

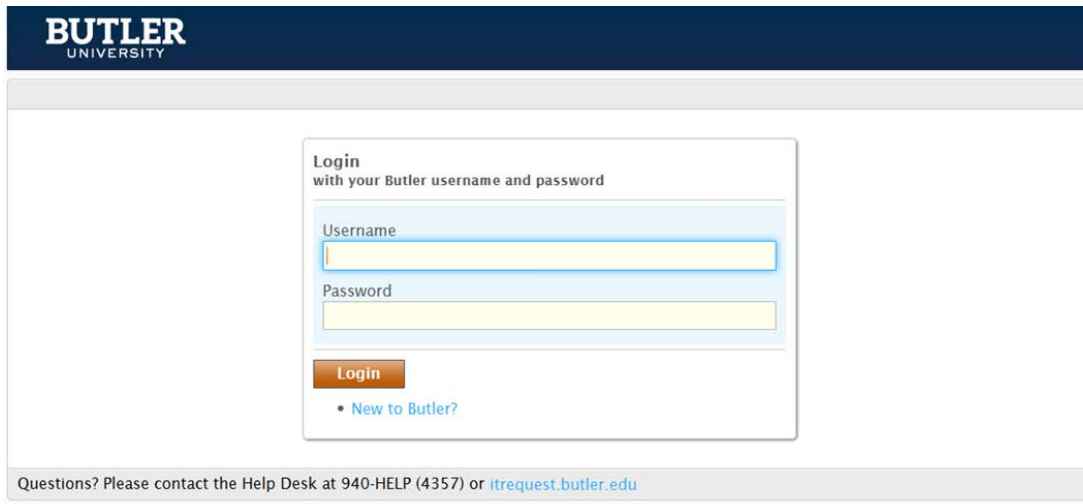
My.Butler Advisor Training: New Student Registration 92

Overview of My.Butler Environment

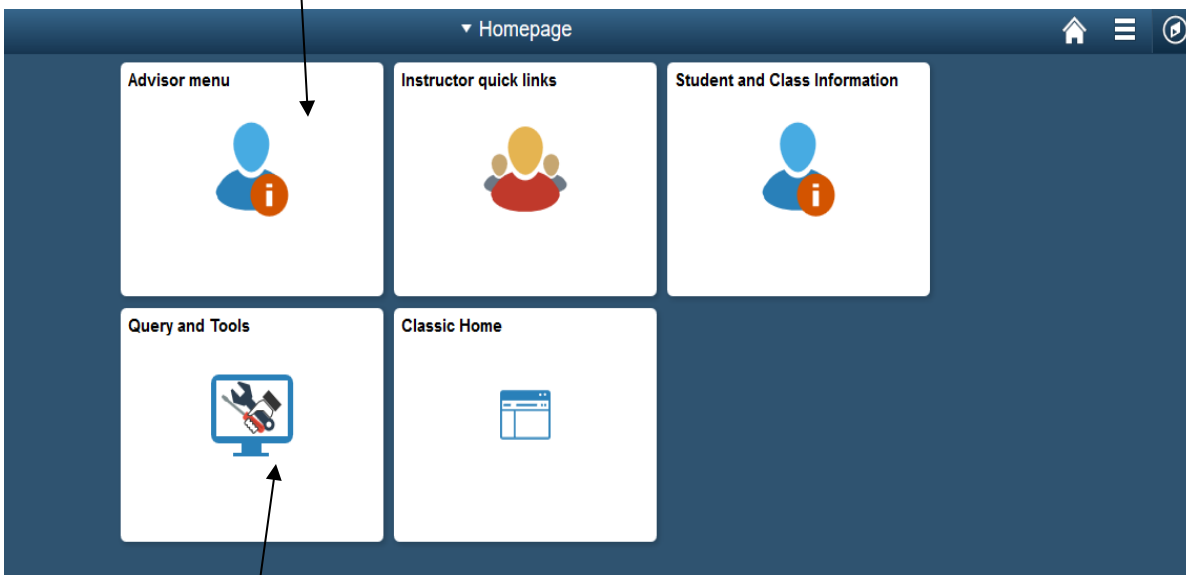
My.Butler Portal: <https://my.butler.edu>

User ID

Password



Click on Advisor Menu tile to get to student information or to enroll.



