Web Advisor/
Academic Planning
2015 – 2016
**Accessing WebAdvisor through the College’s Portal**

Open your web browser. Click the “**myWor-Wic**” link from *Quick Links* on the Wor-Wic home page.

If you are accessing **myWor-Wic** on a shared computer, click the first button, “This is a public or shared computer.” Otherwise, if this is your own personal PC, click the button “This is a private computer.”
Once you have click on “myWor-Wic”, you will see the following screen. Click on “Log in to myWor-Wic”. After clicking on “Log in to myWor-Wic”, you will then be prompted with a sign on page as follows. This is where you will supply your User name and Password for “myWor-Wic”.
After logging into “myWor-Wic”, you will need to access **WebAdvisor for Current Students**
Once in **WebAdvisor/Current Students**, you are able to “**Manage My Account**”. Some of the frequently used areas we suggest are **Financial Information, Financial Aid, Communication and Academic Profile**.
Below is what you can access in “Financial Information”.
Below is what you can access in "Financial Aid".

<table>
<thead>
<tr>
<th>WebAdvisor</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Current Credit Students</strong></td>
<td></td>
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<tr>
<td><strong>Manage My Account</strong></td>
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<tr>
<td><strong>Financial Information</strong></td>
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<tr>
<td><strong>Financial Aid</strong></td>
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<tr>
<td>Financial aid status by year</td>
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<td>Financial aid status by term</td>
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<tr>
<td>Financial aid award letter</td>
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<td>Financial Aid Shopping Sheet</td>
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<tr>
<td><strong>Communication</strong></td>
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<tr>
<td><strong>Registration</strong></td>
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<tr>
<td><strong>Academic Planning</strong></td>
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<tr>
<td><strong>Academic Profile</strong></td>
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<tr>
<td><strong>Continuing Education Students</strong></td>
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</tr>
</tbody>
</table>
Below is what you can access in “Communication”.
Below is what you can access in “Academic Profile”.
To plan your degree and register for classes, click on *Academic Planning* and then go to the *Student Planning* link.
On the self-service page, you will be ready to track your progress in credits and plan your degree and register for classes. You may also click on the **Student Finance** tab located at the top of the screen to view your bill and payments. Click on **# 1 View Your Progress** to view the program in which you are enrolled.
The *My Progress* link under Student Planning tab will show you the total credits you have earned. Please be aware that developmental credits will show up in the total but do not count towards college level credits included in your program.
Each category for your program is listed with a selection of courses. You can view which categories have been completed, are in progress or have not been started yet (there is color coding—**RED** is not started, **YELLOW** in progress and **GREEN** is used for completion)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts and Humanities Requirement</strong></td>
<td>Fund of English II (AH)</td>
<td>FNG-151</td>
<td>Not Started</td>
<td>1</td>
</tr>
<tr>
<td><strong>Social/Behavioral Science Requirements</strong></td>
<td>Fund of Oral Comm (AH)</td>
<td>SPH-101</td>
<td>Not Started</td>
<td>1</td>
</tr>
<tr>
<td><strong>Biological/Physical Science Requirements</strong></td>
<td>Prin of Macroeconomics (SS)</td>
<td>ECO-151</td>
<td>Not Started</td>
<td>1</td>
</tr>
</tbody>
</table>
The **Test Summary** link under Student Planning lists your placement testing scores (these assessments determine if you need developmental Math or English work completed before you begin the college level course).

![Test Summary Screenshot]

### Test Summary

#### Admission Tests

No tests of this type have been recorded.

#### Placement Tests

<table>
<thead>
<tr>
<th>Test</th>
<th>Date Taken</th>
<th>Score</th>
<th>Percentile</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCUPLACER English Test</td>
<td>12/12/2013</td>
<td>0 of 120</td>
<td></td>
<td>Accepted</td>
<td>12/12/2013</td>
</tr>
</tbody>
</table>

#### Other Tests

No tests of this type have been recorded.
Registering for Program Requirements

1. From the Progress tab, click on a course that is not started or planned (i.e. BIO-101) to view available sections or click the Search button in the middle of requirements area to view available sections for all of the course requirement options.

2. The Course Catalog tab will open displaying the course requirements selected.

3. Click the View Available Sections orange bar for the appropriate course number to view section offerings.
4. Utilize the Filter Results on the left to search for sections by specific days of the week, time of day, instructors or instruction type.

5. Once a section has been identified, click the Add Section to Schedule button.

6. The Section Details screen will appear for confirmation. Click the Add Section to Schedule button.
7. A notification will appear at the top right-hand corner of the screen indicating the course has been planned.

8. Click on the Course Plan tab to view the courses and/or sections that the student has Planned, Enrolled or Waitlisted for the semester.
9. Click the **Register Now** button to mass register for all planned sections.
10. To register for individual sections, click the **Calendar** icon.

11. The calendar view displays the student's schedule in a weekly planner format. Sections can be added and dropped individually using the **Register** and/or **Drop** button in the left-hand pane for each course.

**Note:** When a course is dropped it will remain as planned (yellow) on the term (because it is part of the Progress program plan). See the **Academic Planning** section for information on deleting planned sections and courses.
Registering for Non-Program Requirements

1. From the **Course Catalog** tab, type a subject in the “Search for a course subject” box or scroll through the provided subject listing. A course catalog search would be used to register a student who needs a developmental course such as ENG-095 College Reading or a student who is interested in a business elective course such as BMT-200 Business Plan Writing Seminar.

2. Double-click on the subject of interest to open a list of all matching courses.
3. Click the **View Available Sections** orange bar for the appropriate course number to view section offerings.

4. Utilize the **Filter Results** on the left to search for sections by specific days of the week, time of day, instructors or instruction type.

5. Once a section has been identified, click the **Add Section to Schedule** button.

6. The **Section Details** screen will appear for confirmation. Click the **Add Section to Schedule** button.
7. A notification will appear at the top right-hand corner of the screen indicating the course has been planned.

8. Click on the Course Plan tab to view the courses and/or sections that the student has Planned, Enrolled or Waitlisted for the semester.
9. Click the Register Now button to mass register for all planned sections.
10. To register for individual sections, click the Calendar icon.

11. The calendar view displays the student's schedule in a weekly planner format. Sections can be added and dropped individually using the Register and/or Drop button in the left-hand pane.

**Note:** When a course is dropped it will remain as planned (yellow) on the term (because it is part of the Progress program plan). See the Academic Planning section for information on deleting planned sections and courses.
12. The ability to mass register is still available in the calendar view by clicking the **Register Now** button in the top right-hand corner. Registered courses will display in green. Online courses will display at the bottom of the window because they are not time specific.

The **Course Plan** tab list view provides the best copy of a student schedule from the advisor prospective. The student should access their myWorWic portal to print the schedule and bill statement.
You must click on the Register button under the planned course section to be officially enrolled in the course. In this case, the student has a hold on his account (see the Register Office hold note on a previous page). Until a student contacts the Registrar and resolves the issue, the course selected is only planned. A student cannot register until the hold is lifted.
Finally, to monitor your planning and registration for courses, you must click the arrows at the top left of the page (to the left of the semester) to go back to a previous semester or advance to a new semester.
The **Advising tab** under Plan and Schedule lists your advisor (s) name and allows you to click on the underlined name to send an email asking your advisor a question or requesting a review. The **Compose a Note** box is for the advisor to record an evaluation of the plan or comment on the communication with the student. The **Note History** includes comments written by the advisee and the advisor and is a way to track the communication regarding the planning and registration for courses in your program.