

# Saint Vincent Web Information System Students

## Welcome SVWeb Information System

Everything you need to know about SVWeb is in this newsletter. We encourage you to read the following instructions carefully BEFORE you attempt to explore the system and/or register for classes.

### Helpful Hints

- ◆ **READ** this newsletter thoroughly.
- ◆ **Study your academic record.** Determine where you are in your degree program, what requirements you have completed and what requirements you have yet to complete.
- ◆ **REVIEW the Course Schedule** to determine the classes you want and/or need. Pay close attention to major restrictions, prerequisites, and other factors that might affect your course selections.
- ◆ Be sure to select alternate courses in the event you are closed out of a class.
- ◆ Check to see if you have any **holds** on your account by accessing the "Student Biographical Information" screen **WELL IN ADVANCE OF REGISTRATION.**
- ◆ **TAKE YOUR TIME!**
- ◆ **PROOFREAD, CHECK AND DOUBLE CHECK** your web entries BEFORE processing.
- ◆ **PRINT** out a copy of your schedule of classes and carry it with you. (Right click on the screen you want to print and select "print.")
  
- ◆ **If you are not already doing so, you MUST begin using your Saint Vincent e-mail address. Faculty and advisors will be using this address to correspond with you regarding registration and class information.**

## Protect Your Privacy

- ◆ Protect your user name and password as you would a bankcard PIN number.
- ◆ Do **NOT** give your user name or password to anyone.
- ◆ Choose a password that will be easy to remember and **NEVER** share it with anyone.
- ◆ If you access the SVWeb site from a public area, be sure to close the browser before leaving the machine. Once you have entered SVWeb, the location is open to anyone using the machine until you close the browser.

## Accessing SVWeb

1. Go to the Saint Vincent College home page at <http://www.stvincent.edu>
2. Scroll to the bottom of the page.
3. Click on the Web Info. System link.
4. Select the STUDENT link.
5. Enter your USER NAME.
6. Enter your PASSWORD.

## Changing Your Password

### CHANGE YOUR PASSWORD IMMEDIATELY AFTER YOU LOG ON FOR THE FIRST TIME

1. Click on CHANGE PASSWORD.
2. Enter your OLD PASSWORD in the appropriate box.
3. Enter your NEW PASSWORD. **Maximum of 8 characters with a mix of letters and numbers.**
4. Confirm you NEW PASSWORD by entering it once more into the third box.
5. Click on the SUBMIT button **only once.**

Look for the message in the green box that indicates your password has been changed. Your new password is effective immediately.

**\*\*\*Remember\*\*\***

**Choose a password that will be easy to remember and never share it with anyone.**

.....

## COURSE SCHEDULE

The Course Schedule is an on-line listing of the courses being offered for the selected session. Be sure to select the appropriate program, session, and year. After selecting the **COURSE SCHEDULE** link, you will see a listing of departments. Select the appropriate department for your course. This will give you a listing of all of the courses offered for that department.

1. Click on the **DESCRIPTION** link next to a course to get the catalog course description for that course.
2. Click on the **COURSE NUMBER** to find the sections available for that course. Listed for each section will be:
  - ◆ The instructor.
  - ◆ How many students have already registered for that section;
  - ◆ Whether the class is OPEN or CLOSED;
  - ◆ The building and room number; and,
  - ◆ The days and times the course meets.

Under **REQUIREMENTS** you may select the view button to read any requirements or special comments for a course. Please note that prerequisites are not listed here but are located in the course description. If a course is cross-listed with a course from another department, that information is also indicated, as is the enrollment limit with the number of students registered for the cross-listed section.

## REGISTRATION

**IN ORDER TO REGISTER, YOU MUST FIRST MEET WITH YOUR ADVISOR TO DISCUSS YOUR SCHEDULE AND OBTAIN CLEARANCE TO REGISTER.**

**Without clearance, you will NOT be able to register on-line.**

You may also need course authorizations to register for conflicting courses or a course for which you have not met the prerequisite. Be sure that you arrange any necessary course authorizations with department chairperson or director of academic program so that the registration process goes smoothly.

You will not be able to register if you have a financial hold on your account. If you receive such a notice when attempting to register, contact the Controller in the Business Office at extension 2243. You may check for holds under "Student Biographical Information" in advance of registration.

### **TO REGISTER—**

1. Make sure you have selected the correct session, year, and program. If you select the wrong session, year, or program, you will not have access to register.
2. Click on **REGISTRATION**.
3. In the appropriate box, enter the Course Number and Section. You may look-up the course numbers and sections by clicking on the ?.

