

# OUR LADY OF THE LAKE COLLEGE

*Franciscan Missionaries of  
Our Lady Health System*

**On-Line Advising & Registration**

**For Students**

***February, 2009***

## On-line Advising

There are two possibilities for students to seek advising:

- **In-Person Advising:** Students may come to meet with an advisor. In this case, your advisor can build your plan on-line with you.
- **Student E-mails Advisor:** Students have the ability to propose an advising plan on-line and notify their advisor. In this case, you can e-mail your advisor and have them approve your plan on-line.

On-line advising is at the Course level (not section). Students will have the ability to choose which sections of the approved courses they would like to take.

A student will not be able to register for any courses that are not on their approved advising plan.

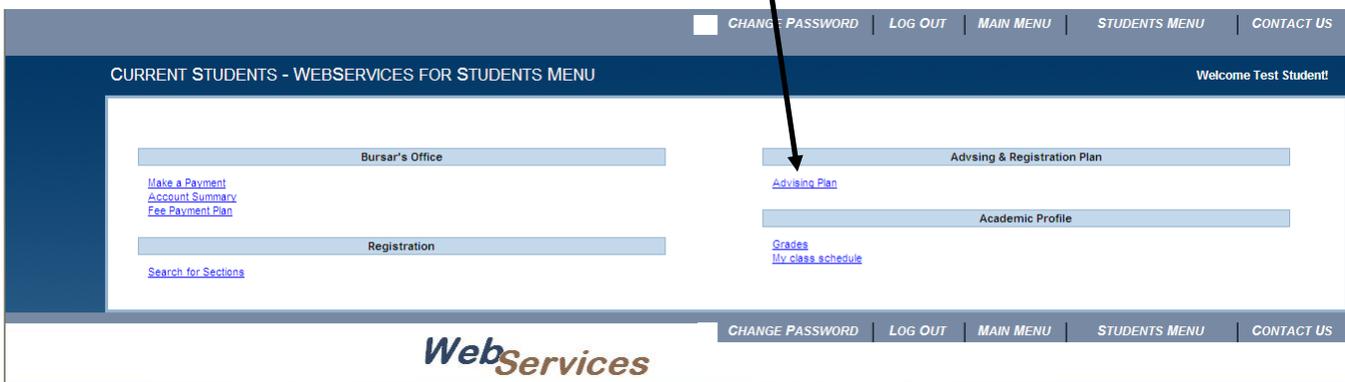
# CREATE A PLAN

If you go meet with your advisor, your advisor can build your plan with you on-line. Be sure to bring your Student ID or SSN to this meeting. Once you and your advisor have completed your advising plan, you can now register on-line. Please refer to the Register portion of this document to register for your classes.

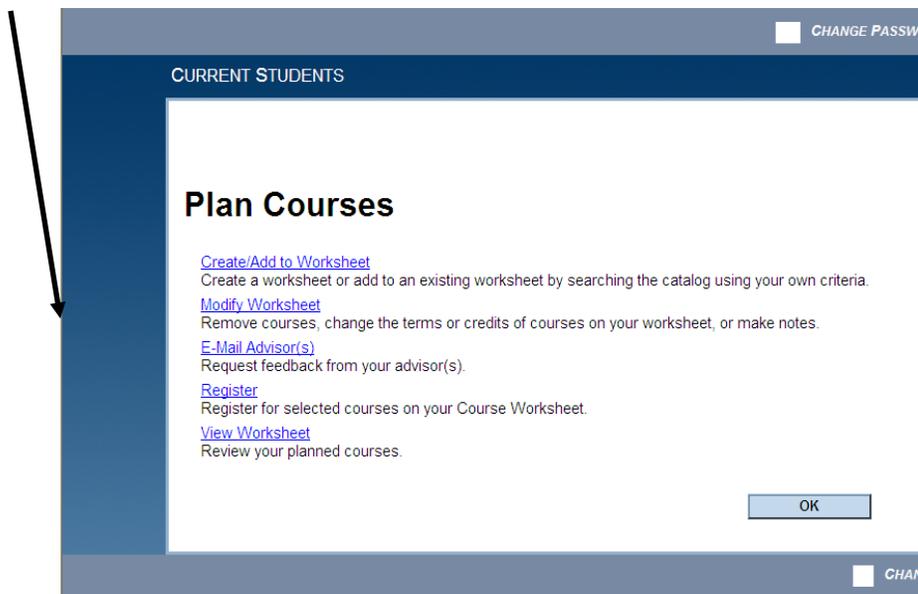
## **Build your own Plan**

You also have the ability to create your own advising plan through WebServices. Please keep in mind that your advisor must approve your plan before you can register.

