E-Advising Guide for Advising Period

University Advising Center, SEC 3120; advising@uiwtx.edu ; (210) 805-5814

Note to Advisor

This advisor guide is not all encompassing; however, it will be helpful during the transition to e-Advising during Advising Period. If you have other suggestions that may be useful to the advising process, please email the UAC at advising@uiwtx.edu.

Utilize "Automatic Reply"

Keep the communication going and consistent. Add an automatic reply in Outlook with the following:

- Official university statement and webpage link
    - Webpage link: https://my.uiw.edu/safety/coronavirus.html
- Advising dates (see below)
- Virtual office hours
- Contact information, including Zoom link and office phone number
- See example message 1A

Advising Dates

Advising Date Handout for students available—See attached, 2A

March 30-April 9	Advising Period (see email for phone appointment link)
March 23	PINs available (*Issue PINS once update is final—Email will be sent*)
March 16	Summer/Fall course schedules viewable through BannerWeb
	Link: https://bannerweb.uiwtx.edu/prod/twbkwbis.P_GenMenu?name=homepage
April 9-April 16	Registration as shown below

- Athletes- April 9th at 8:30 am
- Seniors - April 15th at 8:30 am
- Juniors - April 15th at 1:30 pm
- Sophomore - April 16th at 8:30 am
- Freshmen - April 16th at 1:30 pm

May 1	Withdraw deadline "W"
	Link: https://my.uiw.edu/registrar/_docs/add-drop-2015.pdf

Setting up Campaigns through Grades First

Instruction Guide for setting up Campaigns—See attached, 3A.

- Notes for Step 19—**Advising Appointment Invitation** (modifying the email subject & body)
    - Subject examples
        - Schedule Your Course Planning E-advising meeting today!
        - {$student_first_name}, GOOD NEWS! Advising Is Now Offering Virtual Appointments!
    - Email body suggestions

- Indicate advising sessions will now be offered virtually
- Inform student not to come to campus for advising
- Explain your e-Advising options (ie: phone, email, video)
- Advise student update phone/contact information in Banner Web
- Instruct student indicate in the "comment box" (upon selecting their time slot) of their preferred method for advising
- Recommend student review Degree works profile and course schedule
- If offering Zoom/video sessions, add a tutorial link
- Example verbiage—See attached, 3B

Zoom/Phone/Email Appointment

Note: Before beginning your remote session, ask student to confirm Student ID and/or show ID to camera. Inform student you will be discussing confidential information and ask if okay to proceed (FERPA).

- **Zoom Tutorials for Advisors:** https://zoom.us/docs/en-us/covid19.html?fbclid=IwAR0T4ZWYhnJWdy__vZf0X1qk3jbXiG6giibSuUnVouOSy0LMdlstV1W1A8A
- **Zoom Tutorial for Student to join:** https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1
- **Phone Appointments:** Calls can be made via Ring Central through your computer (accessible through Cardinal Apps) and/or the Ring Central App on smart phones (to protect cell phone numbers) More info further down.
- **Email Appointments:** via Cardinal email only

Advising Session Outline

Note: Ask student to confirm Student ID number. Ask student to open Degree Works to follow along. Send student Advising Session Recap form (optional)—See attached, 4A

- **Confirm student's major/concentration/minor**
  - If discrepancy, complete Academic Change Form—See attached, 5A
    - Submit form to UAC
    - If student has already applied for graduation, they should submit the "Change of Graduation Information" form to the Registrar's Office.
- **Review and discuss student's GPA & current academic standing**
  - Review GPA requirements, as needed
- **Review hours requirements**
  - Needed/completed to reach 120
  - General Electives
  - 36/45 Rule
  - Community Service
- **Review student's current class schedule**
  - Midterm grades/Early Alert Grades/Cases in Grades First
  - Discuss Drop deadline/process for withdrawal ('W'): May 1—See attached, 6A & 6B
- **Discuss courses for registration**
  - **Summer classes**

- Is student taking courses at UIW or another institution?
  - Request to Study at Another Institution form (Registrar's webpage)
    - https://my.uiw.edu/registrar/request-to-study.html
  - Reminder to submit official transcripts to UIW after final grades are posted
  - SPS Course Request--as needed
    - https://my.uiw.edu/advising/sps-course-request.html
- Provide recommended courses
- Add note of recommended courses in Degree Works

- **Fall classes**
  - Recommend courses- Plan A (pass all courses)
  - Recommend courses- Plan B (retake courses)
    - Note new "three-peat rule: https://uiw.smartcatalogiq.com/2019-2020/Catalog/VII-Institutional-Academic-Policies/Grades-and-Academic-History-Policies/Repeat-Policy
    - Provide additional course options, as needed
  - Add note of recommended courses in Degree Works

- **If student is Graduation Ready instruct to apply online—See attached, 7A**
- **Issue PIN/notes in Degree Works or Grades First—See attached, 8A**

Helping Students Prepare for Registration

- **Advise student to check BannerWeb for holds—See attached, 9A**
- **Remind student to review degree plan, notes, course recommendations & PINs in Degree Works or Grades First—See attached, 9B**
- **Share instructions for Looking up Classes and Online Registration—See attached, 10A & 10B**
- **Inform student about waitlist process—See attached, 11A**
- **Registration Add Errors—See attached, 12A**
- **Summer and Fall 2020 class schedule**
  - https://bannerweb.uiwtx.edu/prod/twbkwbis.P_GenMenu?name=homepage
  - Suggest student use Schedule Planner to map out courses—See attached, 13A
- **Additional Forms**
  - **Athletic Registration Form—14A**
  - **Add/Drop Form—6A**
  - **Submitting Service Hours—15A**
  - **Student Resources—16A**

Consistency of Course Descriptions, Restrictions and Prerequisites in Advising Tools

- **University Catalog: Review course descriptions, prerequisites, restrictions and approvals needed**
- **Course Schedule (BannerWeb): Compare to University Catalog entries**
- **Degree Works: Compare courses descriptions to University Catalog and Banner Web entries**

Be prepared for questions from students regarding discrepancies and inconsistencies in the three. When inconsistencies are found, report to Department Chair for revisions.