Click on Query & Tools to set your default term or to access Class Search just to view classes.

Advisee Student Center.

To access the records of students who have no advisor of record (i.e., NSR attendees), click **View Data for Other Students**.

The screenshot shows the 'Advisor' interface. On the left is a navigation menu with options like 'Advisor pivot viewer', 'Advisor Center', 'My Advisees', 'Enrollment Request', etc. The main area displays a table of advisees with columns for Display Name, ID, Placement test, Academic Requirements, Transcript, and Hold. Below the table is a yellow button labeled 'View data for other students'. An arrow points from the text box above to this button.

Display Name	ID	Placement test	Academic Requirements	Transcript	Hold
Advisee 1	400xxxxxx	Scores	Academic Requirements	Transcript	Yes
Advisee 2	400xxxxxx	Scores	Academic Requirements	Transcript	No
Advisee 3	400xxxxxx	Scores	Academic Requirements	Transcript	Yes
Advisee 4	400xxxxxx	Scores	Academic Requirements	Transcript	No
Advisee 5	400xxxxxx	Scores	Academic Requirements	Transcript	No
Advisee 6	400xxxxxx	Scores	Academic Requirements	Transcript	Yes
Advisee 7	400xxxxxx	Scores	Academic Requirements	Transcript	No
Advisee 8	400xxxxxx	Scores	Academic Requirements	Transcript	No

Favorites ▾ Main Menu ▾ > Advisee Student Center

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

[Basic Search](#)

To access a student record, enter his or her ID number and click **Search**. You may also search by First and Last Name.

Student Center

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

Advisor Enrollment Request is one method of enrolling students in courses.

Academics

My Class Schedule
Shopping Cart
My Planner
Advisor Enrollment Request
Placement Test Results

other academic...

i You are not enrolled in classes.

Holds

View "hold" impacts Details ▶

Holds indicate issues that *may* prevent course registration.

To Do List

Writing Placement Test Waived

More ▶

To Do List indicates any placement exams the student needs to take.

Personal Information

Demographic Data
Personal Emergency Contacts
User Preferences
Register My Vehicle
DawgAlert Signups
Apply for Housing

Contact Information

Home Address 123 Main Street Anytown, IN 46123	Off Campus Address None
Home Telephone 317/555-6789	Butler Email student@butler.edu

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018 Regular Academic session on April 18, 2018.

Details ▶

Placement Test Results are where advisors find placement test results, standardized test scores, and AP credit.

Advisor

Program Advisor

Details ▶

Class Search.

Make sure the correct **Term** is selected (i.e., Fall 2018).

Type a **Course Subject** (e.g., FYS) into the text box or search for a subject code by clicking **Select Subject**.

Type a **Course Number** into the text box (e.g., 101) or leave blank to return all courses within the subject.

The screenshot shows the 'Search Tools' section of the MyButler system. On the left is a navigation menu with 'Class Search' highlighted. The main area is titled 'Search for Classes' and contains the following fields and options:

- Institution:** Butler University (dropdown)
- Term:** 2018 Spring (dropdown)
- Select at least 2 search criteria. Select Search to view your search results.**
- Class Search:**
 - select subject:** (button) **Subject:** (text box)
 - Course Number:** is exactly (dropdown) (text box)
 - Course Career:** Undergraduate (dropdown)
 - Show Open Classes Only**
 - Instructor Last Name:** Begins with (dropdown) (text box)
- Search by specific requirements ICR, WAC, SAC, PACS, STS, IS, GWSS, CCOM Culture:**
 - Course Attribute:** (dropdown)
- Additional Search Criteria:** (dropdown)
- Buttons:** Clear, Search

Use **Course Attribute** to search for courses with curricular attributes.

Check **Show Open Classes Only** to return those sections with open seats.