To build your plan, go to the Advising Plan link on WebServices



This will display the Plan Courses Checklist, seen below. First, you create your plan; choose "Create/Add to Worksheet". This will allow you to begin creating your advising plan on-line.



Hit OK to continue.

You need to confirm that your academic program and catalog are correct on the system. If they are not OK, please contact the Registrar's Office immediately. If it's OK, hit **SUBMIT** and continue.

You can now start planning your courses. Choose subjects or subject and course number combinations to build your plan. When you've made your initial choices, hit **SUBMIT** to get a list of courses to choose from.

Based on your choices, you will receive a list of courses from the catalog to choose from. You can use these courses to build your advising plan. Check the box next to the course, and choose a planning term to make your selection. These courses will be added to your plan. Hit **SUBMIT** to continue.

Please select the courses you would like to add to your worksheet

Select Course (s)	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type
<input checked="" type="checkbox"/>	2009 Spring	<a href="#">CHEM-1310 Introduction to Chemistry</a>	Sciences	3.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-1315 Fundamentals of Chemistry I (has requisites)</a>	Sciences	3.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-1315L Fundamentals of Chem I Lab (has corequisites)</a>	Sciences	1.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-1316 Fundamentals of Chem II (has requisites)</a>	Sciences	3.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-1316L Fundamentals of Chem II Lab (has requisites)</a>	Sciences	1.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-1XXX Course Credit</a>	Sciences	0.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-2210 Analytical Chemistry (has requisites)</a>	Sciences	2.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-2210L Analytical Chemistry Laborato (has requisites)</a>	Sciences	2.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-2310 General Organic Chemistry I (has requisites)</a>	Sciences	3.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-2310L General Organic Chem I Lab (has prerequisites)</a>	Sciences	1.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-2311 General Organic Chemistry II (has requisites)</a>	Sciences	3.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-2311L General Organic Chem II Lab (has requisites)</a>	Sciences	1.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-2XXX Course Credit</a>	Sciences	0.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-3310 Biochemistry (has prerequisites)</a>	Sciences	3.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-3XXX Course Credit</a>	Sciences	0.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-4410 Toxicology (has prerequisites)</a>	Sciences	4.00		Undergraduate		
<input type="checkbox"/>		<a href="#">CHEM-4XXX Course Credit</a>	Sciences	0.00		Undergraduate		
<input checked="" type="checkbox"/>	2009 Spring 2009FALL	<a href="#">ENGL-1310 English I</a>	Liberal Arts	3.00		Undergraduate		

**SUBMIT**

Done

You will now see the Course Planning Worksheet. This shows you the courses you have planned.

CHEM-1310 Introduction to Chemistry; ENGL-1310 English I has been added to your worksheet.

