

## Registrar's Office

August 31st, 2016



# New Adjunct Faculty Orientation Welcome!

- Introductions
- FERPA
- Website
- Attendance

- Webadvisor
- OHOW to...
  - Schedules
  - Access
  - Your Classes/Rosters
  - Grading
  - My Advisees

# New Adjunct Faculty Orientation Welcome!

Kim Kerrigan, Registration Advisor

Katelyn Letizia, Registration Advisor

Registrar's Office DS 123

Phone: 716-839-8214

Email: Registrar@daemen.edu

Open 8:30-4:30

### **FERPA**

### Family Educational Rights & Privacy Act

- The Essence
- Key Terms
- DirectoryInformation

- Rights Begin
- Basic Rights
- Prior Consent
- Issues

### Website

#### Registrar's Office

#### Location/Contact Information

Duns Scotus Hall Rooms 123, 120

Phone: 716-839-8214 Fax: 716-839-8343

Email: registrar@daemen.edu

#### Office Hours

Monday - Friday, 8:30 AM - 4:30 PM

Evening hours held at various times throughout the year. Consult the Academic Calendar for details.

#### Staff

- Irene M. Holohan-Moyer, Registrar
- Tiffany Shadden, Associate Registrar
- Rimma Nisnevich, Senior Data Specialist
- Kim E. Kerrigan, Registration Advisor
- Katelyn Letizia, Registration Advisor
- Brittany, Collins, Records/Registration Assistant
- Kim M. Petry, Records/Registration Assistant
- Giovanna L. Anzelone, Records/Transcript Processor
- Jeanette Foti, Administrative Assistant

**ACADEMICS** 

Areas of Study

Majors & Minors A to Z

**Community Engagement** 

**Value Added Opportunities** 

Research

Registrar

Academic Calendar

Deans List

**Cross Registration Procedures** 

**Faculty Staff Information** 

Forms

Menu

Gainful Employment Certificate Programs

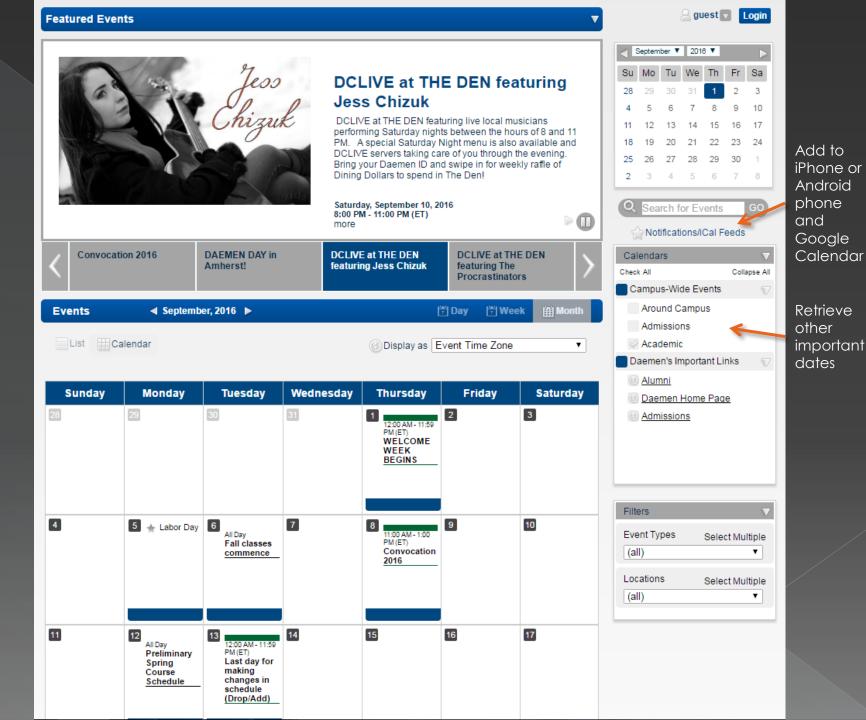
Graduation Information

Program Plans

Registration Information

Transcripts

Transfer Info: Courses, Agreements



### **Forms**

### **Forms**

The forms listed below may be downloaded for your convenience. Students must obtain appropri signatures and/or documentation, and forward the completed form/supportive documentation to Registrar's Office. Excluding the Leave of Absence form, completed and signed forms may be delivered to the Registrar/Registration office (DS120, DS123), or sent as an attachment to an email to registrar@daemen.edu, or faxed to 716-839-8343.

