Northwestern State University
Web for Faculty & Advisors
Instructional Booklet
FERPA - Confidentiality Statement  
(Please Read)

Along with the right to access the transcripts of students at Northwestern State University comes the responsibility to maintain the rights of students, particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The University Catalog, Semester Bulletins and Student Handbook state the policy regarding student records at Northwestern State University. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Northwestern State University has established the following as Directory Information: student’s name, mailing address, email address, photograph, telephone number, dates of attendance, enrollment status (e.g., undergraduate or graduate; full-time or part-time), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, including naming to honor rolls; and the most recent education agency or institution attended. All other information may not be released without written consent of the student. Grades, Social Security Numbers, Campus Wide ID Numbers, Financial Information, Ethnic, Religious Information, and Student Schedules should not be released to anyone other than the student under discussion and not over the phone.
1. Place the mouse pointer on **Faculty & Staff** within the Menu box.

2. Click on **Web for Faculty Login**.
3. This should bring you to the **Web for Faculty & Advisors** home page.
4. Click on “**Enter Faculty and Advisor Services**” or “**Midterm and Final Grades.**”
5. Proceed to **Page 5** for further instructions.
Please Click on *Enter Faculty and Advisor Services* or *Midterm and Final Grades* to access the Faculty/Advisor Login page. The *Attendance Reporting System*, *Blackboard On-line Grade Book*, *Moodle*, *Web for Faculty & Advisors Instructional Booklet*, *SIS Instructional Booklet for Advising & Registration*, and the *Family Educational Rights and Privacy Act Guidelines and Tutorial* can be accessed from this Home Page.

**Northwestern State University Web for Faculty & Advisors**

- [Enter Faculty and Advisor Services](#) ← Click Here
  - Review your faculty schedule or class lists; register students for your classes or enter grades. Advisors review students' course work and degree audit information.

| Web for Faculty & Advisors Instructional Booklet | Midterm and Final Grades |
| SIS Instructional Booklet for Advising and Registration | Attendance System |
| Family Educational Rights and Privacy Act (FERPA) | Blackboard On-Line Grade Book |
| Browser Requirements | Moodle |
| Accessibility Information |  |

**Continue to next page.**
Faculty/Advisor Login

Step 1: Login using SSN or CWID and six-digit date of birth.

Step 2: Change Pin from Old Pin to New Pin. Enter (old) PIN and then the new PIN twice for verification, and select Submit.

Note: Step 2 is only required when your pin number has been reset.
Note: This confirmation message will display to confirm your pin request. Click on Login.

Step 3: Re-enter your Faculty ID (SSN or CWID) with new PIN and select Login. Note: Step 3 is only required when pin number has been reset.
Step 4: Enter a Pin Question and a Pin Answer.
Note: Step 4 is only required when pin has been reset.

Northwestern State University

PIN Question and Answer

Please enter a PIN Question (up to 30 characters) and a PIN Answer (up to 30 characters). When you select the "I Forgot My PIN" link on the login page, you will be asked the PIN question. In order to acquire a new PIN, you will need to answer the PIN question with the **EXACT** answer you entered.

PIN Question: 
PIN Answer: 
Submit

Step 5: Confirmation of Pin Question and Answer

Northwestern State University Test System

PIN Question and Answer

⚠️ Your PIN Question and Answer has been accepted.

Continue Remember to select buttons and menu links only **once**.
I FORGOT MY PIN

If you have forgotten your PIN, follow the steps below:

1. Go to http://www2.nslsa.edu/AFHOMEpg.HTM.
2. Click on “Enter Faculty & Advisor Services” or “Midterm & Final Grades.”
3. Type in your CWID or Social Security Number.
4. Click on “I Forgot My PIN” at the bottom of the page.
5. Enter your CWID or SS# (Faculty ID) again.
6. Click on “Continue”
7. Enter your PIN answer (case-sensitive).
8. Click “Continue”

You will get the following message:

- Your PIN answer has been accepted. Please enter a new 6 digit PIN and then re-enter it for verification.
- You will be required to login again after your change PIN request has been accepted.

9. Enter your new PIN.
10. Re-enter your new PIN.
11. Click on “Submit”

You will get the following message:

- Your change PIN request has been accepted.
- You must now login using your ID and new PIN.

12. Click on “Login”

You will get the following message:

- Please enter your faculty identification number (Social Security Number) and your personal identification number (PIN) for access to the secure information in the system. Your PIN must be numeric and not alpha. When finished, click Login. Your PIN can be changed by selecting the “Change PIN” option once you are logged into the system.