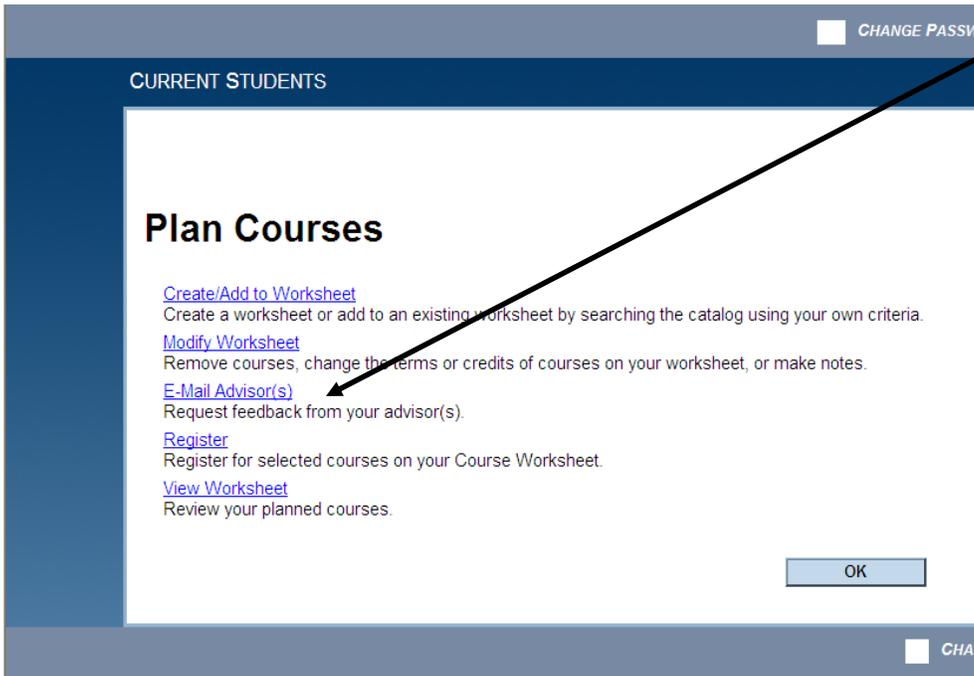
Planned Term	Course Name and Title	Credits	CEUs	Added By
2009 Spring	<a href="#">CHEM-1310 Introduction to Chemistry</a>	3.00		Student
2009 Spring	<a href="#">ENGL-1310 English I</a>	3.00		Student

Any previously planned work will also display here. If your advisor has added courses to your plan, they will show here and indicate they were added by your advisor.

Now, you need to e-mail your advisor to get your advising plan approved. You can also go meet with your advisor in person.

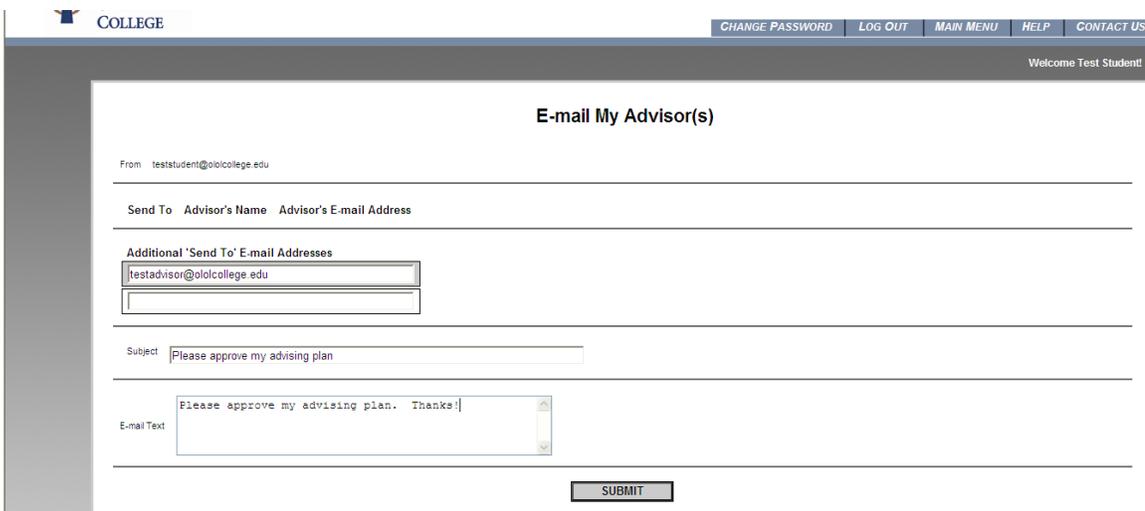
# E-MAIL ADVISOR

By returning to the Advising Plan page, you have the option to e-mail your advisor.



The screenshot shows a web interface with a dark blue header and sidebar. The main content area is white and titled "Plan Courses". It contains several links: "Create/Add to Worksheet", "Modify Worksheet", "E-Mail Advisor(s)", "Register", and "View Worksheet". An arrow points from the "E-Mail Advisor(s)" link to the right. At the bottom right of the content area is an "OK" button. The top right and bottom right of the page have "CHANGE PASSWORD" links.

