

# WebAdvisor for Advisors and Faculty

*Information available to Advisors and Faculty using WebAdvisor*

Advisors now have access to [My Advisees](#) and [Student Educational Planning](#) in addition to the features that were released last summer. Advisors now have access to several menus. Each menu will access specific information, while other information (such as Student Profile) can be accessed from a number of menus. *Faculty who are not advisors will not have access to [My Advisees](#) and [Student Educational Planning](#).*

## Overview



## Section 1 - MyAdvisees

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### My Advisees

Make a selection from one drop-down box in the "Action" column to get more information about one of your advisees.

Name	Action
Mr. [REDACTED]ire	<input type="text"/>
Mis [REDACTED]h	View Student Transcript
Mr [REDACTED]	View Student Schedule
Mr [REDACTED]o	View Student Test Summary
	View Student Profile

SUBMIT

Choose the item you are interested in and click submit. You will have the option to review the following information on each one of your students: TRANSCRIPT, SCHEDULE, TEST SUMMARY, PROFILE

- Transcript:** After choosing UG (undergraduate) or GR (graduate), you will see your student's completed courses (both on-campus and transfer), GPA at end of most recent completed term, and total credits earned.
- Schedule:** After choosing term, you will see the student's schedule for the selected semester. When the schedule is displayed you can click on the course title to see description and pre-requisites, etc. Note, only sections for which the student is currently registered will be displayed, i.e. schedules for previous semester are not available.
- Test Summary:** Test scores for SATs and placement tests are displayed.
- Student Profile:** This screen will show you student contact information, academic information including major(s) and minor(s), and a list of advisors.

**Note:** Please remember to be careful to protect each student's privacy by carefully guarding access to your WebAdvisor account and by logging out when you are finished.

## Section 2: Advisees

Select a term.

### Advisees

**WARNING: Running this process may take some time depending on the number of advisees under your account. Please be patient.**

Select a term or date range to restrict your advisee list

Term

Start Date  End Date

SUBMIT

A complete list of your advisees will appear.

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### Advisees

Student ID	Name	Access	Program	Cum GPA	Ungraded Credits	Att Creds	Earned Creds
62	[REDACTED]	n A.		3.852	18.00	75.00	78.00
84	[REDACTED]	t		3.133	19.00	79.00	73.00
71	[REDACTED]			3.903	8.00	96.00	130.00
07	[REDACTED]	L.		3.196	12.00	74.00	83.00

## Section 3: Class Roster –

To view a class roster, choose the term and click submit.

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### Class Roster

Select a Term Spring 2007

or Enter a Date Range

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Select your desired course, and click submit.

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### Class Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	HON-5995-02 Honors Independent Study- Phi	07/SP				
<input checked="" type="checkbox"/>	PHI-2203-01 Theories of Knowledge	07/SP	SFC	7221	08:00AM - 08:55AM	MMWF
<input type="checkbox"/>	PHI-3312-01 Women in Philosophy	07/SP	SFC	3203	06:00PM - 09:00PM	VV
<input type="checkbox"/>	PHI-3431-01 Greek Philosophy	07/SP	SFC	3403	09:05AM - 10:00AM	MMWF

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The title of the course, your students, SFC email, and other information is displayed. If you wish to look at a student profile, check the box and click submit.

**Course Name and Title**  
PHI-2203-01 Theories of Knowledge

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**Instructors**  
Dr. [REDACTED]

