



## WebAdvisor for Students

Instructions on common WebAdvisor functions  
For Current Students of Philadelphia University

### Requirements

- a personal computer connected to the Internet (through your internet service provider)
- a web browser, such as Internet Explorer (Windows) or Safari (Macintosh)
- a Philadelphia University network account and password



### Outcomes

This document will assist you in accessing and using your Philadelphia University WebAdvisor account from any location on the internet. With this document you will be able to:

- Log in – see page 2
- Reset your Password – see page 2
- Register for Classes – see page 3
- Check your Schedule – see page 6
- Check your Grades – see page 7
- Drop a class – see page 7

If you have further questions about WebAdvisor, please visit the Technology Help Desk on the 2<sup>nd</sup> floor of Search Hall, send email to [HelpDesk@PhilaU.edu](mailto:HelpDesk@PhilaU.edu) or call 215-951-4648.

## Logging into WebAdvisor:

1. To access WebAdvisor, browse to <http://www.philau.edu> and click the **WebAdvisor** link in the upper right-hand corner of the page. Or, directly access WebAdvisor at <http://philau.edu/webadvisor>.
2. You must have a Philadelphia University network account in order to log on and use WebAdvisor. This is the same account name as is assigned for Outlook Web Access (E-mail.)

- **Student User names are typically a student's last name, followed by a 1-5 digit number.**

If you are unsure of your Username and Password, click on the **New Users** button.

In the New Users Menu, click on each **Red** title.

**Get your PhilaU ID.** This is your username. Have your Social Security or ID card number ready.

**Setup your Password.** This link is available to set or reset your Webadvisor/E-mail password.

**Log In.** Click on this link to type your username and password to access WebAdvisor.

**New Users Menu**  
**New Users:**  
Follow these steps to access WebAdvisor for the first time.  
1: **Get your PhilaU ID.**  
2: **Setup your Password.**  
3: **Log In.**

3. From this point on, you can login from the **Log In** button on the home page of WebAdvisor.

## Log In

User ID:

Password:


Show Hint:

[:: Guest? :: First Time User? :: Forgot Your Password?](#)

**SUBMIT**

## Resetting your WebAdvisor password:

1. Should the situation require it, you may need to change your password from time to time. This can easily be done by clicking the **Forgot Your Password?** link at the Log In screen. Once all screens are followed, your password will change and you will have the option to return to WebAdvisor.

<p>The password reset screen is also found at <a href="http://www.philau.edu/oit">http://www.philau.edu/oit</a> in the Orange Box.</p>	
<p><b>FACULTY, STAFF, &amp; STUDENT PASSWORD RESET &gt;&gt;</b></p>	<p>The link is labeled <b>Faculty, Staff &amp; Student Password Reset &gt;&gt;</b>.</p>

## Current Student WebAdvisor Options:

1. Once logged in, click on the [Students](#) button. The following window will appear:

**Current Students - WebAdvisor for Students Menu** Welcome

The following links may display confidential information.

WebAdvisor for Students	Billing Information
<b>User Account</b> What's my User ID? Reset your Password	Account Summary Account Summary by Term Make a Payment Billing Documentation (PDF)
<b>Academic Profile</b> Grades Grade Point Average by Term Transcript My Class Schedule My Profile	<b>Communication</b> My Documents E-mail My Advisor(s)
<b>Registration</b> Search for Classes Search/Register for Sections Register and Drop Sections WebAdvisor for Students (PDF) Classrooms and Labs (PDF) Registration Ticket Time	

## Registering for Classes:

*Before you begin...*

### 1. Plan your schedule ahead of time!

- Consult your check sheet and speak with your advisor to identify the courses you need to take in the upcoming term. Make sure you have alternatives in case your first choices are closed.
- Look at the class offerings for the upcoming term. This is found in two places:
  1. In a downloadable .pdf document on the Registrar's page for the current registration term (linked from <http://www.philau.edu/registrar/>)
  2. The [Search for Classes](#) link, found under [Registration](#) at the [Current Students - WebAdvisor for Students Menu](#)
- Write your planned class selections on paper in the following format:

<u>Subject</u>	<u>Course Number</u>	<u>Section Number</u>
A	100	123

Do the planning *before* you are notified of your registration time. Taking time now will ensure a smoother registration process when you receive your registration time.

2. Verify that you are able to log in to WebAdvisor successfully.
3. To register for a class, you must be recognized as an Active student with the Registrar. Verify that your account status is clear by contacting the Registrar during business hours. They can be reached by calling 215-951-2990 or by sending e-mail to [Registrar@PhilaU.edu](mailto:Registrar@PhilaU.edu).
4. All notifications of registration times, as well as other important information, are sent to your Philadelphia University e-mail account. Browse to <http://mail.philau.edu> to ensure that your account is active and able to receive e-mails.

