Faculty Instructions for WebAdvisor and registration

General Information:

- Log onto the Arch, go to Faculty Academic Information to view the Advisor Approval Screen AND the WebAdvisor screens listed below
- Students will have access to register on-line with the following schedule:

Dates

- March 14-20  Juniors register on line
- March 17- 20 Sophomore registers on line, juniors still can
- March 21-29  Juniors and Sophomores meet with Advisors to get electronic approval
- March 25 – 28 Freshmen students begin registration
- March 29 – April 7 Freshmen and those still needing to meet with Advisors for electronic approval

- In the ARCH channel, you will have the Advisor Approval Screen which will list your advisee, their Advisor Type and a copy of their registration
- Under MY ADVISEES, you can access your advisee’s schedule (SCHED), transcript (TRANS) and Program Evaluation (we call a Degree Audit- PREV) and (Registration/Adding-REG) and (Dropping-DRCL)

Suggested flow for advising: (Remember: Always click on SUBMIT on bottom)

I. Look at their Fall 2005 and Spring 2006 schedule on the Advisor Approval Screen. If there are no problems with their schedule, simply click on APPROVE and the student will go to the next advisor for the same review. If both of you approve without any changes and the APPROVE button has been set, a program will freeze the students registration and they will not be able to change the information. You will be able to view the other advisors approval button.

II. If you decide you need to make some changes, Go to MY ADVISEES, click on the student and choose (DRCL) then click on the class you want to drop.

III. If you want to add a course, GO to MY ADVISEES, click on the student and choose (REG) and identify the course by adding the synonym number as exampled in red below for Express Registration.(The zero must be included)

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IV. If they are waitlisted for a course, do not have a requisite, and/or must have it, they should bring a prepared Course Exception Approval Form with information and the instructor’s signature. These forms must be submitted to the Registrar’s office.

Please note: IF you decide not to register on line as a faculty advisor please pull the Registration worksheet off our front page of our website. This form will be accepted as a traditional registration form for any adjustments. We do wish you will be daring though! If you need help, give us a call and we will do an office visit.

REMINDER - ANY FORMS not entered on the web MUST be dropped OFF at the REGISTRAR’S OFFICE i.e: CBE, INS, Internships and Course Exceptions