

# A Guide to Academic Advising and Online Registration—Advisors

## 1 Logging in

### Welcome to the Faculty Portal

Faculty Portal Web Address:  
<https://camsap.marian.edu/efaculty>

Use your CAMS login and password to log into your faculty portal account



Please enter your Username, Password, and select the Term you wish to view.

Faculty Portal

Username \*

Password \*

Term

[Forgot Username/Password?](#)

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<b>Andrew Hohman</b> Current term: SP-SEMEST-09 (change) <a href="#">Edit Address</a>   <a href="#">Change Password</a>   <a href="#">Logout</a>
<b>Faculty Portal</b>
Home My Students
<b>Registration</b>
Course Offering Course Master Stop Registration Registration
<b>Academic</b>
Class Roster Directory Email Students Faculty Contact
<b>Course Management</b>
My Courses

#### Faculty Portal News



**Traditional Students: The spring 2009 schedule of classes c**  
**Change the term to SP-SEMEST-09 and click on "Course Offering" in**  
**to access the spring 2009 schedule of classes and registration instr**  
**in the Registrar's Office beginning Wednesday, October 15.**

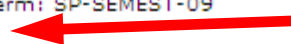
Traditional Students: **Foreign language placement testing will be held**  
**complete foreign language placement testing in French, German, or**  
**Hall 104.**

**Tip:** Do not use the back arrow button, the system gets confused.



## 2 Academic Advising

Students are required to meet with their academic advisor before registering for classes for the next semester. To make sure students meet with their academic advisor, an 'advisor hold' will be placed on the student record. This hold can only be removed by the advisor.

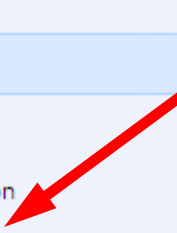
Current term: SP-SEMEST-09  
(change) 

[Edit Address](#) | [Change Password](#) | [Logout](#)

**Faculty Portal**

[Home](#)  
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**Registration**

[Course Offering](#)  
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[Registration](#)

Change the term to the FUTURE TERM FOR WHICH THE STUDENT WILL BE REGISTERING ONLINE (e.g. SP-SEMEST-12).

Then click "stop registration." This will bring up a list of your advisees for the last few semesters. There should be a checkbox by the names of currently enrolled students.

Stop OnLine Registration	Student Name
<input checked="" type="checkbox"/>	Assink, Gabrielle J
<input checked="" type="checkbox"/>	Boer, Bonnie L
<input checked="" type="checkbox"/>	Boeve, Tyson S
<input checked="" type="checkbox"/>	Bozzi, Lauren H
<input checked="" type="checkbox"/>	Bykerk, Kristina J
<input checked="" type="checkbox"/>	Carter, Melisa A
<input checked="" type="checkbox"/>	Dillon, Danielle L
<input checked="" type="checkbox"/>	Fugger, Michelle L
<input checked="" type="checkbox"/>	Hossink, Kathleen M
<input checked="" type="checkbox"/>	Hummel, Meaghan A
<input checked="" type="checkbox"/>	Hunter, Emily M
<input checked="" type="checkbox"/>	Loerop, Annelise M
<input checked="" type="checkbox"/>	Losacco, Dana R
<input checked="" type="checkbox"/>	McIntyre, Jill S
<input checked="" type="checkbox"/>	Pizza, Leah M
<input checked="" type="checkbox"/>	Plowman, Amanda J
<input checked="" type="checkbox"/>	Post, Larissa J
<input checked="" type="checkbox"/>	Rediger, Kathryn A
<input checked="" type="checkbox"/>	Slenk, Amber L
<input checked="" type="checkbox"/>	Swenson, Danielle M

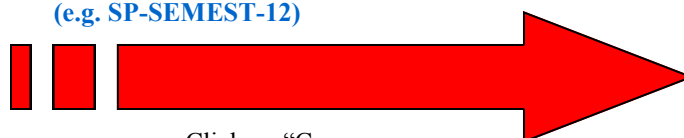
Also, you may wish to bring up your advisee's unofficial transcripts, schedule, or grade report. The transcript will include transfer courses. To access these documents click on "My Students" then click "select" next to the name of your student then select which document you would like to see. Copies of transfer credit evaluations are available from the registrar's office, if you or your student need another copy.

**Note:** If a student has two advisors listed in CAMS, the students name will appear in both advisors advisee lists. **Both advisors will need to release the hold to allow the student to register online.**

## 3 Course Information

The student should access the schedule of classes online or through their student portal and complete the schedule planning form before the academic advising appointment. However, during your advising meeting you may access the course schedule through one of two ways: 1) online PDF on the Academics page (under Class Schedule) or 2) through the faculty portal. This details how to access the course offering through the faculty portal.