Your advisor's name and e-mail address will automatically appear on this form. You can also include additional e-mail addresses here (including your own). Please include a subject and any other information you want to include. Hit **SUBMIT** to send the e-mail.



The screenshot shows the "E-mail My Advisor(s)" form. It has a header with "COLLEGE" and navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "HELP", and "CONTACT US". The form fields are: "From: teststudent@ololcollege.edu", "Send To" (with columns for "Advisor's Name" and "Advisor's E-mail Address"), "Additional 'Send To' E-mail Addresses" (with a text input field containing "testadvisor@ololcollege.edu"), "Subject" (with a text input field containing "Please approve my advising plan"), and "E-mail Text" (with a text area containing "Please approve my advising plan. Thanks!"). A "SUBMIT" button is at the bottom.

When your plan has been approved, you will receive an e-mail from your advisor letting you know. You should then be able to proceed to registration.

# MODIFY PLAN

While planning, you may decide that you don't want to include a course on your plan. You can use the Modify Plan link from the Advising page to delete these courses from your plan. Check the REMOVE box next to the course you want to delete and hit **SUBMIT** to delete the course.

Additionally, this will allow you to change the planned TERM you want to take the course. Simply use the Planned Term drop-down to change the term and hit **SUBMIT** to change the Planned Term.

CHANGE PAS

### Modify My Course Worksheet

These are PLANNED courses for which you have NOT registered.

Associate of Science in Arts and Sciences.....Catalog: 08FA-09SU

Remove	Planned Term	Course Name and Title	Credits	CEUs	Added By
<input checked="" type="checkbox"/>	2009 Spring	<a href="#">CHEM-1310 Introduction to Chemistry</a>	3.00		Student
<input type="checkbox"/>	2009 Spring	<a href="#">ENGL-1310 English I</a>	3.00		Student

[Add New Private Worksheet Notes](#)   [Existing Private Worksheet Notes](#)

[Add New Public Worksheet Notes](#)   [Existing Public Worksheet Notes](#)

SUBMIT

If your plan has already been approved by your advisor, your advisor will need to delete or change your plan. You can make these requests via e-mail or in-person.

# VIEW PLAN

You can view your current advising plan at any time by accessing the View Plan link on the Advising page in WebServices. You will be shown a current advising plan with indicators (in the Added By field) that let you know your plan is approved. Any course added or approved by your advisor is eligible for registration.

Course Planning Worksheet

These are PLANNED courses for which you have NOT registered.

Associate of Science in Arts and Sciences.....Catalog: 09FA-090U

Planned Term	Course Name and Title	Credits	CEUs	Added By
2009 Spring	<a href="#">ENGL-1310 English I</a>	3.00		Student

Private Worksheet Notes

Public Worksheet Notes

OK

The sample below shows two courses that are now eligible for registration

Planned Term	Course Name and Title	Credits	CEUs	Added By
2009 Spring	<a href="#">CHEM-1310 Introduction to Chemistry</a>	3.00		Advisor
2009 Spring	<a href="#">ENGL-1310 English I</a>	3.00		Student (Advisor approved)

# REGISTER

After meeting with your advisor, or receiving a confirmation e-mail from your advisor, you are now able to register on-line. Proceed to the Advising page in WebServices to Register.

CHANGE PASSW

CURRENT STUDENTS

## Plan Courses

[Create/Add to Worksheet](#)  
Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

[Modify Worksheet](#)  
Remove courses, change the terms or credits of courses on your worksheet, or make notes.

[E-Mail Advisor\(s\)](#)  
Request feedback from your advisor(s).

[Register](#)  
Register for selected courses on your Course Worksheet.

[View Worksheet](#)  
Review your planned courses.

OK

CHAN

When you hit OK, you are taken to your advising plan.

Register from My Worksheet

[Course Planning Wizard](#) [Catalog Search and Add](#) [Modify](#) [E-mail Advisors](#)

These are PLANNED courses for which you have NOT registered.