13. Enter your Faculty ID (SS#).
14. Enter your PIN.
15. Click on “Login”
16. Click on “Continue” for access to the secure information in the system.

Please call the University Registrar’s Office at (318) 357-6171, option 1, if you have questions or need assistance.
FACULTY SERVICES
## Northwestern State University

### General Info
- Change PIN
- Fill Question and Answer
- Addresses
- Personal Phone Numbers
- E-mail Addresses
- Select Term

### Faculty
- Faculty Schedule
- Class List
- Instructor Registration
- Grade Courses

### Advisor
- My Advisers
- Advise by Student ID or Name
- Registration
- Contact a Student
- Degree Audit
- Grades
- Holds
- Institutional Coursework
- Registration Status
- Student Schedule
- Transfer Credit
- Unofficial Transcript

### Courses
- Course Section Search
- Blackboard
View the options on the General Services menu.

FACULTY SERVICES

The Faculty feature enables faculty members to:

- View their schedule for a specified term
- View a list of the students currently enrolled
- Register a student for one of their classes
- Enter midterm and final grades for students in their classes

To access the Faculty Option:

Select **Faculty** on the General Services Menu.

This message is displayed if you do not have classes assigned to you in Student Information System (SIS).

![You have no schedule for the term selected.]

This means that you are not listed in SIS as the instructor for any course in this term. You will be unable to proceed until this is corrected. Contact the University Registrar’s Office at 357-6171 for teaching assignments in SIS.
Faculty Schedule

The Faculty Schedule permits a faculty member to view his/her teaching assignment schedule for a selected term, including the Course ID, the type of activity (such as lecture or lab), the days, times, location of the classes, how many students are enrolled (and permits given in the class).

To view a list of his/her teaching assignments for the selected term, the faculty member need to select Faculty Schedule (under the heading Faculty) on the General Services Menu to view his/her schedule. (Refer to figure below.)

An example of Faculty Schedule is shown below.

![Faculty Schedule Example](image)

To view your teaching schedule for a different term, choose Select Term from the navigation links at the top of the page and specify the desired term. Select Term is listed under the General Info heading. (Refer to figure on Page 10.)
Class List

The Class list displays alphabetical listings of the students’ names, status, credit hours, college, class, and major for the selected term and course. The Class List menu option also provides a list box of courses that allows a faculty member to select and view the class list for a different course section.

To view a list of the students currently enrolled in one of the classes that he/she is scheduled to teach,

1. On the Menu Bar, at the top of the page, place your mouse pointer on Faculty and scroll to Class List and left click on Class List. (Refer to the figure below.)

This message is displayed if you do not have courses assigned to you in Student Information System (SIS).

You have no courses on file for 2011 SPRING

This means that you are not listed in SIS as the instructor for any course in this term. You will be unable to proceed until this is corrected. Contact the University Registrar’s Office at 357-6171 for teaching assignments in SIS.

2. An Example of Class List is shown on page 14.
3. Select the title of the course from the list box of **Courses**. Then click **SUBMIT**.
4. View the first grouping of students taking the specified courses. Each student’s personal address, phone number and email address are listed in order of the student’s preferences.

5. To view another class list, choose a different course title from the course list list box and then select **Submit**.

**Instructor Registration**

Instructor Registration allows a faculty member to register a student for a course that the faculty member is scheduled to teach. **Note: Registration via the Web for Faculty and Advisors system will be available according to classification during early and regular registration periods.**

1. Click **Instructor Registration** on the **Faculty** drop-down menu.
2. Search by the Student’s ID or name (all or part of the last name, or the last name followed by a space and all or part of the first name). Select SEARCH. Note: Please make sure you enter the student’s last name first.

![Instructor Registration: Search for a Student](image)

3. This page confirms that this student is the correct student for registration. If so, select CONTINUE, if not, select Search Again.

![Instructor Registration: Select Student](image)

4. Specify the registration information for the student. Specify whether you want to add, drop, request the specified student for the class. Select the course for which the specified student's registration information is to be changed.

5. View the student’s updated list of courses to insure all courses have been correctly entered for that student.
Grade Courses:

Grade Courses enables faculty members to enter and submit midterm and final grades for students in a selected course electronically and is only available during the grade submission period, as determined by the Registrar’s Office. Normally, this period is a week before the last day of class, each term, until the day when all grades are due to be submitted. This page works against the current Class List. If you are trying to access this feature during a period not specified for grade submission, this message will be displayed:

There is no course data on file for 2011 SPRING. Please contact the administrative office.

