

Advisors Guide to WEB Registration

In order to compel students to see their advisor before registration, we have placed a faculty advising hold on their records. Some students, e.g. undergraduates with a double major in education will have the (ADMAJ) hold and will need to meet with a School of Education representative for approval to register for specific EDU courses.

All courses that require a special permission, e.g. independent study, permission of instructor, senior evaluation, internship, pass/fail, music lessons, etc. will still require the student to fill out a **Faculty Consent Form (FACO)** and have it signed by the instructor. These forms are then submitted to the Registrar's Office.

Students will receive an email notifying them of their prescribed time to register. Students will not be able to register until they discuss with their advisor which courses they plan to take and how they fit into their educational plan. Students will be asked to click an "I Accept" button before they can get into a registration screen. It states in part: "I acknowledge that I am solely responsible for selecting the appropriate courses to meet my degree requirements."

The advising/registration process allows you to discuss registration plans with the students and review questions and concerns. They have been instructed to contact you to set up an advising appointment. After advising the student, please REMOVE the ADMAJ Hold (ADEDU for School of Ed students). Your student may then proceed to register on online in WebAdvisor.

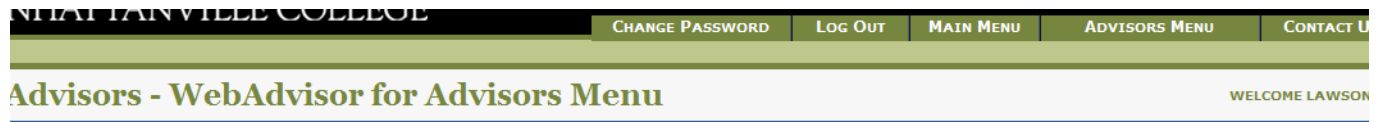
If you are having technical difficulty e.g. logging in, call the IT help desk at extension at 7230 or www.mville.edu/support . If you have any questions about the advising / registration process, call the Registrar's Office at 5337.

Instructions for using the Web Advisor advising process are below.

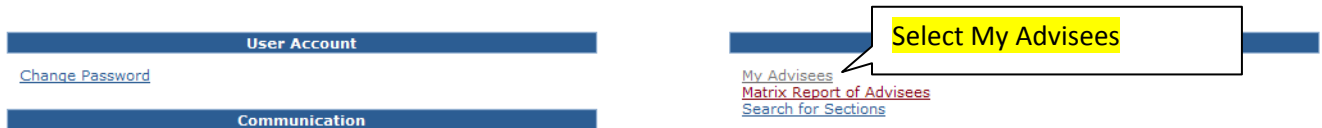
Revised: 7/18/11

***** See instructions on following pages *****

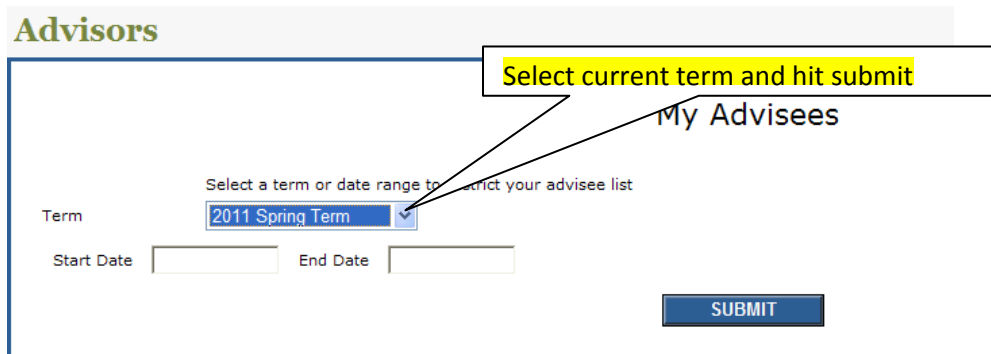
1. To see a student's preferred courses log into Web Advisor:



