

# Student Manual for WebAdvisor

Records Office / 410-386-8440  
(revised July 2008)

The screenshot shows the Carroll Community College website in a Windows Internet Explorer browser. The address bar displays 'http://www.carrollcc.edu/'. The website header includes the college logo and navigation links: 'APPLY & REGISTER', 'COURSES & TRAINING', 'SUPPORT SERV.', 'ON CAMPUS', and 'ABOUT CARROLL'. A left sidebar menu lists: 'WHY ATTEND CARROLL', 'EVENTS & ACTIVITIES', 'LIBRARY', 'BLACKBOARD', and 'WEBADVISOR'. The main content area features a large image of the college building and a 'WebAdvisor' section with a 'LOG IN' button. Below the 'WebAdvisor' section, there is a 'Welcome Guest!' message and a vertical 'in menu' sidebar with links for 'Credit Students', 'Instant Enrollment for Continuing Education', 'Faculty', and 'Employees'. A note states: 'WebAdvisor is unavailable between midnight and 6:00am daily for scheduled system maintenance.'

Please check your ability to access WebAdvisor before the registration session. You may call Records, 410-386-8440 to ask if your online account has been blocked due to attempts at transitional courses, probation, address or billing issues, etc. If you are in-progress in the prerequisite course, you will be able to register online!

Begin at the Carroll home page:  
[www.carrollcc.edu](http://www.carrollcc.edu)

Click on the WebAdvisor button.

Click on the link for Credit Students and on Log In.

Please note:  
First-time students, students on probation, who have failed transitional courses, are released time (concurrent), or have billing or records issues will be blocked from on-line registration. Please plan to see and advisor for a signature and register in person.

The screenshot shows the 'CREDIT STUDENTS' section of the WebAdvisor interface. The page title is 'Log In'. It includes instructions for the user name and password. The user name instructions are: 'Your WebAdvisor User Name is' followed by a bulleted list: 'Your first name', 'Your last name', 'The last four (4) digits of your College ID number', and 'All in lower case with no spaces, and with no punctuation (no commas, hyphens, or apostrophes)'. An example is provided: 'Example: John Doe, with College ID Number 0123456 would log on as johndoe3456.' The password instructions are: 'Your initial or reset Password will always be the last six (6) digits of your Social Security Number.' There are input fields for 'User ID:' and 'Password:', a 'Show Hint:' checkbox, and a 'SUBMIT' button. The navigation bar at the bottom includes 'LOG IN', 'MAIN MENU', 'CREDIT STUDENTS MENU', and 'CONTACT US'.

Please follow the screen's directions. If you have forgotten your password, click "what's my password" or "reset my password" on the Credit Student's Menu.

If you are denied access, wait 15 minutes before trying again.

If the number characters in your first and last name exceed 20, please see Records Office staff for assistance. If you have changed your name, check to see if your former name works.

To log in, refer to the instructions on the screen:

**User ID:** Enter your full first and last name and the last 4 digits of your 7-digit student number (without spaces or punctuation—see the lower right corner of your library card or the top of your credit class schedule).

**Default Password:** enter the last 6 digits of your social security number.

# CREDIT STUDENTS - WEBADVISOR FOR CREDIT STUDENTS MENU

You must log in before you can use menu items that display your personal information. Click on the **Log In** tab above. The following links may display confidential information. Please keep your username and password private. [Click here to read the WebAdvisor FAQ](#)

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>User Account</b></p> <p>What's my password Change Password Enter or change Email</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Financial Information</b></p> <p>Tuition &amp; Fees information How to pay your bill Pay by the FACTS Deferred Payment Plan Pay by Credit Card</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Financial Aid</b></p> <p>Financial aid information Financial aid status by term Financial aid status by year</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Registration</b></p> <p>Class Schedules &amp; Catalogs Search for available classes Register for Credit Classes Register / Add or Drop Classes</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Academic Profile</b></p> <p>Display Grades Grade Point Average by Term Unofficial Transcript with GPA Degree/Certificate Audit My class schedule</p> </div>
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The WebAdvisor menu, left, shows the many functions available online for credit students.