Faculty Center

Advisor Center

Search

Search for Classes | Browse Course Catalog | Faculty Search

Search for Classes

Search Results

Butler University | Spring 2018

The following classes match your search criteria Course Subject: **First Year Seminar**, Course Number is exactly '102', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**, Campus: **Sunset Campus**

● Open

■ Closed

▲ Wait List

New Search

Modify Search

2 class section(s) found

▼ FY102 - First Year Seminar

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Buy Books
3462	22-LEC Regular	TuTh 11:00AM - 12:15PM	Gallahue Hall, Room 106	Gabriel, Ambika F	01/16/2018 - 05/08/2018	●	Buy Books

Topic: Visiting Writers Series

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Buy Books
3941	31-LEC Regular	MoWeFr 10:00AM - 10:50AM	Jordan Hall, Room 225	Stigter, Michelle	01/16/2018 - 05/08/2018	●	Buy Books

Topic: So, where are you from?

New Search

Modify Search

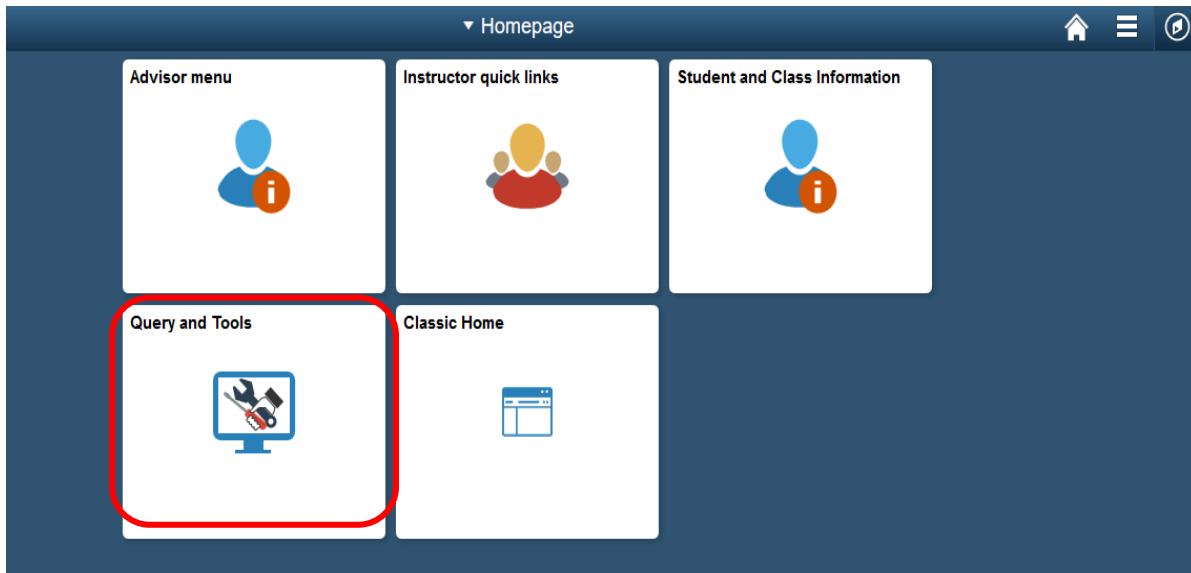
Each section of a course contains a unique four-digit **Class Number** listed next to the section number. Make note of the Class Numbers for desired sections for use during enrollment.

You may also search for classes right from the enrollment request, as sections will fill up during NSR.

Before New Student Registration Advising Appointment

1. Set the appropriate term code (i.e., Fall 2018) in User Default.

From the home menu, click on Query & Tools.

A screenshot of the 'Search Tools' page. The left sidebar contains a 'User Defaults' section with links for 'Class Search', 'Public Query Documentation', 'Query Viewer', 'Report Manager', and 'Process Monitor'. The main content area shows a form with two columns: 'User ID' and 'Name'. The 'User ID' column has fields for 'Academic Institution' (BUTLR), 'Career Group SetID' (BUTLR), 'Facility Group SetID' (BUTLR), 'Academic Career' (UGRD), 'Academic Group', 'Subject Area', 'Term' (4173), 'Academic Program', 'Academic Plan', and 'Academic Sub-Plan'. The 'Name' column shows corresponding values: 'Butler University', 'Butler University', 'Butler University', 'Undergraduate', and 'Spring 2018'. At the bottom are 'Save' and 'Notify' buttons. A blue box on the right contains explanatory text and term codes.

