

VITERBO UNIVERSITY REGISTRAR'S OFFICE –  
**PROCEDURE MANUAL FOR VITNET SYSTEM**

**STUDENT ACCESS TO VITNET (WEBADVISOR)  
 ACADEMIC PROFILE FEATURES**

**Grades**

Click on **GRADES** to see your grades for a particular semester. First you will be asked to select a semester. Keep in mind that grades prior to the 2004FA term will not show up on this screen. To view grades from the terms prior, refer to the **GRADE POINT AVERAGE BY TERM** workflow or the **TRANSCRIPT** workflow.

| Choose One               | Term   | Description    | Start Date | End Date |
|--------------------------|--------|----------------|------------|----------|
| <input type="checkbox"/> | 2006FA | Fall 2006-07   | 08/28/06   | 12/15/06 |
| <input type="checkbox"/> | 2006SP | Spring 2005-06 | 01/16/06   | 05/12/06 |
| <input type="checkbox"/> | 2005FA | Fall 2005-06   | 08/29/05   | 12/16/05 |
| <input type="checkbox"/> | 2005SP | Spring 2004-05 | 01/17/05   | 05/13/05 |
| <input type="checkbox"/> | 2004FA | Fall 2004-05   | 08/30/04   | 12/17/04 |
| <input type="checkbox"/> | 2004SP | Spring 2003-04 | 01/12/04   | 05/07/04 |
| <input type="checkbox"/> | 2003FA | Fall 2003-04   | 08/25/03   | 12/12/03 |

After selecting a semester, you will see something like the following:

Advisor [REDACTED]  
 Term GPA 3.900

| Course Section | Title                           | Grd 1 | Grd 2 | Grd 3 | Grd 4 | Grd 5 | Grd 6 | Final Grd | Credits | CEUs |
|----------------|---------------------------------|-------|-------|-------|-------|-------|-------|-----------|---------|------|
| RLST-280-001   | Liturgy and Worship             |       |       |       |       |       |       | A         | 3.00    |      |
| EDUC-215-001   | Educational Psychology          |       |       |       |       |       |       | AB        | 3.00    |      |
| RLST-450-001   | Sacraments and Sacramentality   |       |       |       |       |       |       | A         | 3.00    |      |
| RLST-440-001   | Transmissions Religious Thought |       |       |       |       |       |       | A         | 3.00    |      |
| RLST-331-001   | Church History                  |       |       |       |       |       |       | A         | 3.00    |      |

## Grade Point Average by Term

Click on **GRADE POINT AVERAGE BY TERM** to see your grade point average for a selected term. After selecting this option, you will first be asked to pick a term and an academic level:

The screenshot shows the VitNet interface. At the top left is the VitNet logo. On the right, there are links for 'LOG IN', 'MAIN MENU', and 'CONTACT US', along with a search bar labeled 'Search for Sections as Guest'. Below the header, the page is titled 'CURRENT STUDENTS' with a 'Welcome' message. The main content area is titled 'Grade Point Average by Term'. It features a table with columns: 'Choose One', 'Term', 'Description', 'Start Date', and 'End Date'. The table lists seven terms from Fall 2006 to Fall 2003, each with a checkbox. Below the table is a dropdown menu for 'Select Academic Level' set to 'Standard Undergraduate'. A 'SUBMIT' button is at the bottom.

| Choose One               | Term   | Description    | Start Date | End Date |
|--------------------------|--------|----------------|------------|----------|
| <input type="checkbox"/> | 2006FA | Fall 2006-07   | 08/28/06   | 12/15/06 |
| <input type="checkbox"/> | 2006SP | Spring 2005-06 | 01/16/06   | 05/12/06 |
| <input type="checkbox"/> | 2005FA | Fall 2005-06   | 08/29/05   | 12/16/05 |
| <input type="checkbox"/> | 2005SP | Spring 2004-05 | 01/17/05   | 05/13/05 |
| <input type="checkbox"/> | 2004FA | Fall 2004-05   | 08/30/04   | 12/17/04 |
| <input type="checkbox"/> | 2004SP | Spring 2003-04 | 01/12/04   | 05/07/04 |
| <input type="checkbox"/> | 2003FA | Fall 2003-04   | 08/25/03   | 12/12/03 |

Select Academic Level:

After making your selection, you will see the classes you took during that term, the credits earned, and the GPA earned for that semester.