---

Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Bas	[REDACTED]	03	[REDACTED]255@stfranciscollege.edu		01	New	3.00		<input checked="" type="checkbox"/>
Cia	[REDACTED]	03	[REDACTED]rella@stfranciscollege.edu		02	New	3.00		<input type="checkbox"/>
Col	[REDACTED]	03	[REDACTED]@stfranciscollege.edu		03	New	3.00		<input type="checkbox"/>
Des	[REDACTED]	03	[REDACTED]siers@stfranciscollege.edu		03	New	3.00		<input type="checkbox"/>
Dio	[REDACTED]	03	[REDACTED]ardi@stfranciscollege.edu		06	New	3.00		<input type="checkbox"/>
Dir	[REDACTED]	03	[REDACTED]achter@stfranciscollege.edu		02	New	3.00		<input type="checkbox"/>
Dur	[REDACTED]	02	[REDACTED]t@stfranciscollege.edu		05	New	3.00		<input type="checkbox"/>
Gar	[REDACTED]	02	[REDACTED]n140@stfranciscollege.edu		02	Att	3.00		<input type="checkbox"/>

The following information is included in the student profile:

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### Student Profile

Student ID: [REDACTED] Preferred Name: Ms. J. [REDACTED] [REDACTED]@stfranciscollege.edu

Preferred Address: [REDACTED] [REDACTED]ue  
Brooklyn, NY 11214

---

**E-mail Address**      **Type**

[REDACTED]@stfranciscollege.edu      [REDACTED]

---

**Phone Number**      **Extension**      **Type**

[REDACTED] 89      [REDACTED]      Home Phone

---

Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	S
BS, Physical Education Teacher Training (N-12)	UG	BS	05/08		Physical Education TT (N-12)			

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Advisor	Advisor Type	Phone Number	Extension	E-mail Address
Dr. [REDACTED]	Major	718-489-5282		
Dr. [REDACTED]	Major	718-489-5310		
Dr. [REDACTED]	Major			

## Section 4: Search for Sections

To search for sections, choose the term and two additional criteria, in this example we are looking for courses in Fall 2007 that meet after 9 a.m. and before noon and are offered on Monday/Wednesday/Friday (a popular choice for students). After choosing criteria, click submit.

**ACADEMIC LEVEL**)

**Note:** Load times vary based on search criteria, in other words, the more specific the search , the quicker the load time.

Term

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Starting On/After Date  Ending By Date

---

Subjects	Course Levels	Course Number	Section
<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"/>	<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

---

Internet

All of the courses that meet your criteria will be displayed.

### Section Selection Results

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs	Academic Level
Fall 2007	Open	<a href="#">AFD-422-01 (4873) Secondary English Methods</a>	ON CAMPUS	09/05/2007-12/19/2007 Lecture Monday, Wednesday, Friday 10:10AM - 11:05AM, Main Campus, Room 3401	Muccigrosso, Robert	32 / 32	3.00		Undergraduate
Fall 2007	Open	<a href="#">AML-2520-01 (4763) American Renaissance</a>	ON CAMPUS	09/05/2007-12/19/2007 Lecture Monday, Wednesday, Friday 09:05AM - 10:00AM, Main Campus, Room 3403	Finn, Maria	32 / 32	3.00		Undergraduate
Fall 2007	Open	<a href="#">BIO-100-02 (2885) Ecology and the Environment</a>	ON CAMPUS	09/05/2007-12/19/2007 Lecture Monday, Wednesday, Friday 10:10AM - 11:05AM, Main Campus, Room 3221	Corrigan, James	42 / 42	3.00		Undergraduate
Fall 2007	Open	<a href="#">BIO-103-01 (2888) General Biology I</a>	ON CAMPUS	09/05/2007-12/19/2007 Lecture Monday, Wednesday, Friday 09:05AM - 10:00AM, Main Campus, Room 4202	Nolan, Kathleen	70 / 70	5.00		Undergraduate

To see a course description, numbers of credits and prerequisites, click on the course title. After you are finished, click okay to close the window.