Navigating WebAdvisor's most frequently used functions...

Check availability of seats:

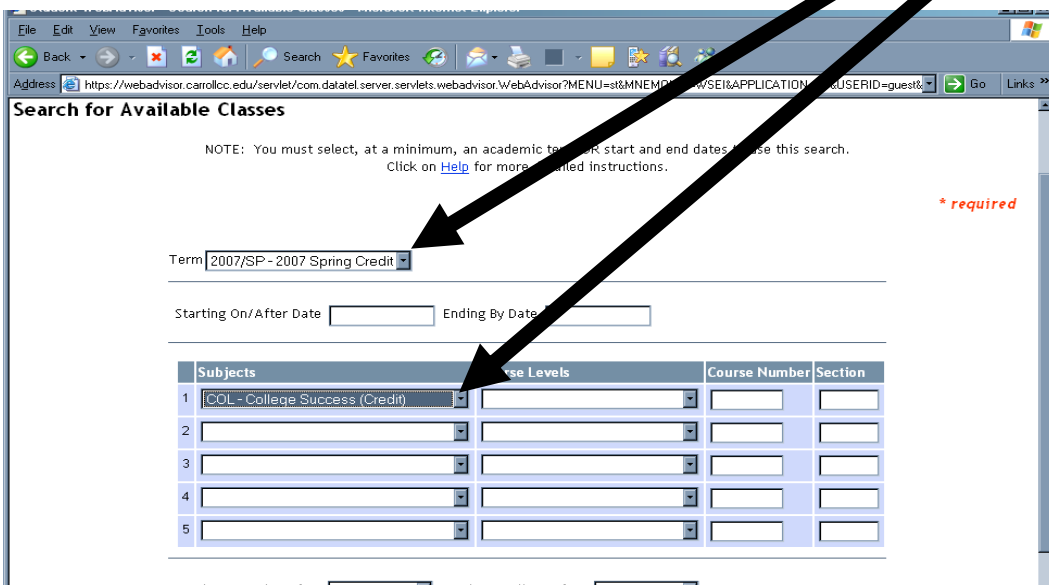
- From the menu, click on **Search for available classes**. This function does not require sign in. For best results, select only the term and subject and click submit.
- Optional search parameters are available by time, day, faculty member, etc.
- Note that some courses show as "closed," but seem to have open seats. These classes are cross-listed; open seats are occupied by students who have registered under the pseudonym. If the course says closed, it's closed.

Registering:

From the menu, select **Register for Credit Classes**. Three options are presented: **Search and Register**, **Express Registration**.

Search and Register for Classes

- If you are unsure about which sections you want, you will select "Search and Register for Classes." Select the term, course, and any schedule preferences and click submit, as in the illustration, above.
- Courses matching your criteria will appear in a worksheet.
- If multiple times are offered for each course, you will be able to look at all of your choices and decide which classes you want.
- Click on the drop-down box next to the courses you would like and select "Register" and submit.
- A Confirmation Screen will show you which courses you have actually registered for and which courses "failed."



## Express Registration / Express Add

To confirm that these courses are appropriate for your program of study, graduation, or transfer goals, please run a **Degree/Certificate Audit** after the registration process is completed or see an advisor in room A102 for assistance.

The maximum number of billable hours a student may register for in a given term is 18. Students desiring to take more than 18 billable hours must have the written permission of the Special Assistant to the Vice President of Academic and Student Affairs. Students registering through the Web who do not adhere to this policy will have their registration administratively canceled.

Enter either the 4-digit course ID number (i.e. 0753) into the "Course ID" column below and select the term. OR enter the course designator (subject, course number and section number i.e. ECON-102-01), and the term. Then click the Submit button at the bottom of the form.

Synonym	Subject	Course Number	Section Number	Term
0225	<input type="text"/>	<input type="text"/>	<input type="text"/>	2008 Spring Credit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Express Registration

- If you have chosen your courses and sections, click "Register for Classes" on the menu and then "Express Registration." Fill in the "synonym" (the 4 digit number under the course description in the Credit Class Schedule) and the term and click submit.