Using Ring Central for Calls/Texting—See attached, 17A

EXAMPLE MESSAGE: Automatic Reply

Dear Cardinal,

Thank you for your message. *Please read this "Auto Reply" for* general information, advising dates and updated academic & advising processes. ***Please note that in light of the developing situation regarding COVID-19,*** UIW updates are viewable at the following link:
https://my.uiw.edu/safety/coronavirus.html

Recent updates:

- **Spring Break has been extended one week**, through Friday, March 20.
- **Beginning Monday, March 23**, classes for the remainder of the Spring 2020 term will be held remotely online via Blackboard (or other online tools already in use).

****

Note to my Advisees:
Until further notice, academic advising will operate electronically. Do not come to campus for advising sessions. You will receive an appointment link with further information and direction about setting up an E-Advising appointment with me. For now, please ensure your **phone number and other contact information** are correct and up to date. You can enter/update your information through BannerWeb (in the Personal Information tab).

Important Advising Dates:

March 30-April 9	Advising Period (see email for phone appointment link)
March 16	Summer/Fall course schedules viewable through BannerWeb link: https://bannerweb.uiwtx.edu/prod/twbkwbis.P_GenMenu?name=homepage
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- Freshmen - April 16th at 1:30 pm

May 1	Withdraw deadline "W" Link: https://my.uiw.edu/registrar/_docs/add-drop-2015.pdf

For now, please continue to check your emails as the semester progresses for important information as it develops.

Know this, Cardinal: Your health and wellbeing are of utmost importance and at the heart of our Mission. As a community, we offer our prayers for all of those affected by COVID-19 and all those who care for them.

Lastly, due to the high volume of correspondence, please allow up to two business days for a response.

We appreciate your patience.

Advising
IMPORTANT DATES

1 ADVISING PERIOD
March 30 - April 9, 2020

2 SCHEDULE
Summer and Fall 2020 schedule available online

3 ONLINE REGISTRATION
Athletes- April 9th at 8:30 am
Seniors - April 15th at 8:30 am
Juniors - April 15th at 1:30 pm
Sophomore - April 16th at 8:30 am
Freshmen - April 16th at 1:30 pm

4 IN-LINE REGISTRATION*
April 17th at 8:30 am

*Open registration – Manual paper registration for current students, if needed. Incoming/returning students able to register.

5 DROP/WITHDRAWAL
May 1st is the last day to drop a course or withdraw for the Spring semester with a "W" (withdrawal)

Advising
IMPORTANT DATES FOR ADVISORS

1 ADVISING PERIOD
March 30 - April 9, 2020

2 SCHEDULE
Summer and Fall 2020 schedule available online

3 ALTERNATE PINS
March 23rd alternate pins available through Bannerweb

*Please do not issue alternate pins to students until you receive the confirmation email that updated alternate pins are available.

4 ONLINE REGISTRATION
Athletes- April 9th at 8:30 am
Seniors - April 15th at 8:30 am
Juniors - April 15th at 1:30 pm
Sophomore - April 16th at 8:30 am
Freshmen - April 16th at 1:30 pm

5 IN-LINE REGISTRATION*
April 17th at 8:30 am

*Open registration – Manual paper registration for current students, if needed. Incoming/returning students able to register.

6 DROP/WITHDRAWAL
May 1st is the last day to drop a course or withdraw for the Spring semester with a "W" (withdrawal).

Appointment Campaign

Follow these directions to create faculty advisor appointments in Grades First. For additional assistance, please contact the University Advising Center at 210-805-5814.

**1.** Go to **http://www.uiw.edu/ (UIW Homepage)**.

2. Click on the **INFO FOR…** drop down box located on the top-right hand side of the UIW Homepage. Then click on Faculty.
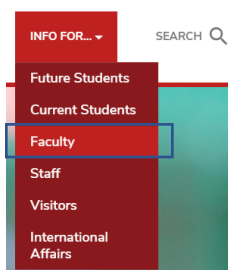
3. Next, click on **Cardinal Apps** located at the top left of the page. Type in your UIW Username and Password. (This is the same username and password used for UIW Mail.) Then click Sign In.

NOTE: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu

4. Click on the following Grades First icon located in the Cardinal Apps – Main tab. You will automatically be logged into Gradesfirst.
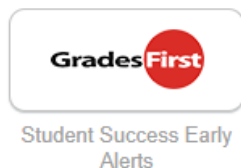
5. On your **Advisor Homepage**, click on **My Availability.** Then, click on **Actions** and **Add Time**.

6. Select your **Availability,** by clicking the **Day(s)** and selecting your **Times.** Then, click **Campaigns** and **Duration.**

NOTE: To adjust time, use the scroller provided.

7. For Duration, select **A Range of Dates.** Then select the **Start Date** and **End Date.** Then, click **Location.**

NOTE: Select the same dates for advising period.

8. For Location, select **Faculty Advisor Office**. Then, **Select Student Services. (Note for eAdvising later.)**

9. For Student Services, select **Advising**. Then, click on the **Details** section.

10. In the Details section, type your assigned **Office Room number***. Then, click **Save.** (*You will indicate phone/video appointment in your email (step 19).