The screenshot shows the results for the selected term 'Spring 2005-06'. The page title is 'Grade Point Average by Term'. Below the title, the selected term is displayed in a box. A summary table shows 'Total Earned Credits' (15.00), 'Total Grade Points' (58.50), and 'Term GPA' (3.900). Below this is a table of courses with columns for 'Course/Section and Title', 'Grade', and 'Credits'. The courses listed are EDUC-215 001 Educational Psychology (AB, 3.00), RLST-280 001 Liturgy and Worship (A, 3.00), RLST-331 001 Church History (A, 3.00), RLST-440 001 Transmissions Religious Thought (A, 3.00), and RLST-450 001 Sacraments and Sacramentality (A, 3.00). An 'OK' button is at the bottom.

Term:

| Total Earned Credits | Total Grade Points | Term GPA |
|----------------------|--------------------|----------|
| 15.00                | 58.50              | 3.900    |

| Course/Section and Title                     | Grade | Credits |
|--|-------|---------|
| EDUC-215 001 Educational Psychology          | AB    | 3.00    |
| RLST-280 001 Liturgy and Worship             | A     | 3.00    |
| RLST-331 001 Church History                  | A     | 3.00    |
| RLST-440 001 Transmissions Religious Thought | A     | 3.00    |
| RLST-450 001 Sacraments and Sacramentality   | A     | 3.00    |

## Transcript

Click on **TRANSCRIPT** to obtain an unofficial transcript that contains a list of classes attended, credits obtained, and grades earned. After clicking on **TRANSCRIPT**, you will first be asked to select whether you would like to see your Undergraduate transcript or your graduate transcript:

Transcript

Transcript Type:

After selecting the transcript type, you will now see your ID, name, and all of the academic courses you have taken at Viterbo. You will see the Course Name, the grade you received, the credits earned, and the term that the course took place in.

