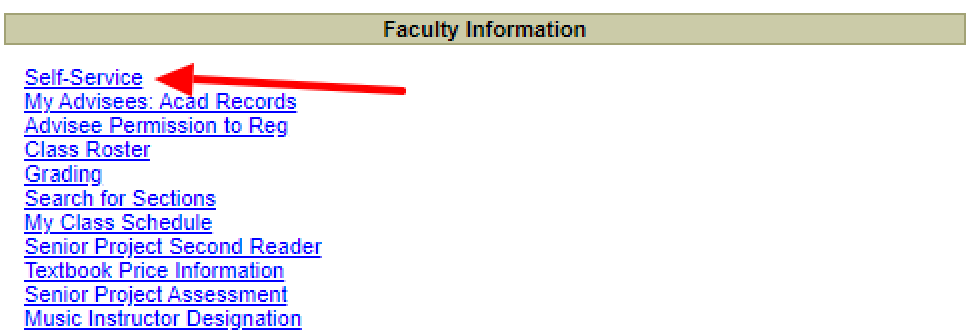
Course Instructions for Self-Service

Log into WebAdvisor as you normally would. Click on the “Self-Service” link at the top of the “Faculty Information” link. For now, all of the usual WebAdvisor links below that remain in place.

Right now this is only available in the sandbox (TEST) version of WebAdvisor and not the live (PRODUCTION) version. So don’t be alarmed if the link is not visible to you.

In all of the screenshots below, information that identifies a student has been blurred out.



A note on names:

Colleague Self-Service is the replacement for WebAdvisor as our student and employee portal. Eventually it will encompass Financial Aid, Student Billing, and Human Resources, as well as Registration. Just as WebAdvisor does now.

Student Planning is the module within Self-Service that deals specifically with registration, advising, course rosters, and so forth. Within WebAdvisor these functions were not specifically branded.

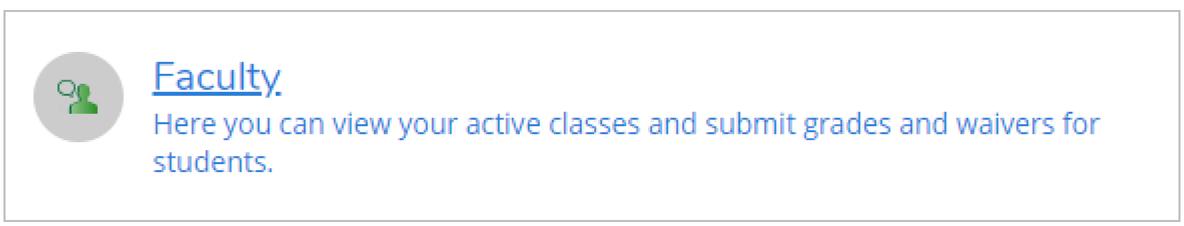
Pre-registration is the period in April and November when continuing students register for courses for the next term.

All College Change Period is after pre-registration, at the end of the semester.

Early Semester Add/Drop is the first two weeks of the semester.

Please see the Student Instructions for Self-Service for more detail on their experience. It will be important for you to have an idea of how this works, so that you may advise students the first time they use the platform.

To access the course functions of Student Planning from the main screen, click the "Faculty" tile. This will display a list of your active courses.



You need to pay attention to which course record you are in, and for which semester, especially when you are giving students permission to register. Each of those actions is particular to a specific course.

<u>Brief description of all of the functions and links</u>

Section Details

< Back to Courses

FRNCH-305-00: Adv Skills/Local & Global

Fall 2020
Main Campus

M/W/F 3:30 PM - 4:20 PM
8/25/2020 - 12/15/2020
Ruter Hall, 201 Lecture

Seats Available 15 of 15

Roster   Grading   Permissions

Roster -- this is where you will see your course roster. We know this is incomplete and lacks some of the information currently present on WebAdvisor rosters. We anticipate further updates before the start of the Fall 2020 semester. Specifically, the APR link is not yet installed and nor is the information recently added to WebAdvisor rosters about FERPA release parents.