- Change of Major
- Change of Address
- Declaration of Double Major
- Declaration of Additional Specialization/Certificate/Minor Leave of Absence/Withdrawal from the College
- Nondisclosure of Directory Information
- Off Campus Course Request
- Request for S/U Grade
- S/U Grade: Request to Recover Letter Grade
- Waiver of Rights under the Family Educational Rights and Privacy Act (FERPA)

#### Registrar

Academic Calendar

**Deans List** 

**Cross Registration Procedures** 

**Forms** 



Gainful Employment Certificate Pr

Graduation Information

**Program Plans** 

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Transfer Info: Courses, Agreements

### **Forms**

# **Course Registration Forms:**

- Additional Semester Hours (18+credits in a semester)
- Career Field Experience
- Independent Study/Research
- Graduate Independent Study/Research
- Instructor's permission required
- Other circumstances which require permission to enroll in a course
- Service Learning Course
- Service Learning Add-On
- Study Away: Global Programs Office
- Waive Prerequisite and/or Co-requisite
- Writing Intensive Add-On
- Withdrawal from Course

#### Registrar

Academic Calendar

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Gainful Employment Certificate Pro

Graduation Information

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Registration Information

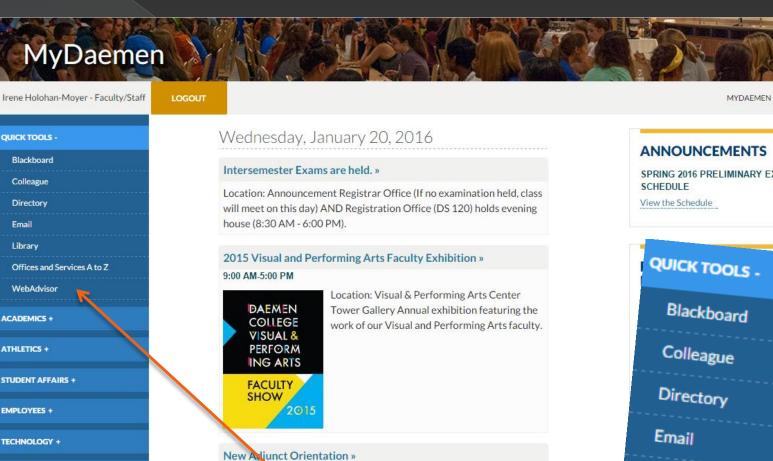
**Transcripts** 

Transfer Info: Courses, Agreements

### **Attendance Rosters**

- Classes begin on Tuesday, September 6<sup>th</sup>, 2016
- Rosters are due Wednesday, September 14<sup>th</sup>, 2016 by all faculty

### Webadvisor



5:00-8:00 PM

FACILITIES +

USER SPECIFIC +

Location: Duns Scotus Duns Scotus 135: Our biannual Orientation for Adjunct Faculty is co-sponsored by the offices of Information Technology & Denter for Excellence in Teaching & Denter for Excele

#### **ANNOUNCEMENTS**

**SPRING 2016 PRELIMINARY EXAM** 

ATOZ

Library

Offices and Services A to Z

WebAdvisor

Click

CHANGE PASSWORD

Log Out

Main Menu

CONTACT US

Welcome Mary!

Guests can search the Course Schedule without logging in.

Please <u>log in</u> to continue. After you log in, you will be returned to this page where you can select a menu to the right. Need <u>help</u> <u>logging in</u>?

Faculty

Employees

What's My Password?

Change Password

Log Out

MAIN MENI

CONTACT US



LOG IN MAIN MENU FACULTY MENU

CONTACT US

FACULTY

Welcome Guest!

#### Log In

Your user ID is your Daemen webmail without the @daemen.edu portion (john.smith@daemen.edu would have user ID john.smith)

#### **Students**

- . The first time you log in, your password is the last 6 digits of your SSN
- If you have requested a new temporary password, your temporary password will be "dc#####" without the quotes, where ##### is the last 6 digits of your SSN
- If you have any problems with WebAdvisor, or you need your password reset, please send an email from your Daemen Webmail account to webadvisor@daemen.edu. Please note that requests will only be handled during normal business hours.

#### Faculty and Staff

• If you have any problems with WebAdvisor, or you need your password reset, please send an email from your Daemen Webmail account to webadvisor@daemen.edu. Please note that requests will only be handled during normal business hours.

#### Guests

For questions or concerns, please send an email to webadvisor@daemen.edu.

