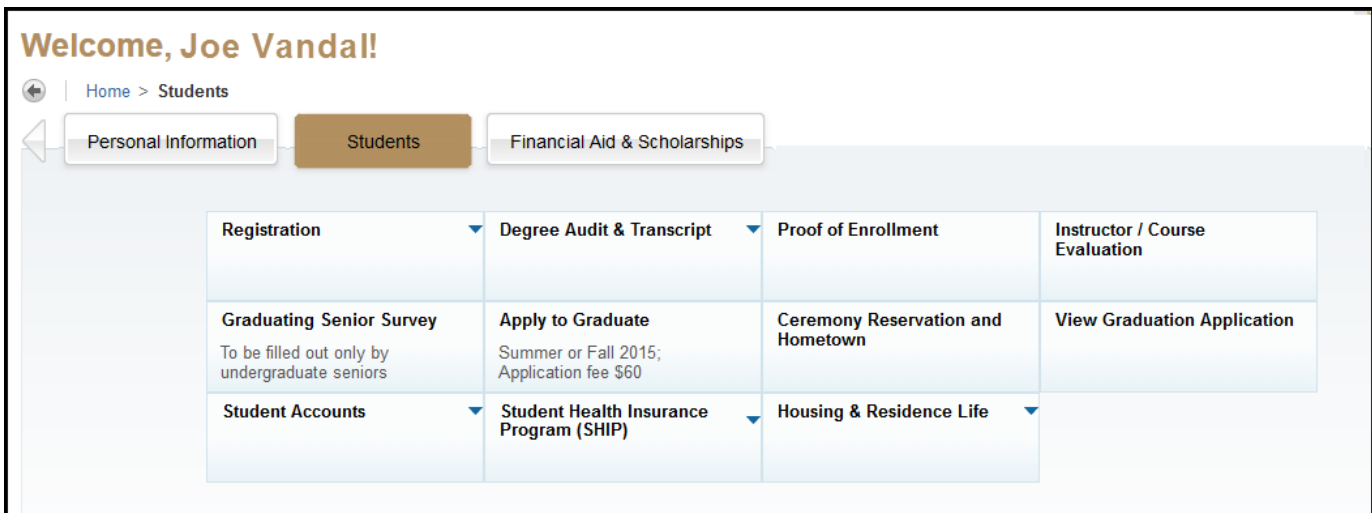


A Student View of VandalWeb

Understanding the layout of VandalWeb is an important tool for helping students. The images and details below provide the “student view” of the registration and records area of VandalWeb. VandalWeb information is divided into several primary relationships that appear as tabs on the top of the page based on the users affiliation with the University.



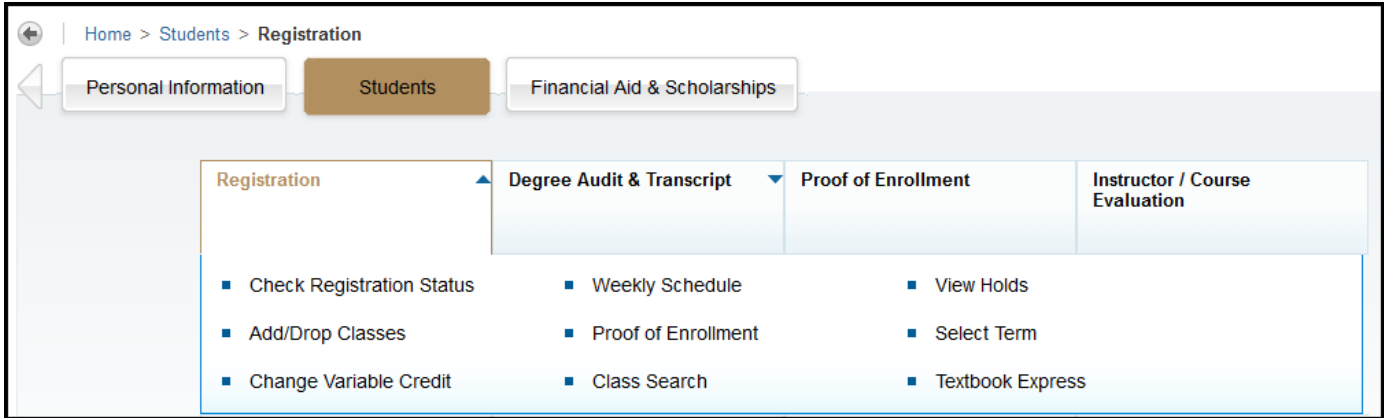
The **Students** tab has all of the primary functions of VandalWeb for students. It is where students register for classes, view their grades, degree audit, transfer work, transcripts, apply for graduation, and much more.



