

## Academic Advising Tools

### **Faculty WEB**

1-Access [www.oldwestbury.edu](http://www.oldwestbury.edu)

2-Click Faculty WEB under Online Community

3-Click Login to Secure Area

4-Enter User ID and Pin

(If you did not receive a User ID and PIN, contact Academic Affairs.)

5-Click Faculty and Advisors

6-Choose a service. (For CAPP, refer to instructions below.)

Use faculty WEB for CAPP, to view your schedule, view your class rosters, enter mid term and final grades, and enter syllabus and office hours that you want students to view on Student WEB. You can also use the semester course search features under Class Schedule to search for courses by time, day, instructor, course name, department and/or **General Education domain** (attribute).

### **CAPP for Academic Advising**

(Curriculum Advising and Program Planning)

- Access [www.oldwestbury.edu](http://www.oldwestbury.edu)
- Select Faculty Web (right side in blue box under ONLINE COMMUNITY)
- Select Login to secure area
- Enter user ID and password
- Select Faculty & Advisors
- Select Advisor Menu
- Select Degree Evaluation
- Select a Term and submit
- Enter advisee ID or search by name (search type All) and submit
- Verify advisee selection
- Scroll down to bottom of page and select Generate New Evaluation \*
- Choose or verify program, verify term and select Generate Request
- Select Detail Requirement and submit

To select another advisee, click the back arrow on the tool bar several times to reach a page to select the “Return To Menu” option (on the top of the page) and then choose “ID Selection” from the menu.

\*For undeclared majors or students wishing to change majors select What-If Analysis

- Select Term and continue
- Select program and continue
- Select First major and submit or add a minor
- Verify term and select Generate Request
- Select Detail Requirements and submit

### CAPP Source Code Key

T = Transfer Course

E = Requirement satisfied with test score

H = Course completed and rolled to academic history

R = In Progress course

### **Banner**

#### **Sign onto the Banner Student Computer System:**

1-Enter Internet Explorer (Click blue ‘e’ on the desk top)

2-Go to <https://owsis.oldwestbury.edu/forms90/f90servlet?config=prod>

3-Enter your user name, your password and the word **prod** in the data base box.

**If you have a problem signing on due to an expired or forgotten password, please visit the Computing Services Department (Campus Center, room G-102) with ID to have the password re-set.**

#### **To view a student’s current schedule:**

1-Access SFAREGQ

2-Enter the student’s ID \*

3-Enter the term (semester)

Term Examples:

200701= Winter 2007

200702= Spring 2007

200706= Summer 2006

200709= Fall 2007

4-Ctrl/Page down to view the schedule

**To view a student's academic history, including courses accepted in transfer:**

- 1-Access SHATERM
  - 2-Enter 01 in Level box (Enter 06 for graduate students)
  - 3-Enter the student's ID \*
  - 4-Blank out the term
  - 5-Ctrl/Page down once for credit summary
  - 6-Ctrl/Page down twice to access transcript of course
- Use up and down arrow keys to navigate the transcript.

**To view courses completed at Old Westbury:**

- 1-Access SHACRSE
  - 2-Enter the student's ID \*
  - 3-Blank out the term
  - 3-Ctrl/Page down to view the courses
- For the advanced user: Click Enter Query and enter specific items for review (such as the subject to view all course in a particular subject) and click Execute Query.

**To obtain individual student transfer course information, including the General Education attributes:**

- 1-Access SHATRNS
- 2-Enter the student's ID \*
- 3-Enter the number 1 in the transfer institution number \*\*
- 4-Enter the number 1 in attendance period
- 5-Ctrl/Page down three times to the transfer course detail block
- 6-Use the up and down arrow keys to view each course

\*\*After reviewing courses for institution number 1, previous block and enter in the transfer institution number field the number 2 or higher depending on the number of transfer institutions.

**To view the advising PIN:**

- 1-Access SPAAPIN
  - 2-Enter the term (semester)
- Term Examples:
- 200701= Winter 2007
  - 200702= Spring 2007
  - 200706= Summer 2006
  - 200709= Fall 2007
- 3-Enter the student's ID \*
  - 4-Ctrl/Page down to view the PIN

### **To view subject GPA**

1-Access SHASUBJ

2-Enter the student's ID \*

3-Enter the level—01

4-In the subject code box: Enter a two character subject code to view one subject or blank out the subject code to see all subject GPA's

5-Ctrl/Page down to see cumulative GPA

6-Ctrl/Page down again to view the subject GPA. If more than one subject use the arrow keys to scroll through SUBJ

6-Ctrl/page down at SUBJ and use arrow keys to view all OW courses.

7-Ctrl/page down again and use arrow keys to view all transfer courses.

\*To find a student's ID, click the search box (flashlight), click person search, enter the last name (or part of it) with a %, enter the first name (or part of it) with a %, and click execute query.

### **Prerequisite Checking**

Automated prerequisite checking is set up for courses for which prerequisites are noted in the college catalog.

Please do not advise students into courses for which they have not met the required prerequisite. If the prerequisite is to be waived, the student must bring a letter from the advisor to the Office of the Registrar to enroll in the course.

### **FERPA**

In accordance with the Family Educational Rights and Privacy Act (FERPA), information regarding a student may not be shared with third parties (including in most cases, parents). Please verify an advisee's identity before sharing information and do not give any student information over the phone or via e-mail.

When in doubt, please direct requests for information to the Office of the Registrar.

## **SED Regulations that Impact TAP**

Please be aware of the following policies related to TAP (Tuition Assistance Program):

### **Repeat Courses**

TAP will only pay for a required repeated course: a course for example that requires a grade of "C" or better. **The catalog must clearly state the course grade requirement.** General statements about required GPA in major courses is not sufficient. Students who wish to retake courses, which have been successfully completed must take care to enroll for additional credits to off set the repeated course and maintain full time status for financial aid purposes.

### **Required Courses**

TAP will not pay for courses that are not required for the degree. Students who wish to take a course not required for the degree (including electives) as defined in the catalog under each department's requirements, must take care to enroll for additional credits to off set the non-essential course and maintain full time status for financial aid purposes.

### **Declaration of Major**

TAP considers courses outside the degree and will not pay for these courses if the declared major is not current. Please verify upon advising that the student's major is accurate on the Banner form SGASTDN.