To reset your password without sending an email, click here.

User ID	
Password	
Hint	П

SUBMIT

WebAdvisor

**CONTACT US** 

Change Password

Log Out

MAIN MENU

FACULTY MENU

CONTACT US

FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Guest!

#### **User Account**

I'm New to WebAdvisor

What's my User ID?

What's my password

Change Password

Add/Change Cell Phone #

#### **Faculty Information**

My Advisees

Advisee Academic Summary

Class Roster

Grading

Search for Sections

My Class Schedule

Student educational planning

Student profile

Search Course Schedules

#### Financial Information

**Budget selection Budget summary** 

CONTACT US MAIN MENU FACULTY MENU Log Out



Change Password

Log Out

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CHANGE PASSWORD LOG OUT

MAIN MENU

**F**ACULTY **M**ENU

HELP

**C**ONTACT **U**S

**F**ACULTY

Select A Term

**Welcome Guest!** 

Class Schedule

or Enter a Date Range

**SUBMIT** 

CHANGE PASSWORD

LOG OUT

MAIN MENU

**F**ACULTY **M**ENU

HELP

**CONTACT US** 





Spring 2016

Fall 2016 Summer 2016

Spring 2016 TTI

Spring 2016 TTI/COPE

Log Out

Log Out

MAIN MENU

MAIN MENU

FACULTY MENU

FACULTY MENU

WebAdvisor<sub>3.2</sub>

HELP

HELP

Select A Term or Enter a Date Fall 2015 Summer 2015 Fall 2015 TTI Fall 2



LOG OUT MAIN MENU

FACULTY MENU

HELP

You may use your browser's print feature to print this view.

FACULTY Welcome Mary! Class Schedule Class Name and Title Days of Week Start Time End Time Bldg Room Start Date End Date 09:25PM REY REY200 SED-612-01 Quality Inc/Collmeth R 06:30PM 12/09/16 OK

FACULTY MENU

HELP

Change Password

Log Out

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FACULTY MENU

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FACULTY - WEBADVISOR FOR FACULTY MENU

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CONTACT US MAIN MENU FACULTY MENU Log Out





Log Out

MAIN MENU

FACULTY MENU

HELP

FACULTY Welcome Mary!

### Class Roster Select Section

SED-612-01 (34687) Quality InclCollmeth   Fall 2016   09/08/16   12/09/16   09/08/2016-12/08/2016 Lecture Thursday 06:30PM - 09:25PM, Thomas Reynolds Center, Room REY200   Main Campus   5 / 20 / 0    OR: Select a term or date range to change your class list   Term   ▼   Start Date   End Date	Section Name and Title	lerm	Start Date	End Date	Meeting Information				Location	Reg/Avail/Wait
OR: Select a term or date range to change your class list Term   Start Date  End Date	SED-612-01 (34687) Quality Inc/Collmeth	Fall 2016	09/06/16	12/09/16	09/08/2016-12/08/2016 Lecture	Thursday 06:30PM - 09:25	PM, Thomas Reynol	ds Center, Room REY200	Main Campus	5/20/0
OR: Select a term or date range to change your class list Term Start Date End Date										
OR: Select a term of date range to change your class list. Term Start Date End Date										
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SUBMIT

WebAdviso



FACULTY MENU

#### **Class Roster**

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
SED-612-01 (34687) Quality Inc/Collmeth	M. Fox	09/08/2016-12/08/2016 Lecture Thursday 06:30PM - 09:25PM, Thomas Reynolds Center, Room REY200	5/20/0

Select a different course section

E-Mail these Students

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Repeat	Credits	CEUs	Cross-Listed Section
Gordon, Abigail T.	0247927	Warning	abby.qordon@daemen.edu	585-334-1344 (HO)			GR	New		3.00		
Harris, Olivia N.	0248297		olivia.harris@daemen.edu	716-945-0002 (HO)			GR	New		3.00		
Hastings, Alison R.	0245579	Warning	alison.hastings@daemen.edu	716-791-8380 (HO)			GR	New		3.00		
Moll, Aubrey S.	0245957		aubrey.moll@daemen.edu	716-685-9258 (HO)			GR	New		3.00		
Quaranto, Brianna L.	0250303		brianna.quaranto@daemen.edu	585-762-4573 (HO)			GR	New		3.00		

