

Review an Advisement Report

- STEPS:**
1. Self Service
 2. Advisor Center
 3. Advisee Student Center
 - Select desired advisee from pull-down list and press the “change” button.
 - Under Academics change “other academic . . .” to Academic Requirements and press the green (>>) button.
 - The student’s advisement report should appear. You may want to click the “expand all” button to view every course your advisee has completed.

***To file an official degree audit, you must print a signature page from the Registrar’s Office website.**

Enroll or Drop a Student

- STEPS:**
1. Records and Enrollment
 2. Enroll Students
 3. Quick Enroll a Student
 - Use the “Add a New Value” tab.
 - Enter student ID (if known) or use the magnifying glass to select student.
 - Choose academic career with lookup tool or key in UGRD or GRAD.
 - Choose the term (2106 for Fall 2010) or use the magnifying glass.
 - Click the “Add” button.
 4. Quick Enrollment Screen
 - Select an Action from the pull-down menu (the default is “Enroll”).
 - To add an additional class, click the “+” button to add a row to the student’s list.
 - To remove a row from the list, click the “-” button.
 - Type in the Course Number or search by using the magnifying glass.
 - Click the General Overrides tab.
 - Click each block under “Appointment.”
 - Click Submit.
 - If a class is accepted, the word “Success” will appear on the line with the course.
 - If a class is not accepted, the word “Errors” will appear on the line with the course.
 - Click on “Errors” for a message.
 - Do not “-” a class after you have clicked submit, even if, you get an error message. You must process a drop if you successfully submit the wrong course for a student.

*** To see what classes are already on the student’s schedule, click the “Study List” link.**

Other Advising Processes

A. Review Student’s Test Scores

- STEPS:**
1. Records and Enrollment
 2. Transfer Credit Evaluation
 3. Academic Test Summary
 - You will need to search for your advisee.

B. Check Student’s Transcript.

- STEPS:**
1. Self Service
 2. Advisor Center
 3. Advisee Student Center
 - Select desired advisee from pull-down list and press the “change” button.
 - Under Academics change “other academic . . .” to “Transcript: View Unofficial” and press the green (>>) button.
 - Use pull down list to select a report type.
 - Click the “view report” button.
 - Turn off your pop-up blocker.
 - Click the “view report” button.

C. View or Email Your Advisees

- STEPS:**
1. Self Service
 2. Advisor Center
 3. My Advisees

***To email your advisee(s), click “notify all advisees” or click the boxes next to the advisees you want to email, and then, click “notify selected advisees.”**

View Your Class Rosters or Your Schedule

- STEPS:**
1. Self Service
 2. Faculty Center
 3. Class Roster or My Schedule

*Only one class roster will appear, but you have the ability to change the class to view other rosters.

*In WeevilNet, you will have the ability to enter a "last date of attendance" directly onto the roster.

*Near the end of the semester, you will be prompted to enter your grades directly to a grade roster.

*You may also access your class rosters from the "My Schedule" screen by clicking on the people next to the class number.

Print Your Rosters or Your Schedule

- STEPS:**
1. Self Service
 2. Faculty Center
 3. Class Roster or My Schedule
 - Go to Print Preview option on your internet tool bar.
 - Format the page however you would like it to print; i.e. shrink to fit, adjust the frames, and select the orientation.
 - Click the Print Icon.

WeevilNET TIPS

New Terms & Symbols

Academic Unit = Program

Degree Audit = Advisement Report

Holds = Service Indicators

Level (continuing education, undergraduate, graduate) = Career

Major = Plan


Minor = Plan


Emphasis or Concentration = Sub Plan


Term code = 4 digit number (digit 1 = century, digits 2-3 = year, digit 4 = term)


Terms = 2 for spring, 4 for summer, 6 for fall

Examples: 2102 = Spring 2010, 2104 = Summer 2010, 2106 = Fall 2010

 = negative service indicator

 = positive service indicator

 = FERPA (student has restricted his/her directory information)

 = lookup tool

General Notes

1. For a student to be enrolled, he/she must be (1) admitted to UAM (Admissions Office) and (2) activated for the given term (Registrar's Office).
2. WeevilNet has many tools not discussed on this sheet. Pay close attention to each screen because many screens have multiple tabs to perform different functions.
3. Do not forget that FERPA restricts the release of student information to directory information only. A student may also restrict the release of his/her directory information.

Have Questions?

For WeevilNet technical questions: weevilnet@uamont.edu or extension 1820

For Blackboard technical questions: <http://www.uamont.edu/academiccomputing/> for live chat or extension 1663

For academic advising questions: ratliff@uamont.edu or extension 1833