

Student Planning | Course enrolment redefined

# WebAdvisor & Student Planning Guide

My Progress: Undergraduate and **Diploma Students** 

Undergraduate, diploma and graduate students can select their courses online using any computer with internet access. Please read this guide and watch the videos to help you get started.



## Overview

Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree planning with intuitive course search tools and registration in a new, easy to navigate online environment. To assist both new and returning students, a series of training videos and corresponding information sheets have been developed to help guide you through the most common features of Student Planning.

## My Progress – Undergraduate and Diploma Students

My Progress provides a detailed view of your program's course work completion requirements. My Progress also clearly displays up-to-date information of your personal academic progress within your program.

1.1 Using your web browser, go to *WebAdvisor* at <u>https://www.uoguelph.ca/webadvisor</u> and click the "Access WebAdvisor" button.

WebAdvisor	
WebAdvisor	
Have a question? Ask Gryph! Ask your question here. Use two or more words! As	sk
Welcome to WebAdvisor for the <b>University of Guelph</b> , the <b>Ridgetown Campus</b> and the <b>University of Guelph-Humber</b> . WebAdvisor is an online system where applicants, students, faculty and staff can access investigation.	Access WebAdvisor
Click the Access WebAdvisor button to get started. You can also click the Search for Courses button to view available courses; a login is not required.	Q Search for Courses

- 1.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.
- 1.3 Select "Student Planning".

≡	UNIVERSITY	G <mark>ÜÜELPH</mark> HUMBER
		〔→ Sign out ⑦ Help
	Hello, Welcome to WebAdvisor! Choose a category to get started.	
<b>(</b> )	Account View Here you can view your latest statement and make a payment online.	Tax Information Here you can view/print your T2202 tax form.
<b>⊞</b> ⊛	Student Planning Here you can track your academic progress, plan your calms and register for classes.	Course Catalog Here you can view and search the course catalog.
	Grades Here you can view your grades by term.	News and Resources Here you can read important announcements and access helpful links and resources.

1.4 This brings us to the *Planning Overview* page. This page offers you a summarized view of your courses once you begin course planning or course registration within the current term. Also displayed is your enrolled program title. From the Planning Overview page select the *Go to My Progress* option.

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<b>↑</b> <b> </b>	Academics •	Student Planning · Plannin	ng Overview				8	[→ Sign out ⑦ Help
ġ	Steps to (	Getting Started	ur courses and earn your degree. Here	are 2 steps to get you started:		Ð	Search for courses	٩
					Plan your Degree & Register for Classes     Plan your plan to see what you've accomplished and register your remaining class     toward your degree.     Go to Plan & Schedule			remaining classes
	Programs				Cumulative GPA	Progress		
	BSc Blochen Winter 20	021 Schedule			80.089			
	10am	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	11am							
	12pm			IDEV-3400-01		1DEV-3400-01		
	1pm							

### 1.5 You've now reached the *My Progress* page:

٠	My Progress				Search for country		
•	BSc Biochemistry (1 of 1 programs)		$\subset$		View a New Program		
	At a Glance						@ Print
10.00	Cumulative BPA: Institution BPA: Degree:	80.009 80.009 (63.000 required) Bachelor of Science Honours	Program Completion must be verified by th	e Registrae.			
	Majore Minore Departmente Calendar	Biochemistry International Development Mitteoular & Cellular Biology 2020	Progress				
۰	Anticipated Completion Date:		Total Credits				23.25 of 20
	Description Bachelor of Science, Honours Major Biochemistry		Total Credits from this School	36.25		0.5	23 23.25 of 5
	Program Notes Show Program Soles			8.8		0.5	13
	Requirements translat ~						
	BSc 1000 Level Limit						
	Complete the following item. 🖌 1 of 1 Complete	end. Show, Details					
	BSCH Science Distribution						
	Complete all of the following items. 📥 1 of 2 Co	empleted. Show Details					
	BSCH 3000/4000 Level Requirement						
	Complete the following item. 🔥 0 of 1 Complete	ed. Ston Details					
	BSc 1.00 Credit Arts/Social Science						
	Complete the following item. 🛩 1 of 1 Complete	ed. Show Details					

1.6 When browsing *My Progress*, you see the general details of your enrolled program in the "*At a Glance*" section at the top of the page. These details include your overall cumulative GPA, total credits earned, the title of your degree or diploma, and the titles of your majors and minors, if applicable.