WebAdvisor Roster View

Student	ID	E-mail Address	Phone Number	Class	Academic Level	Credits	Cross-Listed Section	Privacy	Ed Release Guardians	Submit APR
[redacted]				Freshman	UG	4.00		E RELEASE ONLY DIR INFO		Submit APR

Self Service Roster View

Student Name	Student ID	Class Level	Preferred Email
ⓘ RELEASE ONLY DIR INFO		Freshman	

Grading -- this is where you will submit grades at the end of the semester

Permissions -- this is where you will go to manage signature consent, add authorizations, and prerequisite waivers.

The Registration Cycle

In each case below, students must have advisor permission to register, be in their designated registration window (if applicable), and have no financial or other holds.

Pre-registration is the period in April and November when continuing students register for courses for the next term.

1. Students may add open and eligible courses online and may drop courses online.
2. If a course requires a faculty signature, then you will need to use the "Signature Course Consent" process described below.
3. For courses where we are checking prerequisites, you will need to use the "Prerequisite Waiver" process described below.
4. For courses that require a faculty signature AND for which we are checking prerequisites, you may have to complete BOTH processes before a student may register.
5. Students may not add closed courses.
6. Students may not add courses for which they do not meet the class year restrictions.
7. Students may not add more than 18 credits to their schedule.

During this period, faculty will need to use both the "Signature Course Consent" and "Prerequisite Waiver" processes.

All College Change Period is after pre-registration, at the end of the semester.

1. Students may add open and eligible courses online and may drop courses online.
2. If a course requires a faculty signature, then you will need to use the "Signature Course Consent" process described below.
3. For courses where we are checking prerequisites, you will need to use the "Prerequisite Waiver" process described below.
4. For courses that require a faculty signature AND for which we are checking prerequisites, you may have to complete BOTH processes before a student may register.
5. Students may not add closed courses unless the cap of the course is first raised so that the course is open. We assume the course will be made signature at that time. Or the student may wait until the early semester add/drop period.
6. Students may not add courses for which they do not meet the class year restrictions unless those restrictions have been removed from the course. Or the student may wait until the early semester add/drop period.

7. Students may not add more than 18 credits to their schedule until after FYCR in the Summer. In the Fall registration cycle (for the Spring semester), students may add up to 20 credits at this time.

Faculty may add a signature restriction, change the course cap, or change the class year restrictions at this time.

During this period, faculty will need to use both the "Signature Course Consent" and "Prerequisite Waiver" processes.

Early Semester Add/Drop is the first two weeks of the semester.

1. Students may drop courses online.
2. ALL course adds will require that you use the "Add Authorization" process described below.
    - This will allow instructors to add students above the posted cap for their course.

To facilitate ease of student registration, at the beginning of the early semester add/drop period, checking for signature restriction, class year restrictions, and prerequisites will be TURNED OFF for all courses. Faculty will need to consider these factors as they decide whether or not to add a student to a course.

During this period, faculty will need to use the "Add Authorization" process.

Registration Functions

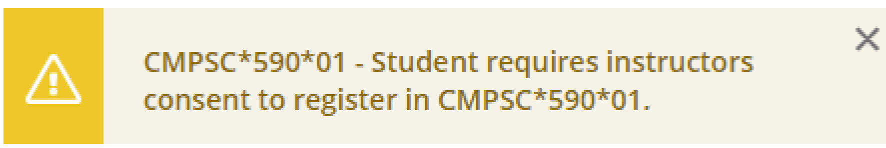
In each case below, students must have advisor permission to register, be in their designated registration window, and have no financial or other holds.

