Advising and WebAdvisor

WebAdvisor enables faculty and staff to check Colleague for advisee names, class rosters, schedules, classes, and more via the Internet.

IMPORTANT

By law, student information must be kept confidential. Go to http://wwwfac.worcester.edu/it/policies/pdf/ferpa1.pdf to review WSC policies regarding FERPA guidelines.

Some students explicitly requested that their information remain private. In such cases, a “Privacy code - Do not release student information” notation will be displayed in their Student Profiles.

Users will be logged out of WebAdvisor after 30 minutes of inactivity. Have all materials ready prior to logging into the system.

WebAdvisor Advising Functions

As of spring 2009, a new Advise a Student in Your Department link was added to the Faculty WebAdvisor for Faculty menu.

Faculty members can advise assigned advisees, students who have “declared” a major or minor in the faculty member’s department, or matriculated students who have not declared a major.

In addition, View Student Grades and Degree Audit were added to the My Advisees Action menu.

As of Spring 2010, Class Roster has been modified. Now, rosters can be viewed by clicking a Course Section Name and Title link or by selecting from a term menu at the bottom of the Class Roster window. A Student Profile can be viewed by clicking the link for the student’s name.

- Select My Advisees to obtain a transcript, test summary, schedule, student profile, to run a degree audit report, view student grades, or e-mail advisees assigned to you.

- Select Advisees to display Student IDs, Cumulative GPA, Ungraded Credits (transferred, for example), Attempted Credits, and Earned Credits for each advisee.

- Select Class Roster to obtain a roster listing Student Names, ID’s, email addresses, phone numbers, Class (FR, JR, SR), Academic Level (UD, GD), Status (“New” to designate enrollment during normal registration periods or “Add” to designate enrollment during Add-Drop), Course Credits, email addresses. CEU (Continuing Education Credits) fields are not populated at this time in WebAdvisor.

- Select Search for Sections to obtain a list of classes based on selected criteria (Term, Subject, Course Level, Number, or Section). The resulting list displays Course Name and Title, Meeting Information, Faculty, Status (Open or Closed), Cap, Academic Level (UD, GD), and Term.

- Select My Class Schedule to obtain a class schedule for a specified term listing Class Name and Title, Days of the Week, Start and End Times, Building and Room, and Start and End Dates.

- The Attendance Tracking Screen is used by IELI (Intensive English Language Institute) Faculty to meet program requirements.
Advising and WebAdvisor

Log into WebAdvisor

1. Log into the WSC Community System by going to http://community.worcester.edu.

2. Under Login Here, enter your WSC Username and Password and press <Enter>.

3. When the Security Alert displays, click <Enter>

   The Fac/Staff WebAdvisor module should appear on the lower left of the Community System screen.

4. Click the link titled Click Here for Faculty menu.

   This will bring you to the WebAdvisor Log In screen.

5. Click Faculty to access the Faculty-WebAdvisor for Faculty menu screen.
Advising and WebAdvisor

Log into WebAdvisor

6. At the top of the screen, click **WEBADVISOR LOG IN.**

7. Enter your **WSC Username** and **Password.**

WebAdvisor is case sensitive. When logging into WebAdvisor, please use ALL lowercase letters for your username.

The WebAdvisor for Faculty Menu screen displays.
Advising and WebAdvisor

- As of spring, 2009, faculty members can advise students “declared” (either major or minor) in their own departments in addition to their assigned advisees.

An error message displays if the criteria is not met.

Advise a Student in Your Department

1. From the Faculty – WebAdvisor for Faculty menu, select Advise a Student in Your Department.

   The Advise a Student in Your Dept Screen displays.

2. Type the Student’s ID number in the Student ID box.

3. Click Submit.

   The My Advisees screen displays with an Action menu for the specified student.

4. Select the desired Action from the drop-down menu.

   Example: GRADES View Student Grades

5. Select the desired Term and click Submit.

   Both midterm (NA or I) and final grades display.