**Be sure that the course number is entered exactly as it is in the course schedule in CAPITAL LETTERS with a space between the department code and the number.  
For example, "PY 100," MA 109," "SP 203," etc.**

Also, be sure that the appropriate section is selected to match the days and times you select.

**Note that all section numbers are two digits (01, 02, 03, etc...).**

4. Click the ADD button. If the course is successfully added, it will appear on the bottom portion of the screen.

**Note the comment in the green box above the schedule.**

This is the same location where a conflict or lack of prerequisites/requirements will be noted.

**TO REGISTER—(continued)**

5. Continue to add courses by entering course numbers and section and clicking the **ADD** button.
6. To drop (remove) a course, select the course and click on the **DROP** button. Once dropped, the course will no longer appear on the screen.
7. Note that all students are currently limited to a maximum of 19 credits. If you plan to register for more than 19 credits, you must contact the Registrar in advance so that your maximum may be increased.
8. **Once you have finished the registration process, be sure to close the browser completely. If you don't close the browser, anyone who follows you can access your registration file.**

.....

## **STUDENT SCHEDULE**

With SVWeb, you may view your schedule at any time. Information listed on your schedule will include course number, section, instructor, credit hours, location of course, and days and times of meetings. On-line access to your schedule eliminates the hassle of carrying a written schedule which can be lost or damaged. Also, you may verify schedule or room changes on-line!

## **GPA PROJECTION**

The GPA Projection link is a tool that allows you to do a "What if?" scenario. You will be given a screen that lists the classes for which you are currently registered. You may then enter various possible grades next to your courses to calculate how they will affect your GPA. The GPA Projection does NOT take into account courses that you are repeating in the current session.

## **ACADEMIC RECORD**

This program allows you to view all of the courses that you have completed in addition to the courses you are currently taking. This includes all courses taken at Saint Vincent, as well as transfer courses, which are indicated with a "T" grade. Also listed is your advisor, your class (senior, junior, etc.), declared major(s), courses taken with a pass/fail or audit no credit grade option, quality hours (credits used to calculate GPA), quality points, and cumulative GPA.

## **GRADES**

The Grades link allows you to view your final grades for completed courses in the selected session. This link also shows the session and cumulative GPA for the specified term.

## **BIOGRAPHICAL INFORMATION**

The Student Biographical area allows you to view information that is on file for you at Saint Vincent. This information ranges from personal to academic information. **Easy access is also provided to your advisor through an email link.**

You may also view any holds on your account, previous or other addresses listed, employment records, exam scores, previous educational institutions, and, if living on campus, housing and student services information.

To update any biographical information or planned graduation date or to change your major, you must complete the necessary form(s) available in the Registrar's Office.

## **FINANCIAL AID**

Under Financial Aid, the MAIN menu option indicates the office hours for Financial Aid and reminds you to check DOCUMENTS NEEDED to determine what, if any, documents still need to be completed.

The AID AWARDED option will list any aid that will be applied to your bill for the current semester.

## **COURSE AND FEE STATEMENT**

The Course and Fee Statement is not available until after you are registered and financial aid is posted. An approximate date when this information will be available is posted on this page. When the info is complete, the student will see a copy of their schedule and listing of tuition costs and aid awarded.

## **CORE AUDIT**

### **(Undergraduate Students Only)**

The Core Audit outlines courses completed or in progress by department/discipline. This audit is intended to help monitor progress toward completion of the College's Core Curriculum.

## **QUESTIONS AND ANSWERS**

### ♦ **What if I forget my Password?**

Visit (you may NOT get password information over the telephone) the Registrar's Office on 1st Floor Alfred Hall, with your Student Identification. **Be sure to tell them you need your "web registration password."**

### ♦ **What if the computer is "hung-up" for more than 15 or 20 seconds?**

Simply right click anywhere on the right side of the screen and select "refresh" from the pop-up screen. This should quickly refresh you to your previous location.

### ♦ **How do I register for an independent study or cooperative education/internship?**

Because independent study and/or cooperative education registration requires additional paperwork, students must register for these courses in the Registrar's Office. An add/drop form will also be required.

### ♦ **How do I register for a course Pass/Fail or Audit?**

Register in the course as any other course, then come to the Registrar's Office to change the status to Pass/Fail or Audit. An Add/Drop form will be required.

### ♦ **Who do I call if I have any problems or questions?**

Computer-related problems call:  
ext. 4357 (HELPDESK)

Registration-related problems call:  
ext. 2889 (Registrar's Office)

**Please note that web registration is an OPTION.  
You may still register in person at the Registrar's Office during regular office hours (9:00 a.m. to 4:00 p.m., Monday through Friday).**