### Section Information

Title Secondary English Methods  
 Section Number AED-422-01  
 Description Teaching various forms of writing, literature, and spelling at the secondary level; the general aims and purposes of these forms; au projects, library materials, and bibliographical references for the adolescent; and the impact of mass media on the secondary scho Incorporates instructional technology and addresses commencement standards. Offered in conjunction with the English departmer supervision, and guidance are provided jointly by the English and Education departments.  
 Credits 3.00 CEUs  
 Start Date 05 September 2007 End Date 19 December 2007  
 Academic Level UG - Undergraduate

#### Meeting Information

09/05/2007-12/19/2007 Lecture Monday, Wednesday, Friday 10:10AM - 11:05AM, Main Campus, Room 3401

Faculty Contact	Faculty name	Phone	Extension	E-mail address	Instructional Meth
	Robert Muccigrosso	718-489-5282		rmuccigrosso@stfranciscollege.edu	Lecture

#### Prerequisites

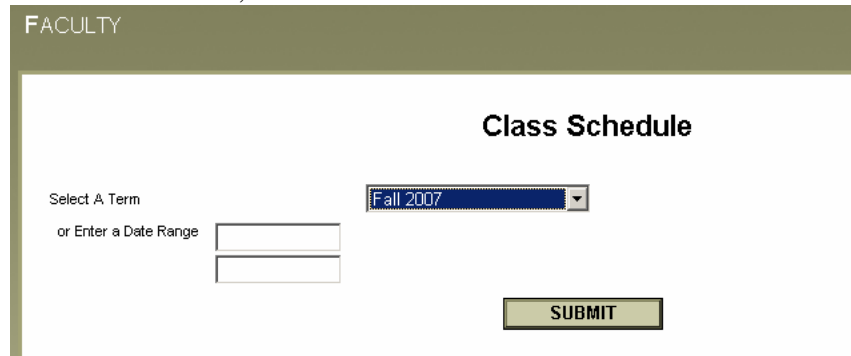
Take AED-301 ED-402,

#### Supplies

None

## Section 5: My Class Schedule

To see your semester course schedule, select the term and click submit.



FACULTY

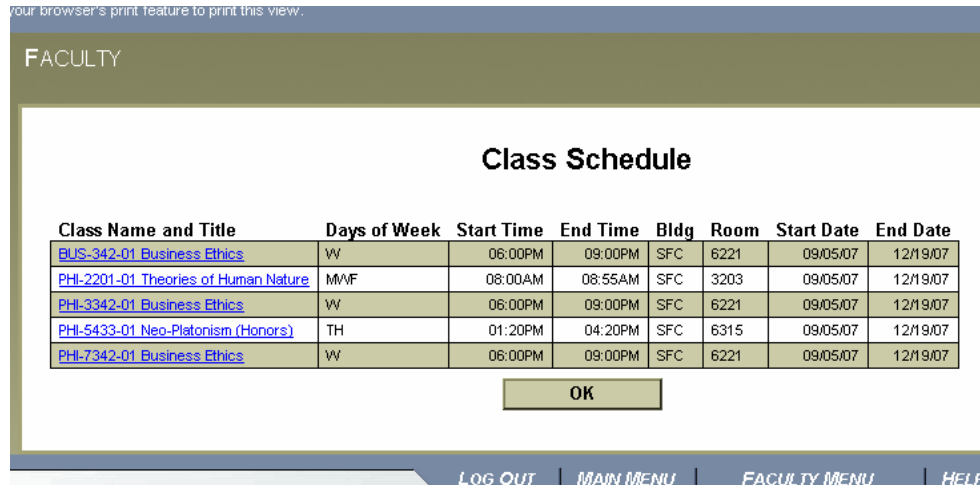
**Class Schedule**

Select A Term Fall 2007

or Enter a Date Range

**SUBMIT**

You will see the course title, the meeting pattern, room number, and the start and end dates of the semester you chose. When you click on the course title, you will see a description of the course. To see a roster, please use the “Class Roster” menu, described above.



your browser's print feature to print this view.