Now that you're ready to register...

1. When intending to register for classes, be sure to check that the registration period has begun and that it has not already passed. Current students will receive an e-mail from the Registrar's Office notifying them when they can register for classes.
2. Refer back to your sheet of recorded classes. If you have not created one, be sure to check with your advisor as to what classes you will need to take in the upcoming term. Once you have done this, it may be necessary to search in WebAdvisor for available sections of the classes to take.

The class listings are found in two places:

1. In a downloadable .pdf document on the Registrar's page for the current registration term (linked from <http://www.philau.edu/registrar/>)
  2. The [Search for Classes](#) link, found under **Registration** at the **Current Students - WebAdvisor for Students Menu**
3. At the Current Student menu, click on the [Search/Register for Sections](#) menu. The search function at this screen is identical to those found using the [Search for Classes](#) option.

The search window appears below:

**Search/Register for Sections**

Term

Starting On/After Date  Ending By Date

Subject	Course Level	Course Number	Section
<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"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

School House Lane & Henry Avenue  
Philadelphia, PA 19144-5497  
Tel: 215.951.2700

4. To search, choose the appropriate information from the pull-down menus, such as Term, Subject and Course Number. *The Term must be selected in your search.* At least three items must be selected on this screen to search for a class.

NOTE: The Subject letter is typed separately from the number in the Course Number section.  
Example: **S215** should be **S-Science** in the Subject field, and **215** in the Course Number section.

Click  when finished.

- Upon finding the course you want, click inside the box under the title Select Section(s). If the box is not available, the class enrollment is at capacity.

### Section Selection Results

Narrow my search

Re-sort my results: TERM - Term, Section Name

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Fall 2006	Open	L-364-1 (127591) Individual, Environmnt	Main Campus	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 02:30PM - 03:45PM, Tuttleman Center, Room T201	G. Pierce	1 / 29	3.00	
<input type="checkbox"/>	Fall 2006	Closed	L-364-2 (127592) Individual, Environmnt	Main Campus	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 04:00PM - 05:15PM, Tuttleman Center, Room T201	G. Pierce	0 / 29	3.00	

My Schedule

School House Lane & Henry Avenue  
Philadelphia, PA 19144-5497  
Tel: 215.951.2700

- Once the desired class section is found, and the box is checked, click  to register.
- Any class sections you select will be listed as Preferred Sections on the following page.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="button" value="v"/>	Fall 2006	A-541-3 (127170) Structures I	Main Campus	09/01/2006-12/15/2006 Lecture/Laboratory Combination Friday 02:00PM - 04:45PM, Tuttleman Center, Room T109	J. Price	0 / 20	2.00	
<input type="button" value="v"/>	Fall 2006	L-354-3 (127913) Africa	Main Campus	08/28/2006-12/20/2006 Lecture Monday, Wednesday 05:30PM - 06:45PM, Ravenhill Mansion, Room R12	R. Shain	4 / 30	3.00	

- For each class that you wish to register for, click on the appropriate box under the Action title and choose the RG - Register option. Alternately, if you wish to register for all preferred sections at the same time, choose RG - Register by clicking on the box at the middle of the top, entitled Action for ALL Pref. Sections (or choose below).
- Once you have selected those classes that you wish to register for, click the  button. On the following page, a copy of your class schedule will appear with your registered classes.

## Checking your Class Schedule:

1. To access your class schedule, you first need to be registered for the semester. Once you are registered, click on the [My Class Schedule](#) link, found under [Academic Profile](#) in the [Current Students - WebAdvisor for Students Menu](#).
2. Then you will be prompted to select the Term from a drop down menu, as shown below.

3. Once you select the appropriate term from the menu, click on the [SUBMIT](#) button; your class schedule will appear. This format is printable for your convenience.
4. For further information about each course, you may simply click on each section's Course Name and Title. See the example schedule below.