Associate of Science in Arts and Sciences .....Catalog: 08FA-09SU

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"/>	2009 Spring	<a href="#">CHEM-1310 Introduction to Chemistry</a>	3.00		Advisor
<input type="checkbox"/>	2009 Spring	<a href="#">ENGL-1310 English I</a>	3.00		Student (Advisor approved)

Private Worksheet Notes

Public Worksheet Notes

SUBMIT

Choose the courses you are interested in registering for by checking the box to the left of the courses. Again, courses must be approved by your advisor in order to register. Hit **SUBMIT** to continue.

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 checked="" type="checkbox"/>	2009 Spring	<a href="#">CHEM-1310 Introduction to Chemistry</a>	3.00		Advisor
<input checked="" type="checkbox"/>	2009 Spring	<a href="#">ENGL-1310 English I</a>	3.00		Student (Advisor approved)

You will now get a list of possible sections to register in, including meeting dates/time information. Choose the sections you are interested in; hit **SUBMIT** to continue.

Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	2009 Spring	Closed	<a href="#">CHEM-1310-1 (539) Introduction to Chemistry</a>	Baton Rouge Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 09:15AM - 10:30AM, Science, Room 103	J. Maloney	0 / 32	3.00	
<input type="checkbox"/>	2009 Spring	Open	<a href="#">CHEM-1310-2 (540) Introduction to Chemistry</a>	Baton Rouge Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 12:30PM - 01:45PM, Liberal Arts, Room 102	W. Wright	19 / 32	3.00	
<input type="checkbox"/>	2009 Spring	Open	<a href="#">CHEM-1310-4 (564) Introduction to Chemistry</a>	Baton Rouge Campus	01/19/2009-05/07/2009 Lecture Thursday 08:00AM - 10:45PM, Liberal Arts, Room 109	W. Wright	11 / 25	3.00	
<input type="checkbox"/>	2009 Spring	Open	<a href="#">CHEM-1310-5 (542) Introduction to Chemistry</a>	Baton Rouge Campus	01/14/2009-05/08/2009 Lecture Wednesday 02:15PM - 05:00PM, Science, Room 106	W. Wright	8 / 25	3.00	
<input type="checkbox"/>	2009 Spring	Open	<a href="#">CHEM-1310-6 (543) Introduction to Chemistry</a>	Baton Rouge Campus	01/12/2009-05/09/2009 Lecture Wednesday 05:30PM - 08:15PM, Science, Room 108	J. Maloney	14 / 20	3.00	
<input type="checkbox"/>	2009 Spring	Open	<a href="#">ENGL-1310-1 (585) English</a>	Baton Rouge Campus	01/14/2009-05/08/2009 Lecture Monday, Wednesday 09:15AM - 10:30AM, Liberal Arts, Room 115	G. Blalock	1 / 15	3.00	
<input checked="" type="checkbox"/>	2009 Spring	Closed	<a href="#">ENGL-1310-2 (586) English</a>	Baton Rouge Campus	01/15/2009-05/07/2009 Lecture Tuesday, Thursday 12:30PM - 01:45PM, Liberal Arts, Room 115	G. Blalock	0 / 15	3.00	

**SUBMIT**

### Register and Drop Sections

Name Test Student

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=""/>	2009 Spring	<a href="#">CHEM-1310-1 (539) Introduction to Chemistry</a>	Baton Rouge Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 09:15AM - 10:30AM, Science, Room 103	J. Maloney	0 / 32	3.00	
<input type="text" value=""/>	2009 Spring	<a href="#">ENGL-1310-2 (586) English</a>	Baton Rouge Campus	01/15/2009-05/07/2009 Lecture Tuesday, Thursday 12:30PM - 01:45PM, Liberal Arts, Room 115	G. Blalock	0 / 15	3.00	

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections					

If one of my choices is not available

**SUBMIT**

You are now able to register for your classes from your “shopping cart” of preferred sections above. You can register for all of your classes at the same time by using the drop-down box at the top of the screen. Otherwise, you can register in individual selections by using the Action drop-down next to each class. The Action drop-down will also allow you to remove a class from your preferred list.

You may encounter Registration Errors – these will include items from the list below. However, you may still be able to register in some of your classes, while you resolve issues with others.

**Restriction on your account** – Please contact appropriate office to resolve the situation; you will not be able to register at this time.