Signature Course Consent Process

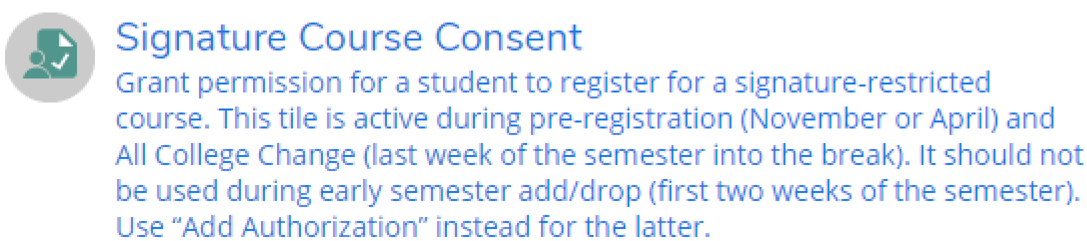
Course is open, but is signature restricted. This applies at any point when a course is restricted to "signature consent required." This does NOT override prerequisite checking, so you may need to complete both processes before a student can register for a course. This function is turned off during Early Semester Add/Drop.

Please follow these steps:

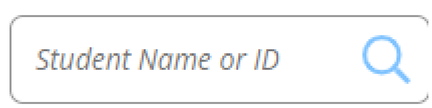
1. The student attempts to register and receives an error message.



2. The student must contact the instructor directly as the system DOES NOT notify the instructor that this attempt has been made.
3. Assuming the instructor approves, they navigate to the "Signature Course Consent" tile for that course in question. This is on the "Permissions" tab for the course.



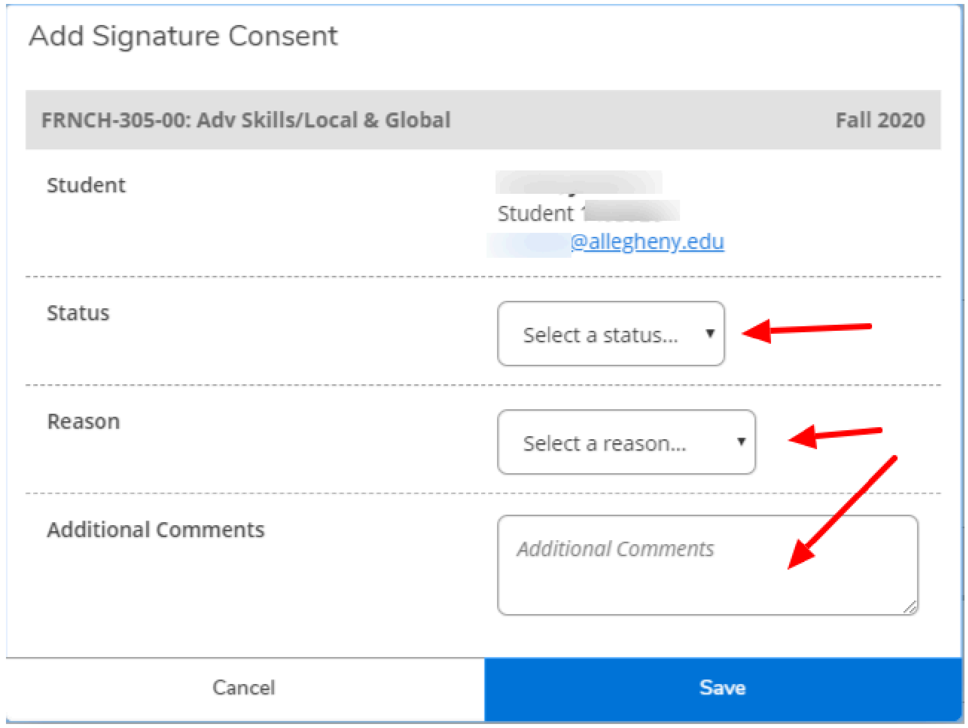
4. The instructor enters the student's name or student ID into the "Student Name or ID" box on the right of the screen. Please note that ID works best in this search box, and that "first name last name" works better than "last name first name."



5. From the drop down list, the instructor selects the correct student name. This brings up a dialogue box where you need to enter a couple of pieces of information. Under "Status"

you should select “Approved.” Under Reason you should select “Signature Required.”

You may add comments if you wish, but they are not required. As you will be able to see them (see the “Explanation” column in the screenshot below), you may find the comments useful in some way. The student DOES NOT see your comments. Then select “Save.”