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**Class Schedule**

Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
<a href="#">BUS-342-01 Business Ethics</a>	WV	06:00PM	09:00PM	SFC	6221	09/05/07	12/19/07
<a href="#">PHI-2201-01 Theories of Human Nature</a>	MWF	08:00AM	08:55AM	SFC	3203	09/05/07	12/19/07
<a href="#">PHI-3342-01 Business Ethics</a>	WV	06:00PM	09:00PM	SFC	6221	09/05/07	12/19/07
<a href="#">PHI-5433-01 Neo-Platonism (Honors)</a>	TH	01:20PM	04:20PM	SFC	6315	09/05/07	12/19/07
<a href="#">PHI-7342-01 Business Ethics</a>	WV	06:00PM	09:00PM	SFC	6221	09/05/07	12/19/07

**OK**

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## Section 6: Student Education Planning

Student Education Planning is a very powerful tool that will allow you to advise your students in great detail. First, enter a student ID number and enter the action you would like to take. You can *add or change a plan, evaluate a program, view student schedule, view student test summary, view student transcript, or view a student plan.*

The first item we will look at is add or change plan.

There is a lot of information on this screen, so it is displayed in two screen shots. You can view courses that you have already placed on a student's plan & the suggested semesters that the courses should be taken in. You will also see a total of credits you suggested the student take each semester, towards the bottom of the screen is where you propose courses to be taken. This will help a student to plan courses in the right order.

Planned Term	New Term	Course Name	Title	Cre
Summer I 2007	<input type="text"/>	WRI-1100	<a href="#">Writing in the Public Sphere</a>	
Summer II 2007	<input type="text"/>	CJ-1020	<a href="#">Intro to Criminal Justice</a>	
Fall 2007	<input type="text"/>	WRI-1500	<a href="#">Advanced Composition (has prerequisites)</a>	
Fall 2007	<input type="text"/>	IT-205	<a href="#">Multimedia Design/Technologies (has prerequisites)</a>	
Fall 2007	<input type="text"/>	LAT-101	<a href="#">Elementary Latin I</a>	

Term	Term Credits	Term CEUs
Summer I 2007	3.00	
Summer II 2007	3.00	
Fall 2007	9.00	

Suggested Courses

**Proposed Term** **New Term** **Course Name** **Title** **Credits** **CEUs** **Added By** **Approve**

Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
Spring Intersession 2007	Economics	3310		
<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"/>



The other information which appears on the bottom half of the screen facilitates you to email the student and go to next action.


Educational Goal:

Private Comments:

Public Comments:

Student's Worksheet Notes:

E-mail Student	Student's E-mail Address	Advisor's E-mail Address	E-mail Text
<input type="checkbox"/>	n...e@stfranciscollge.edu	sberman@stfranciscollge.edu	Your advisor updated your Student Ed Plan.

Next Action:

**SUBMIT**

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After clicking submit, the education plan is updated and any next action you have chosen appears. Note, the student still needs to register for the course during the specified term. If a student doesn't take a course for when it is planned, the plan should be updated to take that in consideration.

The modifications you submitted on 03/23/2007 at 12:07PM have been made.

Planned Term	New Term	Course Name	Title
Spring Intersession 2007	<input type="text"/>	ECO-3310	<a href="#">Health Economics (has prerequisites)</a>
Summer I 2007	<input type="text"/>	WR1-1100	<a href="#">Writing in the Public Sp</a>
Summer II 2007	<input type="text"/>	CJ-1020	<a href="#">Intro to Criminal Justice</a>
Fall 2007	<input type="text"/>	WR1-1500	<a href="#">Advanced Compositior prerequisites)</a>
Fall 2007	<input type="text"/>	IT-205	<a href="#">Multimedia Design/Tech (has prerequisites)</a>
Fall 2007	<input type="text"/>	LAT-101	<a href="#">Elementary Latin I</a>

Term	Term Credits	Term CEUs
Spring Intersession 2007	3.00	
Summer I 2007	3.00	

Now that you have entered courses on the student's plan, you can choose to look at the student's evaluation with planned courses included.

