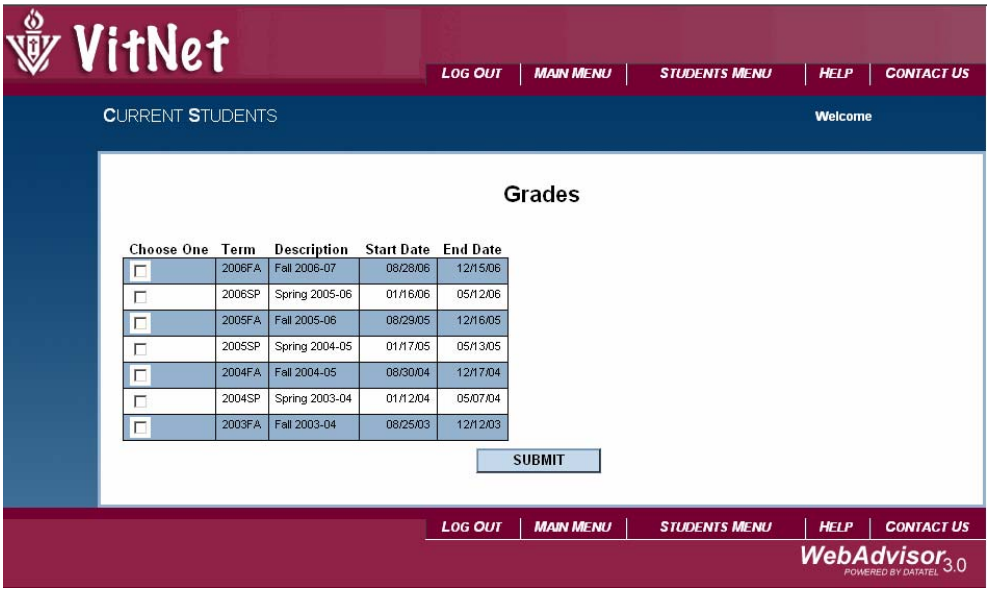
VITERBO UNIVERSITY REGISTRAR'S OFFICE –
PROCEDURE MANUAL FOR VITNET SYSTEM

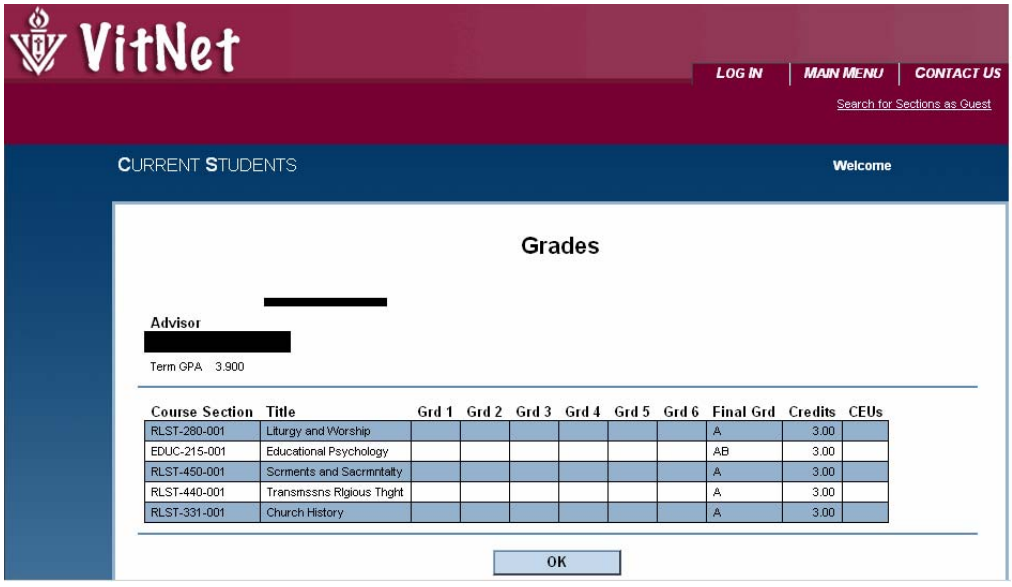
STUDENT ACCESS TO VITNET (WEBADVISOR)
ACADEMIC PROFILE FEATURES

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.