11. Under the **Quick Links**, click on **Appointment Campaigns**. Then you will be directed to a new page, under **Actions**, click on **Appointment Campaign.**


12. Then fill in the following information:
- **Campaign Name**, type your **First and Last Name.**
- **Campaign Type,** select **Advising**.
- **Slots Per Time,** by default will appear as **"1."**
NOTE: "1" means one student per slot. If you would like to create a group advising, type the number of students in the slots per time.
- **Course or Reason**, select **Advising**
- **Begin Date** and **End Date,** leave as is.
- **Appointment Limit,** select your time limit.
- **Location**, select **Faculty Advisor Office.**
- Then, click **Continue.**

13. Click **Advanced Search**.

14. Scroll down and click on **Assigned To.**
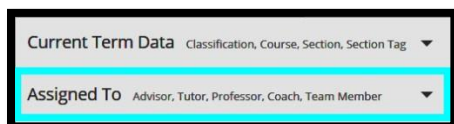
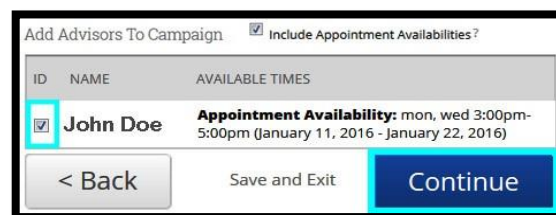**15.** Type your Name in the **Assigned to Advisor** section and click **Search.**

16. Select your Students and click **Continue.**
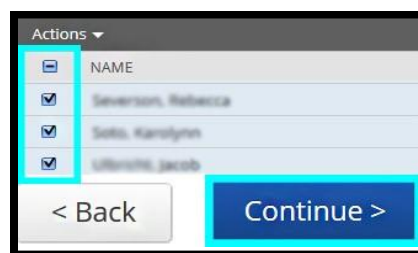
17. Review the List of your Students and click Continue.

18. Check your Name and click **Continue.**

19. Subject is optional. Email body can be adjusted. Scroll down and click **Continue.**

Revise email body to instruct student to use the "comment" box upon selecting their time slot, to indicate their preference of phone/video advising.

20. Review the information provided. Select **Email Reminder** and click **Send.**

EXAMPLE EMAIL: Grades First Appointment Campaign/Invitation

Hello, _____,

Please read this advising invitation carefully.

I hope this email finds you and your family safe and healthy. It's almost time to register for the Summer and Fall 2020 semesters. Although we are not on campus, we are continuing advising sessions virtually. With registration beginning in a couple of weeks, I would like to connect with you so we can discuss your course planning.

To schedule an appointment, you will click the link at the end of this message. However, when selecting your time slot, add your session preference in the comment box (phone/video/email) along with your best contact phone number.

> Please note, for appointments by:
> Phone—add best phone number in comment box
> Video—I will send a meeting link to your Cardinal email address
> Email—I will send you an email at the start of your appointment

In preparation of your appointment, be near a computer and sign on to Cardinal Apps.

Please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

{$schedule_link}

Thank you!
Your Advisor

ADVISING SESSION RECAP

Name_____ Student I.D. _____

Primary Advisor _____ Alt PIN_____

✓ **G.P.A. & Academic Standing**_____
✓ **Early Alert Grades**_____

✓ **Holds/Contact**_____(Student can review in BannerWeb)_____
_____

    ✓ **Transfer Credit Complete?**   Yes   No
            o **Transcript Needed? (36/45 rule)**

✓ **Verify Major/Concentration/Minor/Catalog**_____
       o Academic Change form needed?   Yes   No
       o General Electives Review: Total needed_____ Completed_____ Still needed_____

✓ **Classes needed:**

Term/Session	C.R.N.	Course	Time/Day(s)
Fall 2020	*(Registration Number)*	*BMGT 4380*	*9:30-10:15 am; Tues/Thurs*

Priority course(s), needed for sequencing or major

✓ **Ready to apply for graduation?**   Yes   No   (almost there!)
       o Community Service hours complete?   Yes   No
       o Anticipated graduation semester _____
       o See graduation information on back of page.

✓ **Follow up/Additional Information**_____
_____
_____
_____

✓ **Faculty Advisor/Mentor Contact**_____

Available resources:

University Advising Center:
Student Engagement Center, Room 3120
Phone: (210) 805-5814
Email: Advising@uiwtx.edu

Writing & Learning Center:
Student Engagement Center, Room 3167
Phone: (210) 829-3870
Email: wlc@uiwtx.edu

Tutoring Services:
Student Engagement Center, Room 3167
Phone: (210) 829-3870
Email: TutoringServices@uiwtx.edu

J.E. & L.E. Mabee Library:
Circulation Phone: (210) 829-3836
Reference Phone: (210) 829-3835
Email: reference@uiwtx.edu

Student Disability Services:
Administration Building, Suite 51
Phone: (210) 829-3997

Counseling Services:
Administration Building, Room 438
Phone: (210) 832-5656

What's next?

- ✓ **Ready for your Master's Degree?**
  Contact our Graduate Admissions Office for more information!
  - o   Phone: (210) 829-6005; Email: gradadmissions@uiwtx.edu

- ✓ **Ready to start your career?**
  Schedule an appointment with the Career Advisor
  - o   Phone: (210) 829-3931; careers@uiwtx.edu

Graduation Information

Graduation Application DeadlinÕ
Please check the academic calendar for dates.

Graduation Application Instructions
The process to apply for graduation is online on BannerWeb. There is a $50 fee to apply for graduation. (Credit/debit card accepted.)

To apply, log on to Cardinal Apps and click on BannerWeb app. > Select the Student Services tab from the top menu > Select Student Records > Select Apply To Graduate > Select your current term of enrollment. (This is the term you are currently taking classes for as of now, not the term you are applying for.) > Select the degree you are completing. (If this information is not correct, you may make changes with the Registrar's Office after you have completed the online application.) > Select the term you are graduating > Carefully read the graduation ceremony information and select one of the options > Submit the name you wish to appear on your diploma (You may change the name now or with the Registrar's Office after you have completed the online application.) > Confirm name for diploma > Carefully read the graduation application information > Select the payment method, Click continue, Review Graduation Application Summary on the next page, Click Submit Request > You will be redirected to the CASHNet page to enter payment information > Click NEXT to continue to the REVIEW AND CONFRIM page > Review the information, Click Submit .

CONGRATULATIONS! You are one step closer to graduation!

