

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.

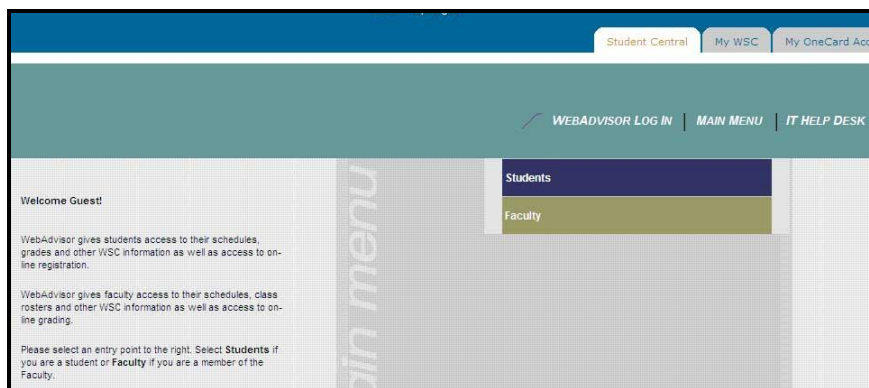
Accessing WebAdvisor

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.

You are required to choose 3 different fields to Search on. *Term* is required.

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text" value="Computer Science"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

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.**

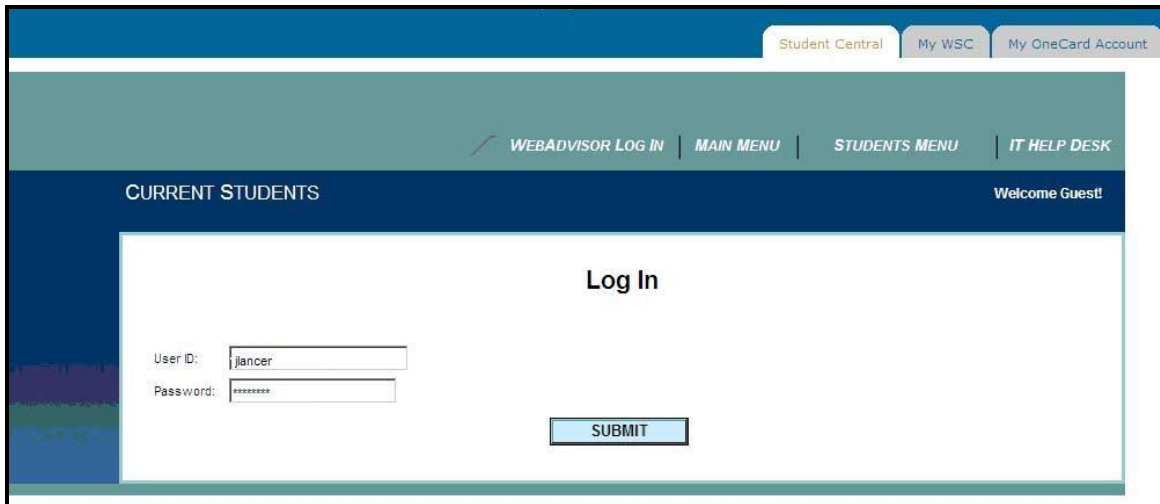
Or...To access Grades or your Class Schedule, choose **WebAdvisor Login** from the Menu Bar and enter your Worcester State College Username and Password.

Using WebAdvisor – Students

Obtain Your Class Schedule

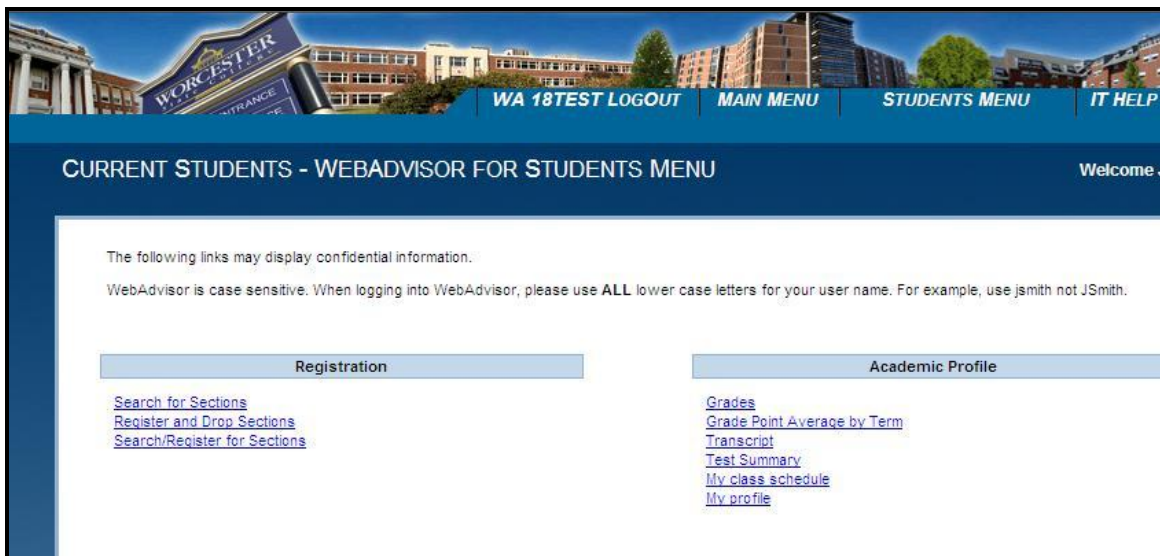
1. In the Menu Bar, click **WebAdvisor Login**.

