Faculty Instructions for WebAdvisor and registration

General Information:
- NO PACKETS WILL BE DISTRIBUTED
- Log onto the Arch to view the screens listed below
- Students will not have access to register on-line at this time
- Under MY ADVISEES, you will be able to access your advisee’s schedule (SCHED), transcript (TRANS) and Program Evaluation (we call a Degree Audit- PREV)

Dates:
- November 1-9   Junior/Senior Preregistration
- November 11-19 Sophomore/Freshmen Preregistration

Suggested flow for advising:

I. Pull a Degree Audit (PREV) to see what your advisee has completed and what they need to do. This may take a few minutes, so be patient. We also have included for the first time their Career Goal indicated to Enrollment when they were a prospective student. We will make updates in March 2005.

II. Look at their Spring 2005 schedule, if they are upperclass students and have one, under SCHED. Students have been prepped to have information prepared before they meet with you.

   PLEASE NOTE: New synonym number for each course needs to be placed on registration form. See example in red below. (The zero must be included)

   AR 110 01  Survey of Western Art--(03872)

   1. If there are no problems with their schedule, they need not do anything else at this time.
   2. If they are making changes and/or are waitlisted or below fulltime, please look out for one of the following:
      Option 1 – They have completed electronically, 1st saving to their “U” drive, print and have a form ready for you to review and sign.
      Option 2 – They have printed, completed and will bring for your review and signature.
   3. If they are waitlisted for a course or do not have the requisite and they must have it, they should bring a prepared Course Exception Approval Form with the instructor’s approval and signature.

III. Students are to MEET with their advisors during the stated times above.

   PLEASE NOTE: Most advisors have been introduced to registration on the web and we have some volunteers to test pilot. If at this time you are not willing to test, please forward the paper registration to the Registrar’s Office. Even if enrolling on-line the registration form must be returned to us.

   1. If the first advisor approved & signed the schedule, and you are the second advisor sought, please enter the information on-line by dropping any unwanted courses (DRCL) first and then (REG) for new ones, please check the approval box on the form indicating WEB on the form.

REMINDER - ALL FORMS MUST BE DROPPED OFF at the REGISTRAR’S OFFICE