A calendar for the submission of grades is made available each term by the Registrar’s Office. (See login page). Grades submitted online will be immediately available to students via Web for Students.

The Grade Courses option enables a faculty member to enter midterm and final grades for students in his/her classes.

1. Click Grade Courses on the Faculty drop-down menu. (Refer to figure below).

![Northwestern State University Site Map](image)
2. Select the course and select **SUBMIT**. (Refer to the next two figures below).

```
Northwestern State University

Select Course

Courses are listed with their grading options: M (Midterm), F (Final), M/F (Midterm and Final), or *** (View only)

Note the appropriate grades to be given relating to attendance:
(a) A student who never attended class should receive a "WN."
(b) A student who had a passing grade and stopped attending should receive an "X."
(c) A student who had a failing grade and stopped attending should receive an "F."

Current Semester

M - ENGL-4080-05N WRITING AS A PROFESSION

Submit

Back to top
```

3. Enter the grades for the students and select **SUBMIT** to record the grades in SIS.

```
Grade Courses

Courses are listed with their grading options: M (Midterm), F (Final), M/F (Midterm and Final), or *** (View only).

Current Semester

M - ENGL-1010-10N COMP & RHETORIC

Select Another Course

To clear a Grade on Record, enter * in the Grade field. When finished entering grades, select Submit.

3 Midterm and 0 Final grades of 3 have been posted.

Records: 3 of 3

<table>
<thead>
<tr>
<th>Record</th>
<th>Name</th>
<th>Final Grade on Record</th>
<th>Midterm Grade</th>
<th>Midterm Grade on Record</th>
<th>Grade Type</th>
<th>Credits</th>
<th>College Degree Major 1</th>
<th>Class Level</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student, Test One</td>
<td></td>
<td>A</td>
<td>Normal</td>
<td></td>
<td>UC BCS 734</td>
<td>ENTERING FRESHMAN</td>
<td>Midterm grade posted</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student, Test Three</td>
<td></td>
<td>A</td>
<td>Normal</td>
<td></td>
<td>ED MED 502B</td>
<td>MASTER'S CANDIDATE</td>
<td>Midterm grade posted</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student, Test Two</td>
<td></td>
<td>A</td>
<td>Normal</td>
<td></td>
<td>LA AA 753</td>
<td>SENIOR</td>
<td>Midterm grade posted</td>
<td></td>
</tr>
</tbody>
</table>

Submit
```
**Midterm Grading** – This option is available for approximately one week prior to the middle of the semester. Midterm grades are submitted using the same procedure as submitting end of term grades. *(See Page 8)*

Once you submit your Midterm grades, they will be immediately available to students via Web for Students.

Midterm grades are not reported on the student’s transcript or used in the calculation of GPAs.

**To Submit Final Grades:**

1. Calculate grades off-line before you begin. The Web for Faculty and Advisor System will time out after 15 minutes of inactivity and does not save your work. This usually isn’t enough time to calculate grades as you enter them online. You can work around this limitation if needed by submitting a few grades at a time and repeating the process.
2. **Select the Term.**
3. Click on **Faculty.**
4. Click the menu option **Grade Courses.**
5. Point and click on the desired class from the drop down box and highlight it. Click once on the **SUBMIT** button.
6. Again select the desired class from the drop down box provided and click the **SUBMIT** button.
7. Enter the **appropriate grade** in the field labeled **Midterm or Final Grade.** Press the TAB key to move to the next Grade field. To access the next page of listed students, click on the second, third, (etc…) set of numbers at the top of the table and enter the appropriate grade. *(Ex: Records: 1-20 21-40)*

8. At any point during this process, as well as when the grades for all students have been entered, click once on the **SUBMIT** button or press the ENTER Key. It is prudent to click the **SUBMIT** button or ENTER Key often – whenever you pause during this process, especially if you expect you may exceed the 15-minute limit or the class size is large or if the power supply is unstable due to weather. Clicking **SUBMIT** (or pressing the **ENTER Key**) can be thought of as “saving” your work.
9. If you would like a printout of entered grades, just print this screen. Click on **File** from the Web browser toolbar, choose **Print**, and then **OK**.
10. To submit grades for another course, return to the top of the page and click on “**Select Another Course**”. Begin with step # 5 above to submit grades for this class.
11. Choose **Exit** or continue with another menu option.
12. Close your Web browser. For security purposes, **please** close your WEB browser.