Security Access Messages

0247927 Gordon, Abigail T.: WAIVED FERPA RIGHTS

0245579 Hastings, Alison R.: WAIVED FERPA RIGHTS

Show Dr	opped/Withdrawn	Students

Show Waitlisted Students

SUBMIT

#### **Student Profile**

Student ID 0238380 Preferred Name Jessica F. Bommer Address 209 Louvaine Dr Buffalo, NY 14223 E-mail Address Type College jessica.bommer@daemen.edu Phone Number Extension Type 716-913-6178 Home Phone 716-432-9875 Home Phone 716-913-6178 Cell Phone Academic Program Academic Level Catalog Degree Anticipated Completion Date Academic Level Standing Major Minor CCD Specialization Early Childhood/Special Ed -Spanish Area Study UG 2012 - 2013 Catalogue BS 05/15 EarlyChEd/SpEd: B-Gr2-Span AS Advisor Type Phone Number Extension E-mail Address Office Hours Advisor Major Dr. Mary Fox mfox@daemen.edu Emergency Contact Name Daytime Phone Evening Phone Other Phone Relationship 716-913-6178 Maxine Bommer Counselor Type Phone Number Extension E-mail Address Counselor None Specified Foreign Language Information None available udent Schedule

**CLOSE WINDOW** 

CHANGE PASSWORD

Log Out

MAIN MENU

FACULTY MENU

CONTACT US

FACULTY - WEBADVISOR FOR FACULTY MENU

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**Budget selection** 

Budget summary

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU CONTACT US





CHANGE PASSWORD MAIN MENU **F**ACULTY **M**ENU HELP **C**ONTACT US LOG **O**UT **F**ACULTY Welcome Guest! Grading Select a term or date range to restrict your class list Term Start Date End Date **SUBMIT** CHANGE PASSWORD LOG OUT MAIN MENU **F**ACULTY **M**ENU **C**ONTACT US



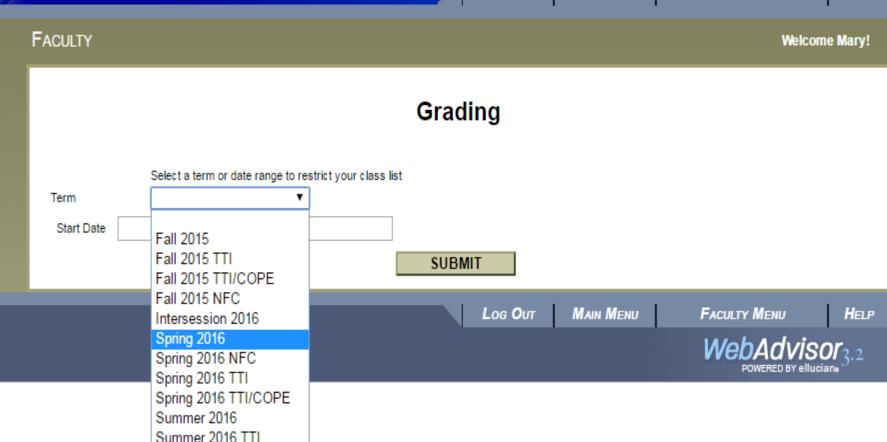
Summer 2016 NFC

Log Out

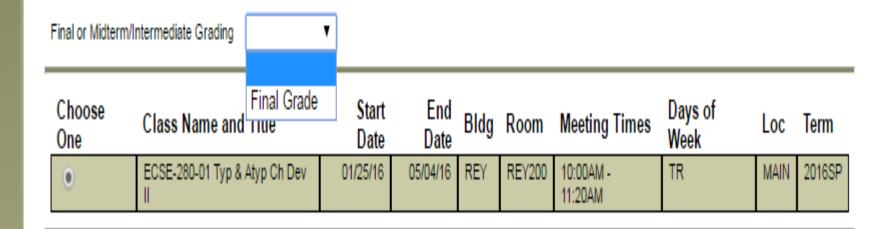
MAIN MENU

FACULTY MENU

HELP



### Grading



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LOG OUT MAIN MENU FACULTY MENU HELP

## Daemen College

Log Out

MAIN MENU

FACULTY MENU

HELP

FACULTY Welcome Mary!

#### Final Grading

Class Name ECSE-280-01

Title Typ & Atyp Ch Dev II

Location Main Campus Term Spring 2016

Instructor

Dr. Mary Fox

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross- Listed Section
Howe, Molly	0238367	N	Α						3.00		
Menza, Breanna M.	0268430	N	D					JR	3.00		
Stevens, Kyonna D.	0246133	N		12/21/2016				SR	3.00		

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# Any Questions?