My Progress		Search for courses	
BSc Biochemistry (1 of 1 programs)		View a New Prog	- )
At a Glance			() Prive
Consolicitos 69%. Inscitucios 69%. Degres: 69%. Majors: Maiors: Departamenta: Colondar Anticipated Completion Date:	B) 009 (b) 000 required Biotherium of Science Incodurs Biocherium of Science Incodurs Biocheristry Incernational Development Millerular & Cellular Biology 2020	Program Completion must be verified by the Registrar.  Program Tool Credits	23.15 07.00
Description Bachelor of Science, Honours Major Bioche	mintry	24.21	as 28 23,25 of 5
Program Notes Show Program Notes			23 23

- 1.7 Within the *"Requirements"* section of My Progress, you can see the detailed requirements for your degree or diploma, and specializations such as majors and minors, as it applies to your *planned*, *inprogress and completed course work*.
- Status indicators and standard colour coding are applied to each requirement and its related course work details to make it easy to see what course work is still outstanding. You will find this standard colour coding throughout the Student Planning system. The status of the requirement displays at the top of each section.
- > For example, a fully completed requirement is displayed in green. A partially completed or not started requirement is displayed in red.

BSCH 3000/4000 Level Requirement	
Complete the following item.      1 of 1 Completed. Show D	<u>etails</u>
BSc 2.0 Credits Arts/Social Science	
Complete the following item. ✓ 1 of 1 Completed. Show D	<u>etails</u>
BSc Bio-medical Sci Required Courses	
Complete all of the following items. \Lambda <b>3 of 4 Completed</b> . S	<u>iow Details</u>

1.8 Within each requirement are the course work details. At any time, you can click the **Show Details** option to expand the requirement and view the details.



- 1.9 Course work details within a requirement also use colour coding to make the details easier to interpret.
- > The status of an *in-progress or completed course* displays in *green*.
- The status of a course that you have *planned* to take but have not yet registered in is displayed in *brown*.
- > The status of a course that you have not yet planned or registered for is displayed in red.

A course may be labelled as "**Possible replacement**" if you are currently registered in it **AND** also have that course planned in another semester. By removing the course from the additional semester(s), this message should disappear.

	Intl'Dvt Minor Required Courses								
-	Complete the following item. \Lambda 0 of 1 Completed.	Complete the following item. A. 0 of 1 Completed. <u>Hide Details</u>							
	A. Required Courses								
8	Complete all of the following items. \Lambda 3 of 5 Comp	eted. Hide Details							
	1. ECON*1050 ECON*1100 IDEV*1000 IDEV*2000 ID	EV*2300 🗥 3 of 5 Course	es Completed. Hide Details						
	Status	Course		Search	Grade	Term	Credits		
	✓ Completed	POLS*2080	Development & Underdevelopment		078	F16	0.5		
	✓ Completed	ECON*1050	Introductory Microeconomics		073	F16	0.5		
	✓ Completed	ECON*1100	Introductory Macroeconomics		066	W17	0.5		
	() Planned	IDEV-1000	Understanding Development			F21	0.5		
	① Not Started	IDEV-2300	Theoretical Perspectives						

#### 1.10 My Progress also acts as a *course search tool*.

1. ECON*1050 ECON*1100 IDEV*2000 IDEV*2000 IDEV*2300 🛆 3 of 5 Courses Completed. Hide Details								
Status	Course	Sear	rch Grade	Term	Credits			
✓ Completed	POLS*2080	Development & Underdevelopment	078	F16	0.5			
✓ Completed	ECON*1050	Introductory Microeconomics	073	F16	0.5			

Each requirement offers a search feature and once clicked uses the Student Planning Course search to list all the courses that meet the requirement.

¢	Search for Courses and Cours < Back to My Progress	se Sections		Search for courses	Q
	Filter Results	Hide	The following results match requirement: ECON*1050 ECON*1100 IDEV*1000 IDEV*2000 IDEV*2300 Filters Applied: None		
۲	Availability	^	IDEV-1000 Understanding Development (0.5 Credits)	Add Course to	Dian
	Open and Waitlisted Sections Open Sections Only		The objective of the course is to provide an introduction to the study of international development as a contested and evelong effort to historical and political origins of the international development system, as well as the main development actors and institutions. The co development studies, including poerty, inequality, human rights, foreism aid, and sustainable development. [Offeringt]: Also offered it	counteract global inequalities. Students will learn about th	within
	Subjects	~	College of Social and Applied Human Sciences		
	Economics (2) International Development Studies (3)		This course is planned.		
	Locations	~	Requisites: None		
	Guelph (5) Ridgetown Campus (1)		Locations: Gwleph Offered: Summer, Fall, and Winter, All Years		
	Terms	^	View Available Sections for IDEV-1000		~
	Fall 2021 (4)				
	Days of Week	^	ECON-1050 Introductory Microeconomics (0.5 Credits)	Add Course to	Plan
	Tuesday (1) Thursday (1)		ECONVEXED in Induction y Microeconomica (u.o. details) This course gives students an introduction to the economic inducing the topics of price determination, market structure and resource a intervention by government. Some of the economic issues addressed may include agricultural price supports, rent control, trade policy, (Offernings): Asso offered through Isstance Education formal (Departments): Department of Economic and Finance)	location, the behaviour of consumers and firms, and mark	et

Additionally, you can click directly on the course name to search for the course.