**Note:** If you enter a grade(s) in error, you can change the grade as long as the system is available during the period which is specified for grade submission.

**Accessing the Next Page of Grade Roster**

To access the next page of students listed on your grade roster, click on the second, third, (etc…) set of numbers at the top of the table and enter the appropriate grade. (Ex: Records: 1-20 21-40 41-60)
Submit Grades Screen

A screen similar to this one displays after clicking the “SUBMIT” button or pressing the “ENTER Key”.

Grade Courses

Courses are listed with their grading options: M (Midterm), F (Final), M/F (Midterm and Final), or *** (View only).

Current Semester

F - ENGL-1010-10 COMP & RHETORIC

Select Another Course

To clear a Grade on Record, enter * in the Grade field. When finished entering grades, select Submit.

3 Midterm and 3 Final grades of 3 have been posted

<table>
<thead>
<tr>
<th>Record</th>
<th>Name</th>
<th>Final Grade</th>
<th>Final Grade on Record</th>
<th>Midterm Grade</th>
<th>Grade Type</th>
<th>Credits</th>
<th>College</th>
<th>Degree Major</th>
<th>Class Level</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student, Test One</td>
<td>A</td>
<td>A</td>
<td>Normal</td>
<td>3.0</td>
<td>UC 998 734</td>
<td>ENTERING FRESHMAN</td>
<td>Final grade posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student, Test Three</td>
<td>B</td>
<td>A</td>
<td>Normal</td>
<td>3.0</td>
<td>ED MED 5065</td>
<td>MASTER'S CANDIDATE</td>
<td>Final grade posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student, Test Two</td>
<td>C</td>
<td>A</td>
<td>Normal</td>
<td>3.0</td>
<td>LA AA 716</td>
<td>SENIOR</td>
<td>Final grade posted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit

Grade Type Abbreviations

A grade of “W” is generated by SIS when a student withdraws from the class after the last day to register for classes up until the last day to resign or drop a class with a “W”. The only grade types which can be entered for online submission are:

- A Superior
- B Good
- C Acceptable
- D Passing
- F Failure
- I Incomplete
- IP Incomplete, but in progress
- P Passing
- S Satisfactory
- U Unsatisfactory
- WN Withdrawn, Never Attended
- X Excessive Absences

All other grade types are “administrative” and are allowed for use only by the Registrar’s Office. Grade changes after the scheduled grading submission period must be made on a “Report of Grade Form”.

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A sample of a “Report of Grade” form is shown below.

1. Correction of a grade will need all three signatures: Instructor of the Course, Department Head of the Course and the Dean of the Course.

2. Removal of “I” or “IP”: If less than 60 days, only the instructor’s signature is needed. If after 60 days, the instructor’s and dean’s signature are required.
ADVISOR SERVICES

The Advisor feature enables advisors to view information about a specific student such as: email to my advisees, address, registration, grades, degree audit, holds, unofficial transcript, and transfer credits from other institutions, institutional coursework, registration status, and student schedule. Note: Registration via the Web for Faculty and Advisor system will be available according to classification during early and regular registration periods.

To access the Advisor options:

Select Advisor on the General Services Menu. View the options for Advisor on the General Services menu.
My Advisees

My Advisees allow advisors to view a list of the students he/she is to advise for the specified term.

1. On the menu bar, at the top of the page, place your mouse pointer on Advisor and scroll to My Advisees and left click on My Advisees with your mouse.

If you have student advisees and have selected the correct term, a listing of all students for whom you are listed as advisor is displayed, complete with name, program of study, classification, and date of birth. This message is displayed if you do not have student advisees assigned to you in SIS.

There are no students assigned to you for this term

This means that you are not listed in SIS as the advisor for any students.

Note: Before an advisor can view information about a student, he/she must first select the name of the student.
2. Select the Student for whom to view or enter information.

Use the scrollbar along the right side of the screen to move through the list. To select a student, point and click on the circle in the Select column beside the name of the student you wish to advise.

3. Select CONTINUE. Information on subsequent screens will be provided for the student selected. The data provided on subsequent screens will be reflective of the student and term you have specified. You can view data on another student advisee or term at any time by returning to the General Services menu or by clicking on Advisor from the menu bar at the top of this page.