Enter the term code into the **Term** box and click **Save**. Term codes are four-digit numbers. The first number is always "4." The middle numbers represent the academic year. For example, for the 2017-2018 academic year, the middle numbers are "17". The last number represents the term within the academic year: "1" for Fall, "3" for Spring, "6" for Summer.

Summer 2018 term code: **4176**
Fall 2018 term code: **4181**
Spring 2019 term code: **4183**
Summer 2019 term code: **4186**

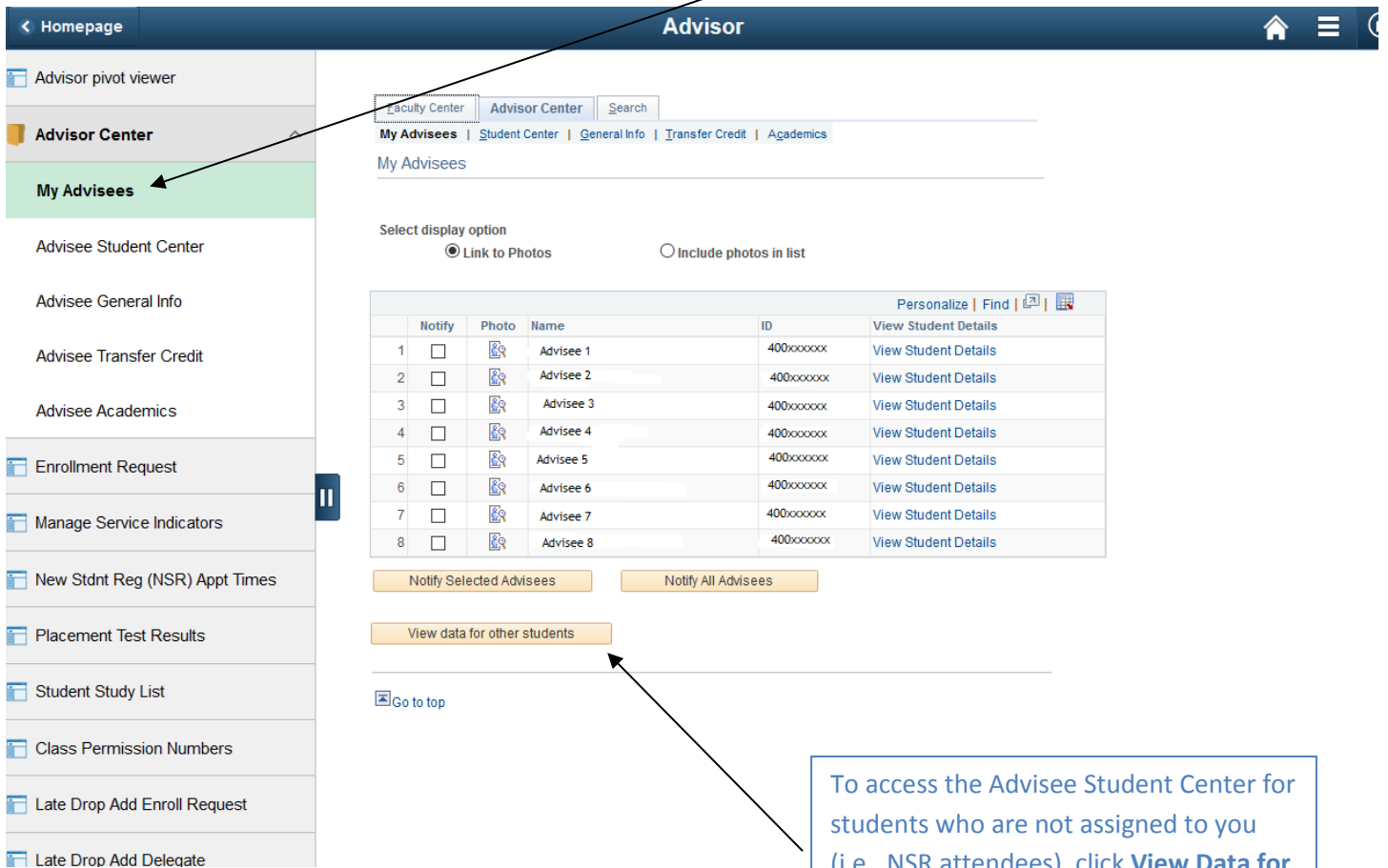
You can also use the magnifying glass icon to search for the appropriate term code.