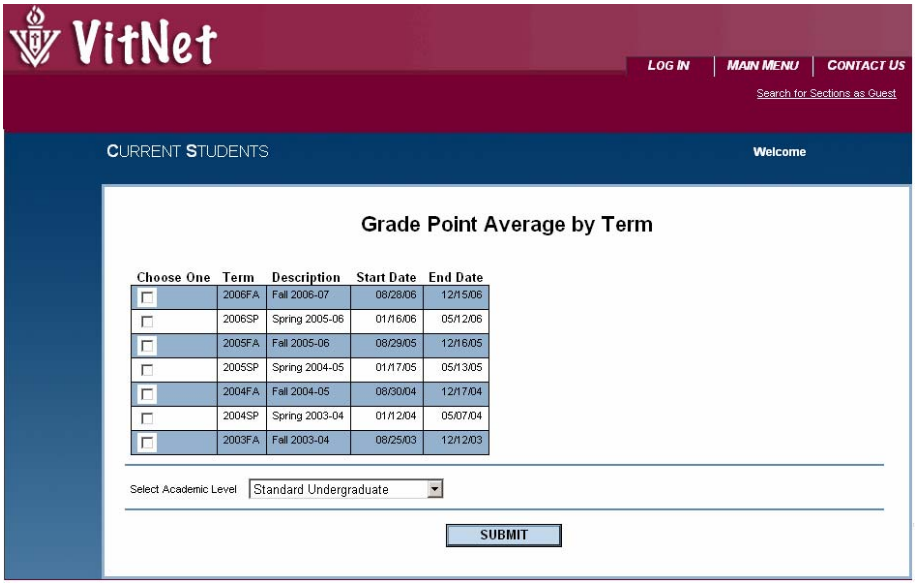


After selecting a semester, you will see something like the following:

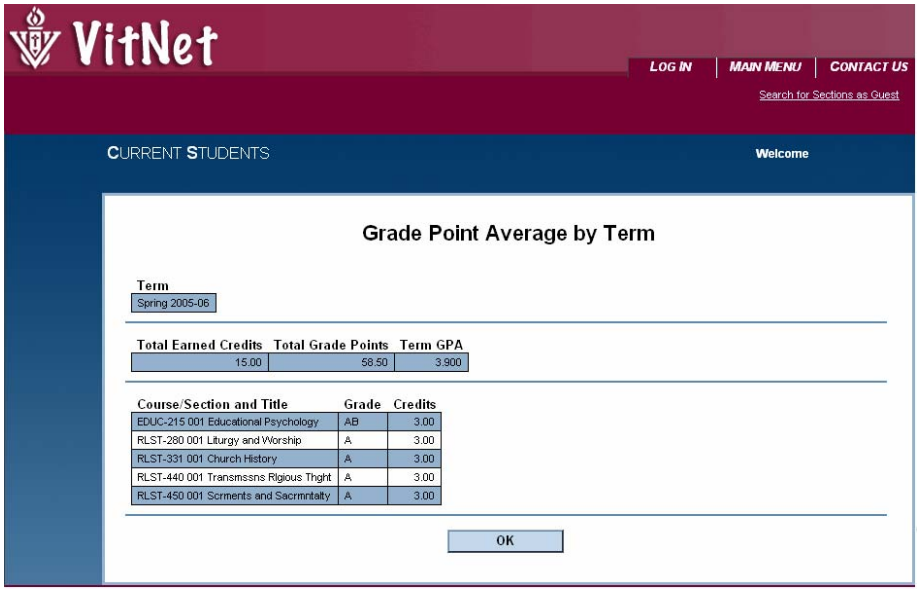


Grade Point Average by Term

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:

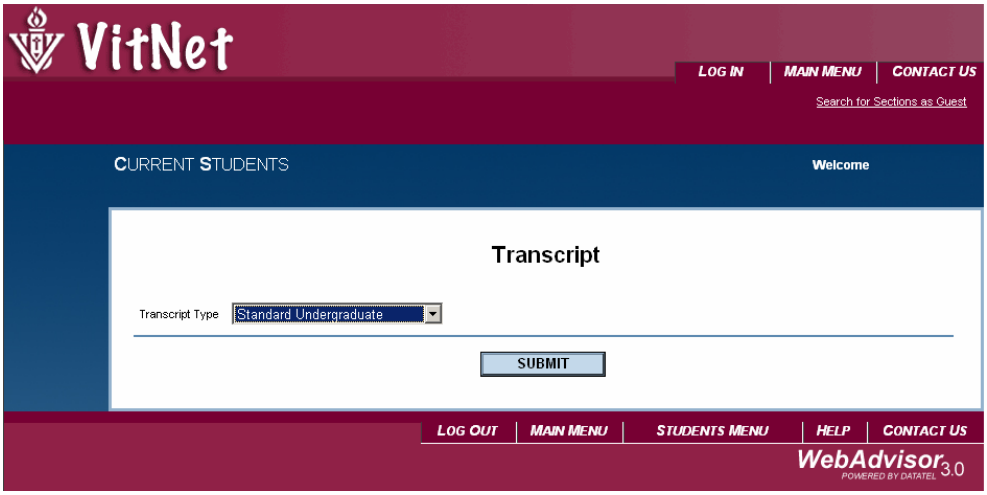


After making your selection, you will see the classes you took during that term, the credits earned, and the GPA earned for that semester.

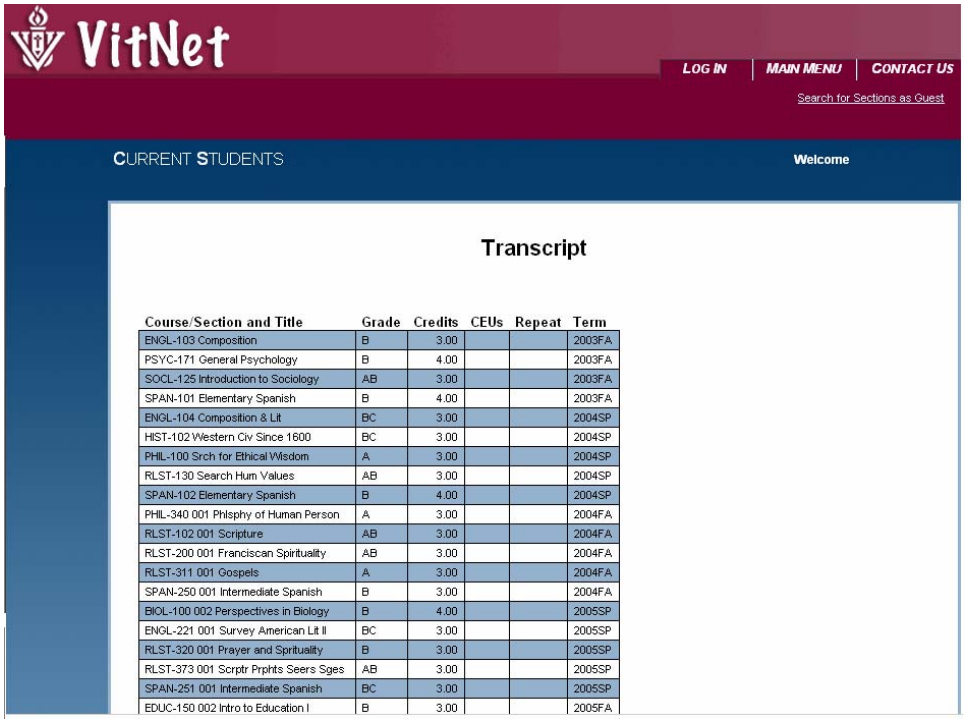


Transcript

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:



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.