O Planned	IDEV-1000	Understanding Development
① Not Started	IDEV-2300	Theoretical Perspectives

At any time, you can click the "Back to My Progress" link to return to the My Progress page.

Back to My Progress		Search for courses
Filter Results	Hide	Filters Applied: None
Subjects	~	IDEV-2300 Theoretical Perspectives (0.5 Credits) Add Course to Plan
International Development Studies (1)		This course will explore alternative theoretical perspectives on inclusive and sustainable development, drawing from an interdisciplinary lens of economics, sociology, geography and political science, amongst others. Students will examine how theoretical perspectives have changed over time and how they differ according to alternative disciplinary and philosophical perspectives. How dominant theoretical perspectives on development at any point in time influence policy and practice aimed at bringing about inclusive and sustainable development will also be explored. [Department(s) Dean's
Locations	^	Office, College of Social and Applied Human Sciences) Requisites:
Guelph (1)		IDEV*1000 - Must be completed prior to taking this course. IDEV*2200 or (ECON*1050, ECON*1100) - Must be completed prior to taking this course. Locations:
Terms	^	Gueiph Offered: Winter Only, All Years
Days of Week	^	

1.11 My Progress lets you see what your academic progress would look like if you were to change your major or degree/diploma program. Click the *"View a New Program"* button at the top of the page.

My Progress		Search for courses		Q
BSc Biochemistry (1 of 1 programs)		View a New Program		$ \longrightarrow $
At a Glance		La .		🔒 Print
Cumulative GPA: Institution GPA: Degree: Majors: Minors: Departments: Catalog:	80.089 80.089 (60.000 required) Bachelor of Science Honours Biochemistry International Development Molecular & Cellular Biology 2015	Program Completion must be verified by the Registrar.  Progress		
Anticipated Completion Date:	2015	Total Credits		23.25 of 20
Description		20.25	0.5	2.5
Bachelor of Science, Honours Major Biochemistry		Total Credits from this School		23.25 of 5
Program Notes Show Program Notes		2025	0.5	2.5
Requirements Expand All				

1.12 From the displayed list, select the program to which you want to apply your planned and completed course work and click *"View Program"* at the bottom.

				1775
	Academic Programs		<u>ک</u> ۵	Sign out ⑦ Help
Academics · Student Planning · My Progress	View the degree requirements for any program you are interested in, by searching a program below.	nd selecting a		
Approved program changes may not be visible until the next sem	Search for a program:			
My Progress		Q	Search for courses	
K BSc Biochemistry (1 of 1 programs)	BA Anthropology     BA English		View a New Program	
At a Glance	BA French	_		🔒 Print
Cumulative GPA:         80.089           Institution GPA:         80.089 (60.000 rr           Degree:         Bachelor of Scier           Majors:         Biochemistry           Departments:         Molecular & Cell           Catalog:         2015	BA General, CSAHS BA Geography			
Anticipated Completion Date:	O BA Hon Equiv Environmental Governance			23.25 of 20
Description Bachelor of Science, Honours Major Biochemistry Program Notes Show Program Notes	BA Honours Equivalent Anthropology     BA Honours Equivalent Art History     BA Honours Equivalent CIS	-		0.5 2.5 23.25 of 5 0.5 2.5
Requirements Expand All V BSc 1000 Level Limit	BA Honours Equivalent Classical Studies     BA Honours Equivalent Criminal Justice & Public Policy			
Complete the following item. ✓ 1 of 1 Completed. Show Details	BA Honours Equivalent Economics BA Honours Equivalent English			
BSCH Science Distribution	Cancel View Program			
Complete all of the following items. A 1 of 2 Completed. Show Details				

Information about adding or changing minors is not available through the View a New Program feature; see the academic calendar for requirements for minors.

If you are a University of Guelph student exploring a change to your major within your current degree program, please keep in mind that you will need to submit a Schedule of Studies change form and have it approved by your Program Counsellor to make the change official. You must apply to Admission Services if you are requesting a change to your degree or diploma program, such as Bachelor of Arts to Bachelor of Science.

If you are a University of Guelph-Humber student and you want to change your program, please submit an '*Application for Program Transfer*'. Please contact your Academic Advisor for more information.

1.13 Your personal My Progress details can be printed using the *"Print"* button located near the top of the My Progress page.

	View a New Program	
		Print
Program Completion must be verified by the I	Registrar.	
Progress		
Total Credits	20.25	23.25 of 20

## Questions?

Watch our Student Planning videos and read the FAQs on your campus's Student Planning website for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber.

- <u>Student Planning website for Guelph and Ridgetown students</u>
- <u>Student Planning website for Guelph-Humber students</u>