Sending E-mail to My Advisees

If a student’s e-mail address is available, it will be displayed as a link on the Class List page. If an instructor wants to send an e-mail to a particular student, he/she just needs to select the student’s e-mail address link and then write and send the e-mail.

To send an e-mail to all advisees (all the students for whom an e-mail address is available), select Send E-mail to My Advisees, and view a list of the groups of students to whom the e-mail will be sent.
The My Advisees page will list the names of the students whose e-mail addresses are not available. (Refer to figure below.)

Unavailable by E-mail
Anness, Swendolyn J.
Barfield, Lori Sue Eddren
Brooks, Rinna S.
Campbell, Deida B.

Select an E-mail Group link to access your mail tool. The students’ e-mail addresses will automatically be listed in the bcc (blind copy) field, so that each student will receive the e-mail without the e-mail address of the other students in the class. Select another E-mail Group or Return to My Advisees to view the Advisees List page again.
Advise By Student ID or Name

Advisors can search for information about a student by the student’s ID or current/prior name.

1. Select **Advise by Student ID or Name** on the Advisor drop-down menu.

2. Search by the Student’s ID or name (all or part of the last name, or the last name followed by a space and all or part of the first name). Select **SEARCH**. **Note:** Please make sure you enter the student’s last name first.

![Screen Shot](Image)

Note: If the correct student is listed, select the student and then select **Continue**. If applicable (P) denotes a previous name. If the correct student is not listed, select **Search Again** or choose another term and then select **New Term**.

![Screen Shot](Image)
Registration

1. Click *Registration* on the *Advisor* drop-down menu.

2. Search by the Student’s ID or name (all or part of the last name, or the last name followed by a space and all or part of the first name). Select *SEARCH*. **Note:** Please make sure you enter the student’s last name first.

3. If the correct student is listed, select the student and then select *Continue*. If applicable (P) denotes a previous name. If the correct student is not listed, select *Search Again* or choose another term and then select *New Term*.

4. To register the student for the course, specify the *Action* and the course *Call Number*, and select *Submit*.

5. View the student’s updated list of courses to insure all courses have been correctly entered for that student.
Contact a Student

The Contact a Student option enables advisors to view address, phone, and e-mail information for a selected student.

1. Select Contact a Student on the Advisor drop-down menu.
2. View the information that is currently recorded for the student in SIS.

*Note: Advisors will not be able to view the student’s address, phone number, or e-mail address information if the student has requested that directory restrictions be placed on their records.*

Degree Audit

The Degree Audit option allows an advisor to view the degree audit information for the selected student for the program in which the student is currently enrolled.

1. Click Degree Audit on the Advisor drop-down menu to view the audit information for the selected student.
2. View the degree audit information for the student’s current program, or select modeling to perform a degree audit for a different program.

Degree Audit for the Current Program

1. Select the Primary and Secondary program on the Degree Audit page and select SUBMIT to view the audit information for the student’s current program.
2. Use the scroll bar to view the other sections of the audit information.

---

Modeling to Obtain Degree Audit for a Different Program (Refer to figure on page 30)

1. Select **Modeling** on the Degree Audit page and select **SUBMIT**.
2. Select the major for which you want to view audit information for the student.
3. Select the program.
4. Select the catalog year.
5. View the degree audit information for the proposed model.

Holds

1. The Holds option enables an advisor to view any holds that have been placed on a student’s records.
2. Select **Holds** on the **Advisor** drop-down menu. If the student has no holds, this message will display:

   ![This student has no holds.]

**Deactivating Hold and Keeping Hold on File**

To deactivate a hold and still keep it on file, change the Status from Active to Cleared, select **SUBMIT**. See example below.

**Deactivating Hold and Removing Hold from Student’s Record**

To deactivate a hold and remove it from the student’s record, check **Delete**. Select **SUBMIT**. You should see a confirmation that your update was successful. See example below.
Adding Advisor Hold

To activate a hold for all terms, select Add Advisor Hold. For any advisor hold, you may specify the first Effective Term and the last term for which the hold should be Waived. Holds will be waived from the Effective Term through the Waived Term. If a Waived Term is not specified, the hold will be in effect from the Effective Term onward. Select SUBMIT after all requests. See examples 1-3.

Example 1
Institutional Coursework

The Institutional Coursework option enables an advisor to view a student’s academic transcript of the credits earned at this institution.

