There's also a list in the hard copy catalog, available in the registrar's office, and in PDF form on the website.
2. The requirements for your declared or intended major, also available on the advising webpage on our website at <http://www1.assumption.edu/advising/>, or from your class's catalog.

3. Your transcript, available on the portal through WebAdvisor. See below to access WebAdvisor, and click on “Academic Profile,” and “Transcript.” Print one out.

4. Pencil and paper

Developing a List of Courses using “Search for Sections”

First, you’ll need to access WebAdvisor. Go to the Assumption College homepage at <http://www.assumption.edu/>. Go to the bottom right-hand corner of the homepage and click on “my.assumption.” Log in by typing “students\” and your user name and password, just as you would with Houndmail. Be sure you use the backslash above the “enter” key on your keyboard. Now you are on the portal.

Again, go to the lower right-hand corner under the heading “WebAdvisor,” and click on “Registration.” Then click on “Search for Sections.” This is the live, up-to-the minute listing of spring 2011 course offerings. It is equivalent to “Course Search,” on the old system.

Now, using your Core and Major requirements, and referring to your transcript, which tells you what you have already completed, begin searching for courses available this spring. Jot them down using pencil and paper. “Search for Sections” is not a worksheet, and doesn’t record or register your searches. It is “read only.”

Please note that your advisor will be approving COURSES. However, if you’d like to jot down preferred SECTIONS of a course, that is fine, and will be handy when you go back to WebAdvisor, after meeting with your advisor, to select your preferred sections of advisor-approved courses.

The goal is to identify TEN potential courses you could take next spring that fulfill your degree course requirements as Core, Major, or Free Elective.

Some courses will be obvious, like the second semester of a two-semester sequence. If you are a business major and have taken or are taking Accounting I, you are ready to take Accounting II. So ACC126 goes on your list. Check on the requirements for your major and see if there are any others for which you are ready.

Just by looking at the Core Requirement Checkoff Sheet, you’ll be able to generate a few more courses you need, such as: PHI100, HIS115, LTE140, HRS119, BIO102 and the BIO102 lab. Let’s say you’ve already completed THE100, The Bible in the Core. You can now proceed to look for a 200-level Core Theology courses available. First click on “Spring 2011”, then “Subjects” and got to “Theology,” then “Course Levels.” Choose “200 Level,” and “Submit.” You’ll now see list of all spring 2011 200-level Theology courses, and all the sections of each. Jot down a few, after dipping back into the catalog for course

descriptions. Your choice should not be driven by the list of requirements entirely. It should be informed by which acceptable course you feel an authentic interest in.

So now you've got seven courses on your paper list. They all fulfill major or Core requirements. What about an elective? You enjoyed your PSY 101 course, which you took to fulfill a Social Science Requirement. But now, your interest is activated, and you decide to look for a Psych course to take as an elective, perhaps leading to a minor in Psych.

Go back to "Search for Sections," and find Psychology in the Subject line. Since you don't really know what you are looking for, don't stipulate level (100, 200, 300, 400) but just enter Psychology. It will give you everything offered in Psychology. Read the course descriptions in the catalog, and make a choice, and put it on your paper list. Continue this process until you have at least 10 courses that are on offer in Spring 2011.

Posting Courses to Your Academic Planning Worksheet

Once you have a list of ten or more potential Spring courses on your piece of paper, go back to the main menu of WebAdvisor and click on "Academic Planning," "Plan Courses," and "Create/Add to Worksheet." Please note that you'll see many other options, but for now, ignore them and go to the worksheet. Also, be sure to use the "back" button under the WebAdvisor tabs, never the back arrow at the top of the screen. Hitting the back arrow will take you out of the portal, and you'll have to begin again.

Confirm your academic program by hitting "submit" at the next screen, which takes you to "Catalog Search and Add." Now add each course from your list. You may input three at a time by using the drop-down menu under "Subject," just as you did in "Search for Sections." Type in the Course Number in the appropriate box. Click "submit" after each course or set of three courses you've listed.