6. You will now see a record of the signature consent.

Student	ID	Status	Updated By	Updated On	Explanation
		Approved		2/10/2020 7:55:18 AM	Signature Required This is approved.

7. You now need to let the student know that you have approved them to register for this signature course as the system DOES NOT notify them. If they go to the “Petitions and Waivers” tab in their Student Planning they will see the same information you see, except your comments.

Faculty Consent(s)

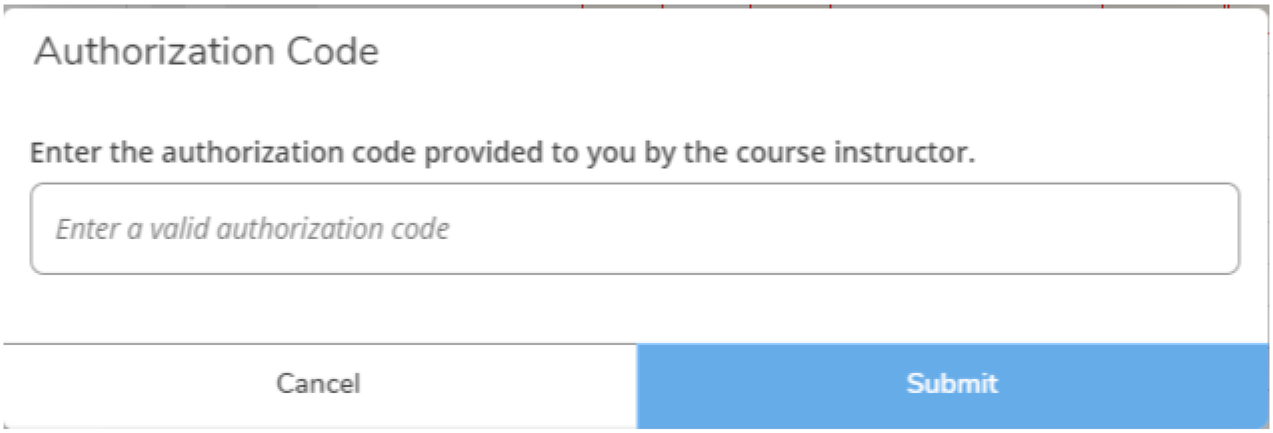
Course	Section	Term/Period	Status	Updated On	Reason
FRNCH-305	00	Fall 2020	Approved	2/10/2020 7:55:18 AM	Signature Required

8. The student then needs to register for the course as a separate action. Your giving them consent DOES NOT register them for the course.

Add Authorization Process

Used during the early semester add/drop period for all courses. During this time, checking for signature restriction, class year restrictions, and prerequisites will be TURNED OFF for all courses. Faculty will need to consider these factors as they decide whether or not to add a student to a course.

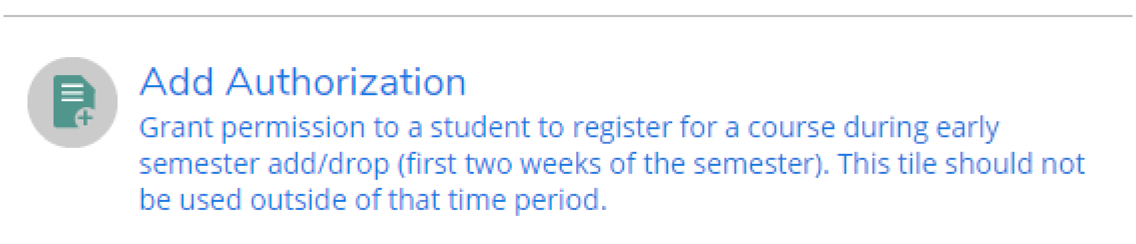
UPDATE (8/31/20): The order in which the steps are taken matters. If a student attempts to register for a class BEFORE the instructor has granted "add authorization," they will be asked for a code.

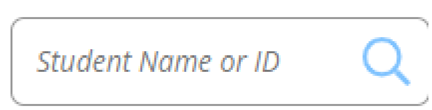


The student should cancel out and request that the instructor grant them add authorization. Once they have done so, the student will be able to register, and will not be prompted again for a code.

