

Advisor Instruction Manual For On-line Pre- registration

Revised 8/13/2009

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.

For both new student (Fall) pre-registration and returning student (Spring) pre-registration, once alternate courses and/or bid points have been submitted the meeting is automatically marked “Complete”. The Jenzabar software will remove the advisee’s ability to drop or add classes. 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.

Additional new features:

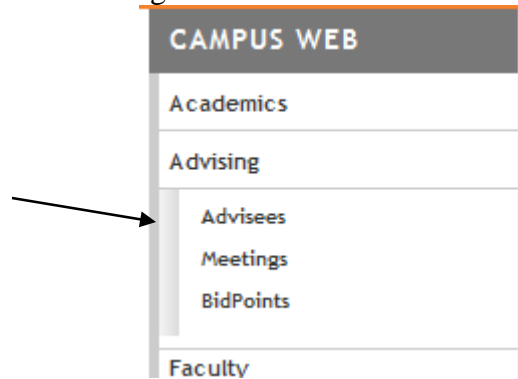
- During pre-registration the student or advisor can build the schedule in Campus Web and the advisor must approve all courses.
- On confirmation day only the advisor can add or drop courses on the student’s behalf.
- After confirmation day the advisor can add a course on the student’s behalf until the 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. Then select “Bid Points” from the left-hand menu.
5. Select the correct student
6. Complete the form and submit

Detailed Instructions


1. Access Campus Web at {HYPERLINK "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.

Advisee Status: 

ID:

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.

Tools and Information

Academic Records Academic History Course History GPA Projection Grade Report Unofficial Transcript	Housing Residence Info
Advising Advisee Meetings Course Needs Degree Audit Major Exploration	Registration Add/Drop Courses Advanced Course Search

- Select "Add/Drop Courses". 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: **Division:**

You are currently registered for **0 credits**. You are pending registration for **4 credits**.

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location
------	------	-------	----------	----------

No Current Courses for the selected Term and Division.

Awaiting Advisor Approval

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

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

- 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 or drop using the "drop" check box on this screen.
- To add a course for the student search by department to display all the available courses.

Term: Division:

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

Add by Reference # **Course Search**

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

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

[Search Again](#) Term: Division: Other previously selected search criteria still apply.

Add	Course Code	Title - Learning Domain	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	GERM 210 01	Intermed Composition & Conversation	Oudekerk, Wayne D.	989/999	O	MWF 11:10 AM-12:00 PM	1.00
<input type="checkbox"/>	GERM 320 01	Surv German Literature & Civ I - LS	Oudekerk, Wayne D.	991/999	O	TR 8:15 AM-9:30 AM	1.00

9. You will be returned to the screen with the student’s schedule.

10. Repeat steps 6-9 until the student has a complete schedule for this semester.

11. 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.

Approve	Drop	Code	Title	Schedule	Location	Credits
<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.

Cancel Selected Approval Request(s) Advisor Approval

12. Repeat steps 5-11 for both terms. After both semesters have been reviewed and approved you should complete the bid points and alternate course form.

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

CAMPUS WEB

- Academics
- Advising
- Advisees
- Meetings
- BidPoints**
- Faculty

14. ***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

15. 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.

Pre-Registered Courses for 2009

Save Changes to Bids

Brenda Adams has 0 available bid points per term.

Term	Course	Bid	AlternateCourse
1S	MUSI 150 01 - Intro to Western Classical Music - (Griebing)	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

16. 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 MUSI 150 01 - Intro to Western Classical Music (Griebing, Karen) **Bid**

Alternate Course

Select an alternate...

17. 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

18. When finished you will see a confirmation window.

Registration is complete.