# Program Evaluation

You may select either an active program or a "What if" program.

\* = Required

### Choose One Active Programs

<input checked="" type="checkbox"/>	BA_PHI BA, Philosophy
-------------------------------------	-----------------------

What if I changed my program of study?

What work do you want to include? \*

- In-Progress work included
- Registered/Preregistered
- Completed work only
- All (includes planned)

**SUBMIT**

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In addition to seeing all of the student's individual courses, you will see the student's name, program, catalog year, and anticipated graduation along with the total number of credits. Wherever you see a blank line, a course is missing or a substitution needs to be made.

03/23/07

St. Francis College  
Academic Evaluation

Page 1

Student.....: Mr [REDACTED]  
 Program.....: BA [REDACTED]  
 Catalog.....: 20 [REDACTED]  
 Ant Completion Date: 05 [REDACTED]  
 E-Mail Address.....: na [REDACTED]

\*\*\*\*\*  
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 OTHERWISE NOTED. THIS DOCUMENT IS FOR ADVISEMENT PURPOSES ONLY.  
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 ACADEMIC EVALUATION AT ANY TIME. IF THERE ARE ANY DISCREPANCIES,  
 PLEASE CONTACT THE REGISTRAR'S OFFICE IN ROOM 2000.  
 \*\*\*\*\*

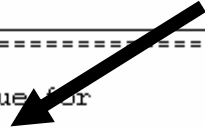
Program Status: In Progress

	Required	Current..... Earned	Remaining	Anticipated(*)..... Additional	Remaining
Institutional Credits:	30.00	72.00	0.00	36.00	0.00
Institutional GPA		3.852	Met.		

Courses that have been planned but not yet taken will have the \*PL notation appearing next to the course.

```
N) Group 12 _____ 6 credits
=====
N) 4: LIBERAL ARTS ELECTIVE
  > Take 3 credits in Liberal Arts-- See Catalogue for
  > description of Liberal Arts.
    ECO-3310..... 07/MI ( 3) *PL
    (See note "*4" for related courses)
=====
C) 5: SUPPLEMENTAL REQUIREMENTS
  Credits: 3
  Complete both subrequirements:
  C) A: FRESHMAN SEMINAR
    > Complete SFC 1001 Freshman Seminar.
      SFC-101..... 04/FA P 1

  C) B: HEALTH & FITNESS
    > Complete one Fitness course or HS 100a Health Issues.
      HS-100A..... 06/FA A 2
=====
P) 6: FREE ELECTIVES
  > TAKE 36 CREDITS IN FREE ELECTIVES
  Credits: 36
  IT-101..... 04/FA B+ 3
  REL-203..... 05/SP A 3
  ENG-231..... 05/SP A 3
  REL-252..... 05/SP A 3
  REL-204..... 05/FA A 3
=====
```



To View Student Plan, choose the program you are looking up and click submit.

Address Line 3

City New York

State NY

Zipcode 10032

Country USA United States

ID 0304762

**Choose One Active Academic Program Catalog**

<input checked="" type="checkbox"/>	BA_PHI BA, Philosophy	2005-2007 Catalogue
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**SUBMIT**

You will see all of the student's planned courses, future term planned totals, private comments, and test score summary. You have the opportunity to go to another action from this screen (see drop down menu), or click on FACULTY MENU to return to the main menu.

