

WebAdvisor

You must use fire fox to be able to print (email helpdesk if this is not available on your PC). If instructor is off campus, you may go to www.firefox.com and download for free

Print Rosters

Log in to WebAdvisor

Select Faculty link

Class Roster under "Faculty Information" heading

Select semester (make sure you choose curriculum, not continuing education)

Choose OK

Post Grades

Log in to WebAdvisor

Select Faculty link

Grading under "Faculty Information" heading

Select semester (make sure you choose curriculum, not continuing education)

Select course

Select Final grades

Key grades

*Expire date is only used when issuing an "I" (incomplete). The date would be the last day of finals in the upcoming semester. EX: an "I" for Spring 2008 would have a July 30 expire date.

*Last date of attendance would be used when issuing a "WP" or "WF". It would be the date that is written on the pink drop card as last date attended.

After grades are entered, select submit

Removing Restrictions for web registration

PERC

Retrieve student

Click on number to left of "ADVR" restriction

Select delete

Select delete a second time

Save and update

Student may then go to WebAdvisor. Link is on lower left side of home page. If student has never logged in before, they may select the "I'm new to WebAdvisor link". This will provide a 4 step process to log in.

**If student does not have an email listed or the email is incorrect, they need to see the registrar's office to complete a data change form. **

ADVR restriction will not have to be removed if you choose to use RGN for registration