

Champlain College Student Ed Plan:
Student Directions
Updated September 26, 2011

Need information about what courses to register for?

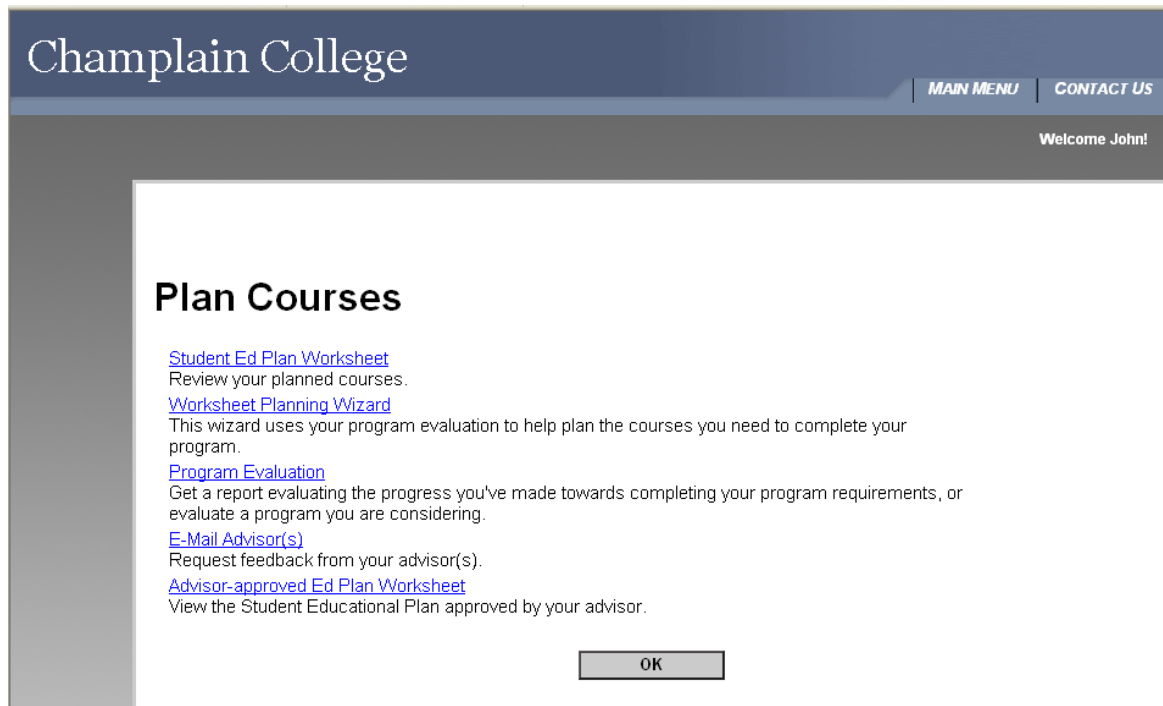
You may review your catalog requirements by logging into WebAdvisor, click on Students, and then click on the link at the top titled:

BS, AS, and Certificate Curriculum (Catalog Years 2005 to present)

- a. Find your catalog year and major
- b. Print the curriculum
- c. Go to WebAdvisor to Student Ed Plan Worksheet
- d. Follow directions to plan your courses
- e. Make sure your faculty advisor approves your Ed Plan
- f. Please Note: Approval of Ed Plan is NOT the same as registering for sections
- g. Once your Ed Plan is approved you must then “choose” your sections to register

PART I : ADDING A COURSE TO YOUR EDUCATION PLAN/WORKSHEET

1. Go to my.champlain.edu and click “Launch WebAdvisor”.
2. From the WebAdvisor main menu select “Students.”
3. Select “Student Registration.”
4. Select “Course Planning.” The following screen should now be displayed.



- Select "Worksheet Planning Wizard" to creating your Student Education Plan for the first time.
- You will now see a screen titled "Program Confirmation." If this accurately shows your current program of study, click Submit. If the program shown is incorrect, contact the Advising and Registration Center to change your major.

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Planning Home | Planning FAQ

CURRENT STUDENTS Welcome John!

Program Confirmation

First, please confirm the program for which you are planning:
Accounting-BS.....Catalog: 2007-2008 Catalog

Is this correct?

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WebAdvisor 3.0
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- You will now be on a screen titled "Choose a Requirement." Here you need to select a requirement. These are the different groups of classes that are found on your Program Evaluation. Pick the one from which you would like to select a class.

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Choose a Requirement

Step 1: Choose one of the requirements listed below.

Accounting-BS (2007-2008 Catalog)

Program Status: In Progress

Select ONE	Requirement	Exception	Status	Need to Plan
<input type="checkbox"/>	Core Requirements		Not Started	Yes
<input type="checkbox"/>	Accounting Major Requirements		Planning	Yes
<input type="checkbox"/>	General Elective Requirement		Pending	

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8. You are now prompted to choose a component. These are the various 'sub-categories' of the requirement you picked. Select one component and click Submit.

Choose a Component

Step 2: Choose one of the components listed below.