Please follow these steps.

1. The student must contact the instructor directly as the system DOES NOT notify the instructor that a failed registration attempt has been made.
2. Assuming the instructor approves, they navigate to the "Add Authorization" tile for that course in question. This is on the "Permissions" tab for the course.

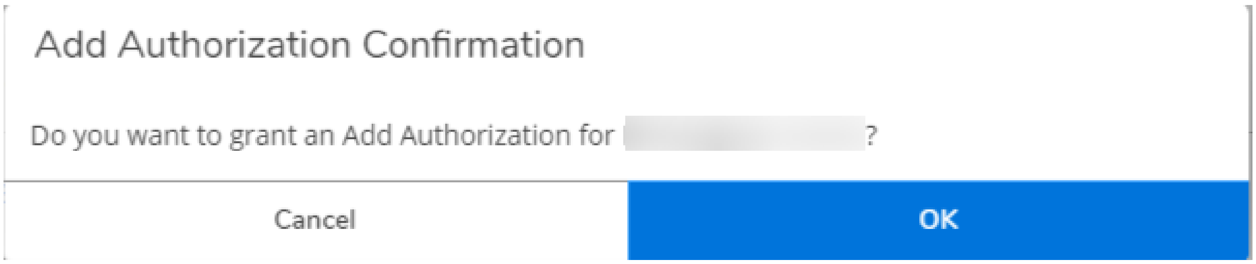




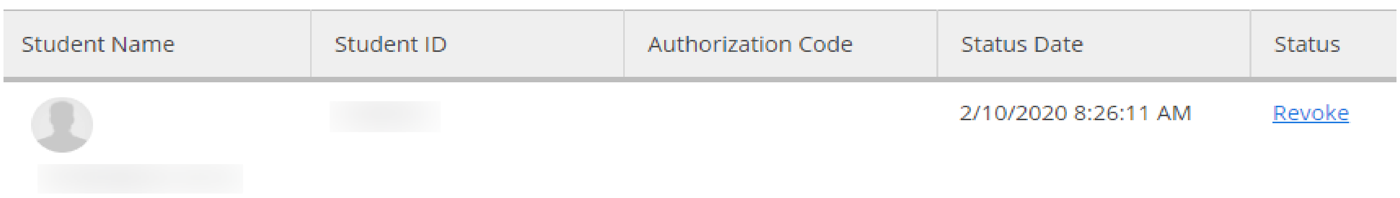
3. The instructor enters the student's name or student ID into the "Student Name or ID" box on the right of the

screen. Please note that ID works best in this search box, and that "first name last name" works better than "last name first name."

4. From the drop down list, the instructor selects the correct student name. This brings up a box where you may review the student's name and select OK.



5. You will now see a record of the add authorization. Please note that you may revoke this permission up until the point the student has registered for the course by clicking the "Revoke" link, but you should probably think in advance about circumstances in which you might use this function!



6. You now need to let the student know that you have approved them to add this course as the system DOES NOT notify them.

Prerequisite Waiver Process

As of the Spring 2022 registration cycle, prerequisite checking will be turned on for ALL courses with stated prerequisites. Faculty should note that students, upon “planning” a course, will see a yellow warning message for any course with a prerequisite, even if the student has met that prerequisite.

> ⚠ Completion of CHEM*120 with a grade of C or better - Must be completed prior to taking this course.

Students who have met the prerequisite(s) will be permitted to register as normal. Those that have not met the prerequisite will either not enroll or will seek your permission to enroll via the Prerequisite Waiver.

Instructors may waive the pre-req. This usually happens if the student has transfer credit that fulfills the prereq but did not transfer as the exact equivalent (e.g., CHEM*1TE instead of CHEM*120). This function is turned off during Early Semester Add/Drop, at which point faculty can still manage enrollments via Add Authorization as they have been since Self-Service was implemented.

To waive a pre-req, please follow these steps.