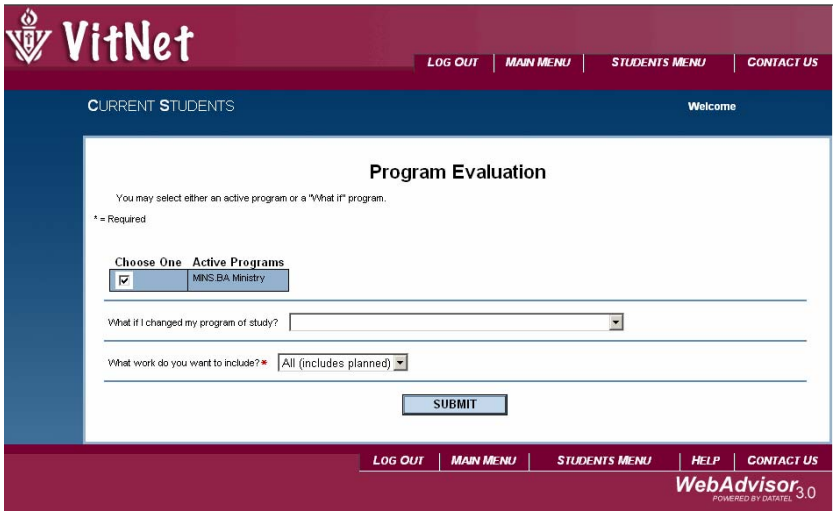


Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
ENGL-103 Composition	B	3.00			2003FA
PSYC-171 General Psychology	B	4.00			2003FA
SOCL-125 Introduction to Sociology	AB	3.00			2003FA
SPAN-101 Elementary Spanish	B	4.00			2003FA
ENGL-104 Composition & Lit	BC	3.00			2004SP
HIST-102 Western Civ Since 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 Phlsphy 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

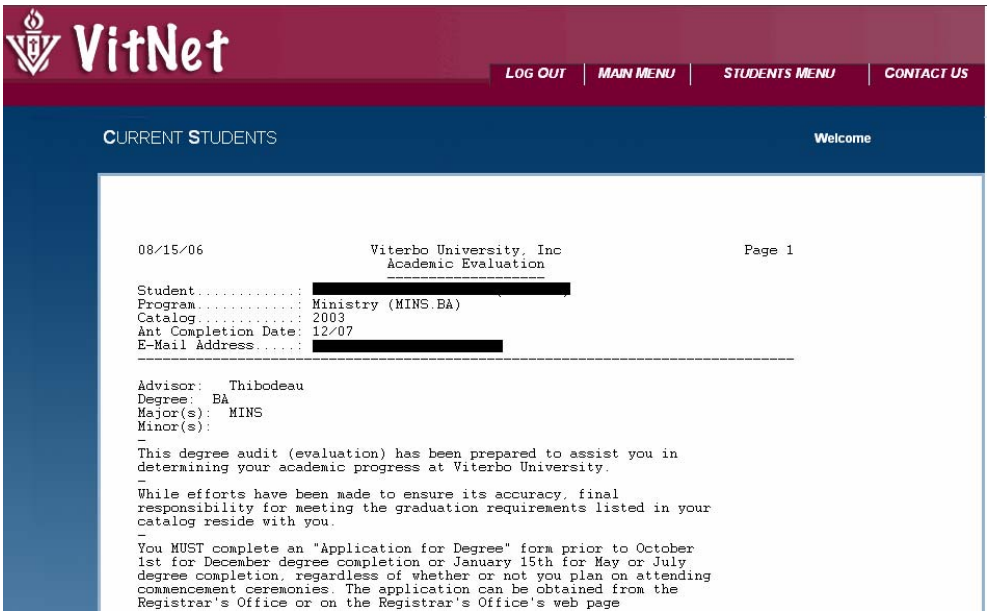
Click on **DEGREE AUDIT** to perform a degree audit on your current program on file. Your program is your degree and major. If you are earning two degrees, you will have two degree audits. Otherwise, you will only have one degree audit, even if you are double majoring (same degree). The double major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