The top four values need to be filled in as they appear above before you can select the term.

Gather information from Advisee Student Center.



Click on the Advisor Menu Tile from the Home Page, then on My Advisees.



Advisor

Advisor Center

My Advisees

Select display option

Link to Photos Include photos in list

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		Advisee 1	400xxxxxx	View Student Details
2	<input type="checkbox"/>		Advisee 2	400xxxxxx	View Student Details
3	<input type="checkbox"/>		Advisee 3	400xxxxxx	View Student Details
4	<input type="checkbox"/>		Advisee 4	400xxxxxx	View Student Details
5	<input type="checkbox"/>		Advisee 5	400xxxxxx	View Student Details
6	<input type="checkbox"/>		Advisee 6	400xxxxxx	View Student Details
7	<input type="checkbox"/>		Advisee 7	400xxxxxx	View Student Details
8	<input type="checkbox"/>		Advisee 8	400xxxxxx	View Student Details

Notify Selected Advisees

Notify All Advisees

View data for other students

Go to top

To access the Advisee Student Center for students who are not assigned to you (i.e., NSR attendees), click **View Data for Other Students**.

View placement scores:

Faculty Center | **Advisor Center** | Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

Academics

My Class Schedule
Shopping Cart
My Planner
Placement Test Results
My Year Enrollment Request

other academic...

Personal Information

Demographic Data
Personal Emergency Contacts
User Preferences
Register My Vehicle
DawgAlert Signups
Apply for Housing

Contact Information

Home Address 123 Main Street Anytown, IN 46123	Off Campus Address None
Home Telephone 317 /555-6789	Butler Email student@butler.edu

Holds

You are not enrolled in classes.

[View "hold" impacts](#) [Details ▶](#)

To Do List

Writing Placement Test Waived

[More ▶](#)

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018 Regular Academic session on April 18, 2018.

[Details ▶](#)

Advisor

Program Advisor

[Details ▶](#)

View Butler Placement Tests:

Butler Placement Tests | Standardized Tests | Advanced Placement Tests

[Return to Student Center](#)

Test	Test Date	Description
Chemistry	04/05/2017	CH105
Math	04/05/2017	Score: 16- Any Analytic Reasoning (AR) course or any of the following: MA 162, CS142, MA101 (if MA125 is required for the major or if taking CS151), MA102 (only if MA106 is required for the major). MA101 and MA 102 do not fulfill the Analytic Reasoning requirement
Spanish	04/05/2017	Score 27 - Placement into Spanish 203- This result is valid for enrollment for three full semesters after the test date. Additional information is available at https://www.butler.edu/mlc/placement .
Writing	03/30/2017	Placement Test Waived

Math:
Students are waived from taking the Math Placement Test with the following scores:
SAT Math 650 and higher
ACT Math 29 and higher

Writing:
Students are waived from taking the Writing Placement Test with the following scores:
SAT Evidence-Based Reading and Writing 530 and higher
ACT English 21 and higher

View standardized test scores (ACT, SAT):

Butler Placement Tests **Standardized Tests** Advanced Placement Tests

[Return to Student Center](#)

Standardized Tests

Test	Test Component	Test Score	Test Source	Percentile
SAT High Score	BU Total	1149.00		
SAT High Score	Math	550.00		
SAT High Score	Total	1120.00		
SAT High Score	Evidence Based Reading Writing	570.00		
SAT High Score	Writing	29.00		

Math:

Students are waived from taking the Math Placement Test with the following scores:

- SAT Math 650 and higher
- ACT Math 29 and higher

Writing:

Students are waived from taking the Writing Placement Test with the following scores:

- SAT Evidence-Based Reading and Writing 530 and higher
- ACT English 21 and higher

View AP credit (not available until mid-summer):

Butler Placement Tests Standardized Tests **Advanced Placement Tests**

[Return to Student Center](#)

Advanced Placement Tests

Test ID	Test Component	Test Score	Units Transferred	Butler Equivalent Course
AP	ELTC	4.00	3.000	TI EL
AP	GPU	3.00		
AP	PS	5.00	3.000	SW 250-P

View transfer credit:

Faculty Center | **Advisor Center** | Search

My Advisees | Student Center | General Info | **Transfer Credit** | Academics

Advisee Transfer Credit

Course Credits

Model(1) | Statistics(2) | [Filter]

Detail	Source	Career					Model Status
Detail	George Washington University	Undergraduate	Butler University	UG College of Communication	Critical Communication & Media	Summer 2016	Posted

Test Credits

No test credits found.

