Using WebAdvisor – Students

IMPORTANT

1. 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.

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

Troubleshooting

If you have difficulty accessing WebAdvisor:

1. Check the clock settings on your PC. The time, date, time zone, and AM/PM settings must be accurate or you will be unable to log into the system.

2. Your PC must be set to accept cookies.

3. WebAdvisor is case sensitive. Make certain to use lowercase letters when entering your username and password.

Common Errors and Resolutions:

4. For a message stating to see the department secretary, the student is not eligible to use WebAdvisor for registration, add or drop, you need to see the secretary of the department of your major. Alternately, the Registrar’s Office may be able to assist you.

5. For a message stating that the student is on hiatus or academic probation, contact the Registrar’s Office. Only the Registrar’s Office can clear this hold on your account.

6. For a message stating that the student owes money, contact the Bursar’s Office. Only the Bursar’s Office can clear this hold on your account.

7. For any other non-technical errors, contact the Registrar’s Office. Inform the Registrar of the exact error message. Should the Registrar’s Office be unable to clear the issue, they will direct you who to contact for further assistance.
Using WebAdvisor – Students

WebAdvisor gives students the ability to register for classes online, obtain academic information, (class schedules, grades, transcripts, grade point average by term), and information regarding their WSC financial profile.

- To Search for Classes without logging into the system, click the Search for Classes link on the Student Menu screen.
- To access Grades, a Class Schedule, and additional WSC information, choose WebAdvisor Login from the Menu Bar and enter your Worcester State College Username and Password.

  The Student Schedule contains a new column containing each course professor's name.

Accessing WebAdvisor

1. Open Internet Explorer and enter https://community.worcester.edu in the URL Address.
2. Under Login Here, enter your WSC Username and Password and click the <Login> button.
3. When the security alert displays, click Yes or press <Enter>.
4. Scroll to the bottom right-hand side of the Student Central screen (tab) to locate the WebAdvisor module.
5. Click the Click here for Student Menu link.

  The WebAdvisor Welcome screen displays.

6. To search for classes without logging into the system, click Students in the Menu bar.
Using WebAdvisor – Students

- To Search for Classes being offered without logging in, click the Search for Sections link.
- At least three fields on which to search must be selected.

Search for Classes

1. Click the Search for Sections link.

   The Search for Sections screen displays.

2. Use the drop-down lists (indicated by down arrows) to select criteria in at least three fields.

3. Click Submit.

4. Click Student Menu on the Menu bar to continue to search for classes without logging into WebAdvisor.

   Or…To access Grades or your Class Schedule, choose WebAdvisor Login from the Menu Bar and enter your Worcester State College Username and Password.
Using WebAdvisor – Students

Obtain Your Class Schedule

1. In the Menu Bar, click WebAdvisor Login.
   
The WebAdvisor Login screen displays.

2. In the User ID field, enter your WSC Username.
3. In the Password field, enter your WSC Password.
4. Click Submit.
   
The Current Student – WebAdvisor for Students Menu displays.

5. Click the link that matches the type of information you desire.
Using WebAdvisor – Students

- Online registration is only available during specific times during the academic year.

- Remember that you will be timed out after 30 minutes of inactivity. Be prepared to complete your registration selections. Otherwise, you may have to log back into WebAdvisor.

Register for Classes


2. Use the drop-down menus to choose at least three fields on which to search. Remember to select the Term.

3. Click Submit.

A list of classes that meet the search criteria displays.

4. Click the Select Section checkbox beside the course in which you want to register and click Submit.

The Register and Drop Sections screen displays.
Using WebAdvisor – Students

Register for Classes

- Preferred Sections that meet selected criteria display at the top of the screen.
- Sections in which the student already is registered display at the bottom.

5. To register for All preferred Sections, select Register from the Action for All Sections (or choose below) drop-down menu.

Or...

To register only for specific Preferred Sections, use the Register/Remove from this list drop-down menu beneath Action.

6. Click Submit.

7. Continue to make selections from the Student menu or click WebAdvisor LogOut on the Menu bar to log out of WebAdvisor.
Using WebAdvisor – Students

Finding Your Grade

1. To locate your Grade, click **WA LOGIN** in the Menu bar.

2. When the Log In screen appears, enter your **WSC Username** and **password** in the boxes provided. Then, click the **Submit** button.

The Student screen displays.
WebAdvisor – Finding Your Grade

Finding Your Grade

3. Click Students.

The WebAdvisor for Students Menu screen displays.

4. Under Academic Profile, click the Grades link.

The Grades screen displays.
WebAdvisor – Finding Your Grade

Finding Your Grade

5. Click in the box to the left of the Term grades you wish to view and click the Submit button.

The Grades screen displays.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Grd 1</th>
<th>Grd 2</th>
<th>Grd 3</th>
<th>Grd 4</th>
<th>Grd 5</th>
<th>Grd 6</th>
<th>Final Grd</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC-110-02</td>
<td></td>
<td>Introduction to Microeconomics</td>
<td></td>
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<td></td>
<td></td>
<td>B</td>
<td>3.00</td>
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</tr>
<tr>
<td>BA-223-04</td>
<td></td>
<td>Fundamentals of Acct II</td>
<td></td>
<td></td>
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<td></td>
<td>B</td>
<td>3.00</td>
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<tr>
<td>PU-102-01</td>
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<td>Constitutions: US and Mass</td>
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<td>B</td>
<td>3.00</td>
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<tr>
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<td>Intro to Mass Communications</td>
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<td></td>
<td></td>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

6. Click OK to return to the WebAdvisor Main Menu screen to continue to work in WebAdvisor or click the WA Logout tab to log out of WebAdvisor.

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Worcester State College