UNDERGRADUATE ACADEMIC CHANGE FORM
University Advising Center
Student Engagement Center, Room 3120 ● CPO # 286 ● E-Mail: advising@uiwtx.edu

Requesting an academic change is an important decision which requires considerable thought. By completing this form, you acknowledge you are aware of your academic requirements and that your academic change may affect your intended graduation date. Keep in mind some degrees, majors and/or minors require certain criteria (i.e. minimum grade point average (GPA)). Speak with an academic advisor for more information.

PERSONAL INFORMATION

Name: _____   **Student ID:** _____

Phone: _____   **Cardinal Mail:** _____

☐ **Freshman (0-29 Hours)**   ☐ **Sophomore (30-59 Hours)**   ☐ **Junior (60-89 Hours)**   ☐ **Senior (90+ Hours)**

☐ **International Student**   ☐ **SACM Student**   ☐ **Sponsored Student**

REASON FOR CHANGE: _____

Please Note: If you answer No to question 1, 2 OR 3 AND No to both questions 4 AND 5, you will need to meet with an advisor to discuss your academic change.

Comment Section
(i.e.: *Meeting with advisor tomorrow.*)

1. Are you aware of the requirements for your new degree, major, concentration, or minor?   ☐ YES   ☐ NO

2. Have you conducted a degree evaluation?   ☐ YES   ☐ NO

3. Have you created a graduation plan?   ☐ YES   ☐ NO

4. Have you consulted with an advisor regarding your change?   ☐ YES   ☐ NO

5. Did you meet with Career Services to discuss your change?   ☐ YES   ☐ NO

_____
Career Services Signature Required

6. Are you receiving Veteran Affairs Educational Benefits?   ☐ YES   ☐ NO

_____
Veteran Affairs Signature Required

7. Are you a student athlete?   ☐ YES   ☐ NO

_____
Athletics Advisor Signature Required

8. Are you a SACM or sponsored student?   ☐ YES   ☐ NO

_____
Sponsored Student Coordinator Signature Required

Comments (For Office Use Only):

(Continue on reverse side)

CURRENT DEGREE/MAJOR/CONCENTRATION/MINOR

Current Degree/Major *(BA MATH, BS MATH, etc.):* _____

Current Concentration *(If applicable):* _____ **Current Minor** *(If applicable)*: _____

CHANGE OF DEGREE/MAJOR/CONCENTRATION/MINOR
Indicate your request to add, change or remove a degree, major, concentration, and/or minor. Please refer to the list of degrees, majors, concentrations and minors.

☐ **ADD**   ☐ **CHANGE**   ☐ **REMOVE**

Degree/Major *(BA MATH, BS MATH, etc.):* _____

Concentration *(If applicable):* _____ **Minor** (If applicable): _____

CHANGE OF ADVISOR

Indicate your request to change your advisor

Current Advisor: _____ **New Advisor:** _____

Comments (For Student Use):

_____

Student Signature: _____ **Date:** _____

Forms are generally processed within seven business days.
You will be notified by Cardinal Mail once your request is processed.

University of the Incarnate Word
Add/Registration/Drop Form

This process is not complete until the Registrar's Office receives the signed form

Semester/Year: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____ Student ID: _____

Student's Name: _____

Phone Number: (_____) _____ **E-Mail**: _____

_____   _____
Student's Signature   Date   Advisor's Signature   Date

REGISTER OR ADD A CLASS						
CRN	DEPT	Number	Section	Grade Mode N=Normal; A= Audit; P/F=P/F	Approval Signatures (IF REQUIRED): Check box to indicate reason for signature.	Dean's signature is required for authorization.
					☐Signature Requirement ☐Over-ride Class Limit ☐Over-ride Pre-requisite ☐Time-Conflict	
					☐Signature Requirement ☐Over-ride Class Limit ☐Over-ride Pre-requisite ☐Time-Conflict	
					☐Signature Requirement ☐Over-ride Class Limit ☐Over-ride Pre-requisite ☐Time-Conflict	
					☐Signature Requirement ☐Over-ride Class Limit ☐Over-ride Pre-requisite ☐Time-Conflict	
					☐Signature Requirement ☐Over-ride Class Limit ☐Over-ride Pre-requisite ☐Time-Conflict	
					☐Signature Requirement ☐Over-ride Class Limit ☐Over-ride Pre-requisite ☐Time-Conflict	

DROP A CLASS (Complete the WITHDRAWAL form to drop ALL of your courses.)				
Contact the Financial Aid Office before you drop any course. This action may affect your graduation.				
CRN	DEPT	Number	Section	NOTE: Droppin2 courses may not remove charges from your account.

TOTAL HOURS ENROLLED_____

Drop & Withdrawal Process and Reminders

Deadline: Friday, May 1, 2020

Students wanting to drop a class need to have a signature from their Primary Advisor to do so. The Registrar's Office will not process drop forms missing advisor review.

Students seeking approval to drop a class (or classes) from Secondary Advisor will be referred to their Primary Advisor with consideration of graduation progression, mentorship development, coursework/ prerequisite review and schedule adjustment--as needed.

If Primary Advisor is not available, student will email Primary Advisor and request review and approval via e-mail. Please copy Secondary Advisor on reply with approval if you allow Secondary Advisor to sign in your absence. (Email will be attached to drop form for processing.)

Drop forms will be accepted by any one of the following means:

- *Electronically signed drop form by student and advisor*
- *Photograph of drop form filled out by student and advisor acknowledgment via email*
- *Emailed request for drop (without drop form) by student with advisor acknowledgment via email*

All drop request must be sent by cardinal email to Registrar's main email address registrar@uiwtx.edu for processing.

Reminders and Discussion for Drops:

- Check student's graduation date
- Review course schedule for prerequisite sequence availability
- Advise schedule adjustment, if necessary
- A grade of "W" will remain on the student's transcript.
- Three-peat policy is in effect for 2019-2020 academic year, as per university catalog. Excerpt below from 2019-2020 catalog:

    "Courses may be repeated; thereby removing the first attempt from the grade point average calculation. Only University of the Incarnate Word courses can replace courses recorded at the University of the Incarnate Word. Transfer work, CLEP, or departmental examinations cannot be used to repeat a course recorded at the University of the Incarnate Word. The highest grade earned will be used in the calculation of the grade point average. Courses used to repeat recorded grades must be the exact course (i.e., same course number and title) of the original course for which the repeat is intended. While other courses may substitute for degree course requirements, they will not remove the original recorded grade from the grade point average calculation.

