

Advisor Instruction Manual For On-line Pre-registration

Revised 7/19/2012

Again this year students have the capability to pre-register for classes through Campus Web. This process has several technological advantages such as prerequisite and co-requisite checking at the time of enrollment, meeting time conflict checking, real time enrollment limit checking, and reduction of data entry errors.

Students will be encouraged to “pre-register” on-line prior to the advisor meeting. As an advisor you will be able to review the pre-registered courses as soon as they are selected by the student. If any changes are necessary, you as the advisor, have the ability to add or drop courses on the student’s behalf.

Advisors will now have to “approve” the reserved courses before the pre-registration is processed. If the student pre-registers for the course it will display in the advisor’s Campus Web as “awaiting approval” and once that approval is complete then it is considered a valid pre-registration.

After the advising meeting the advisee may continue to use his credentials to log into Campus Web and view his academic and financial information.

At the conclusion of the meeting you may want to print a copy of the student’s schedule for your records and to compare the pre-registered schedule with the schedule that is ultimately assigned.

Additional new features:

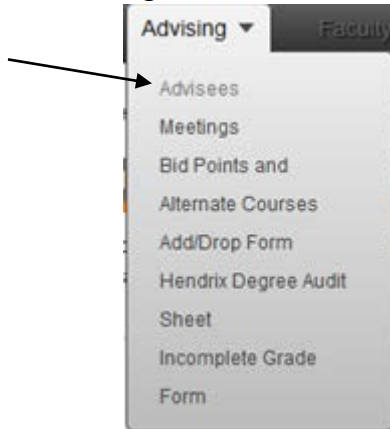
- Beginning on confirmation day the advisor can add a course online on the student’s behalf until the last add date and can drop until the last date to drop without a “W”.

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. Approve the courses on the schedule or add/drop courses as needed.
4. If desired select “Bid Points” from the left-hand menu.
5. Select the correct student
6. Complete the form and submit

Detailed Instructions

1. Log in to the Hendrix homepage (<http://www.hendrix.edu>) using your CampusWeb/email credentials. Then click on CampusWeb.
2. Select the Advising Menu and then “Advisees”



3. Use the search fields or simply select search to display all advisees.

Advisee Status:

ID:

Last Name:

Division:

[Advanced Search](#)


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. If the resulting screen displays a hold message you will not be able to add or drop classes until the hold is cleared.

Attention: Student has holds Before attempting to register, the student should proceed to the office listed below to clear the hold; then go to the registrar’s office with an add/drop form signed by the advisor.

Code	Type
AR	Transcript hold Grade report hold Registration hold

Otherwise select “Add/Drop Courses”.

Tools and Information

Academic Records	Contact Information
Academic History Course History GPA Projection Grade Report Unofficial Transcript	Contact Info Registration Add/Drop Courses  Student Schedule Advanced Course Search
Advising	Address
Advisee Meetings Degree Progress Advisor Record Sheet	1155 Reed St. 1155 Reed St. UNITED STATES 00000

5. Based on the Term listed at the top of the screen you will see the student’s schedule, including courses that are pre-registered and courses which are awaiting your approval.

Term: 2012-2013 Fall Semester **Division:** Undergraduate

Add Period Open / Drop Period Open

You are currently registered for **1.25 credits**. You are pending registration for **2 credits**.

Add by Reference #

Title:
 Course Code:
 Term:
 Department:
 Division:
 [More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	LBST 100 01	Journeys	MWF 12:10 PM - 1:00	Main Campus Donald W. Reynolds Life Sciences 11	1.00
<input type="checkbox"/>	LBST 101 01	Explorations	R 10:10 - 11:00 AM	Main Campus Wellness Activity Center 249	0.25

Awaiting Advisor Approval

Approve	Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="checkbox"/>	BIOL 150 01	Cell Biology (with Lab)	MWF 10:10 - 11:00 AM	Main Campus Donald W. Reynolds Life Sciences 10	1.00
<input type="checkbox"/>	<input type="checkbox"/>	BIOL 150 L1	Cell Biology Lab	T 8:10 - 11:00 AM	Main Campus Donald W. Reynolds Life Sciences 207	0.00
<input type="checkbox"/>	<input type="checkbox"/>	FREN 110 01	First Year French I	MTWF 11:10 - 12:00	Main Campus Fausett Hall 12	1.00

! Advisor's approval is required for these courses before registration can be completed.