1. The student attempts to register and receives an error message. The course appears red on the student’s schedule to indicate the student is not enrolled.
2. The student must contact the instructor directly as the system DOES NOT notify the instructor that this attempt has been made.
3. Assuming the instructor approves, they navigate to the “Prerequisite Waiver” tile for that course in question. This is on the “Permissions” tab for the course.

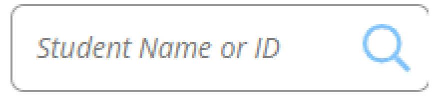
> **Prerequisite Waiver**
> Waive prerequisites so that a student can register for the course. This tile is active during pre-registration (November or April) and All College Change (last week of the semester into the break). It should not be used during early semester add/drop (first two weeks of the semester). Use “Add Authorization” instead for the latter.

4. Clicking on this tile will give you a summary of the requisite information for the course.

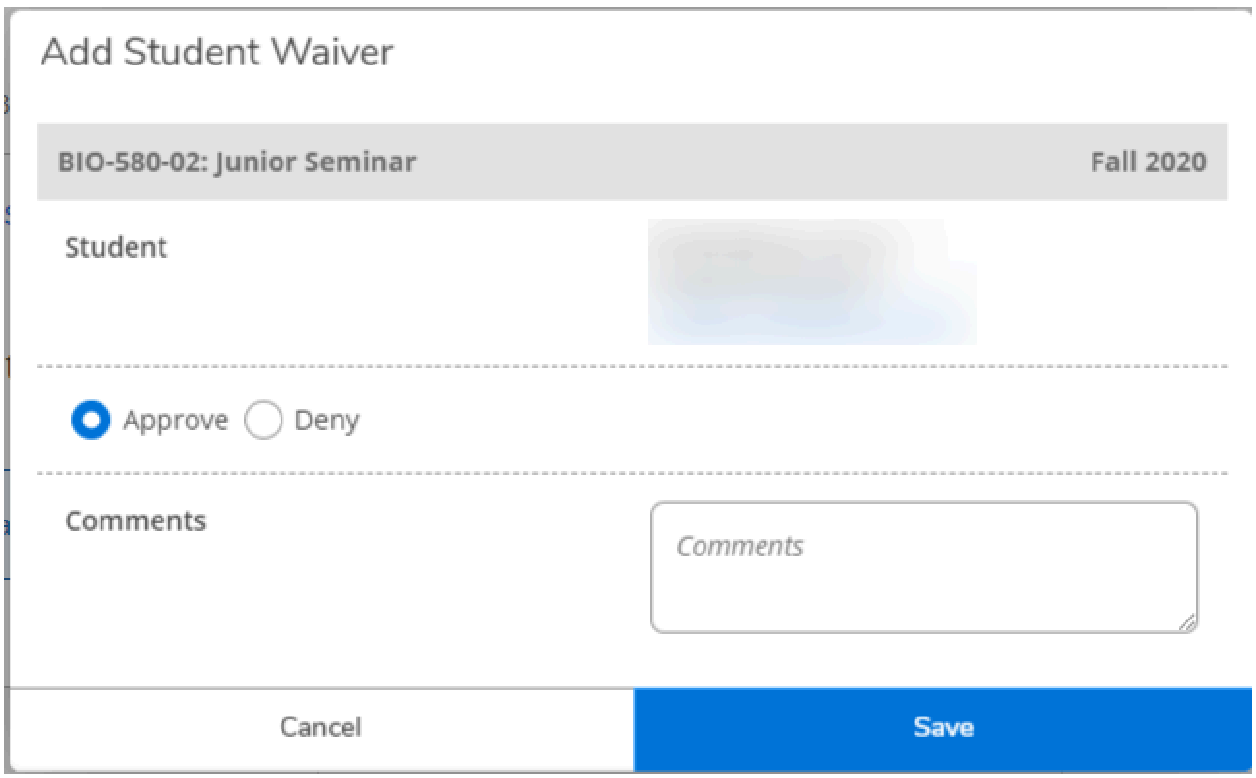
Prerequisite Information

Course	Enforcement	Timing
Take BIO*220	Required	Previous
Take BIO*221	Required	Previous
Completion of FSBIO*201 with a "C" or better and permission of the instructor	Required	Previous

5. The instructor enters the student's name or student ID into the "Student Name or ID" box on the right of the screen. Please note that ID works best in this search box, and that "first name last name" works better than "last name first name."