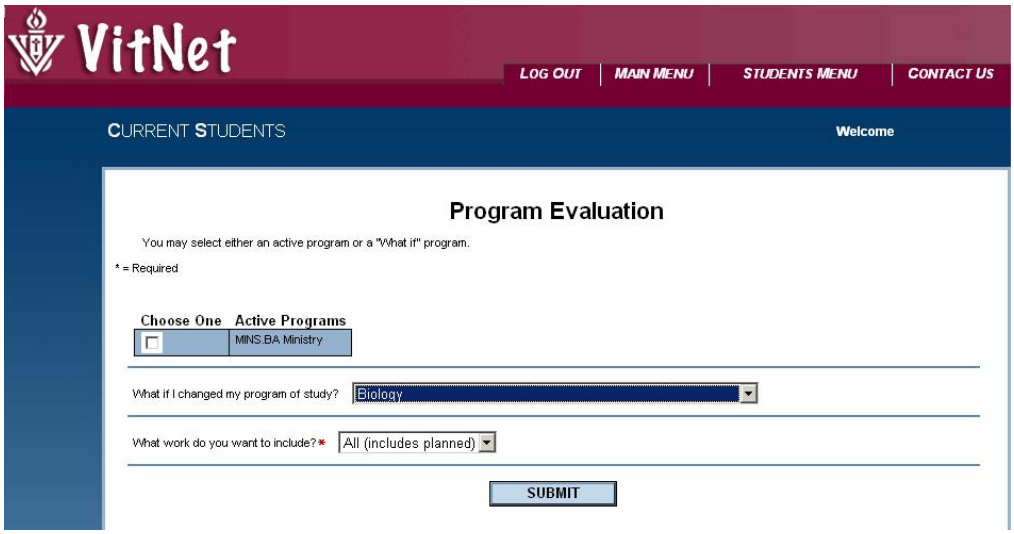
After selecting your program, you will see your degree audit. The degree audit lays out all of your general education, major, and degree requirements and shows you where your completed (or in-progress) coursework fits into those requirements. It also displays your missing requirements and the courses/credits/components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

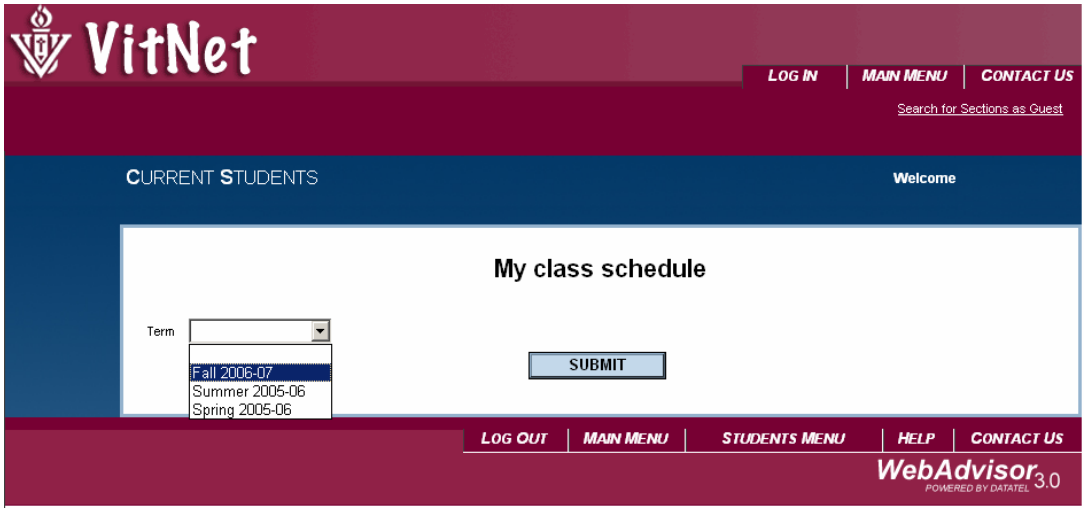
To perform a “What If” degree audit, select a program from the pulldown menu after “What if I changed my program of study?” (leave the box in front of your active program unchecked).