6. If you are happy with the schedule you may skip to step 11. If you wish to make changes you can add by using the course search at the top of the screen (step 7) or drop using the “drop” check box on this screen (step 10).

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

Term: 2012-2013 Fall Semester **Division:** Undergraduate
 Add Period Open / Drop Period Open
 You are currently registered for **1.25 credits**.

Add by Reference # **Course Search**
 Title: Begins With
 Course Code: Begins With
 Term: 2012-2013 Fall Semester
 Department: Environmental Studies
 Division: Undergraduate
 [More Search Options](#)

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

[Search Again](#) Term: 2012-2013 Fall Semester Division: Undergraduate Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Title - Learning Domain	Faculty	Seats Open	Status	Schedule	End Date
<input checked="" type="checkbox"/>		BIOL 110 01	Evolution for Everyone (w/Lab) - (NS-L)	Harper, George	977/999	O	TR 9:45 AM-11:00 AM; Main Campus, Donald W. Reynolds Life Sciences, Lecture Hall	12/12/2012
<input type="checkbox"/>		BIOL 110 L1	Evolution for Everyone Lab	Harper, George	977/999	O	R 1:10 PM-4:00 PM; Main Campus, Donald W. Reynolds Life Sciences, Ecology Lab	12/12/2012

9. You will be returned to the screen with the student’s schedule. Any errors or warning messages will appear at the top of that screen. Common warning messages are listed at the end of this document.

10. If you want to remove a course from the Awaiting Advisor Approval list check the “drop” box and click “Deny Advisor Approval” below the list.

Awaiting Advisor Approval

Approve	Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="checkbox"/>	BIOL 150 01	Cell Biology (with Lab)	MWF 10:10 - 11:00 AM	Main Campus Donald W. Reynolds Life Sciences	10 1.00
<input type="checkbox"/>	<input type="checkbox"/>	BIOL 150 L1	Cell Biology Lab	T 8:10 - 11:00 AM	Main Campus Donald W. Reynolds Life Sciences	207 0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FREN 110 01	First Year French I	MTWF 11:10 - 12:00	Main Campus Faussett Hall	12 1.00

! Advisor's approval is required for these courses before registration can be completed.

11. Repeat steps 5-10 until the student has a complete schedule for this semester.

12. Once the schedule is complete submit approvals for all courses in the “Awaiting Advisor Approval” section by checking the “approve” box(s) and the selecting the “Advisor Approval” button.

Awaiting Advisor Approval

Approve	Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="checkbox"/>	BIOL 150 01	Cell Biology (with Lab)	MWF 10:10 - 11:00 AM	Main Campus Donald W. Reynolds Life Sciences	10 1.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOL 150 L1	Cell Biology Lab	T 8:10 - 11:00 AM	Main Campus Donald W. Reynolds Life Sciences	207 0.00
<input type="checkbox"/>	<input type="checkbox"/>	FREN 110 01	First Year French I	MTWF 11:10 - 12:00	Main Campus Fausett Hall 12	1.00

! Advisor's approval is required for these courses before registration can be completed.

Deny Advisor Approval Submit Advisor Approval

After approval the course will display in the “Your Schedule” section of the screen.

13. Repeat steps 5-12 for both terms. After both semesters have been reviewed and approved you can complete the optional bid points and alternate course form or allow the student to submit it.

14. Click on the link to enter bid points and alternate courses.

15. A welcome screen will appear and you will have links to all advisees who have pre-registered courses. Click on the link to the advisee with whom you are working.

Advisees

Name	Submitted Time	
Adams, Brenda	NOT Submitted	Edit Bidpoints

16. The pre-registered courses will be displayed in a form where you can enter bid points and alternate courses. If the courses do not appear make sure that you have already approved them. Only approved courses will appear in the list.

Save Changes to Bids

Pre-Registered Courses for 2009

Brenda Adams has 0 available bid points per term.