6. From the drop down list, the instructor selects the correct student name. This brings up a box where you must confirm the information and Save. While it might seem counter-intuitive to select "Deny," it does then create a record that the request was made and answered.



7. You will now see a record of the requisite waiver. The student sees a version of the same information of their "Petitions and Waivers" tab. If the course has a multi-part prerequisite, the information will show up separately.

Faculty View

Student Name	Student ID	Authorized By	Updated On	Explanation
			2/10/2020 9:06:58 AM	Approved due to tran ... more

Student View

Requisite Waiver(s)

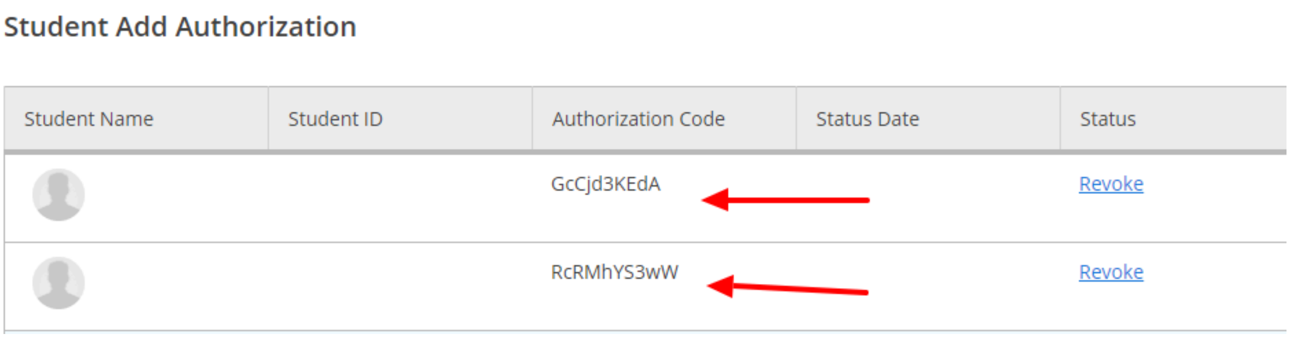
Course	Section	Term/Period	Status	Requisites
BIO-580	02	Fall 2020	Waived	Take BIO*220
BIO-580	02	Fall 2020	Waived	Take BIO*221

8. You now need to let the student know that you have approved them to add this course as the system DOES NOT notify them.

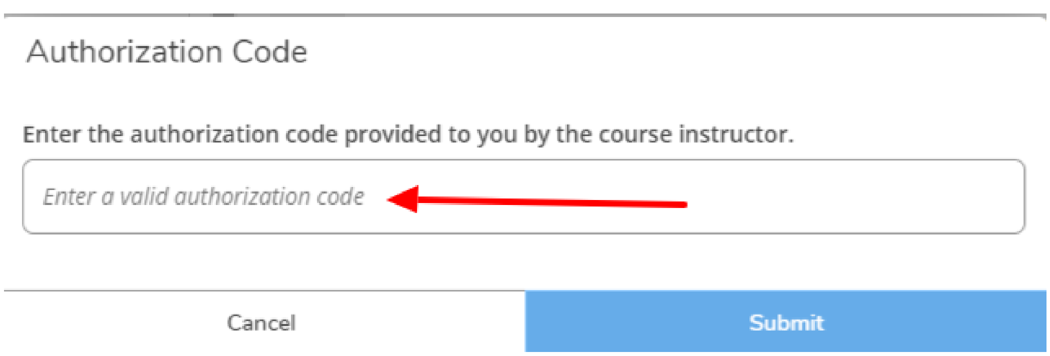
Adding large numbers of students to a course using Add Authorization

Some departments need a way to add a relatively large number of students to the same course during early semester add/drop. To do this, please follow the steps below (as in Music ensembles, for example).