Applied Psychology-BS (2007-2008 Catalog) --> Requirements for Applied Psychology

What is Required

COMPLETE PSY-100 COM-110 PSY-110 PSY-150 MGT-210 PSY-140
PSY-301 PSY-302 PSY-290 PSY-410 PSY-450 CAP-113;
COMPLETE MTH-120 OR MTH-220
COMPLETE PSY-120, PSY-131, PSY-135, OR PSY-165
Complete one laboratory science course.
Complete COM-350 or a Communication elective.
Complete COM-330 or a Communication elective.
Complete COM-270 or a Communication elective.
Complete one Literature Elective.
Complete MGT-260, MGT-280 or a Business elective.
Complete MGT-330 or a Business elective.
Complete MGT-331 or a Business elective.
Complete two Psychology Electives.

Select ONE	Component	Exception	Status	Need to Plan
<input type="checkbox"/>	Group 1: COMPLETE THE FOLLOWING COURSES		Not Started	Yes
<input checked="" type="checkbox"/>	Group 2: COMPLETE MTH-120 OR MTH-220		Not Started	Yes
<input type="checkbox"/>	Group 3: COMPLETE PSY-120, PSY-131, PSY-135 OR PSY-165		Not Started	Yes
<input type="checkbox"/>	Group 4: COMPLETE ONE LABORATORY SCIENCE COURSE		Not Started	Yes
<input type="checkbox"/>	Group 5: COMPLETE COM-350 OR A COMMUNICATION ELECTIVE		Not Started	Yes

9. The 'Select Courses' screen will now open. On this screen you are presented with the courses that fulfill the requirement/component you selected on the previous screen. Check the box on the left side and

select the term in which you would like to take a specific course.

Select Courses

Step 3: Select the courses to add to your worksheet.

Applied Psychology-BS (2007-2008 Catalog) ----> Requirements for Applied Psychology ----> Group 2

[What is Required/Added](#)

Still to plan

Narrow my search

Select	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input checked="" type="checkbox"/>	2007 Fall Semester	MTH-120 College Algebra	Math & Science	3.00		Undergraduate				
<input type="checkbox"/>		MTH-220 Algebra & Trigonometry (has prerequisites)	Math & Science	3.00		Undergraduate				

10. You are now viewing your Course Planning/Ed Plan Worksheet. You will see the course you selected and the terms you plan to take the course.

Course Planning Worksheet

[Course Planning Wizard](#) [Catalog Search and Add](#) [Modify](#) [Register](#)

These are PLANNED courses for which you have NOT registered.

Applied Psychology-BS.....Catalog: 2007-2008 Catalog

MTH-120 College Algebra has been added to your worksheet.

Planned Term	Course Name and Title	Credits	CEUs	Added By
2007 Fall Semester	MTH-120 College Algebra	3.00		Student

Private Worksheet Notes

Public Worksheet Notes

[Course Planning Wizard](#) [Catalog Search and Add](#) [Modify](#) [Register](#)

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11. If you have additional course choices to make, click “Course Planning Wizard” in the top right of the screen to start the Wizard again, so you can add more courses to your Course Planning Worksheet. Continue with this process until your Course Planning Worksheet/Ed Plan is complete.

12. If you have completed less than 30 credits (First-Year Student), newly Incoming Fall Semester student, are specified by your Division, OR are on academic probation, contact your faculty advisor to let them know you have created your Ed Plan. Your faculty advisor will review your course choices. Some advisors will ask you to meet with them to review the Ed Plan together. Until your faculty advisor approves your course choices, you will not be able to register.

Note: we recommend you place “extra” courses on your Ed Plan for your faculty advisor to approve. Doing so will enable you to quickly select a second choice course, if your first choices are full.

If you need more information on what courses to register for you may review your catalog requirements by logging into WebAdvisor, click on Students, and click on the link at the top title:

“BS, AS, and Certificate Curriculum (Catalog Years 2005 to present)

- Find your catalog year and major
- Print the curriculum

PART 2: PREPARING FOR REGISTRATION

Please note: Students who have completed less than 30 credits (First-Year Student); newly Incoming Fall Semester student, are specified by their Division, or are on academic probation must obtain course approval from their faculty advisor before they are able to register. If you wish to view whether your advisor has approved a course you selected, locate the ‘Added By’ box. If the box contains the word ‘Advisor’ then they have approved the course. If it contains the word ‘Student’ then it has not yet been approved. See below:

1. To register for courses, click the “Register” link in the upper right corner.

Course Planning Worksheet

[Course Planning Wizard](#) | [Catalog Search and Add](#) | [Modify](#) | [Register](#)

These are PLANNED courses for which you have NOT registered.