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

1. On the Current Students – WebAdvisor for Students Menu screen, under Registration, select **Search/Register for Sections**.
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.

Narrow my search

Re-sort my results Term, Section Name

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Spring Semester 2006	Closed	BA-100-01 (013834) Introduction to Business		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 09:30AM - 10:20AM, Sullivan Academic Center, Room 102	R. Oudan	0 / 28	3.00	
<input type="checkbox"/>	Spring Semester 2006	Open	BA-100-02 (013845) Introduction to Business		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 01:30PM - 02:20PM, Sullivan Academic Center, Room 102	R. Oudan	12 / 28	3.00	
<input type="checkbox"/>	Spring Semester 2006	Open	BA-100-E1 (013924) Introduction to Business		01/17/2006-05/09/2006 Lecture only Tuesday 06:00PM - 09:00PM, Sullivan Academic Center, Room 103	J. Kovac	23 / 25	3.00	
<input type="checkbox"/>	Spring Semester 2006	Open	BA-100-EL (013925) Introduction to Business		01/17/2006-05/14/2006 Lecture only Days to be Announced, Times to be Announced, Room to be Announced	J. Mahoney	10 / 25	3.00	

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.

Register and Drop Sections

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text"/> Register Remove from this list	Spring Semester 2006	BA-100-02 (013845) Introduction to Business		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 01:30PM - 02:20PM, Sullivan Academic Center, Room 102	R. Oudan	12 / 28	3.00	
<input type="text"/>	Spring Semester 2006	BA-200-E2 (014304) Principles of Management		01/19/2006-05/11/2006 Lecture only Thursday 08:00PM - 09:00PM, Sullivan Academic Center, Room 205	S. Morreale	21 / 25	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring Semester 2006		EN-158-01 (012685) Science Fiction		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 08:30AM - 09:20AM, Sullivan Academic Center, Room 307	Sullivan, R E	3.00	
<input type="checkbox"/>	Spring Semester 2006		EN-210-01 (012687) Survey of American Lit.		01/18/2006-05/10/2006 Lecture only Monday, Wednesday 03:00PM - 04:15PM, Sullivan Academic Center, Room 307	K. Weierman	3.00	
<input type="checkbox"/>	Spring Semester		NS-101-04 (014451) Physical		01/17/2006-05/14/2006 Lecture only Monday, Wednesday, Friday 01:30PM - 02:30PM, Science &	S. Swaminathan	4.00	

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

Or...

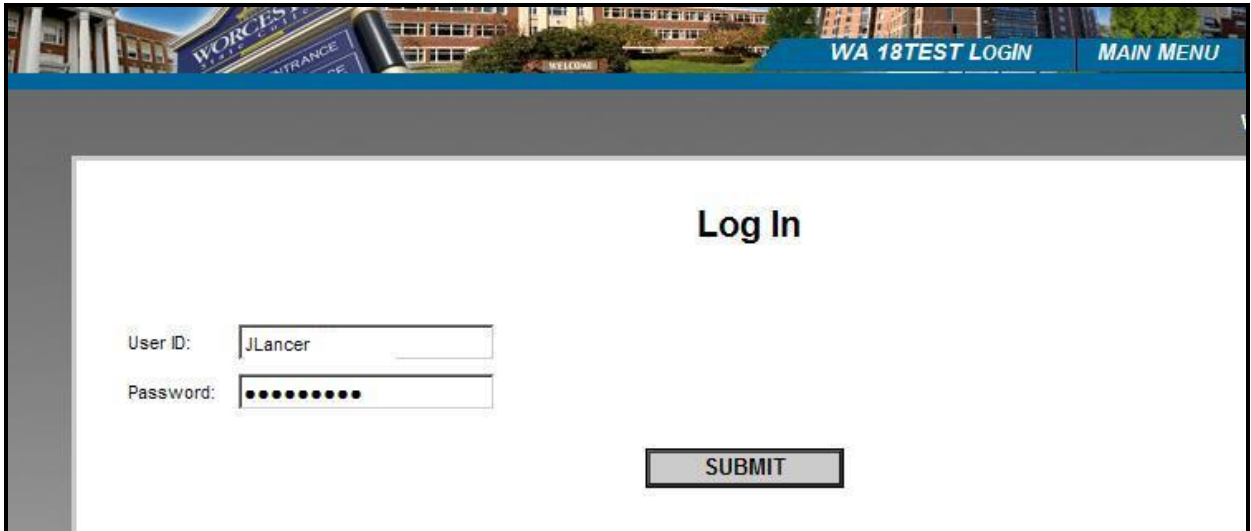
To register only for specific Preferred Sections, use the **Register/Remove from this list drop-down menu** beneath **Action**.

