

WebAdvisor for Students Instructions

Useful Tips

- Use the menu button (upper and lower right area of screen) to navigate
- When selecting items, SINGLE CLICK only
- If you are idle too long, the system will log you off, and you will need to log in again
- WebAdvisor provides an FAQ button (upper right area of screen) for general information about WebAdvisor

To Access WebAdvisor

1. From the 'Current Students' page on the Hartwick College web site, click the link for WebAdvisor (under Technology). This will take you to the WebAdvisor welcome page. This page contains information about system availability, and a link for WebAdvisor Main Menu and for WebAdvisor instructions.
2. Click the WebAdvisor Main Menu link on the welcome page.
3. Click the Log In button (upper right area of screen).
4. Enter your username (in lower case). This should match your Hartwick network username.
5. Enter your password and click submit.

Note: At first log in, you will use a pin# for your password, which you will receive in an e-mail to your Hartwick College account. At first log in, you will be required to set a new password which replaces the pin #.

If you have trouble logging in to WebAdvisor, you might try the links at the bottom of the log in page, or contact the Technology Services Center (x-4357) for assistance.

6. Once you are logged in, click the link for "WebAdvisor for Students"

Logging Out of WebAdvisor

1. To leave WebAdvisor, click the Log Out button (upper right area of screen)
2. The system will process your request and return a confirmation that "you are now completely logged out of WebAdvisor".
3. It is now safe to close the browser window.

WebAdvisor for Students

The following links are available in WebAdvisor for Students

User Account

I'm new to WebAdvisor

Your username in WebAdvisor should match your Hartwick College network username. You should not need to use this link since your pin number will automatically be e-mailed to your Hartwick College e-mail account. Please check your e-mail for the pin information needed to access your WebAdvisor account. Follow the *To Access WebAdvisor* instructions at the top of this document.

What's my user ID?

If you have forgotten your WebAdvisor ID, you can use this link to check it. To determine your user ID:

1. Click the What's My User ID link
2. You must fill in your last name and either your social security number OR your Colleague ID, which is the same as your Hartwick College ID number.
3. Click Submit
4. Your user ID will be displayed.

What's my password?

This screen gives you three different options if you have forgotten your WebAdvisor password.

- Display your WebAdvisor password hint
- Reset your password. Following these links will cause a new temporary password to be e-mailed to your Hartwick College e-mail account.
- If you are completely new to WebAdvisor, please check your Hartwick College e-mail account for your personal pin number and follow the *To Access WebAdvisor* instructions at the top of this document.

Change password

1. Enter your WebAdvisor user name
2. Enter your new password in two places, as requested. The new password must be 6-9 characters in length and contain both letters and numbers.
3. Click Submit.

Financial Aid

Financial aid status by year

Select the year you wish to review from the drop down list, and click submit to display a summary of your financial aid information for that year.

Financial aid status by term

Select the term you wish to review from the drop down list, and click submit to display a summary of your financial aid information for that term.

Financial aid award letter (Not available at this time)

Your financial aid award letter may be viewed from this link. Please note that we have based this offer upon the financial data provided in your recent request for aid, which is subject to verification and adjustment upon receipt of your actual income information.

Registration

Search for classes (you do not have to log in to do a search)

Select a term from the drop down list. If you set no additional criteria and click submit, you will see all courses available for that term. Setting additional criteria such as subject, time of day, or instructor will limit your search results.

Academic Profile

Grades

Click the checkbox for a term and click submit to see your grades for a particular term. Term grades will be available for viewing after they have been submitted by the faculty for the current term and verified by the Registrar's Office.

Grade point average by term

Click the checkbox for a term and click submit to view your GPA for that term.

Transcript

The transcript link gives you a list of courses, grades and credits earned for coursework completed at or transferred to Hartwick College. This is not an official transcript.

Program evaluation (Degree Audit)

Allows you to view a degree audit for your current program, or view a what-if scenario if you changed majors. Either select the checkbox for your current program, or select from the list of majors in the drop-down menu and click submit. You will also need to check your catalog year, which is usually the year you matriculated.

Test summary

If you opted to submit SAT or other test scores to Hartwick College, those scores can be viewed from this link.

My class schedule

Select the term from the drop down menu and click submit to view your schedule for that term, which includes meeting dates and times, and instructor information. Only an official schedule from the Registrar's Office may be used to pick up books at the campus Textbook Store.

- Pass/Aud column denotes courses offered as audit or passed/not passed. No grades are shown on this screen.
- Refer to the printed schedule obtained from the Registrar's Office for accurate course start and end dates.

My profile

This link will display campus contact info the College has for you including address, phone and e-mail contact info, advisor name(s) and degree program.