Advisor Instruction Manual
For On-line Pre-registration

Again this year students have the capability to pre-register for classes through Campus Web. This process has several technological advantages such as pre-requisite 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 should have the student log into his or her Campus Web account and make them during the meeting. However, as the advisor, you have the ability to drop a student’s pre-registered course at any time during the enrollment period.

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 or her ID and PIN to log into Campus Web and view his or her 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. While still on the advising tab, select “student schedule” from the drop down “go to” box and then click on the print button. Change the term and repeat for spring. Please note that the bid points and alternate courses will not print on this report. If the student is selected to be dropped from any of the pre-registered classes due to class capacity limits, attempts will be made to enroll the student in the alternates which have been submitted through the on-line bid point and alternate course form.

Overview of steps

1. From within the student’s Campus Web account confirm course selections for Fall and Spring semester. Add or delete courses as necessary.
2. From within the advisor’s Campus Web account go to the Faculty tab and change to the correct year and term.
3. On the Advising tab, find the correct student and select the option “Student Schedule”
4. Confirm the schedule, and then select “Bid Points and Alternate Courses”
5. Click “Enter Bid Points and Alternate Courses”
6. Select the correct student
7. Complete the form and submit
Detailed Instructions

1. Access Campus Web at http://campusweb.hendrix.edu/campusweb or click on the “Campus Web” link on the Hendrix home page. Log in using the student’s ID and PIN. (Contact the Registrar Office if he/she does not remember this information.)

2. An active session will look like this. Select “Course Search” to proceed to the next screen.

Welcome Mariah

The information you are viewing is for Spring Semester 2003-2004.

- Student Registration
  Your ID is verified for inquiry functions. You will be able to view your own records, but not change course registration at this time.

- Advising
3. Select the pre-registration year and semester and then click on “Change” (if necessary). If the registration period is not open, contact the Registrar’s Office.

4. Scroll down on the screen to select the department, and then click the “Search” button.
5. A list of the courses which match the criteria entered will be displayed. If the class enrollment is open, the right side of the screen will show the “Add” link. If you don’t see the “Add link, please contact the Registrar’s Office. If the class enrollment is filled, the button will say “Check.” To see a list of pre-requisites or co-requisites for this class, click on the course code link on the left.

6. Click “Add” to add the course to the student’s schedule.

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Name</th>
<th>Instructor</th>
<th>Seats Open</th>
<th>Hours</th>
<th>Meets</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 115 01 0</td>
<td>Math in Contemporary Issues</td>
<td>Duff Campbell</td>
<td>2/20</td>
<td>1:00</td>
<td>TR (13:15-14:30)</td>
<td>Add</td>
</tr>
<tr>
<td>MATH 120 01</td>
<td>Functions and Models</td>
<td>TEO Staff</td>
<td>3/5</td>
<td>1:00</td>
<td>TR (08:45-11:00)</td>
<td>Check</td>
</tr>
<tr>
<td>MATH 120 02</td>
<td>Functions and Models</td>
<td>TEO Staff</td>
<td>6/31</td>
<td>1:00</td>
<td>MWF (08:10-10:00)</td>
<td>Add</td>
</tr>
<tr>
<td>MATH 130 01 1</td>
<td>Calculus I</td>
<td>David Sattlass</td>
<td>6/10</td>
<td>1:00</td>
<td>MWF (00:10-10:00)</td>
<td>Add</td>
</tr>
<tr>
<td>MATH 150 00 1</td>
<td>Calculus I</td>
<td>Duff Campbell</td>
<td>2/10</td>
<td>1:00</td>
<td>MWF (08:10-10:00)</td>
<td>Check</td>
</tr>
<tr>
<td>MATH 150 02</td>
<td>Calculus I</td>
<td>TEO Staff</td>
<td>1/15</td>
<td>1:00</td>
<td>MWF (11:15-12:00)</td>
<td>Add</td>
</tr>
<tr>
<td>MATH 160 1 1</td>
<td>Calculus II</td>
<td>TEO Staff</td>
<td>7/10</td>
<td>1:00</td>
<td>MWF (10:10-11:00)</td>
<td>Add</td>
</tr>
<tr>
<td>MATH 190 01</td>
<td>Mathematical Problem Solving</td>
<td>Cary Baskin</td>
<td>2/20</td>
<td>1:00</td>
<td>MWF (11:15-12:00)</td>
<td>Add</td>
</tr>
<tr>
<td>MATH 220 01</td>
<td>Discrete Mathematics</td>
<td>Cary Baskin</td>
<td>2/20</td>
<td>1:00</td>
<td>TR (13:15-14:30)</td>
<td>Add</td>
</tr>
</tbody>
</table>