**NOTE: Double-check that you have selected the correct term (e.g. SP-SEMEST-12)**



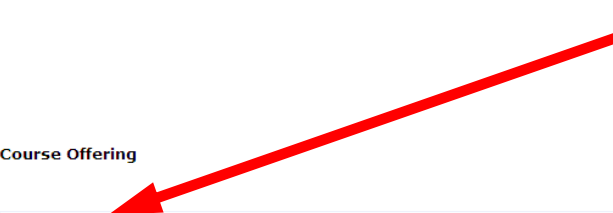
Click on "Course Offering."

**Registration**

[Course Offering](#)  
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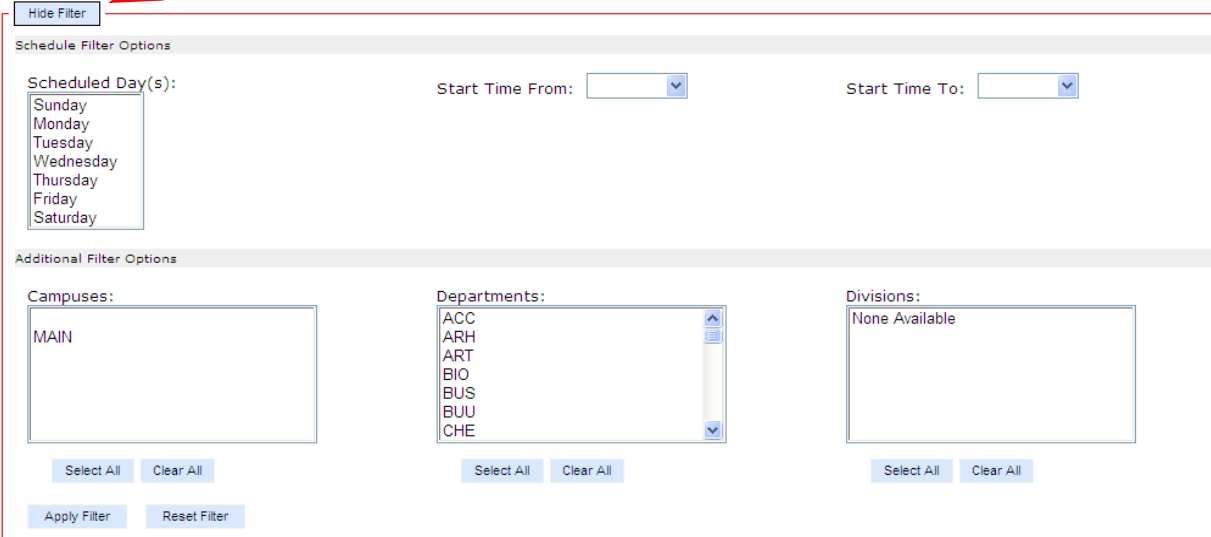
Select "Show Filter" to apply filter criteria. Hit "apply filter" to display courses.



Select "Hide Filter" to search page by page.

**Note:** If you want to see course information for multiple departments, hold "CTRL" key and click on the departments, then click "apply filter."

**Course Offering**



The schedule planning form is a contract between advisor and student. In the end, the student will have sole responsibility for what they decide to register for. It is recommended that the advisor keep a copy of the signed schedule planning form in the advising file as a record of the advising appointment.

Students will be allowed to add/drop via the student portal after they register for courses. Students will have until 8 am on the Friday before the start of each semester to finalize their schedules through their portals. No further changes can take place that Friday, as the Office of the Registrar will be closed to make final preparations for the semester. Students can continue to drop/add during the first week of classes by filling out the drop/add paperwork located in the Registrar's Office. Signatures of instructors and advisors will be required at this point to drop and/or add courses.

## 4 After academic advising

After academic advising is finished, you will need to remove the hold from the student's record so he/she can register for classes. To do this, click on the "stop registration" link to bring up your list of advisees. Uncheck the box next to the student's name. This will remove the hold. You may also double-click on the box next to 'select all' to uncheck ALL of your advisees (if they've all met with you). Note: Your advisee list in the portal may have names of students who have graduated or who are no longer here at Marian. Please cross-reference the advisor list that was given to you. However, monitor the advisor list in the portal for new advisee assignments.