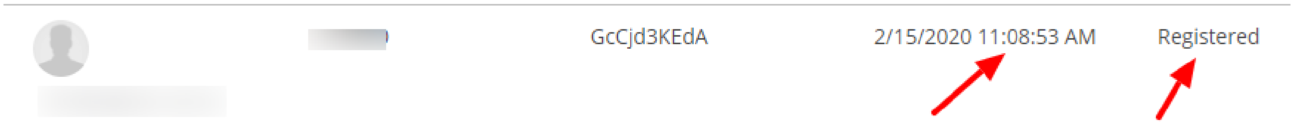
1. E-mail registrar @ allegheny and tell us how many authorization codes you would need and for which class and section. e.g., 25 codes for COMRT 130 00.
2. We will generate the codes for you.
3. The generated codes will appear in the Add Authorization section of your Faculty section.
    - From the main screen, select the Faculty tile, then select the appropriate course, then select the Permissions tab, and finally select the Add Authorization tile.
4. You will see a list of case sensitive, one-time use codes.



5. You will need to distribute the codes to your students, one per student.
6. The student then proceeds through the registration steps as normal. When they click “Register” they will see the following dialogue box.



7. The student enters the code, exactly as written, clicks Submit, and they are registered for the course.
8. You will then see the student's name in your list of authorization codes.

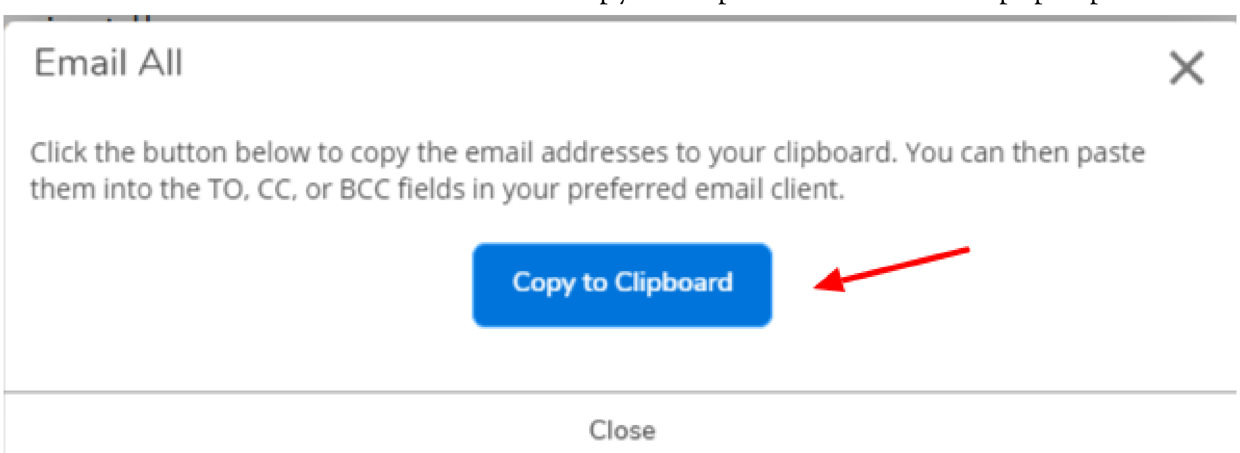


9. Please be aware that this ONLY works using the Add Authorization function, which is ONLY available during early semester add/drop during the first two weeks of the semester.

Sending E-Mails to your Class List

1. Navigate to your course roster in Self-Service.
2. At the top right of the roster list, you will see an "Email All" option

3. Click on that link and then click on the "Copy to Clipboard" button that pops up



4. You will see a brief, green checkmark if you have copied the addresses successfully.
5. Click "Close" in that window and then navigate to your e-mail.
6. Open a new e-mail and in the BCC field paste the copied e-mail addresses.
   - We recommend the BCC field for these sorts of mass e-mails.
7. Compose your message as you usually would.