    No undergraduate course may be attempted more than three times without prior permission of the department. A grade of W is considered an attempt."

Semester Withdrawals:

- Students wanting to withdrawal for semester should contact Associate Provost McMackin's Office: Administrative Assistant, Ms. Maltos: (210) 805-5813, rmaltos@uiwtx.edu

UIW Graduation Application Process

Congratulations on this BIG step!

Since you are so close to graduation, it's time to review the application process and get ready for graduation and commencement!

Degree Audit

This is what the Registrar's Office will be reviewing during your Bachelor's Degree audit, after you apply. Review these requirements with your assigned Advisor and discuss any concerns.
- Minimum GPA 2.00
- 120 Hours complete
- 45 Hours in residency complete
- 36 Advanced hours complete (community college courses will not satisfy this requirement)
- 12 Advanced hours in the major must be in residence from UIW
- Community Service complete (45 hours, must be submitted through cardinal sync)
- 36 of the last 45 hours from UIW
- Course substitutions, if applicable, on-file in Registrar's Office

Application and Processing Fee

The graduation application fee can be paid online at the end of the online application process. (Additional fees apply if deadlines are not met.)

How to Apply for Graduation

- Log on to Cardinal Apps
- Click on Banner8-Self Service (Banner Web)
  - Select the Student Services tab from the top menu
  - Select Student Records
  - Select Apply to Graduate
    - Select the *current term* of enrollment (not the term you are applying for)
    - Select the degree you are completing
    - Select the term you are graduating
    - Confirm graduation ceremony information (select one option)
    - Submit your name as it should appear on your diploma and confirm
    - Carefully read the graduation application information
    - Select payment method, click continue
    - Review Graduation Application Summary, click Submit Request
    - You will be directed to the CASHNet page to enter your payment information
    - Click Next to continue to the Review & Confirmation page.
    - Review the information, click Submit when done.
- Application questions/adjustments can be addressed with the Registrar's Office

Helpful Resources

Career Services:
Student Engagement Center, Room 3030; Phone: (210) 829-3931; careers@uiwtx.edu

Registrar's Office:
Administration Building, Room 129; Phone: (210) 829-6006; registrar@uiwtx.edu

University Advising Center:
Student Engagement Center, Room 3120; Phone: (210) 805-5814; registrar@uiwtx.edu

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Planning Ahead

Primary/Faculty Advisor: _____

Next Advising Meeting Date: _____

Application deadlines:
_____
_____
_____

Follow up Needed:
_____
_____
_____

Notes:
_____
_____
_____
_____
_____
_____
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_____
_____

Adding PINs & Notes in Degree Works

Sign on to Cardinal Apps, then click on Degree Works

DEGREE WORKS
Degree Audit

Enter Student ID number

Back to BannerWeb | Portal

Find | Student ID | Name | Degree | Major
W00 | | ▼ | BBA ▼ | Business Administ

Worksheets | Plans | Notes | GPA Calc

Worksheets ❯ | Format:
What If | Student View ▼ | View | Save as PDF

Click Note Pad Icon

e Management | Print | Log Out

audit | Last Refresh
5/2020 | 03/22/2020 at 9:16 pm

Add note and click "save"

Add New Note
Enter your note and click the Save Note button

Choose a predefined note from the list below

Save Note | Clear

Click "refresh"

e Management | Print | Log Out

audit | Last Refresh
5/2020 | 03/22/2020 at 9:16 pm

Click "Process New"

FAQ | Help | T

Major | Level | Student Class Level
Business Administration | UG | Senior

Save as PDF | Process New

Adding PINs/Notes in Grades First

Sign-in to Cardinal Apps, click Grades First	*Grades First logo*
Type in Student Name or ID Number in search field	Spring 2020 ▼ Student ? UIW
Select Student	Spring 2020 ▼ student ? New Student (*0000) (student) UIW
Select "Add a Note under "Options"	Options Send a Message Schedule an Appointment Issue an Alert Advising Appointment Report Add a Note ← Add a Tag
Type note	ADD A NOTE TO NEW STUDENT Note (Required) B *I* ≡ ≡ ☰ ⇄ ↺ ↻ Course Recommendations PIN Note Subject New Student - W00000000 Relations Note Reason Note URL
Click student's name under "Visibility"	Visibility ☐ ☑ New Student ? ← ☐ Printed Student Report
Click "Save Note"	Save Note Cancel

Registration Holds

Holds are a part of new & transfer students processing.
Registration holds may be placed on your record for academic, financial and/or informational reasons.
In order be eligible to register for classes, all holds must be cleared.

Be sure to check for holds **before** registering for classes, every semester.

Holds on your student account can affect registration.

You *MAY NOT* register with the following holds.

Hold Code	Hold Description	Hold Reason
BO	Contact Business Office	Balance owed
LO	Perkins Loan Office Hold	Loan exit paperwork
RH	Registrars Hold	Transcripts

You *MAY* register with the following holds.

Hold Code	Hold Description	Hold Reason
TF	Electronic 1098T Form	Electronic 1098T
PA	Payment Plan	Payment plan active

To check for holds through Banner 9:

Once you sign in, go to "prepare for registration", then select the term, and finally review your registration status.

If you do see a hold, be sure to contact the respective office regarding the hold.

Degree Works Student

Degree Works is an easy-to-use, web-based, degree audit. Your Degree Works audit is a guide to help you create your educational plan and allows you to keep track of all the degree requirements for graduation. Students should use Degree Works every semester when selecting courses for the upcoming term(s), as well as when making a long-term, semester-by-semester graduation plan.

1. To get started, go to
   https://apps.uiw.edu/app/UserHome
   (UIW's Cardinal Apps Page).

2. Type in your **UIW Username** and **Password**.
   Then, click on **Sign In**.

   Note: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu.