Term							
Fall 2006							
Total Registered Credits 16.00							
Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date	
A-541-1 (127168) Structures I	New	08/28/2006-12/20/2006 Lecture/Laboratory Combination Monday, Wednesday 12:30PM - 01:45PM, Weber Design Studios, Room WB4	2.00			08/28/06	
L-675-2 (127646) U.S. in Recent Past	New	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Downs Hall, Room D7	3.00			08/28/06	
A-531-4 (127167) Hst Arch, Interor III	New	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Downs Hall, Room D5	3.00			08/28/06	
L-354-2 (127555) Africa	New	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 04:00PM - 05:15PM, Ravenhill Mansion, Room R23	3.00			08/28/06	
A-512-3 (127158) Design VI: Architecture	New	08/28/2006-12/21/2006 Studio Monday, Wednesday 02:00PM - 05:00PM, University Research Center, Room URC 08/28/2006-12/21/2006 Studio Thursday 06:30PM - 09:45PM, University Research Center, Room URC	5.00			08/28/06	

[OK](#)


## Checking your Grades:

- Once grades are posted, you can check your grades by clicking on the **Grades** link in the **Current Students - WebAdvisor for Students Menu**.
- After you click the **SUBMIT** button, the screen will appear as shown below:

**Grades**

Choose One	Term	Description	Start Date	End Date
<input type="checkbox"/>	06FL	Fall 2006	08/28/06	12/20/06
<input type="checkbox"/>	06SPR	Spring 2006 Reporting Term	01/18/06	05/12/06
<input type="checkbox"/>	06SP	Spring 2006	01/18/06	05/12/06
<input type="checkbox"/>	05FLR	Fall 2005 Reporting Term	08/29/05	12/21/05
<input type="checkbox"/>	05FL	Fall 2005	08/29/05	12/21/05
<input type="checkbox"/>	05SP	Spring 2005	01/12/05	05/06/05
<input type="checkbox"/>	04FL	Fall 2004	08/30/04	12/21/04

**SUBMIT**



- Click in the box under the **Choose One** title to select the appropriate term of your class(es).
- Click **SUBMIT** to input your choice. Your grades will appear on the following screen.

### Dropping a Class:

- To drop a class, you must already be registered for the class.
- Please note: Some classes cannot be dropped. Consult your advisor before dropping any class.
- Be aware of the deadline for dropping classes. You cannot drop a class using WebAdvisor after week three of the term. See <http://www.philau.edu/registrar/scheduli.htm> for details.

- If all of the above conditions are met, click on the **Register and Drop Sections** link in the main menu.
- To drop a class, click on the **Drop** box next to a class you would like to drop. Then, click the **SUBMIT** button. The page will refresh and show your updated registration schedule.

**Register and Drop Sections**

Name: \_\_\_\_\_

Action for ALL Pref. Sections (or choose below):

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**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="button" value="v"/>		You do not have any preferred sections.						

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**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Fall 2006		A-512-3 (127158) Design VI: Architecture	Main Campus	08/28/2006-12/21/2006 Studio Monday, Wednesday 02:00PM - 05:00PM, University Research Center, Room URC 08/28/2006-12/21/2006 Studio Thursday 06:30PM - 09:45PM, University Research Center, Room URC	T. Leonard	5.00	
<input type="checkbox"/>	Fall 2006		A-531-4 (127167) Hst Arch, Interior III	Main Campus	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Downs Hall, Room D5	T. Coco	3.00	
<input type="checkbox"/>	Fall 2006		A-541-1 (127168) Structures I	Main Campus	08/28/2006-12/20/2006 Lecture/Laboratory Combination Monday, Wednesday 12:30PM - 01:45PM, Weber Design Studios, Room WB4	C. Pastore	2.00	
<input type="checkbox"/>	Fall 2006		L-354-2 (127555) Africa	Main Campus	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 04:00PM - 05:15PM, Ravenhill Mansion, Room R23	R. Shain	3.00	
<input type="checkbox"/>	Fall 2006		L-675-2 (127646) U.S. in Recent Past	Main Campus	08/29/2006-12/21/2006 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Downs Hall, Room D7	J. Devoti	3.00	

## Logging off

Important! When you're finished with your WebAdvisor session, don't forget to close your connection to WebAdvisor by clicking the **Log Out** button at the top-right side of the WebAdvisor webpage window. You must then close your browser window to complete the log off process.

## Finding Help

WebAdvisor includes numerous useful help files. Click on the **Help** link on the top-right side of many WebAdvisor screens for information on each WebAdvisor procedure. When working in a small browser window, it may be necessary to scroll to the right to see the **Help** button.

You can also find help about WebAdvisor, as well as many other topics, by browsing to our Technology Help Desk Self-Service site at <http://helpdesk.philau.edu> at any time. Your network password is required, and your password *must be changed from the default password* in order to access this site.

If you have any comments or questions about the features or procedures found in this document, please feel free to contact the Technology Help Desk, located on the 2<sup>nd</sup> Floor of Search Hall. You may also send email to [HelpDesk@PhilaU.edu](mailto:HelpDesk@PhilaU.edu) or call the Technology Help Desk at 215-951-4648 (4OIT).