Other Credits

No other credits found.

In the Advisee Student Center, click the **Transfer Credit** tab at the top of the screen to view transfer credit that has already been posted to a student's transcript.

Faculty Center | **Advisor Center** | Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

Academics

My Class Schedule
Shopping Cart
My Planner
Advisor Enrollment Request
Placement Test Results

Information

Address: Street N 46123
Off Campus Address: None
Phone: 789
Butler Email: student@butler.edu

Other Academic dropdown menu:

- Academic Requirements
- BU Cultural Requirements
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report**
- What-if Report
- other academic...

Holds

You are not enrolled in classes.

View "hold" impacts | Details ▶

To Do List

Writing Placement Test Waived

More ▶

Enrollment Dates

Details ▶

Advisor

Program Advisor

Details ▶

Once transfer credit is posted to the student's transcript, a PDF **Transfer Credit Report** is also available from the **Other Academic** dropdown box in the Advisee Student Center.

View holds/to-do list:

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)
[Advisor Enrollment Request](#)
[Placement Test Results](#)

other academic...

i You are not enrolled in classes.

Personal Information

[Demographic Data](#)
[Personal Emergency Contacts](#)
[User Preferences](#)
[Register My Vehicle](#)
[DawgAlert Signups](#)
[Apply for Housing](#)

Contact Information

Home Address 123 Main Street Anytown, IN 46123	Off Campus Address None
Home Telephone 317 /555-6789	Butler Email student@butler.edu

Holds that may prevent registration are listed under **Holds**. Holds that prevent registration are rare for NSR attendees.

Holds

[View "hold" impacts](#) [Details ▶](#)

To Do List

Writing Placement Test Waived

[More ▶](#)

Outstanding placement exams can found under **To Do List**.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018 Regular Academic session on April 18, 2018.