1. Click **Institutional Coursework** on the **Advisor** drop-down menu.
2. Select the student’s **Level of Study** (if he/she has more than one), and select **SUBMIT**.
3. View the student’s institutional coursework.
Registration Status

The Registration Status option enables an advisor to view a student’s current registration status.

1. Click Registration Status on the Advisor drop-down menu.
2. View information about the student’s current registration status.

![Registration Status](image)

Student Schedule

The Student Schedule option allows an advisor to view the schedule for a specified student.

1. Click Student Schedule on the Advisor drop-down menu. (Refer to figure on page 24)
2. View the schedule for the student who is currently selected.

![Student Schedule](image)
Transfer Credit

The Transfer Credit option allows an advisor to view a list of student’s transfer credits from other institutions. If a student has no transfer of credit, this message will display:

The student has no transfer credit data for the selected level.

1. Select Transfer Credit on the Advisor drop-down menu.
2. Select the student’s Level of Study (if he/she has more than one), and select SUBMIT.
3. View the list of transfer credits for the selected student.

Unofficial Transcript

The Unofficial Transcript option enables an advisor to view a student’s academic transcript.

1. Click Unofficial Transcript on the Advisor drop-down menu.
2. Select the student’s Level of Study (if he/she has more than one), and select SUBMIT.
3. View the student’s unofficial transcript.
## COURSES SERVICES MENU

<table>
<thead>
<tr>
<th>General Info</th>
<th>Faculty</th>
<th>Advisor</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change PIN</td>
<td></td>
<td>My Advisees</td>
<td>Course Section Search</td>
</tr>
<tr>
<td>PIN Question and Answer</td>
<td></td>
<td>Advise by Student ID or Name</td>
<td></td>
</tr>
<tr>
<td>Addresses</td>
<td></td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Personal Phone Numbers</td>
<td></td>
<td>Contact a Student</td>
<td></td>
</tr>
<tr>
<td>E-mail Addresses</td>
<td></td>
<td>Degree Audit</td>
<td></td>
</tr>
<tr>
<td>Select Term</td>
<td></td>
<td>Grades</td>
<td></td>
</tr>
</tbody>
</table>

### Current Semester

- General Info:
  - Change PIN
  - PIN Question and Answer
  - Addresses
  - Personal Phone Numbers
  - E-mail Addresses
  - Select Term

- Faculty:
  - Faculty Schedule
  - Class List
  - Instructor Registration
  - Grade Courses

- Advisor:
  - My Advisees
  - Advise by Student ID or Name
  - Registration
  - Contact a Student
  - Degree Audit
  - Grades

- Courses:
  - Course Section Search
  - Blackboard
  - Institutional Coursework
  - Registration Status
  - Student Schedule
  - Transfer Credit
  - Unofficial Transcript

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Course Section Search

After the advisor selects **Course Section Search** on the **Course** drop-down menu, he/she must follow these steps.

1. Select the subject area for which to view available courses.
2. Select day of MWF for Monday, Wednesday, and Friday Classes or Monday only and Wednesday only classes.
3. Select day of TUTH for Tuesday and Thursday Classes or Tuesday only and Thursday only classes.
4. Select earliest and latest start times, session, sections, site, and level for specified search criteria.
5. Select **SUBMIT** to search for the course sections that meet the search criteria.
6. View the list of available courses as determined by the specified search criteria.

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**Course Section Search**

**Examples for using Earliest and Latest Start Times:**
1) 11:00 AM in Earliest and All Times in Latest will select sections that start at 11 AM or later.
2) All Times in Earliest and 11:00 AM in Latest will select sections that start at or before 11 AM.
3) 11:00 AM in both times will select only sections that start at 11 AM.
4) 11:00 AM in Earliest and 2:00 PM in Latest will select sections that start at any time between and including 11:00 AM and 2:00 PM.

**Note:** If you choose TBA under the Days option, both Earliest and Latest must be All Times to select all TBA sections.

**2009 SPRING**

| Subject: | ACADEMIC STUDY SKILLS |
| Day: | ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☑ TBA ☐ Select All |
| Earliest Start Time: | All Times |
| Latest Start Time: | All Times |
| Session: | All Sessions |
| Sections: | ☑ Open ☑ Open and Closed |
| Site: | All Sites |
| Level: | ☑ All Levels |
| WebCT: | ☑ All Sections ☑ WebCT Sections Only |
| **Submit** |
| **Back to top** |