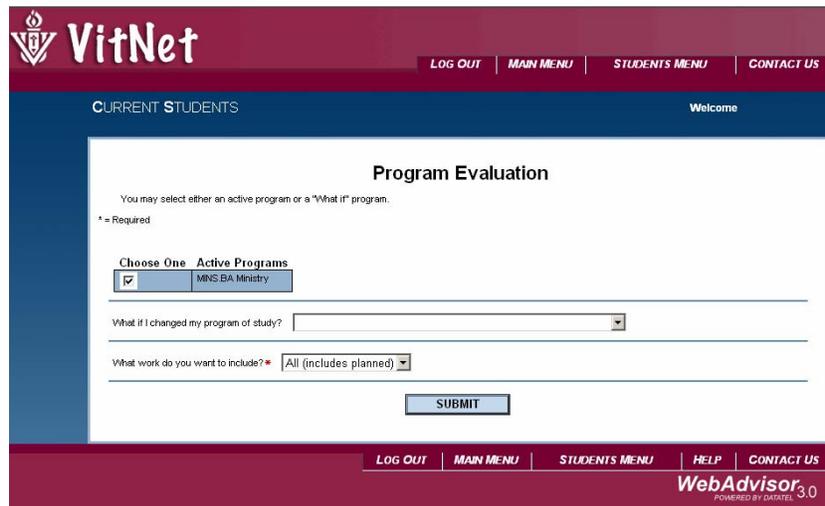
Transcript

| Course/Section and Title              | Grade | Credits | CEUs | Repeat | Term   |
|---------------------------------------|-------|---------|------|--------|--------|
| ENGL-103 Composition                  | B     | 3.00    |      |        | 2003FA |
| PSYC-171 General Psychology           | B     | 4.00    |      |        | 2003FA |
| SOCL-125 Introduction to Sociology    | AB    | 3.00    |      |        | 2003FA |
| SPAN-101 Elementary Spanish           | B     | 4.00    |      |        | 2003FA |
| ENGL-104 Composition & Lit            | BC    | 3.00    |      |        | 2004SP |
| HIST-102 Western Civ Since 1600       | BC    | 3.00    |      |        | 2004SP |
| PHIL-100 Srch for Ethical Wisdom      | A     | 3.00    |      |        | 2004SP |
| RLST-130 Search Hum Values            | AB    | 3.00    |      |        | 2004SP |
| SPAN-102 Elementary Spanish           | B     | 4.00    |      |        | 2004SP |
| PHIL-340 001 Philsphy of Human Person | A     | 3.00    |      |        | 2004FA |
| RLST-102 001 Scripture                | AB    | 3.00    |      |        | 2004FA |
| RLST-200 001 Franciscan Spirituality  | AB    | 3.00    |      |        | 2004FA |
| RLST-311 001 Gospels                  | A     | 3.00    |      |        | 2004FA |
| SPAN-250 001 Intermediate Spanish     | B     | 3.00    |      |        | 2004FA |
| BIOL-100 002 Perspectives in Biology  | B     | 4.00    |      |        | 2005SP |
| ENGL-221 001 Survey American Lit II   | BC    | 3.00    |      |        | 2005SP |
| RLST-320 001 Prayer and Spirituality  | B     | 3.00    |      |        | 2005SP |
| RLST-373 001 Scrptr Prphts Seers Sges | AB    | 3.00    |      |        | 2005SP |
| SPAN-251 001 Intermediate Spanish     | BC    | 3.00    |      |        | 2005SP |
| EDUC-150 002 Intro to Education I     | B     | 3.00    |      |        | 2005FA |

## Degree Audit

Click on **DEGREE AUDIT** to perform a degree audit on your current program on file. Your program is your degree and major. If you are earning two degrees, you will have two degree audits. Otherwise, you will only have one degree audit, even if you are double majoring (same degree). The double major requirements will be listed at the end of the degree audit.

The You will be asked to select your active program by checking the box in front of it. You will also need to select "All" from the pulldown menu after "What work do you want to include?"



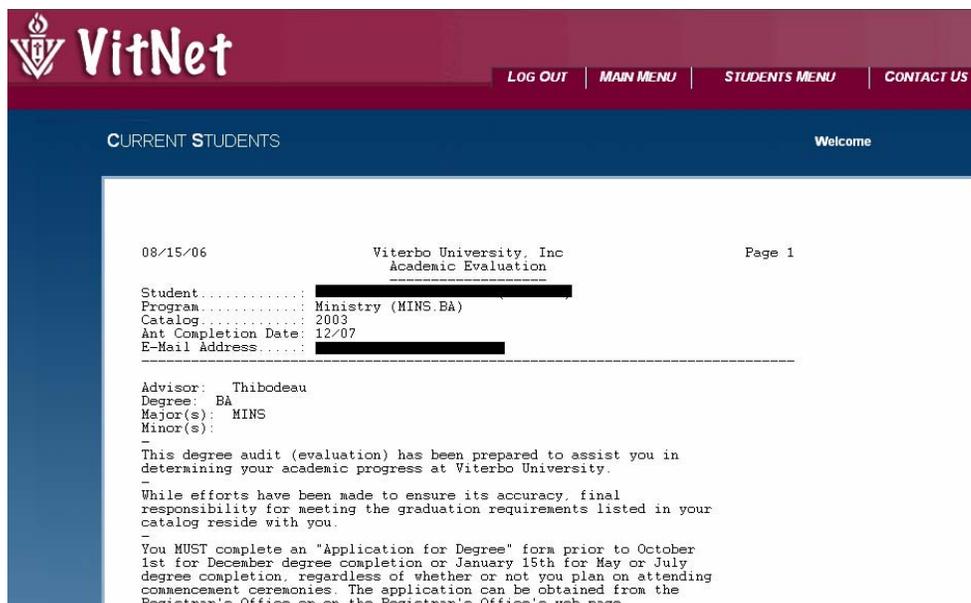
The screenshot shows the VitNet web interface for a degree audit. At the top, there is a navigation bar with links for LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. Below this, the page is titled "CURRENT STUDENTS" and "Welcome". The main content area is titled "Program Evaluation" and contains the following fields:

- A note: "You may select either an active program or a 'What If' program."
- A legend: "\* = Required"
- A section titled "Choose One Active Programs" with a table containing a checked checkbox and the text "MINS.BA Ministry".
- A dropdown menu labeled "What if I changed my program of study?".
- A dropdown menu labeled "What work do you want to include?\*" with the selected option "All (includes planned)".
- A "SUBMIT" button.

At the bottom of the page, there is another navigation bar with links for LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US, along with the text "WebAdvisor 3.0 POWERED BY DATATEL".

After selecting your program, you will see your degree audit. The degree audit lays out all of your general education, major, and degree requirements and shows you where your completed (or in-progress) coursework fits into those requirements. It also displays your missing requirements and the courses/credits/components that are still needed to meet those requirements.

**Please see the separate procedure guide "How to Read the Degree Audit" for detailed help with reading your degree audit.**



The screenshot shows the VitNet web interface displaying an "Academic Evaluation" report. The report is titled "08/15/06" and "Page 1". It contains the following information:

- Student: [Redacted]
- Program: Ministry (MINS.BA)
- Catalog: 2003
- Ant. Completion Date: 12/07
- E-Mail Address: [Redacted]

Below the student information, the report lists the advisor and degree details:

- Advisor: Thibodeau
- Degree: BA
- Major(s): MINS
- Minor(s):

The report then provides a summary of the degree audit and instructions for the student:

- "This degree audit (evaluation) has been prepared to assist you in determining your academic progress at Viterbo University."
- "While efforts have been made to ensure its accuracy, final responsibility for meeting the graduation requirements listed in your catalog reside with you."
- "You MUST complete an 'Application for Degree' form prior to October 1st for December degree completion or January 15th for May or July degree completion, regardless of whether or not you plan on attending commencement ceremonies. The application can be obtained from the Registrar's Office or on the Registrar's Office's web page"

The **DEGREE AUDIT** option also has the capability to “shop” for a different program. This is called a “What If” degree audit. This will produce a degree audit for a program of choice, other than the current program. This is a view only feature. If you would like to officially change your major, minor, or catalog year, you will need to submit the proper paper work (available in the Learning Center).

To perform a “What If” degree audit, select a program from the pulldown menu after “What if I changed my program of study?” (leave the box in front of your active program unchecked).

The screenshot shows the VitNet website interface. At the top, there is a maroon header with the VitNet logo and navigation links: LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. Below the header is a dark blue bar with 'CURRENT STUDENTS' on the left and 'Welcome' on the right. The main content area is white and titled 'Program Evaluation'. It contains the following elements: a note stating 'You may select either an active program or a "What if" program.', a legend indicating '^ = Required', a 'Choose One' section with a radio button for 'Active Programs' and a selected option 'MINS.BA Ministry', a dropdown menu for 'What if I changed my program of study?' with 'Biology' selected, a dropdown menu for 'What work do you want to include?\*' with 'All (includes planned)' selected, and a 'SUBMIT' button at the bottom.

After you submit, the screen will return with your “What If” degree audit.

