

**OFFICE OF
THE REGISTRAR**



x-3477



Fax:
732-263-5141

For security purposes,
all e-mail must be sent from
your Monmouth University
e-mail account to
regol@monmouth.edu.

Students are instructed to send e-mail to
registrar@monmouth.edu.



ALIAS FOR

Mail

CLASS E-

A class alias is created each semester,
using the semester, then an underscore,
followed by the complete code (i.e.,
17fa_en10151@monmouth.edu).
This class alias may be used to e-mail
all students registered for a class.

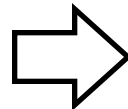
HELPDESK

732-923-4357 (x- help)
(Mon-Fri 8:15 am to 9:00 pm)
helpdesk@monmouth.edu
Classroom Emergency
X-2000

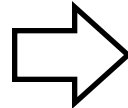
**ACCESSING
MONMOUTH UNIVERSITY'S
WEBADVISOR FOR
FACULTY**



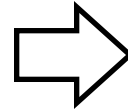
my.monmouth.edu



LOGIN



WEBADVISOR



WEBADVISOR FOR
FACULTY



**FORGET
YOUR
PASSWORD?**
Contact the Provost's Office
at 732-571-3405



**MONMOUTH
UNIVERSITY**

**WEBADVISOR
For Faculty
Reference
Guide**

2017-2018

WebAdvisor

Monmouth University provides faculty with "WebAdvisor" accessible through the myMU portal:

my.monmouth.edu

The Webadvisor for Faculty Menu provides valuable links to information.

Online HELP screens are available for each page.

Advisee Information

Dropdown menus are provided for each student appearing on either your advisee or the departmental list. Menu selections include:

- › Transcript
- › Student Schedule
- › Academic Audit
- › Test Summary
- › Register *
- › Remove from Waitlist
- › View Student Profile
- › Switch & Comments
- › Registration Information
- › Course Prerequisites
- › View Grades

* Only for students who have ability to self-register on the WEB. Shown as RGN1—Search and Select Classes and RGN2—Register/Remove Selected Courses.

•Current Advisees

All currently enrolled students assigned as your advisees in an alphabetical listing.

•Departmental Advisees

Students advised by your dept. You need the Student ID Number or their Social Security Number (SSN) to access their records.

•Access Student Records

All students, current and former, accessible by Student ID Number or SSN.

•WEBregistration Group Approval

To activate or disable all advisees at one time.

•Advisee Summary Listing

Historical record of advisees by term.

- University Online Catalogs

Undergraduate/Graduate Catalog

- Course Descriptions
- Curriculum Charts
- Undergraduate Sequence Charts
- Class Roster (with and without photos)

Semester Information

- Verify Class Roster (with & without photos)

- › Students are not permitted to attend classes for which they are not registered.
- › Automatic e-mail confirmations will be sent to the instructor submitting the course roster verification and to the Office of the Registrar.

- Class Schedule
- Final Exam Schedule/Lookup
- Sections Offered by Term
- Registration Information

Grading Information

Grades are entered through WebAdvisor. Specific instructions are provided to faculty each term via e-mail and interoffice mail. These instructions include authorized grades, submission guidelines, and due dates. All instructions are also posted under "HELP" on the grading screen.

Important: There is a 15 minute "time-out" which logs you off the system, be sure to click "SUBMIT" frequently when entering grades.

WebAdvisor Grading (Ellucian) will automatically e-mail grade receipt confirmation to your Monmouth University e-mail account listing the course and posted grades.

IF NO GRADES ARE LISTED, NONE WERE RECEIVED. Should a blank e-mail confirmation be received, immediately resubmit all grades should this occur.

Other

- Etrieve Content
- Advisor Initiated Etrieve Central Forms
- Registrar's Online Forms
- Academic Calendars
- How to Read an Academic Audit

**Online
HELP
is available on
each screen.**