6. Click OK to finalize the action and be returned to the Faculty – WebAdvisor for Faculty Menu.
Advising and WebAdvisor

- Select the Advisees option to display Student IDs, Cumulative GPA, Ungraded Credits, Attempted Credits, and Earned Credits for each official advisee.

List of Advisees

1. Click Advisees.
2. If requested, enter your Username and Password and click Submit.
3. Select the desired semester from the Term drop-down list.
4. Click Submit.
   
   A list of the faculty member’s advisees display.
5. Click Faculty Menu to return to the For Faculty main menu.
Advising and WebAdvisor

- Select **My Advisees** to obtain a student transcript, schedule, test summary, student profile, to e-mail a student, or perform a degree audit.
- Select **View Student Profile** to obtain information regarding the student’s privacy code.
- Select **Degree Audit** to obtain a report that evaluates the student’s progress toward competition of academic requirements in their chosen minor or major or one of the fields of study listed on the “What if I Changed My Program of Study” drop-down menu.

**My Advisees – Degree Audit**

1. From the Faculty menu, select **My Advisees** (Transcripts, Schedules, Test Summary, Profile, Email, and Degree Audit).
2. Select the desired semester from the **Term** drop-down list.
3. Click **Submit**.

A list of the faculty member’s Advisees display.

4. Beside the desired advisee’s name, click the **Action drop-down** menu and select the **Action** you want performed. In this case, select **Degree Audit**. Then, click **Submit**.

The Main Degree Audit Screen displays.
Advising and WebAdvisor

My Advisees – Degree Audit

A Degree Audit screen displays listing the student’s active academic program and the work (Registered/Preregistered) that is to be included in the degree audit report.

1. If more than one program displays under Active Program, check the program you wish to use for this Degree Audit Report.

2. Use the “What if I changed my program of study”, dropdown menu to select an alternate field of study on which to perform a degree audit report.

3. When all of your desired selections are completed, click Submit.

The Degree Audit Choose Catalog screen displays.

4. Click the box to the left of the desired Catalog and click Submit.

The Degree Audit Report runs (for advising purposes only).
Advising and WebAdvisor

My Advisees – Degree Audit

Note:
Courses in Progress appear in Blue,
Courses Not Started appear in Red.
Courses Pending Completion of Unfinished Activity appear in Gold.
Courses that have been Completed appear in Green.

Program Requirements:

<table>
<thead>
<tr>
<th>1: Common Courses (In progress)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Earned: 9</td>
</tr>
</tbody>
</table>

A: First Year Seminar (Not started)
Take a first-year seminar, normally in the first semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1 course needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B: Writing (Complete)
Take EN-101 English Comp I, EN-102 English Comp II
Credits Earned: 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EN-101</td>
<td>06/FA</td>
<td>TR</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2. EN-102</td>
<td>06/FA</td>
<td>TR</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

C: Capstone Experience (Pending completion of unfinished activity)
Take one Capstone Experience course which may or may not be a course in your major.

<table>
<thead>
<tr>
<th>Course</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CJ-331</td>
<td>08/SP</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

5. Viewing or printing of this report must conform to FERPA (Family Education Rights and Privacy Act) Guidelines.
My Advisees – Email Student

If you selected Email Student and clicked Submit, the following screen displays.

The Advisee’s Worcester State College e-mail address is entered, by default.

1. Click the **Send To** box to add a check.

2. If you wish to have a copy of the e-mail sent to yourself (as a record of the e-mail) or another person, enter the e-mail addresses in the boxes provided.

3. In the Subject field, enter a **Subject** for the message.

4. Enter message text in the **E-mail Text** field.

5. Click **Submit** when completed.

6. Click the **Faculty Menu** to return to the WebAdvisor For Faculty Menu screen.
Advising and WebAdvisor

- Select Search for Sections to obtain a list of classes based on selected criteria (Subjects, Course Levels, LASC categories). The resulting list displays Course Name and Title, Meeting Information, Faculty, Status (Open or Closed), Cap, Academic Level (UD, GD), and Term.