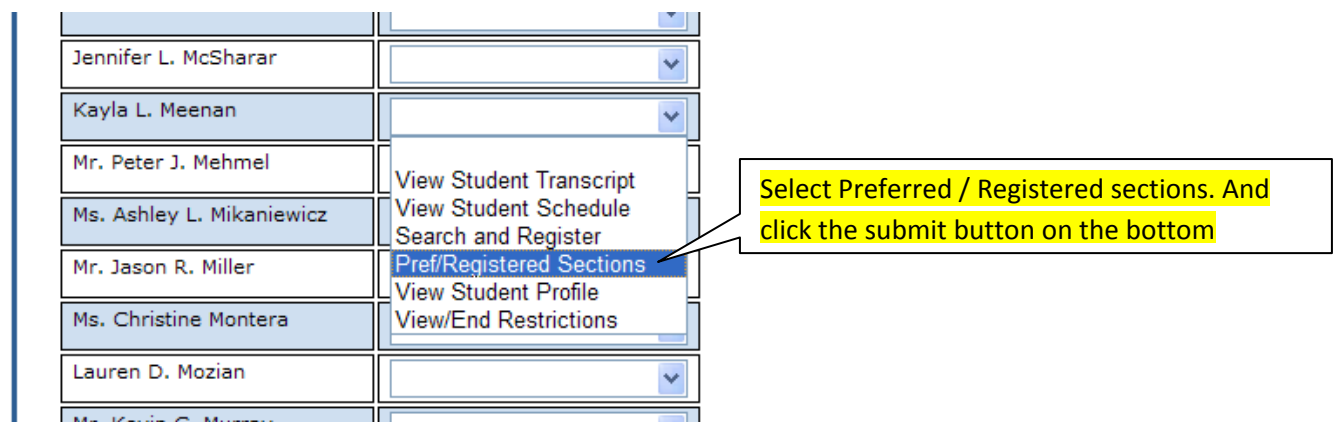
For issues such as grades, registration & course schedules, contact Registrars Office at 914-323-5337



1. From the drop down box select the term you want to look at and click the submit button on the bottom



2. Click on the Preferred / Registered sections and then click the Submit button on the bottom of the page



3. You will see the students preferred courses for the next term on top and below them the courses they are currently registered for in for this term.

Preferred Sections

Preferred courses for next term.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits
<input type="button" value="v"/>	2010 Fall Term	ENG.2023A.01 (915) ENGLISH III-1:NEOCLASSICAL		08/30/2010-12/17/2010 Classroom Instruction Monday, Thursday 01:30PM - 03:10PM, Room to be Announced	V. Hartmann	25 / 25	2.00
<input type="button" value="v"/>	2010 Fall Term	ENG.2035.01 (56) ENGLISH IV: VICTORIAN LITERAT		08/30/2010-12/17/2010 Classroom Instruction Monday, Thursday 08:00AM - 09:15AM, Room to be Announced	J. Wells	25 / 25	3.00
<input type="button" value="v"/>	2010 Fall Term	HIS.2045.01 (47979) MAKING OF THE BRITISH ISLES		08/31/2010-12/17/2010 Classroom Instruction Tuesday, Friday 09:20AM - 10:35AM, Room to be Announced	I. Whelan	30 / 30	3.00
<input type="button" value="v"/>	2010 Fall Term	PHL.2019.01 (47739) INTRODUCTION TO MODAL LOGIC		08/31/2010-12/17/2010 Classroom Instruction Tuesday, Friday 01:35PM - 02:50PM, Room to be Announced	B. Lucas	25 / 25	3.00
<input type="button" value="v"/>	2010 Fall Term	PSY.1004.02 (46025) FUNDAMENTALS OF PSYCHOLOGY		08/30/2010-12/17/2010 Classroom Instruction Tuesday, Friday 12:10PM - 01:25PM, Room to be Announced	R. Cautin	40 / 40	3.00