- Click **Submit**.
- 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.



WA 18TEST LOGIN MAIN MENU

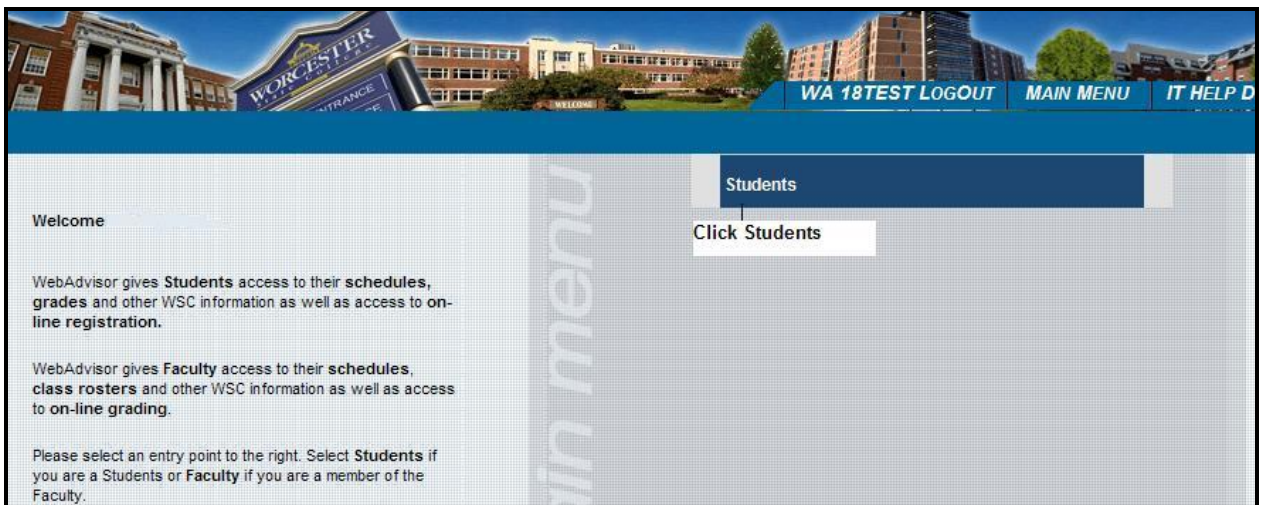
Log In

User ID: JLancer

Password: ●●●●●●

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The Student screen displays.



WA 18TEST LOGOUT MAIN MENU IT HELP D

main menu

Students

Click Students

Welcome

WebAdvisor gives **Students** access to their **schedules**, **grades** and other WSC information as well as access to **on-line registration**.

WebAdvisor gives **Faculty** access to their **schedules**, **class rosters** and other WSC information as well as access to **on-line grading**.

Please select an entry point to the right. Select **Students** if you are a **Students** or **Faculty** if you are a member of the Faculty.

WebAdvisor – Finding Your Grade

Finding Your Grade

3. Click **Students**.

The WebAdvisor for Students Menu screen displays.

WA 18TEST LOGOUT MAIN MENU STUDENTS MENU IT HELP DESK

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome

The following links may display confidential information.

If you wish to **Search for Classes**, please choose that link below. If you wish to see your **Class Schedule**, check your **Grades** or **Transcript** or **Register, Add or Drop Classes**, please choose **WebAdvisor Log In** from the Menu bar.

WebAdvisor is case sensitive. When logging into WebAdvisor, please use **ALL** lower case letters for your user name. For example, use jsmith not JSmith.

Registration

- [Search for Sections](#)
- [Register and Drop Sections](#)
- [Search/Register for Sections](#)

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Transcript](#)
- [Test Summary](#)
- [My class schedule](#)
- [My profile](#)

4. Under **Academic Profile**, click the **Grades** link.

The Grades screen displays.

CURRENT STUDENTS

Grades

Choose One	Term	Description	Start Date	End Date
<input type="checkbox"/>	07/FA	Fall Semester 2007	09/05/07	12/31/07
<input checked="" type="checkbox"/>	07/SP	Spring Semester 2007	01/16/07	05/13/07
<input type="checkbox"/>	06/FA	Fall Semester 2006	09/06/06	12/31/06
<input type="checkbox"/>	06/SP	Spring Semester 2006	01/17/06	05/14/06
<input type="checkbox"/>	05/FA	Fall Semester 2005	09/07/05	12/31/05

SUBMIT

WebAdvisor – Finding Your Grade

Finding Your Grade

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

The Grades screen displays.

Grades

Advisor
Dr. Tejendra N. Kalia

Term GPA 3.080

Course Section	Title	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Final Grd	Credits	CEUs
EC-110-02	Introduction to Microeconomics							B	3.00	
BA-220-04	Fundamentals of Acct II							B	3.00	
PO-102-01	Constitutions: US and Mass							B-	3.00	
CM-100-06	Intro to Mass Communications							A-	3.00	
EN-102-23	English Comp II							B	3.00	

- 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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Technical Training & Support
Worcester State College