3. Click on the **Cardinal Apps-Banner** tab.
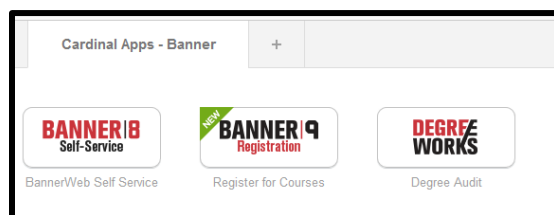
4. Then click on **Degree Works.**

5. This will lead you to your **Degree Audit.** This audit will show what course(s) you have completed, in progress, and are still required to complete. Also, this audit can be **Saved as a PDF**.

Academic Degree Audit

Student View   A0001SUy as of 09/10/2016 at 03:35

Student		College	Sch/Interactive Media/Design	Graduation Application [Y/N]	N
ID		Level	Undergraduate	Catalog Term	Spring 2016
Classification	Junior	Degree	Bachelor of Arts	Sport	
Advisor		Major	Communication Arts		
Overall GPA		Concentration	Journalism		
Academic Standing		Minor			
Hold					

Degree Progress

Requirements — 55%

The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your academic advisor for assessing degree completion status.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error message, please contact your academic advisor for a degree audit. You can also run a WhatIf Audit under one of the available catalogs.

Degree in Bachelor of Arts		Credits Required: 120	Credits Applied: 77
Minimum 120 Total Credit Hours Required	Still Needed:	120 credit hours are required. You currently have 77, you still need a minimum of 43 more credit hours and successful completion of all graduation requirements.	
Minimum 36 upper-division credit hours required	Still Needed:	36 upper-division credit hours are required. You currently have 9, you still need a minimum of 27 more.	
☑ Minimum 45 credit hours required at UIW			
Last 36 of 45 credit hours must be taken at UIW.	Still Needed:	36 of the last 45 credit hours must be taken at UIW: You currently have 19, you still need a minimum of 17 more credit hours.	
Your cumulative GPA is below 2.0; please see an advisor.			
Main Campus Core Curriculum Requirements	Still Needed:	See **Core Curriculum** section	
Community Service Requirement	Still Needed:	See **Community Service Requirement** section	
Major Requirements	Still Needed:	See **Major in Communication Arts, BA** section	

For additional assistance, please visit with your advisor or contact the University Advising Center at (210) 805-5814.

Notes, course recommendations and PIN may be notated at the bottom of your Degree Works profile.

Looking Up Classes

These instructions will help you look up classes using the downloadable class schedule in Bannerweb.

1. To get started, go to https://apps.uiw.edu/app/UserHome **(UIW's Cardinal Apps Page)**.
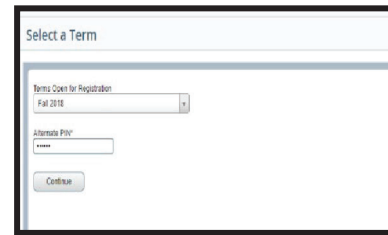
2. Type in your **UIW Username** and **Password**. Then, click on **Sign In**.

Note: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu.

3. Click on **Cardinal Apps-Banner** tab**.**
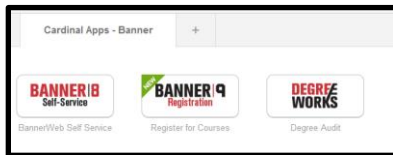
4. Then click on **Banner 9 Registration.**
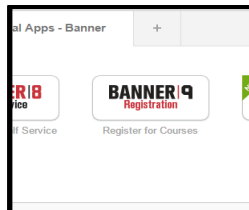
5. On the left side of the page, select **Browse Classes.**
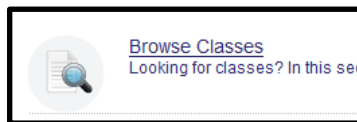
6. Then, select the **Term** you would like to look up classes for and click continue.

7. Click in the subject box to choose a subject. Next, select **Main Campus** in the **Campus** box**.** Then, Click Search.

8. A listing of all classes available under the subject(s) you have selected will appear. Look for the specific class (es) that you need to register for.

Note: Be sure to write down the CRN, Subject, Course Number and Section for each course you plan to register for.

9. To check for **Registration Restrictions**, Click on the title of the class you would like to check restrictions for.

10. The **Detailed Class Information** will appear where you will be able to confirm restrictions, pre-requisites ,co-requisites and other information about the course. Click close once finished.
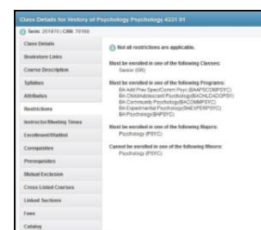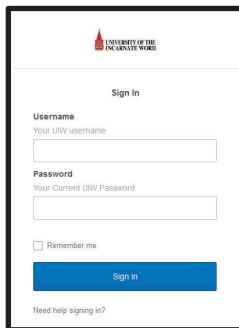
11. Click the Search Again button at the top right to search for another course.

For additional assistance, please visit with your advisor or contact the Advising Office at (210) 805-5814 or advising@uiwtx.edu

Online Registration

Before registering online, first meet with your advisor to discuss your upcoming semester(s) and obtain your *Alternate PIN Number*, which allows you to register for classes. Make sure to also clear any registration holds, otherwise you will not be able to register for classes. Read all instructions thoroughly and type your information carefully!

1. To get started, go to https://apps.uiw.edu/app/UserHome **(UIW's Cardinal Apps Page)**.

2. Type in your **UIW Username** and **Password**. Then, click on **Sign In**.

Note: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu.