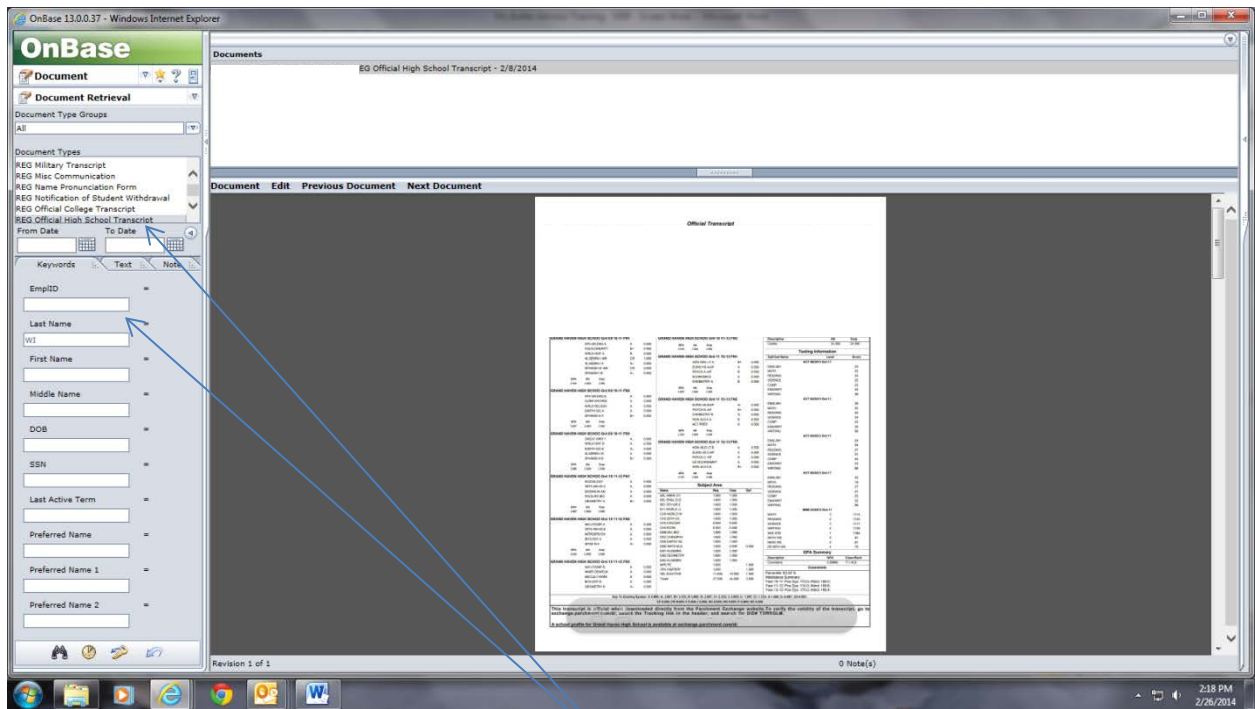
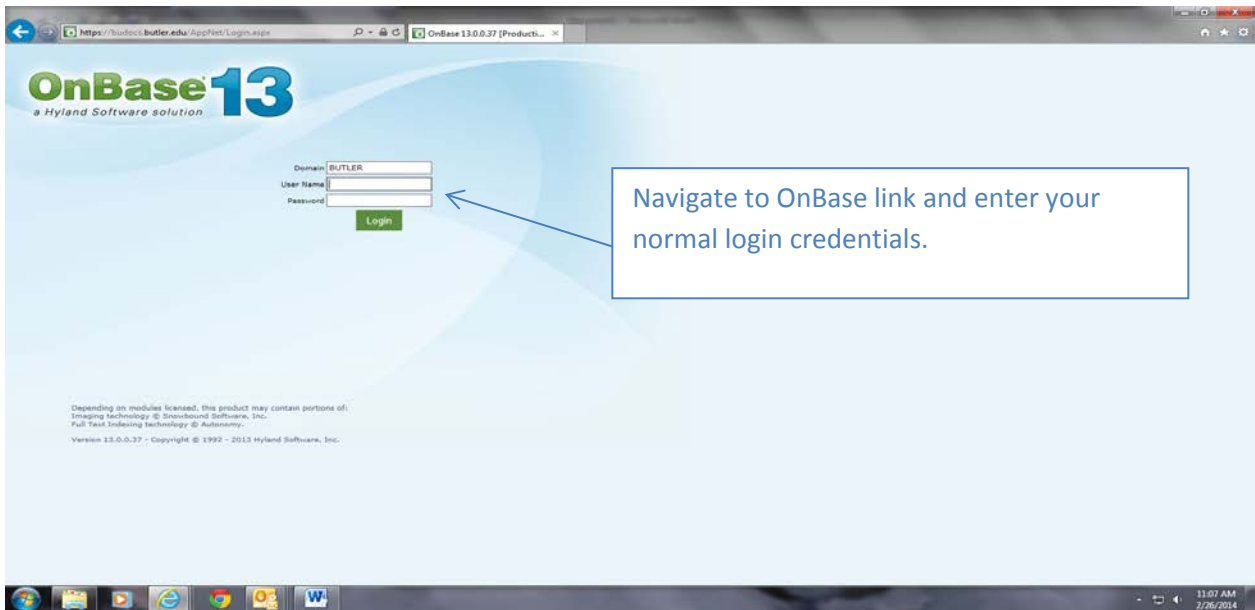
[Details ▶](#)

Advisor

Program Advisor

[Details ▶](#)

2. If necessary, view high school transcript through OnBase (BU Docs) –<https://budocs.butler.edu/>.



Under **Document Type**, select **Official High School Transcript**. Enter the student's ID number in **EmplID** then click the search (binoculars) icon.

For more information about OnBase (BU Docs), visit the **Registration & Records website**.