- **Registration:** Add & drop classes, view class schedule, change variable credit classes, and view holds
- **Degree Audit & Transcript:** View transcript, transfer details, grades, degree audit, and change study plan form
- **Proof of Enrollment:** Access to official enrollment certificates
- **Instructor / Course Evaluation:** Place to evaluate instructors and classes, at the end of the semester
- **Graduating Senior Survey:** To be completed as the first step of applying for graduation
- **Apply to Graduate:** Where students start the multi-step approval process to officially earn degree/certificate
- **Ceremony Reservation and Hometown:** Where students select the ceremony they wish to attend

- **View Graduation Application:** Where students can check on the status of their application for graduation
- **Student Accounts:** Link to Student Accounts and related financial information
- **Student Health Insurance Program (SHIP):** Link to Student Health Insurance Program information
- **Housing & Residence Life:** Link to University Housing and Residence Life information.

The **Registration** area under the *Students* tab is the location for all registration related activities. .



- **Check Registration Status:** Provides registration time periods, eligibility, and completed registration overrides.
- **Weekly Schedule:** View of the day/time schedule for registered classes, organized by a weekly view
- **View Holds:** Where students can view account holds
- **Add/Drop Classes:** Where students add/drop classes and displays classes that are registered and wait listed
- **Proof of Enrollment:** Where a student can obtain an official enrollment certificate
- **Select Term:** Option to select different terms for specific actions
- **Change Variable Credit:** Where the credit value can be adjusted on variable credit classes
- **Class Search:** Where students can search for available classes for registration
- **Textbook Express:** Link to VandalStore textbook information.

Change Variable Credit: Where students can adjust the credits on a variable credit class.

Change Class Options:

Home > Students > Registration > Change Variable Credit

Classes that have a **Variable Credit** option, for which you have registered, may be adjusted here by entering the credits in the Credit Hour field. Make sure to click the *Submit Changes* button to save your changes.

DS: Media and Graphics

Course: 83709 ID
299 03

Credit Hours (1.000 to 16.000):

Grade Mode: Normal
A/B/C/D/F/I

Course Level: Graduate

Where students can adjust the credits on variable credit classes. Must follow General Catalog guidelines.

Add/Drop Classes: Displays some very important reminders at the top of the page, the middle portion of the page is the student's *Current Schedule* for the selected semester and the bottom portion is the *Add Classes Worksheet*.

Current Schedule Courses the student is registered for

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Jun 29, 2015	None	83709	ID	299	03	Graduate	1.000	Normal	A/B/C/D/F/I	DS: Media and Graphics
Registered on Jun 29, 2015	None	83056	BUS	370	01	Graduate	3.000	Normal	A/B/C/D/F/I	Process Management
Wait List on Jun 29, 2015	None	74557	COMM	101	01	Graduate	0.000	Normal	A/B/C/D/F/I	Fundamentals of Public Speaking

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 16.000
 Date: Jun 29, 2015 01:32 pm

Add Classes Worksheet The worksheet is where students add courses. They can either type in the CRN or use the Class Search feature.

CRNs

Students must Submit Changes any time they wish to process a change on this screen.

One very important part of this page is the **Action** column. This is where students can change their registration by dropping or withdrawing and adding classes that are available from the wait list. After a student makes any changes in the Action column, they must click Submit Changes at the bottom of the page. For more information about registration overrides please visit <http://uidaho.edu/registrar/faculty/vandalweb/overrides>.