3. Click on the **Cardinal Apps-Banner** tab**.**

4. Then click on **Banner 9 Registration.**

5. You will be taken to the Landing Page. Select **Register for Classes.**

5. Next, Select the Term you will be registering for & Enter your Alternate Pin that was given to you by your advisor.
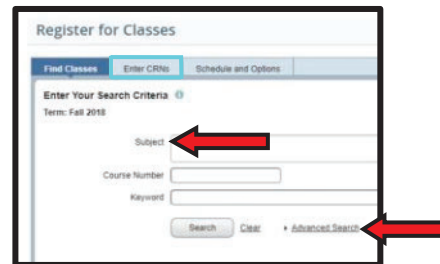
6. When looking up classes, use the **Advanced Search** filter. Click in the subject box to choose a subject and select **Main Campus** in the **Campus** box. Then, Click Search

Or Enter the CRNs using the ENTER CRNs tab**.**
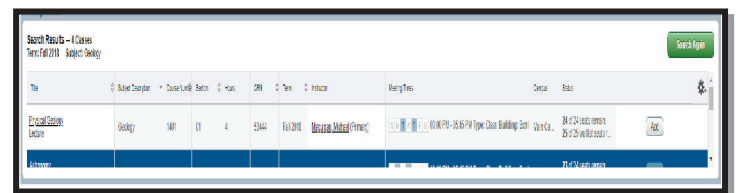
7. Click the Add button on the right hand column to add a class to your schedule.
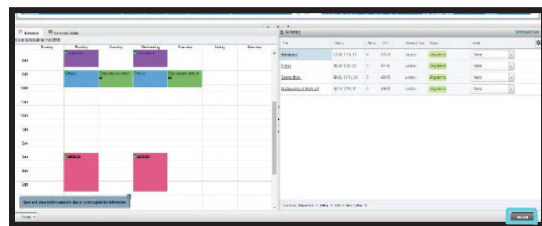
8. Click Submit on the bottom right once you have finished adding your classes. **Note: Your registration is not finalized until you click submit.**

9. Once registration is complete, review your schedule to ensure it is correct.

For additional assistance, please visit with your advisor or contact the Advising Office at (210) 805-5814 or advising@uiwtx.edu

Waitlist

Waitlist is a feature in Bannerweb that allows you to get "in line" for closed classes, only sections with an option to waitlist will appear. This automated process notifies you, via Cardinal Email, that a seat has opened and you are able to register for the class.

1. When you attempt to register for a closed class, the "*Status*" will indicate **Closed - 0 Waitlisted**. To add yourself to the wait-list, select "*Wait List*" from the drop-down box under the "*Action*" field and click Submit Changes.

Note: The Status message **Closed – 0 Waitlisted** means that the class is closed and there is no one on the waitlist. If the message read **Closed – 3 Waitlisted** that would mean the class is closed and there are three people on the waitlist. If you added yourself to the list, you will become 4th in line.

If the waitlist is full, the "*Status*" will indicate **Closed-Waitlist full**. Please review the class schedule to select another class.

EMAIL NOTIFICATION EXAMPLE:

Dear <Student Name>

A seat has become available in CRN 81335 ENGL 1312 01 Composition II

As the next student on the waitlist, you have until 15-NOV-2016 11:44 AM to register for the course. After 15-NOV-2016 11:44 AM if no action is taken, you will automatically be dropped from the waitlist and the seat will be offered to the next student.

It is your responsibility to register for the class or remove yourself from the waitlist. You can do this by logging in to Cardinal Apps and choosing Bannerweb 8 >Student Services>Add or Drop Classes. Change your status in the class from Waitlisted to WEB REGISTERED to add the class or WEB DROPPED to remove your name from the waitlist. Click Submit Changes.

Please do not reply to this message as it was sent from an address that is not monitored.

2. When a seat becomes available, you will receive an email notification that you have 24 hours to register for the class. To register for the class, select "*Web Registered*" from the drop-down box under the "*Action*" field and click Submit Changes. If you do not register within that 24 hour time limit, the spot will no longer be available and will be offered to the next student in line for the wait list.

3. To remove yourself from the waitlist, select "Web Dropped" from the **drop-down box under the** "Action" field and click Submit Changes.

For additional assistance, please contact the University Advising Center at (210) 805-5814.

REGISTRATION ADD ERROR MESSAGES

Registration Add Errors occur for a variety of reasons. The following are messages you may receive when registering online.

Error Message	What does it mean?	What should you do ?
Class Restriction	Section restricted to specific student classifications (freshman, senior, etc.)	Refer to the restriction details by clicking CRN and then View Catalog Entry. 1. Choose an alternative section. 2. Contact your academic advisor to discuss alternative courses. 3. Contact the University Advising Center for additional assistance.
Closed Section	Section enrolled at capacity	1. Choose an alternate section. 2. Add yourself to the wait list, if available. 3. Contact your academic advisor to discuss alternative courses.
Closed - Waitlist Available	Section enrolled at capacity but space is available on the waitlist	Select "Wait Listed" from the action drop down menu and submit changes. Then check your Cardinal email regularly for an approval/denial message.
Closed - Waitlist Full	Section enrolled at capacity and there is no more room on the waitlist	1. Choose an alternate section. 2. Contact your academic advisor to discuss alternate courses.
CoreQ XXXX Required	Section has a corequisite that must be added at the same time	1. Add both CRN's to the 'Add Classes" worksheet and click submit. 2. If you have already completed one of the coreq's, contact the University Advising Center for additional assistance.

CONTINUED...

Error Message	What does it mean?	How can it be fixed?
Duplicate Course with Section XXXX	Section is a duplicate of a course already on your schedule	1.Drop the section no longer wanted first, then add the new one. 2.Contact the University Advising Center for additional assistance.
Major Restriction	Section restricted to students in a major (English, Psychology, Biology, etc.)	1. Choose an alternate section. 2. Contact the University Advising Center for additional assistance.
Prequisite & Test Score Error	Section has a prerequisite course or minimum test score that is not indicated in your records	Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required course(s). 1.Contact your academic advisor and discuss alternate courses. 2. Contact the University Advising Center for additional assistance.
Time Conflict with XXXX	Section conflicts with another section already on your schedule	1. Choose another section. 2. Drop the conflicting section and resubmit the add. 3. To register for both conflicting courses, contact the academic department offering the courses to obtain authorization.
Permission Required: Dean or Instructor's Signature	An additional restriction has been placed on the section	Contact the academic department offering the course to obtain authorization from the Dean or Instructor.
Student Attribute Restriction	Error message for International students trying to register for an online course	Submit the Online Course Enrollment Request Form to the International Student & Scholar Services office for approval to take the course online.