**IMPORTANT! Make sure the term selected is the FUTURE TERM FOR WHICH THE STUDENT WILL BE REGISTERING ONLINE (i.e. SP-SEMEST-12). Change the term if you do not have that term selected.**



Registration
<a href="#">Course Offering</a>
<a href="#">Course Master</a>
<a href="#">Degree Information</a>
<a href="#">Stop Registration</a>
<a href="#">Registration</a>

**After advising**

- Click on the box next to student's name to remove advising hold.
- If you've met with all of your advisees, 'select all' can be used to remove the hold for all your advisees.

Select all:

Stop OnLine Registration	Student Name
<input checked="" type="checkbox"/>	Assink, Gabrielle J
<input checked="" type="checkbox"/>	Boer, Bonnie L
<input checked="" type="checkbox"/>	Boeve, Tyson S
<input checked="" type="checkbox"/>	Bozzi, Lauren H
<input checked="" type="checkbox"/>	Bykerk, Kristina J
<input checked="" type="checkbox"/>	Carter, Melisa A
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<input checked="" type="checkbox"/>	Slenk, Amber L
<input checked="" type="checkbox"/>	Swenson, Danielle M

After registration, If you would like to see schedules for any of your advisees, click on "My Students", "select" a student, and click on "Schedule".

- Select List:
- Select
  - Select
  - Select
  - Select
  - Select
  - Select
  - Select
  - Select
  - Select
  - Select

**Faculty Portal**

- Home
- My Students

**Registration**

- Course Offering
- Course Master
- Degree Information
- Stop Registration
- Registration

**My Students > Student Options**

**Student Actions**

- Transcript
- Schedule
- Grade Report

You can also click on "Transcript" or "Grade Report" for each of your advisees.

## 5 FAQ's

### **Q. I don't see any course information in the faculty portal**

A. Make sure the correct term is selected. The change term function is found by your name.

### **Q. One of my advisees is unable to come to campus for advising, what should I do?**

A. Try to follow the same process as outlined in this document. We suggest using email to plan out a schedule. If a student has internet access, he/she will still be able to register online at the appropriate time. If the student does not have internet access, you can register the student through the faculty portal after all students have been released to register by the Registrar's Office.

### **Q. How will registration work?**

A. All students will register online through the student portal. Any student who needs assistance using the online registration system can come to the Registrar's Office during posted business hours for help.

Students should be able to register for all their courses online except for:

- Auditing a course
- Pass/Fail option
- Taking an independent study/tutorial course (forms available in MH 110)
- Taking a Consortium for Urban Education (CUE) course (forms available in Registrar's Office)
- Cross-Registration in the MAP program (forms available in MH 110 and Registrar's Office)

Students will need to add the courses listed above in-person at the Registrar's Office.

B. Certain issues will require an "administrative override" in the Registrar's Office. Faculty should be aware of these issues and will be required to sign off when an override is necessary. Please sign on the schedule planning form in the "Authorized Override" box next to the course that requires an administrative override.

Possible "override" issues include:

- Pre-req override (signature of advisor required)
- Faculty Approval to take a particular course (signature of instructor required)
- Course time conflict override (signature of both instructors required)

Students will need to bring their signed schedule planning form to the Registrar's Office for an administrative override.

### **Q. How can we ensure that the student registers for the class I advise him/her to take?**

A. There isn't a way to ensure that students will take the courses you advise them to take, even with in-person registration. We've developed a scheduling planning form that you and the student will fill out to act as a "contract" of the courses you suggested your advisee takes... after all, it is advice. The forms will be carbon copied so that each of you have a copy of what was suggested as appropriate courses to take.

B. The schedule planning form includes a section where you can write out approved alternative courses for the student to register for if the students' preferred courses are closed or waitlisted. This is another way for you to provide "advice" if courses are unavailable at the time the student is registering.

### **Q. Will students be able to add/drop courses without an advisor's signature?**

A. We plan to allow students to add/drop courses online until 8 a.m. on the Friday before the semester begins. However, once a semester begins, students will need to fill out an add/drop form, which will require both instructor and advisor's signature, for course changes. Students will have the first week of classes to make schedule changes.

# 6 Questions?

## **We're Happy to Help!**

For registration assistance, feel free to contact a member of the Registrar's Office:

- Chad Zwart, Administrative Assistant: 317.955.6055; czwart@marian.edu
- Mariah Mueller, Assistant Registrar: 317.955.6052; mmueller@marian.edu
- Maryann Bonner, Sr. Assistant Registrar: 317.955.6063; mbonner@marian.edu
- Jennifer Schwartz, Associate Registrar: 317.955.6056; jschwartz@marian.edu
- Jack Hill, Registrar: 317.955.6051; jahill@marian.edu

Marian Hall, room 104; Monday –Thursday 8am-5:30pm, Friday 9am-4:30pm