Check Registration Status: Where students can check registration availability before, or during, an academic advising appointment.

You may register during the following times

From	Begin Time	To	End Time
Apr 20, 2015	07:00 pm	Nov 20, 2015	11:59 pm

Academic standing and hold information as it applies to the selected period of registration

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Senior.

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course
Permission Required for Enrl	38911	CHEM	278 Organic Chem I:Lab

Registration Overrides that have been provided for the selected semester

Earned Credit

Level	Type	Hours
Undergraduate	Institutional	154.000

Curriculum Information

Current Program
B.S.

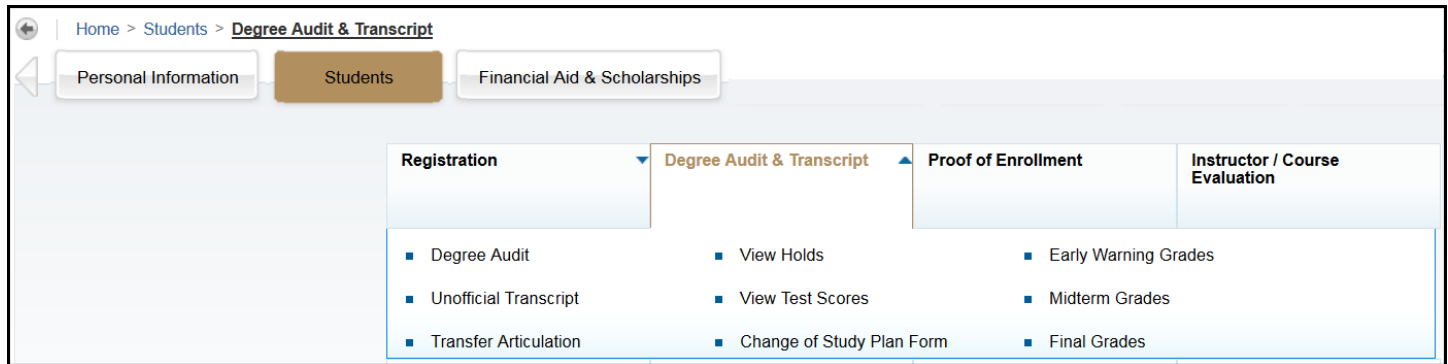
Level: Undergraduate
Program: Bachelor of Science - SCI
Admit Term: Spring 2014
Admit Type: Returning - Same Level
Catalog Term: Spring 2014
College: Science
Campus: Moscow

Major and Department: Biology, Biological Sciences

Your Primary Advisor is Andy Advisor ← Name of assigned academic advisor

Selected semester curriculum information

Also under the *Students* tab is **Degree Audit & Transcript**.



- **Degree Audit:** Record of progress towards a declared program(s)
- **Unofficial Transcript:** Student's academic record, including transferred classes and GPA
- **Transfer Articulation:** Detailed information about transferred courses
- **View Holds:** View holds that may block registration actions
- **View Test Scores:** View test scores have been received by the University
- **Change of Study Plan Form:** Currently only used for changes to an approved Graduate student plan
- **Early Warning Grades:** Early notice of unsatisfactory progress
- **Midterm Grades:** View midterm grades
- **Final Grades:** View final grades.

Locations for answer commonly asked questions by students:

Q: When can I register for classes?

- Students tab
 - Registration
 - Check Your Registration Status

Q: Where can I view my Transcript?

- Students tab
 - Degree Audit & Transcript
 - Unofficial Transcript

Q: How do I look up my Grades?

- Students tab
 - Degree Audit & Transcript
 - Early Warning, Midterm or Final Grades*

*Final Grades are only available after they have been processed onto the student's transcripts, Early Warning and Midterm grades are available as soon as they are reported by the instructor.

Q: How do I update my mailing address?

- Personal Information
 - Update Address(es) and Phone(s)

Q: I have locked myself out of VandalWeb

- Contact the ITS Help Desk at (208) 885- 4357, or helpdesk@uidaho.edu , or visit TLC 128