Planned Term	Course Name	Title	Credits	CEUs
Spring Intersession 2007	ECO-3310	Health Economics	3.00	
Summer I 2007	WRI-1100	Writing in the Public Sphere	3.00	
Summer II 2007	CJ-1020	Intro to Criminal Justice	3.00	
Fall 2007	WRI-1500	Advanced Composition	3.00	
Fall 2007	IT-205	Multimedia Design/Technologies	3.00	
Fall 2007	LAT-101	Elementary Latin I	3.00	

Term	Term Credits	Term CEUs
Spring Intersession 2007	3.00	
Summer I 2007	3.00	
Summer II 2007	3.00	
Fall 2007	9.00	

Special Services	Need Codes	Need Date
No special services recorded		

**Comments**  
 Note...Please your comments here.  
 Dr. Berman

Admissions Tests	Date Taken	Score	Percent	Status	Status Date
Sat Verbal		0		Accepted	
Sat Math		0		Accepted	
Sat Test Scores		1030		Notational Only	

Placement Tests	Date Taken	Score	Percent	Status	Status Date
Intermediate Algebra	07/28/04	8			
English Essay	07/28/04	11			
Elementary Algebra	07/28/04	15			

Other Tests	Date Taken	Score	Percent	Status	Status Date
No test of this type					

Next Action

- Evaluate Program
- View Student Schedule
- View Student Test Summary
- View Student Transcript

You now have the ability to look at an evaluation (i.e. *Degree Audit*) for another program even if the student has not declared it as a major.

## Program Evaluation

You may select either an active program or a "What if" program.

\* = Required

### Choose One Active Programs

BA\_PHI BA, Philosophy

What if I changed my program of study? BA, Religious Studies

What work do you want to include? \* In-Progress work included

SUBMIT

LOG OUT

MAIN MENU

FACULTY MENU

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 PLEASE CONTACT THE REGISTRAR'S OFFICE IN ROOM 2000.  
 \*\*\*\*\*

Program Status: In Progress

	Required	Current.....	Anticipated(*).....
		Earned Remaining	Additional Remaining
Institutional Credits:	30.00	72.00 0.00	18.00 0.00
Institutional GPA.....		3.852 Met	
Combined Credits:	129.00	78.00 51.00	18.00 33.00
Combined GPA.....	2.000	3.852 Met	

(\*) Anticipates completion of in-progress courses

-----  
 Statuses: W=waived, C=Complete, I=In progress, N=Not started  
 P=Pending completion of unfinished activity  
 -----

I) 1: GENERAL CORE

Credits: 33

Complete all 8 subrequirements:

I) A: SPEECH & WRITING

> Complete:

> COM 203 Fundamentals of Speech

> WRI 1100 Writing in the Public Sphere

Credits: 3

(note: religious studies now appears as the major on the audit, remember this isn't changing a student's major, it is for inquiry use only.)

Complete both subrequirements:

I) A: RELIGION COURSES

> Complete the following courses:

> Group 1: REL202 Central Themes Old Testament

> OR REL203 Central Themes New Testament

> Group 2: REL204 Contemporary Moral Issues

> OR REL205 Moral Values and Health Issues

> Group 3: TWO courses from:

> REL212 Christian Tradition

> REL245 Judaism

> REL251 Religions of Africa

> REL252 Religions of Asia

> Group 4: REL375 Approaches to Study Religion NOT THERE

> Group 5: Any 300 level Religion course

> Group 6: REL401 Independent Study/Thesis

> Group 7: Any 400 level Religion course

> Group 8: THREE additional Religion courses

Credits: 27

C) Group 1

03/23/07

Mr. [REDACTED]

Page 3

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REL-203.....	05/SP	A	3	
C) Group 2				
REL-204.....	05/FA	A	3	
I) Group 3				
REL-252.....	05/SP	A	3	
				1 course needed
C) Group 4				
REL-309.....	05/FA	A	3	
(See note "*2" for related courses)				
C) Group 5				
REL-401.....	06/SP	A	3	
(See note "*3" for related courses)				
P) Group 6				
REL-4995.....	07/SP		( 3)	*IP
(See note "*4" for related courses)				
P) Group 7				
Credits: 9				
REL-234.....	06/SP	A	3	

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## Section 7: Student Profile

Contact information, major, minor, anticipated graduation date and advisors appear on a Student Profile. Please see page 4 for a screen shot.

*Please remember to log out of WebAdvisor when you are finished!*