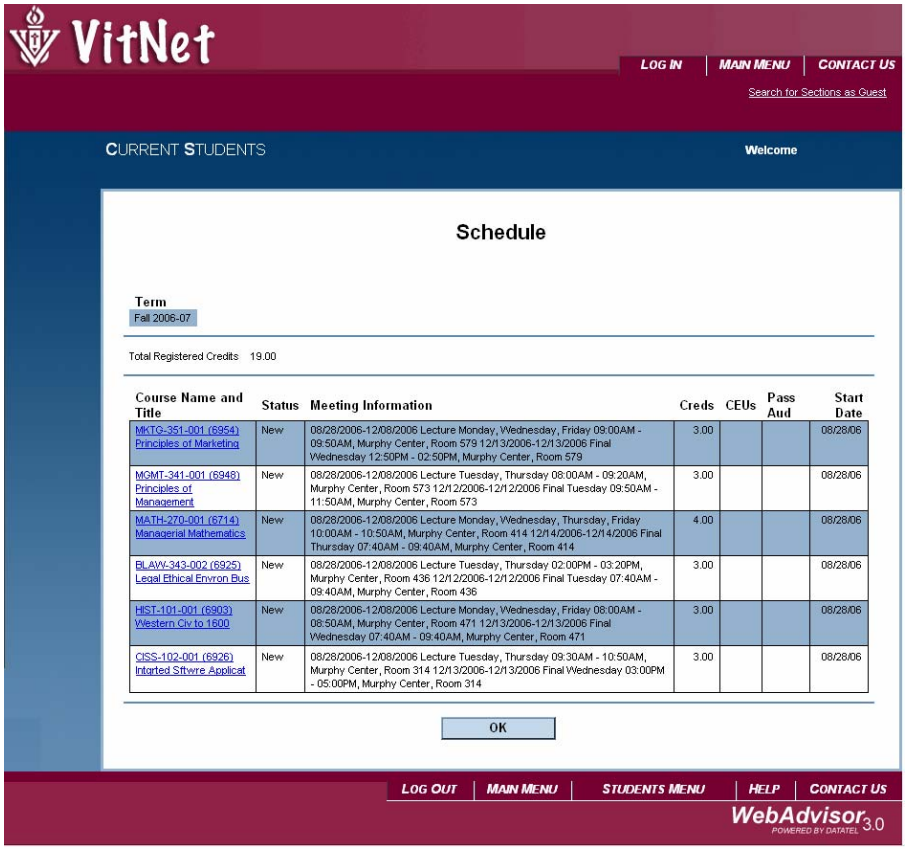
After you submit, the screen will return with your “What If” degree audit.

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:

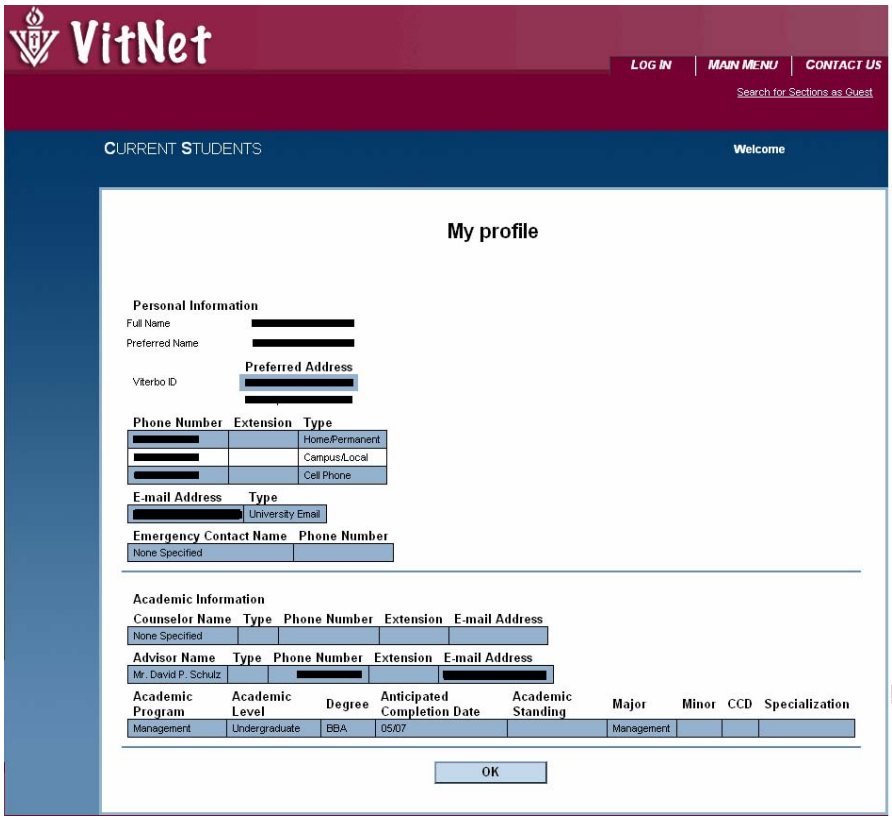


After selecting a term, you will then see your class schedule (including final exam times for each section):



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 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.