Advisor Instruction Manual
For On-line Registration

One of the features of the new Campus Web system is the ability to complete most course add and drop requests <u>online</u> through the faculty advisor. This new online capability will omit the need, in many cases, for the student to make a trip to the Registrar's Office with an add/drop form. It also omits the potential for a course that appears open in the advisor's office to close before the student can have the add/drop form processed by the Registrar's Office. This online processing, when available, occurs in real time.

Paper add/drop forms will still be used if the student has an unexpected pre-requisite problem, wants to add a fifth course, or needs to add a course that is already at capacity. The paper add/drop form is available through a link on the Campus Web "Advising" menu.

Advisors can only submit online course changes for their own advisees. If you need to assist a student who is not your assigned advisee then the change will have to be processed on a paper add/drop form.

A few reminders:

If a Student is dropping a course which will put him below full time he should be advised of the possible academic and financial aid impact. The Office of Financial Aid has provided information to share with the student. This "Message From Financial Aid" can only be seen from the opening screen of the advisor's Campus Web.

If the student is dropping out of school entirely the advisor should not simply drop all classes. Send the student to the registrar's office to insure that a formal leave of absence or withdrawal is processed.

IF A COURSE REGISTRATION FAILS:

1. Print out an add/drop form from the menu on the left.

2. Sign the completed form for the student

3. Direct the student to the appropriate office(s) to complete the process:

Business Office Hold ⟶ Business Office ⟶ Registrar's Office
Registrar's Office Hold ⟶ Registrar's Office
Other Holds ⟶ Registrar's Office
Unresolved Prerequisite ⟶ Registrar's Office
Unresolved Corequisite ⟶ Registrar's Office
Overload/Five credit units ⟶ Registrar's Office
Late Add ⟶ Instructor for Signature ⟶ Registrar's Office
Course Full ⟶ Instructor for Signature ⟶ Registrar's Office

Overview of Steps

1. Log into the advisor's Campus Web account
2. In the Advising section, select "advisees" and run the search to find the student. Click the student's name to see a number of options for that student. Select the option "Add /Drop courses"
3. From this screen you can see the student's schedule, drop a course, or use the course search to find a replacement course.
4. The course search will return a list of courses with a check box in the first column. Check the box for the course you want to add and select "Add Courses" at the bottom of the screen.

Detailed Instructions

1. Access Campus Web at http://www.hendrix.edu/campusweb or click on the "Campus Web" link on the Hendrix home page. Log in to the advisor's Campus Web account.

2. Select the Advising Menu and then "Advisees"
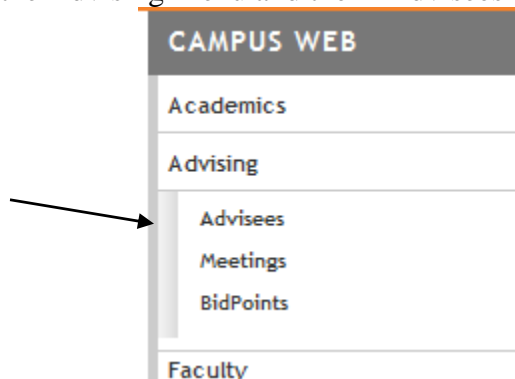
3. Use the search fields or simply select search to display all advisees.

4. Click the student's name to enter the Advisee Details screen. This screen displays a number of features that you can see from the student's point of view.

Tools and Information

Academic Records
[Academic History](#)
[Course History](#)
[GPA Projection](#)
[Grade Report](#)
[Unofficial Transcript](#)

Advising
[Advisee Meetings](#)
[Course Needs](#)
[Degree Audit](#)
[Major Exploration](#)

Housing
[Residence Info](#)

Registration
[Add/Drop Courses](#)
[Advanced Course Search](#)

5. Select "Add/Drop Courses". Based on the Term listed at the top of the screen you will see the student's schedule.

Term: 2009-2010 Fall   **Division:** Undergraduate

You are currently registered for **4 credits**.

Add by Reference #   **Course Search**

Title: Begins With
Course Code: Begins With
Term: 2009-2010 Fall
Department: All
Division: All

Search   More Search Options

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location
☐	HIST 110 01	America to 1865	TR 8:15 - 9:30 AM	Main Campus Mills C
☐	MATH 115 02	Mathem in Contemporary Issues	TR 9:45 - 11:00 AM	Main Campus Charles Morgan Center - Joh
☐	MUSI 150 01	Intro to Western Classical Music	MWF 9:10 - 10:00 AM	Main Campus Trieschmann 3
☐	RELI 124 01	Intro to the New Testament	MWF 11:10 - 12:00	Main Campus Fausett Hall 22

Drop Selected Courses

6. If you wish to make changes you can add by using the course search at the top of the screen or drop using the "drop" check box on this screen.

7. To <u>add</u> a course for the student search by department to display all the available courses.

Term: 2009-2010 Fall   **Division:** All

You are currently registered for **0 credits**.

Add by Reference # **Course Search**

Title: Begins With _____

Course Code: Begins With _____

Term: 2009-2010 Fall

Department: German

Division: All

Search   More Search Options

8. And check the "add" box for the course you want to add. Next click "Add Courses".

Search Again Term: 2009-2010 Fall Division: All Search

Other previously selected search criteria still apply.

Add	Course Code	Title - Learning Domain	Faculty	Seats Open	Status	Schedule	Credits
☐	GERM 110 01	Elementary German I	Oudekerk, Wayne D.	982/999	O	R 12:10 PM-1:00 PM MWF 10:10 AM-11:00 AM	1.00
☐	GERM 110 02	Elementary German I	DeBoard, Susan Farris	990/999	O	MWF 1:10 PM-2:00 PM R 12:10 PM-1:00 PM	1.00
☐	GERM 210 01	Intermed Composition & Conversation	Oudekerk, Wayne D.	989/999	O	MWF 11:10 AM-12:00 PM	1.00
☐	GERM 320 01	Surv German Literature & Civ I - LS	Oudekerk, Wayne D.	991/999	O	TR 8:15 AM-9:30 AM	1.00

Add Courses

9. You will be returned to the screen with the student's schedule where you can repeat steps 6-8 as needed.