Term	Course	Bid	Alternate Course
1S	MUSI 150 01 - Intro to Western Classical Music - (Griebling)	0.00	Edit
1S	HIST 110 01 - America to 1865 - (Kosiorek)	0.00	Edit
1S	RELI 124 01 - Intro to the New Testament - (Williamson)	0.00	Edit
1S	MATH 115 02 - Mathem in Contemporary Issues - (Wood)	0.00	Edit
2S	DANC 160 01 - Reading & Writing Dance - (Rogers)	0.00	Edit

17. Use the “Edit” link to choose alternate courses from a list of courses for this semester. Alternate courses do not perform conflict checking. If the student is dropped from the pre-registered course because of course capacity limits, the Registrar will attempt to place the student into the alternate course.

Bid Editor

Course	Bid
MUSI 150 01 - Intro to Western Classical Music (Griebling, Karen)	<input type="text" value="0.00"/>
Alternate Course	
<input type="text" value="Select an alternate..."/>	
<input type="button" value="Update View"/>	

18. If you are working with a returning student the same screen should be used to apply bid points for the student.

After bid points and alternate courses have been entered you may submit the form. Remember that you may not exceed the student’s bid points for a semester. Neither bid points nor alternate courses are required on every course. Alternate course selection does not cost the student bid points, so it is advisable to choose alternate courses whenever possible.

Save Changes to Bids

19. When finished you will see a confirmation window.

Registration is complete.

Sample Error Messages

One or more of the following errors displays in the **Courses Not Yet Registered** section if a course cannot be added directly to your “Registered” list of courses:

CAN'T ADD (MISSING PREREQUISITE, ETC.)

This error displays for a course that you cannot register for because you are missing a prerequisite for the course:

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

FREN 310 01	
Course Info:	MWF 1:10 PM-2:00 PM
Error:	A prerequisite for this course has not been met
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. If the student believes this message has been received in error or wishes to attempt the course without the requisite, the student should proceed to the registrar's office with a completed add/drop form signed by the advisor.

Return to the Course Details to get more information about the course prerequisite. Click the **Ok** button to remove this message.

CO-REQUISITE COURSE(S) REQUIRED

This error displays for a course that cannot be added until its co-requisite courses have been added:

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

BIOL 150 01	
Course Info:	MWF 10:10 AM-11:00 AM
Error:	A corequisite for this course has not been met
Resolution:	Choose co-requisite course(s) below. If unable to register in co-reqs successfully, student should proceed to registrar's office with a completed add/drop form signed by the advisor.

By selecting “Add Co-requisite Course(s)” if there is more than one course that meets the co-requisite then you will see the screen below. By clicking the + beside each lab you can get additional information. When you select one co-req and click “Add Corequisite Course(s)” it will return you to the student’s schedule screen.

BIOL 150 01 is a course with a Corequisite. To register for BIOL 150 01 , you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Corequisite Courses

Add **Corequisite**

BIOL 150 L1

Type	Course	Title	Credits	Campus	Faculty	Meets	Dates
Course	BIOL 150 L1	Cell Biology Lab 0		Main	McClung, Maureen Rose	T	8/21/2012 - 8:10 AM-11:00 AM 12/12/2012

BIOL 150 L2

BIOL 150 L3

BIOL 150 L4

BIOL 150 L5

Add Corequisite Course(s)

Cancel

SCHEDULE CONFLICT, SINGLE COURSE CONFLICT

There are two possible error messages when you have a schedule conflict. This error displays for a course that has a schedule conflict with one or more currently pre-registered courses:

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

SOCI 110 01

Course Info: MWF 10:10 AM-11:00 AM

Error: **Time Conflict with BIOL 150 01**

Affected Course: BIOL 150 01 Cell Biology (with Lab)

Resolution: Add: SOCI 110 01

Drop: BIOL 150 01 Cell Biology (with Lab)

If you'd like to add this course and drop the course(s) with a schedule conflict, click the "Swap" button (No courses will be dropped if this course cannot be added successfully). Otherwise, click the "Do Not Add" button.

Swap

Do Not Add

Click the **Swap** button to drop the course with the conflict and add a new course. Click the **Do Not Add** button to cancel any action and remove the new course.

However if the conflict is with a registered course (not a pre-registration) then you will see this message and you will not be given the option of swapping the courses:

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

BUSI 200 02

Error: **Time Conflict with LBST 100 01**

OK