Description of WebAdvisor:

The “User Account” button allows the student to be able to make changes to their account, find out their username, and to be able to sign up for programs (such as student e-mail, Emergency notifications, etc.) the school provides for students. To sign up for the programs select “I’m new to WebAdvisor”.)
This next option under WebAdvisor helps the student keep track of what documents are requested by what department. For Example:

- Students will be able to claim their student e-mail here.
- Students are to register for Emergency Notifications here. In case of school closing/school emergencies the student will be contacted via phone call/text message.
- Students will be able to check what classes are offered as Humanities, Diversity, a specific science, etc.
- This part is very important for students to pay attention too. Students will be able to know when WebAdvisor will be down and can complete anything necessary ahead of time.

The Document needed.

When the document was requested from the student by the office and the deadline for the document to be handed in to the office.

Either the documents has been received, waived or not yet received.

The office requesting the documents.
This option helps the student keep track of the financial areas in college life.

**Account Summary:**

- The student’s summary of their payments of past semesters, past scholarships, past financial aid, etc.

**Pay on my account:**

- The room you can go too to make payments in person.
- The semester the student is paying for.
- The amount currently due.
- Student’s current payment due and how they can make the payment online.
This is the section of WebAdvisor that will allow the student to search for classes, register/drop classes, etc.

Register and pay for Continuing Education classes:

No classes meeting the search criteria have been found.
You may enter as many search criteria as you wish, but you will see only classes that meet ALL of your criteria, as start with a broad search. (Enter criteria in only 1 or 2 fields.)

Search For (Key Word) information technology

Course Code Number:
Starting On/After Date: Ending By Date:

Classes Meeting After:
Classes Ending Before:

Mon □ Tic □ Wed □ Thu □ Fri □ Sat □ Sun □

Topic Code:
Location:
Instructor's Last Name:

SUBMIT

These two tabs have information involving the policy of dropping classes, locations of classes that are not in the main campus, making payments, etc.

Students will be able to search courses they need for their program here.
Register and Drop Sections:

<table>
<thead>
<tr>
<th>Action for ALL Pref. Sections (or choose below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Sections</td>
</tr>
</tbody>
</table>

**Classes you are currently registered in.**

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Course Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Register</strong></td>
<td>Fall 2012</td>
<td>MOA-140-001 (10022) Medical Terminology</td>
<td>Paramus</td>
<td>09/09/2012-12/20/2012 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Phin Education Center, Room S-238</td>
</tr>
<tr>
<td><strong>Remove from List</strong></td>
<td>Fall 2012</td>
<td>MOA-141-001 (18687) Intro Medical Assit</td>
<td>Paramus</td>
<td>09/09/2012-12/20/2012 Lecture Tuesday, Thursday 01:45PM - 03:00PM, Pitkin Education Center, Room S-238</td>
</tr>
<tr>
<td><strong>Waitlist</strong></td>
<td>Fall 2012</td>
<td>MOA-141-001 (18685) Intro Medical Assit</td>
<td>Paramus</td>
<td>09/09/2012-12/20/2012 Lecture Monday, Thursday 06:20PM - 07:35PM, Pitkin Education Center, Room S-238</td>
</tr>
</tbody>
</table>

| Campus the course is located in, the room & time of the course will be held at. |
| **Course name** |
| **The professor that will be teaching this course.** |

**The student’s schedule for the fall/spring semester they are registering in.**

**Student will be able to manage their waiting list for the courses they are waiting for.**

**My Schedule**
This section has everything to do with the program the student is either trying to enter or are already in.

**Admission Status:**

The student will be able to see if they were allowed entrance into a program they signed up for. For example:

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Received</th>
<th>Status</th>
<th>As of</th>
<th>Start Term</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS NSM.GEN</td>
<td>04/10/08</td>
<td>Admitted</td>
<td>04/14/08</td>
<td>2008FA</td>
<td></td>
</tr>
</tbody>
</table>
Program Evaluation:

Students will be able to check on the programs they are trying to graduate in here. They will be able to see what courses they need to complete the program and courses they have already taken toward the program. For Example:

C) 1: Communications
   > Take WRT-101 and WRT-201.
   Credits: 6
   WRT-101 English Composition I........... 2009SP  B   3
   WRT-201 English Comp II............... 2009FA  B   3

These courses have already been taken in this semester with the grades and credits earned.

C) 2: Humanities
   > Take 1 General Education course in Humanities
   > from General Education Electives listed in catalog.
   HIS-106 Mod Eu to Fr Rev............... 2009FA  A   3

-This section is all about the financial aid department.

Main Menu
Financial Aid for Prospects

Financial aid status by year
Financial aid status by term
Financial aid award letter
Financial aid loan application

Student will be able to view how much financial aid is provided to them for the current year.

Student will be able to see the breakdown of their financial aid award per semester here.

Student will be able to find their past and present financial aid award letter here to view.

Main Menu
Financial Information for Students

Account Summary
View My 1098-T Forms
Bank Information (U.S.)
Pay on My Account
Account Summary by Term

This is the summary of the student’s entire payments, financial aid, scholarships, etc. received throughout the student’s college years at the college.

Student is able to provide the college with their personal bank account so that the school is able to take payments from there.

This is the same thing as “Account Summary” except that this tab breaks down the financial aid to per semester it was used.

Student is able to pay for their current semester.
Transcript Request:

There are two options of either selecting picking it up at the registration or registration mailing it out to the school.

Student will be able to view their personal information here. Their home address, phone number, counselor email, etc. making sure everything is up to date with the school.
Transcript Request Status:

The student will be able to check on the transcripts they have requested to be mailed out. For example:

- The school the transcript was sent to.
- Number of transcripts that were sent to this school.
- The date the transcript was requested and the date it was sent out.