WebAdvisor will now take you to a window called, "Catalog Search Results." You should see listed there the courses you just entered. Select the courses you wish to post to the worksheet by checking the box to the left, and for each specify a "Planned term," in this case, Spring 2011. Click "submit."

You will now see your "Course Planning Worksheet, which should list alphabetically all the spring 2011 courses you propose taking. You can add more courses by clicking "Catalog Search and Add" from this window. Be sure you end up with at least ten courses for your advisor to consider when you meet.

You can remove courses from your "Course Planning Worksheet" by clicking "modify" in the toolbar at the top of the screen, then clicking "remove" in the box by each course. Please note that later, once your advisor has approved a course to your Worksheet, you may not remove it.

Now, once you have entered your ten courses and are pleased with your listing, click “e-mail my advisor” from the Worksheet toolbar. Click “send to” in the box beside the name of your advisor, and under “subject,” type in “Planning Worksheet.” You may then write an e-mail to your advisor, telling him or her that you have posted a plan, and seeking a meeting with them to review it. Click “submit” to send the e-mail.

Meeting With Your Advisor

Once you have successfully submitted an Academic Planning Worksheet to WebAdvisor, your advisor will be able to access and review it. Together, you and your advisor will discuss your plan, modifying as needed. Make sure your advisor clicks the “approval” box next to all the courses you and he or she agrees are right for you. Be sure there is a broad range of selection on your worksheet, because you will not be able to register for any unapproved course. You will need the flexibility of many approved courses to craft a full and workable schedule, given that some sections of courses may fill up or conflict with others you have chosen. Remember: your advisor is approving courses for you, but choosing specific sections and crafting a schedule is up to YOU.

Selecting Sections: Getting Ready to Register

After you’ve met with your advisor, and your proposed courses have been approved on the system, once again access WebAdvisor through my.assumption on the AC homepage. Choose “Academic Planning,” “Plan Courses,” and “Register.” Again confirm your program (BA degree) by clicking “submit” when the screen asks you to do so. You will now be on a tab called “Register from My Worksheet.” Select each course by using the box to the left, and then its section from the listing offered.

Just as when you got extra *courses* approved, you will want to select more than one *section* of each course you would like to take. The aim here is to have a ready queue of sections to choose from when you actually go online register at your appointed time. As with the old system, you need to be flexible and calm during registration. Having a Plan A, Plan B and Plan C (and maybe more) will mean that when you are closed out of a course or a section of a course, you are ready with another option.

Registering Online with WebAdvisor

This year, to avoid too much stress on the system, each class will be randomly separated into three registration groups, and each group assigned a time to go online to register. At that moment, you will need to have completed all the above steps: developed a list of available courses using “Search for Sections,” posted that listing to your WebAdvisor Worksheet, met with your advisor to get those courses approved, and finally, assembled a list of preferred sections to work with.

When your registration window opens, once again access WebAdvisor through my.assumption on the AC homepage. Choose “Registration,” “Register for Sections,” and then “Register for Previously Selected Sections.” Your previously selected sections will appear in an alphabetical listing. Set your top five choices to “register” in the drop-down on the left, and hit “submit.”

You can submit five choices at once, or you can submit them one at a time. Obviously, the quickest registration is all five. But please note: if you have chosen sections that conflict with one another, the system will not post them.

If there is an issue with any ONE of those five selections (section is full, pre-requisite is not completed, etc.) the system will not take ANY of the courses you selected.

The problem course will be identified in red at the top of the screen.

Take out the problematic course, and re-submit. You want to grab the sections that are acceptable. Then add an alternate course from your section queue, and submit it. If you run out of preferred course sections in your queue, go back to “Register for Sections” to add more options.

Once you have successfully registered for a course, you will see “The following requests have been processed,” at the top of the screen, followed by a listing of your registered courses, and the sections for which you are registered.

Congratulations! You have successfully completed advising and registration with WebAdvisor. Going forward, the Dean’s office will be working with faculty advisors and students to learn more about what WebAdvisor can do to facilitate informed and creative advising at Assumption.