**Schedule Conflict** – you are attempting to register in classes that begin at the same time, find a different section; you can register in your other classes that do not have the conflict.

**Prerequisites not met** – you must complete prerequisites; if you have questions, please contact Registrar’s Office; you can register in your other classes that do not have prerequisite issues.

**Class is full** - you are attempting to register in a class that is full, find a different section; you can register in your classes that have seats available.

**Registration Period has not started** – be aware of when registration for an upcoming term might start; you cannot register before that date.

If you have an error or issue, your “shopping cart” will not be deleted. You can return to this list by choosing the Update Registration link on WebServices. You can return to this list at any time.

Once you have chosen the courses to register in, you are taken to a confirmation screen, seen below:

**Registration Results**

ENGL-1310-2 - Course Filled. Either add to wait list or look for an available section.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2009 Spring	Registered for this section		<a href="#">CHEM-1310-1 (539) Introduction to Chemistry</a>	Baton Rouge Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 09:15AM - 10:30AM, Science, Room 103	J. Maloney	3.00	
2009 Spring	UNSUCCESSFUL registration		<a href="#">ENGL-1310-2 (586) English I</a>	Baton Rouge Campus	01/15/2009-05/07/2009 Lecture Tuesday, Thursday 12:30PM - 01:45PM, Liberal Arts, Room 115	G. Blalock		

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2009 Spring		<a href="#">CHEM-1310-1 (539) Introduction to Chemistry</a>	Baton Rouge Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 09:15AM - 10:30AM, Science, Room 103	J. Maloney	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

You will also receive an e-mail at your College e-mail account that indicates your registration has been processed.

# SCHEDULE CHANGES

Once you've registered, you may want to make adjustments to your schedule – you can make these changes on-line.

Please be aware of the following:

1. You do not have to notify your advisor for schedule changes to approved courses (e.g., changing sections)
2. You will need an updating Advising Plan if you want to take a course you didn't previously have approved on your plan. Go to Change/Add to Worksheet on the Advising Page, add the course, and then e-mail your advisor (or go meet with your advisor).
3. You cannot drop all of your courses through WebServices. To Resign from the College, you must come to the Registrar's Office.

## ***Drop a Course***

Go to the Update Registration link on WebServices. This will display your "shopping cart" of preferred courses as well as your current registration schedule. To drop one or more courses, mark the check box next to the courses you want to drop and hit **SUBMIT**; your drop will be processed immediately.

## ***Change Sections***

If you want to find a different section of an existing class in your shopping cart, go to Search and Register. Here, you can select a Term and Subject/Course Number to find additional sections of your approved courses. Once you have selected a different section of a course, you can either remove the original section from your shopping cart, or drop the original from your schedule when you register for the new section.

# FAQ

- What do I do if there is a course conflict?
  - You should attempt to find another section of the class that better fits your schedule. If you need assistance, please contact the Registrar's Office at x9999.
- I am not able to register because of prerequisites, but I took the class at another college.
  - Please contact the Registrar's Office to make sure your official college transcripts have been received, and that credit counts toward your prerequisites.
- I can't register because WebServices says I have restrictions on my account
  - Please contact the offices listed by WebServices to resolve your restrictions.
- My Advisor hasn't approved my plan.
  - Attempt to contact your Advisor again (use E-mail my Advisor), or any of the advisors in your program to approve your program.
  - Your advisor must approve your advising plan before registration on WebServices. The Registrar's Office cannot register you with those approvals.
- My Advisor approved my plan, but now I want to take some different classes. What do I do?
  - Add those new courses to your Advising Plan and E-mail your advisor; all courses you want to register for must be approved by your advisor. You can let your Advisor know which classes you are swapping out.
- Do I have to complete an Advising Plan every semester?
  - Yes.
- Do I have to notify my Advisor every time I want to change my registration?
  - No. As long as the courses you're registering for have been approved, you do not have to seek Advisor approval again. You may register for any open section of an approved course. You only need to seek additional approval if you are registering for a course that has not been approved before.
- When can I register for my Advisor-approved courses?
  - Once your advisor has approved your courses, you can register directly in WebServices (once the Registration is open). You can register day or night at your convenience.