## Register / Add or Drop Classes

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Action for ALL Pref. Sections (or choose below)

### Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Instructor	Available/Capacity	Credits	CEUs
Register <input type="button" value="v"/>	2008 Spring Credit	(8908) College Success		02/05/2008-04/15/2008 Lecture Tuesday 12:30PM - 01:50PM, C Building, Room 074	J. Rhodes	6 / 15	1.00	
<input type="button" value="v"/>	2008 Spring Credit	ENGL-102-01 (2706) College Writing 2		02/04/2008-05/23/2008 Lecture Monday, Wednesday 08:00AM - 09:20AM, M Building, Room 055 02/04/2008-05/23/2008 Workshop Days to be Announced, Times to be Announced, Room to be Announced	S. Dixon	0 / 21	3.00	
<input type="button" value="v"/>	2008 Spring Credit	MATH-115-01 (7178) Intro to		02/04/2008-05/21/2008 Lecture Monday, Wednesday 09:30AM - 11:20AM, M Building, Room 062	To be Announced	0 / 30	4.00	

- A worksheet (left) will appear.
- On the worksheet, be sure to click on the drop-down box next to each course you want and select "Register"; click submit.
- Finally a confirmation screen will show whether you are registered for each course. If the course is full or you do not meet prerequisites, the remark "failed" will appear next to the effected course(s).
- You may add classes to your existing schedule in this same way.
- From the menu, you may also print a copy of your schedule and do a degree audit to make sure the courses you have selected work toward your graduation goals.

### Changing classes—Drop and/or Add

- From the menu, select "Register for Classes" and one of the registration functions (Express Registration or Search and Register for Classes). Please note that as the start of term approaches and payment is due, this function is disabled.
- From the menu, select "Drop sections." This option also allows students to drop courses until the end of the refund period. Transitional courses (READ, MAT, and ENG) may not be dropped online. Please see an advisor for assistance.
- The system does not allow registration into two sections of the same course. Drop the old course, go back to the menu, and then add the new.
- If you are currently registered for the prerequisite course, the system will allow registration in the subsequent course. You will need to register for a prerequisite course and exit the system prior to registering for the subsequent course.

### Confirming that you are really registered and printing

- After submitting your schedule request, a feedback screen will show the status of all courses (including your current schedule). If you are attempting to register for a course that is full or for which the system cannot find prerequisites, the registration feedback screen will read "failed" under the status column. Successful registrations say "registered."
- If the registration fails, you may need to take the prerequisite course or the course may be full. See an advisor for assistance.
- You may print a copy of your schedule by clicking on the WebAdvisor menu and then "My Credit Class Schedule."

### Guarding your Privacy

- Please protect your student identification number and your social security number (default password). All students are allowed to change passwords—and we recommend that you do! Your email address will be key, if you forget your password.
- Be sure your address, phone number, and email address is accurate in the system. If there is a problem with your schedule, we will attempt to contact you. You may change your email address through WebAdvisor—other changes must be made in person; documentation may be required. Come to Records, room A112, if you need to make changes.
- College staff will never divulge student information (except directory information) without your written permission. Please bring photo identification if you need help with your student account.
- Always log off when you are finished!

### Logging off

- If the screen is idle for 10 minutes, you will be timed-out and will need to sign in again.
- After you complete your transactions, please be sure to close WebAdvisor by clicking "Log Out" in the upper or lower right hand corner. Leaving your account open, would enable others to adjust your schedule and/or view personal information.

### Transcripts

- Your WebAdvisor transcript will not include any of your identifying information.
- To request an official Carroll transcript, go to [www.carrollcc.edu](http://www.carrollcc.edu) and type "transcript" in the search engine. The Credit Transcript Request Form will contain complete directions for faxing your request to the Records Office with payment information. The office is open from 8:30 a.m. until 7:00 p.m. Monday through Thursday and until 4:30 on Friday, if visiting the office to request your transcript is more convenient. The fee is \$2.00; please allow 24-48 hours for processing.