Schedule Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:45 AM					
9:00 – 10:15 AM					
10:30 – 11:45 AM					
12:00 – 1:15 PM					
1:30 – 2:45 PM					
3:00 – 4:15 PM					
4:30 – 5:45 PM					
6:00 – 7:15 PM					
7:30 – 8:45 PM					
Evening/Night Classes 6:30 – 9:15 PM 7:45 – 9:00 PM					

UNIVERSITY OF THE INCARNATE WORD
DEPARTMENT OF STUDENT SUCCESS
STUDENT ATHLETE REGISTRATION FORM

Name:_____   ID #:_____   Sport:_____   Term:_____

Major:_____   Cell:_____   Alt PIN#:_____

HOLDS (if applicable)	PRACTICE TIMES:
* Athletics Flag hold will be released	
Registrar's Hold	LIFT TIMES:
Dean's Hold	
Business Office Hold	COMPETITION/TRAVEL DAYS:

CRN	DEPT	NUMBER	SECTION	DAYS	TIME	Check box to indicate reason for Signature.	SIGNATURE/NOTES
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	
						□ Signature Requirement □ Over-ride Pre-requisite □ Time-Conflict	

_____   _____
Advisor Signature and Date   Printed Name

I agree to register for the courses listed above. It is my responsibility to choose class times that will not interfere with practice, competitions, or travel. I have verified the information documented on this form. **I understand that I cannot register for classes that I do not meet the prerequisite requirements for or that conflict with another class time without the appropriate signatures.**

Student Signature and Date: _____

How to Submit Service Hours

1. Go to **https://uiw.campuslabs.com/engage** and log in with your UIW credentials

*Be sure to use your @uiwtx.edu email

2. Scroll down to find the "**Campus Links**" area, then click the "**Record Community Service**" link

3. Then click on the "**Add Impact**" button

4. You can change the place of impact if you did not serve with UIW by clicking the "**Change**" button at the top of the form. It will give you a list to choose from or you can click the "**Can't find it?**" button which will allow you to type in a name and contact information.

5. Fill out the date, the amount of hours served, and answer the questions, as well as give any more feedback or upload any documents you would like.

6. Once you're satisfied, go ahead and click "**Save Impact**" and your submission will be verified by us!

*Don't forget to "share" with UIW

UIW Engage

Ettling Center for Civic Leadership and Sustainability

If you have any questions or concerns, please contact us at 210.283.6423, ccl@uiwtx.edu or visit us in AD 158.

@UIWECCLS

STUDENT RESOURCES

- Resources & services available on campus to aid you in your academic success -

Advising Center
SEC 3120
(210) 805-5814
www.uiw.edu/
advising

Business Office
AD 190
(210) 829-6043
www.uiw.edu/
busoff

Campus Engagement
SEC 3150
(210) 829-6034
www.uiw.edu/
campuslife

Career Services
SEC 3030
(210) 829-3931
www.uiw.edu/
career

Center for Veteran's Affairs
SEC 3021
(210) 832-2154
www.veterans.
uiw.edu

Counseling Services
AD 438
(210) 832-5656
www.uiw.edu/campus
life/counseling

Disability Services
AD Suite 51
(210) 829-3997

www.uiw.edu/sds

Ettling Center for Civic Leadership
AD Room 158
(210) 283-6423
www.uiw.edu/ccl

Financial Aid
Chapel Building
Lower Level
(210) 829-6008
www.uiw.edu/finaid

First Year Engagement
SEC 3120
(210) 805-3006
www.uiw.edu/firstyear

Health Services
Ground Level Agnese/
Sosa Parking Garage
(210) 829-6017

www.uiw.edu/health

Help Desk/Media Center Lab
SEC Basement
(210) 829-2721
helpdesk@uiwtx.edu

J.E. and L.E. Mabee Library
(210) 829-6010
www.uiw.edu/
library

Math Tutoring Lab
Bonilla Science Hall
Room 336
(210) 841-7254

Mission &Ministry
AD Bldg.
Room 147
www.uiw.edu/
ministry

Registrar's Office
AD Bldg. Room 129
(210) 829-6006
www.uiw.edu/
registrar

Study Abroad
Grossman ICC
Room F111
(210) 805-5709
www.uiw.edu/
studyabroad

Testing Services
AD 216
(210) 829-3876
www.uiw.edu/
testingservices

Tutoring Services
SEC 3167
(210) 829-3870
www.uiw.edu/
tutoringservices

Writing & Learning Center
SEC 3167
(210) 829-3870
www.uiw.edu/wlc

Ring Central

- **Ring Central Texting**
  - For Phone: text message is sent from office phone number
    - Download Ring Central app to smart phone
    - Log in with UIW credentials
    - At top/bottom of screen is message icon (varied based on OS)—you may have to scroll to bottom of page
    - Click on message icon
    - Enter name or number of person, click next
    - Click on "Message" to type and send message
    - Click the paper airplane icon to send

  - Via your laptop (Mac or PC): text message is sent from office phone number
    - Go to Cardinal Apps
    - Click on Ring Central
    - Download app for computer
    - Log in (to app) with UIW Credentials
    - Click on Ring Central icon, bottom-right corner
    - (if it says enable can exit and click do not ask again)
    - Click on "text"
    - Click on "callout" (Compose SMS) icon above "search texts" bar
    - Enter name/number of person
    - Click on "Send text to" and begin typing your message
    - Press Enter to send message
- **See Ring Central Online Manual for Desktop Features**
  - **https://netstorage.ringcentral.com/guides/rc_for_desktop_user_guide.pdf**

RingCentral