- Choose two fields from the Search for Sections screen.

Search for Sections

1. Click **Search for Sections** under Faculty Information on the Web Advisor For Faculty page.

   ![Search for Sections](image)

2. Choose the desired semester from the **Term** drop-down list.

3. Choose the appropriate department from the drop-down list beside **Subject**.

4. **Select at least one additional information field to narrow the search further.**

5. Click **Submit**.

6. Click **Faculty Menu** to return to the WebAdvisor For Faculty Menu screen.
Advising and WebAdvisor

- Select Class Roster to obtain a roster listing Section Name and Title, Term, Start Date, End Date, Meeting information, and Location

- All courses for the current or recently completed terms are listed in WebAdvisor. In addition, rosters for a specific term can be selected from the drop-down menu located towards the bottom of the Class Roster window.

Class Roster

1. Click **Class Roster** under Faculty Information on the WebAdvisor for Faculty page.

Courses taught by the professor logged into WebAdvisor display.

### Class Roster - Detailed

<table>
<thead>
<tr>
<th>Section Name and Title</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE-102 (022405) Theory of Crime</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-102 (022405) Theory of Crime</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-210 (022600) ST: Sexual Offenses</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-210 (022600) ST: Sexual Offenses</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-220 (022700) Law Enforcement &amp; Society</td>
<td>Fall Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-220 (022700) Law Enforcement &amp; Society</td>
<td>Fall Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-230 (022700) Prehospital &amp; Pre-Contact</td>
<td>Fall Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-230 (022700) Prehospital &amp; Pre-Contact</td>
<td>Fall Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-250 (022700) Theories of Crime</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-250 (022700) Theories of Crime</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-260 (022700) Theories of Crime</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
<tr>
<td>GE-260 (022700) Theories of Crime</td>
<td>Spring Semester 2019</td>
<td>01/01/19</td>
<td>05/18/19</td>
<td>Lecture only Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced</td>
<td>Room 103</td>
</tr>
</tbody>
</table>

**NOTE:** Rosters for a specific term can be selected from the Term drop-down menu located at the bottom of the Class Roster window.

### CJ-399.02 (027285) Ind Study: Criminal Justice

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester 2009</td>
<td>01/01/09</td>
<td>05/17/09</td>
</tr>
</tbody>
</table>

2. Click the **blue Section Name and Title link** for the **class roster** you wish to view.
Advising and WebAdvisor

Class Roster (Continued)

The roster displays.

The E-Mail these Students link can be used to send email messages directly from the class roster.

A Student Profile can be obtained by clicking the blue link for the student’s name.

Phone numbers will not be displayed.

The roster displays.

The E-Mail these Students link can be used to send email messages directly from the class roster.

A Student Profile can be obtained by clicking the blue link for the student’s name.

Phone numbers will not be displayed.

```
<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Instructor</th>
<th>Meeting Information</th>
<th>Reg/Avail/Wait</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- Select a different course section</td>
<td>E-Mail these Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Access</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Pass Aud</th>
<th>Class</th>
<th>Academic Level</th>
<th>Status</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter, Joseph</td>
<td>803485</td>
<td></td>
<td><a href="mailto:jcov@worcester.edu">jcov@worcester.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

3. Click the Faculty Menu to return to the WebAdvisor for Faculty screen.

- Select My Class Schedule to obtain a class schedule for a specified term listing Class Name and Title, Days of the Week, Start and End Times, Building and Room, and Start and End Dates.

Class Schedule

1. Click My Class Schedule under Faculty Information on the WebAdvisor for Faculty page.

2. Select the desired semester from the Term drop-down list and click Submit.

3. Click Faculty Menu to return to the WebAdvisor For Faculty screen or WebAdvisor Log Out to log off of WebAdvisor.