Accounting-BS.....Catalog: 2007-2008 Catalog

Planned Term	Course Name and Title	Credits	CEUs	Added By
2008 Spring Semester	SCI-115 Human Biology, Introduction to	4.00		Student (Advisor approved)
2008 Spring Semester	ECN-205 Microeconomics	3.00		Student (Advisor approved)
2008 Spring Semester	ART-120 Art History	3.00		Advisor
2008 Spring Semester	ACC-130 Financial Accounting	3.00		Student
2008 Spring Semester	LAW-140 Business Law I	3.00		Student (Advisor approved)
2008 Spring Semester	MKT-110 Marketing	3.00		Student (Advisor approved)
2008 Spring Semester	MTH-120 College Algebra	3.00		Student
2008 Spring Semester	ACC-140 Managerial Accounting (has prerequisites)	3.00		Student (Advisor approved)
2008 Summer Semester	ECN-210 Macroeconomics	3.00		Student (Advisor approved)

2. You will be asked to select the course for which you want to register. Check the class and click 'Submit'.

Register from My Worksheet

[Course Planning Wizard](#) | [Catalog Search and Add](#) | [Modify](#) | [E-mail Advisor\(s\)](#)

These are PLANNED courses for which you have NOT registered.

Accounting-BS.....Catalog: 2007-2008 Catalog

First, choose courses. After you click Submit, you can choose sections of these courses and register.

Find Sections	Planned Term	Course Name and Title	Credits	CEUs	Added By
<input type="checkbox"/>	2008 Spring Semester	SCI-115 Human Biology, Introduction to	4.00		Student (Advisor approved)
<input type="checkbox"/>	2008 Spring Semester	ECN-205 Microeconomics	3.00		Student (Advisor approved)
<input type="checkbox"/>	2008 Spring Semester	ART-120 Art History	3.00		Advisor
<input type="checkbox"/>	2008 Spring Semester	ACC-130 Financial Accounting	3.00		Student
<input type="checkbox"/>	2008 Spring Semester	LAW-140 Business Law I	3.00		Student (Advisor approved)
<input type="checkbox"/>	2008 Spring Semester	MKT-110 Marketing	3.00		Student (Advisor approved)

3. You will now see a list of sections for each of the courses you selected on the last screen. Review the day and time information to find the section that best meets your needs. Please pay attention to the available/capacity column to ensure you are selecting a section which still has seats.

4. Put a check in the left column to select the section of your choice. Click submit at the bottom of the page.

(If you would like to select from only a specific group of sections, check "Narrow my search" and you will be presented with the Search for Sections screen.)

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Co-requisite classes that do not meet your selection criteria may be displayed.

Welcome John!

Section Selection Results

Narrow my search

Re-sort my results Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	2008 Spring Semester	Open	SCL-115-01 (5424) Human Biology, Introduction to		01/07/2008-04/18/2008 Standard Monday 12:30PM - 01:45PM, Joyce Hall, Room 212 (more)...	R. Flynn	15 / 16	4.00	
<input type="checkbox"/>	2008 Spring Semester	Open	SCL-115L-01 (5425) Human Biology Lab		01/07/2008-04/18/2008 Lab Monday 10:00AM - 12:00PM, Freeman Hall, Room 105	R. Flynn	15 / 016	0.00	

SUBMIT

My Schedule

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5. You will now see a screen titled “Register and Drop Sections”. The section(s) you have just selected will be displayed under ‘Preferred Sections’. Often students refer to this as their “shopping cart”.

You can complete all of the above steps PRIOR to your registration window opening! This will get you 99% of the way through the process before your official time to register begins.

PART 3: REGISTRATION

Assuming you have completed all of the previous steps ... when your registration window opens follow these final steps to register for the sections of your choice.

1. Log into my.champlain.edu
2. Launch WebAdvisor
3. From the Main Menu select “Students”
4. Select “Student Registration”
5. Select “Register for Previously Selected Sections” – this takes you back to your Preferred Sections/Shopping Cart (see below).

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS

Welcome John!

Register and Drop Sections

****Please Note**** You cannot use the "Register" or "Remove from List" options until your registration window opens. At that time, please remember to mark any courses you do not wish to take with "Remove from List", and any you wish to take with "Register".

Name John G. Public

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="text" value=""/>	2008 Spring Semester	ART-110-01 (5616) Drawing, Introductory		01/08/2008-04/18/2008 Standard Tuesday, Friday 09:30AM - 10:45AM, Hauke Center, Room 209	To be Announced	20 / 020	3.00	
<input type="text" value=""/>	2008 Spring Semester	MTH-120-01 (5310) College Algebra		01/07/2008-04/18/2008 Standard Monday 02:00PM - 03:15PM, Joyce Hall, Room 211 (more)...	C. Gordon	30 / 030	3.00	
<input type="text" value=""/>	2008	SCI-115-01		01/07/2008-	R. Flynn	15 / 16	4.00	

6. Select "Register" in the top Action box, if you wish to register for ALL of your previously selected sections OR select "Register" on the left column if you wish to register for specific sections on your list.

7. Click Submit.

8. The Registration Results screen will now show. Be sure to read the messages in the upper left corner to determine if your registration has been successful!

9. To check that your schedule is as you anticipated, go back to the Student Menu and select "My Class Schedule" and review your next semester schedule.

Thank you.