## My Class Schedule

Click on **MY CLASS SCHEDULE** to view your weekly class schedule by term. You will first be asked to select a term. You will typically see the three most recent terms for selection:

After selecting a term, you will then see your class schedule (including final exam times for each section):

| Course Name and Title   | Status | Meeting Information  | Creds | CEUs | Pass Aud | Start Date |
|---|--------|--|-------|------|----------|------------|
| <a href="#">MKTG-351-001 (6954)</a><br>Principles of Marketing    | New    | 08/28/2006-12/08/2006 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Murphy Center, Room 579 12/13/2006-12/13/2006 Final Wednesday 12:50PM - 02:50PM, Murphy Center, Room 579          | 3.00  |      |          | 08/28/06   |
| <a href="#">MGMT-341-001 (6948)</a><br>Principles of Management   | New    | 08/28/2006-12/08/2006 Lecture Tuesday, Thursday 08:00AM - 09:20AM, Murphy Center, Room 573 12/12/2006-12/12/2006 Final Tuesday 09:50AM - 11:50AM, Murphy Center, Room 573                    | 3.00  |      |          | 08/28/06   |
| <a href="#">MATH-270-001 (6714)</a><br>Managerial Mathematics     | New    | 08/28/2006-12/08/2006 Lecture Monday, Wednesday, Thursday, Friday 10:00AM - 10:50AM, Murphy Center, Room 414 12/14/2006-12/14/2006 Final Thursday 07:40AM - 09:40AM, Murphy Center, Room 414 | 4.00  |      |          | 08/28/06   |
| <a href="#">BLAVV-343-002 (6925)</a><br>Legal Ethical Environ Bus | New    | 08/28/2006-12/08/2006 Lecture Tuesday, Thursday 02:00PM - 03:20PM, Murphy Center, Room 436 12/12/2006-12/12/2006 Final Tuesday 07:40AM - 09:40AM, Murphy Center, Room 436                    | 3.00  |      |          | 08/28/06   |
| <a href="#">HIST-101-001 (6903)</a><br>Western Civ to 1600        | New    | 08/28/2006-12/08/2006 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Murphy Center, Room 471 12/13/2006-12/13/2006 Final Wednesday 07:40AM - 09:40AM, Murphy Center, Room 471          | 3.00  |      |          | 08/28/06   |
| <a href="#">CIS5-102-001 (6926)</a><br>Inforfed Sftware Applicat  | New    | 08/28/2006-12/08/2006 Lecture Tuesday, Thursday 09:30AM - 10:50AM, Murphy Center, Room 314 12/13/2006-12/13/2006 Final Wednesday 03:00PM - 05:00PM, Murphy Center, Room 314                  | 3.00  |      |          | 08/28/06   |

## My Profile

Click on **MY PROFILE** to access personal information that you can view on the web. The output will look like the following:

The screenshot shows the 'My profile' page on the VitNet website. The page is titled 'My profile' and is located under the 'CURRENT STUDENTS' section. The page contains several sections of information:

- Personal Information:** Full Name, Preferred Name, Viterbo ID, and Preferred Address.
- Phone Number:** A table with columns for Phone Number, Extension, and Type. It lists Home/Permanent, Campus/Local, and Cell Phone.
- E-mail Address:** A table with columns for E-mail Address and Type, listing University Email.
- Emergency Contact Name:** A table with columns for Emergency Contact Name and Phone Number, listing None Specified.
- Academic Information:** A table with columns for Counselor Name, Type, Phone Number, Extension, and E-mail Address, listing None Specified.
- Advisor Name:** A table with columns for Advisor Name, Type, Phone Number, Extension, and E-mail Address, listing Mr. David P. Schulz.
- Academic Program:** A table with columns for Academic Program, Academic Level, Degree, Anticipated Completion Date, Academic Standing, Major, Minor, CCD, and Specialization, listing Management, Undergraduate, BBA, 05/07, and Management.

An 'OK' button is located at the bottom of the page.

The information displayed is not all of the information retained at Viterbo. Note that the Emergency Contact and Counselor information will always remain blank as that information is either retained elsewhere or not used at Viterbo.