7. Click on either schedule link to view the student’s schedule. If you wish to drop one of the student’s pre-registered courses, click on “drop” in the far right column. Repeat steps 4 - 7 until the student has a complete schedule for this semester.

3/28/2005
8. While viewing the student’s final semester schedule you can change the active semester to the next pre-registration semester.

9. Repeat steps 4 - 7 until this semester schedule has been completed. **Log out of the student’s campus web.**

10. **Log in using your ID and PIN.**
11. Your welcome page should look something like this:

![Image of welcome page]

Welcome Ann
The information you are viewing is for Spring Semester 2002-2003.

- Faculty
- Advising

Campus Web developed by JENZABAR for Hendrix College © 2001-02

12. Click on the Faculty tab and select the correct year and semester. Then click “Change”.

![Image of faculty page]

Ann Wright
Spring Semester 2002-2003

Click on the View link to see a list of students enrolled in the course.
Click on the Course link to see more detailed section information.

<table>
<thead>
<tr>
<th>Roster</th>
<th>Enrolled</th>
<th>Course</th>
<th>Title</th>
<th>Meets</th>
<th>Dates</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>12 / 18</td>
<td>PHY 210 L1</td>
<td>Non PHYSICAL (lab)</td>
<td>TR 1:00am-11:00am</td>
<td>1/2/2003 to 5/14/2003</td>
<td>MAIN MCACX 108</td>
</tr>
<tr>
<td>View</td>
<td>13 / 18</td>
<td>PHY 210 L2</td>
<td>Non PHYSICAL (lab)</td>
<td>TR 1:00pm-4:00pm</td>
<td>1/2/2003 to 5/14/2003</td>
<td>MAIN MCACX 108</td>
</tr>
<tr>
<td>View</td>
<td>0 / 12</td>
<td>PHY 250 O1</td>
<td>adv experimental laboratory</td>
<td>TR 4:05pm-11:00am</td>
<td>1/2/2003 to 5/14/2003</td>
<td>MAIN MCACX 110</td>
</tr>
</tbody>
</table>
13. After selecting the Fall or Spring Semester for the correct year, click on the Advising tab. From here you will be able to view your advisee’s pre-registered schedule.

14. You may drop any pre-registered course from this window; however, you must log in with the student’s ID and PIN to add another course. (See steps 1-9)
15. After both semesters have been reviewed and approved you should complete the bid points and alternate course form.

16. Click on the link to enter bid points and alternate courses.
17. 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.

18. The pre-registered courses will be displayed in a form where you can enter bid points and alternate courses.
19. 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 this course.

20. The same screen should be used to apply bid points for returning students. 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.
21. When finished you will see this window. To return to Campus Web, close this window. **If you have selected any alternate courses or assigned bid points for this student then you may skip the remaining steps and begin the next advisee session by clicking on the Advisees link.**

![Bid Points & Alternate Courses Entry](image1)

22. If no bid points or alternate courses were entered (for example during new student registration) you must manually schedule the advising meeting. After returning to Campus Web you may get to the meeting page by clicking on Meetings at the top, or by selecting meetings from the student’s drop down options.

![Meeting Page](image2)
23. Click on the display meetings button.

24. Click on “Add”.

3/28/2005
25. Choose the advisee from the list.

26. Enter the meeting date and time and choose the meeting code of ENROLL.

3/28/2005
27. Choose the status “Complete” and then click “Add”.

28. After clicking on “Add” the ID num, name, and meeting date will turn blue. You are now finished with this advisee. You may begin your next advisee session by clicking on the Advisees link.