Current Registrations

Currently registered courses

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	2010 Spring Term		ART.1003.01 (46689) 2-DIMENSIONAL DESIGN		01/27/2010-05/12/2010 Classroom Instruction Wednesday 09:00AM - 11:40AM, Brownson Bldg, Room 216	C. Dehne	3.00
<input type="checkbox"/>	2010 Spring Term		DTH.1003.01 (43972) ACTING FOR NON-MAJORS		01/25/2010-05/14/2010 Performance Tuesday 10:45AM - 12:00PM, Founder's Hall, Room EX (more)...	A. Yim	3.00
<input type="checkbox"/>	2010 Spring Term		FYP.1002.20 (46892) FIRST YEAR SEMINAR II		01/26/2010-05/14/2010 Classroom Instruction Tuesday, Friday 08:20AM - 09:10AM, Brownson Bldg, Room 108	L. Bowling	2.00
<input type="checkbox"/>	2010 Spring Term		FYP.1004.20 (46921) FIRST YEAR WRITING II		01/25/2010-05/13/2010 Classroom Instruction Monday, Thursday 08:20AM - 09:10AM, Brownson Bldg, Room 18	N. Proctor	2.00
<input type="checkbox"/>	2010 Spring Term		HIS.2012.01 (47326) AMERICAN SPORTS HISTORY		01/25/2010-05/13/2010 Classroom Instruction Monday, Thursday 01:35PM - 02:50PM. Room to be Announced	L. Bowling	3.00

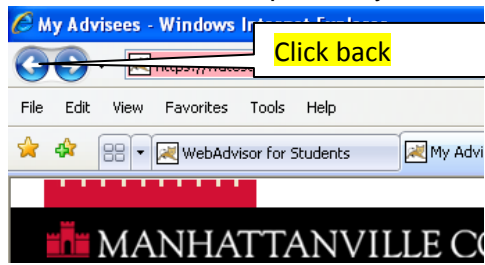
4. After discussion with the student, if they state they want to remove one of the preferred courses, you can do that by clicking next to the course and selecting "Remove from list" or you can instruct the student to do it from their Web Advisor.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Info
<input type="button" value="v"/>	2010 Fall Term	ENG.2023A.01 (915) ENGLISH III-1:NEOCLASSICAL		08/30/2010-12/17/2010 Classroom Instr Thursday 01:30PM - 03:10PM, Room to be Announced
<input type="button" value="v"/>	2010 Fall Term	ENG.2035.01 (56)		08/30/2010-12/17/2010
RG Register RM Remove from List	Fall Term	ISLES		Friday 09:20AM to be Announced
<input type="button" value="v"/>	2010	PHL.2019.01 (47739)		08/31/2010-12/17/2010

Click Remove from list and click the submit button on the bottom of the screen.

- When your advising session is complete, you have to release the student's hold. Click the back arrow on the top left of your screen.



- From your advisee's drop down box, select View / End restrictions

Jennifer L. McSharar	<input type="text"/>
Kayla L. Meenan	<input type="text"/>
Mr. Peter J. Mehmel	View Student Transcript
Ms. Ashley L. Mikaniewicz	View Student Schedule
Mr. Jason R. Miller	Search and Register
Ms. Christine Montera	Pref/Registered Sections
Lauren D. Mozian	View Student Profile
Mr. Kevin C. Murray	View/End Restrictions

Select View / End Restrictions and then hit the submit button on the bottom of the screen.

- Enter **YESTERDAY'S DATE** in the end date field. Click submit button.

View/End Student Restrictions

Restriction	Severity	Start Date	End Date
Modifiable Restrictions			
You must see your faculty advisor to remove your hold.		03/24/10	<input type="text"/>
<small>You have not submitted your portfolio. Please contact Academic Advising.</small>		03/24/10	<input type="text"/>

SUBMIT

Enter **YESTERDAY'S DATE** for the faculty advisor hold. Click Submit.

- Instruct the student to register for their approved classes in Web Advisor when their appointment day and time becomes active.