During New Student Registration Advising Appointment

1. Check course availability using Class Search.

The screenshot shows the 'Search Tools' interface for 'Class Search'. The left sidebar contains navigation options: 'User Defaults', 'Class Search' (highlighted), 'Public Query Documentation', 'Query Viewer', 'Report Manager', and 'Process Monitor'. The main content area is titled 'Search for Classes' and includes a 'Search' button, 'Search for Classes | Browse Course Catalog | Faculty Search' links, and a 'Search for Classes' input field. Below this is the 'Enter Search Criteria' section, which includes a 'Search for Classes' header and a form with the following fields: 'Institution' (Butler University), 'Term' (2018 Spring), 'Class Search' (expanded), 'Course Number' (is exactly), 'Course Career' (Undergraduate), 'Instructor Last Name' (begins with), 'Show Open Classes Only' (checked), and 'Course Attribute'. A 'select subject' button is positioned above the 'Subject' input field. At the bottom right are 'Clear' and 'Search' buttons. A text box on the left provides instructions: 'Select the correct Term (e.g., Fall 2018) then enter the Course Subject (or click Select Subject and search alphabetically) and course number. Keep the Show Open Classes Only box checked to display classes with available seats. Click Search.' Arrows point from this text box to the Term, Subject, Course Number, Show Open Classes Only checkbox, and Search buttons.

Select the correct **Term** (e.g., Fall 2018) then enter the **Course Subject** (or click **Select Subject** and search alphabetically) and course number. Keep the **Show Open Classes Only** box checked to display classes with available seats. Click **Search**.

2. Submitting an enrollment request: adding courses.

From Advisor Center:

Advisor Center

My Advisees

Select display option

Link to Photos Include photos in list

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		Advisee 1	400xxxxxx	View Student Details
2	<input type="checkbox"/>		Advisee 2	400xxxxxx	View Student Details
3	<input type="checkbox"/>		Advisee 3	400xxxxxx	View Student Details
4	<input type="checkbox"/>		Advisee 4	400xxxxxx	View Student Details
5	<input type="checkbox"/>		Advisee 5	400xxxxxx	View Student Details
6	<input type="checkbox"/>		Advisee 6	400xxxxxx	View Student Details
7	<input type="checkbox"/>		Advisee 7	400xxxxxx	View Student Details
8	<input type="checkbox"/>		Advisee 8	400xxxxxx	View Student Details

[Notify Selected Advisees](#) [Notify All Advisees](#)

[View data for other students](#)

[Go to top](#)

Enrollment Request

[Find an Existing Value](#) [Add a New Value](#)

ID

Academic Career UGRD

Academic Institution BUTLR

Term 4181

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter Student ID number and the correct Term (Fall 2018: 4181) and click Add.

Option 2: Advisor Enrollment Request through Advisee Student Center:

Faculty Center | **Advisor Center** | Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

Academics

My Class Schedule
Shopping Cart
My Planner
Advisor Enrollment Request
Placement Test Results

other academic...

Personal Information

Demographic Data
Personal Emergency Contacts
User Preferences
Register My Vehicle
DawgAlert Signups
Apply for Housing

Contact Information

Home Address 123 Main Street Anytown, IN 46123	Off Campus Address None
Home Telephone 317 /555-6789	Butler Email student@butler.edu

Holds

View "hold" impacts | Details ▶

To Do List

Writing Placement Test Waived

More ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018 Regular Academic session on April 18, 2018.
Details ▶

Advisor

Program Advisor

Details ▶

Adding a course:

Homepage | **Advisor**

Advisor pivot viewer

Advisor Center

Enrollment Request

New Stdnt Reg (NSR) Appt Times

Placement Test Results

Student Study List

Class Permission Numbers

Late Drop Add Enroll Request

Late Drop Add Delegate

Transcript Request

OnBase Student Records

Enrollment Request

Find an Existing Value | Add a New Value

ID

Academic Career

Academic Institution

Term

Add

Find an Existing Value | Add a New Value

Enter Student ID number and the correct Term (Fall 2018: 4181) and click Add.

Advisor Enrollment

Request ID 0000000000 ID
 Career Undergrad Institution Butler Term 2018 Fall [Submit](#)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
+	-	*Action	Class Nbr		Section		
		Enroll	3266	🔍	FirstYrSem 101 02	Pending	

[Save](#) [Notify](#)

Make sure that **Enroll** is selected under **Action**. Enter the four-digit **Class Number** (or select the **magnifying glass** to find the class using Class Search). To add the course to a student's study, click **Submit** (*not Save*).

[Add](#) [Update/Display](#)

If a course is successfully added, a **Success** message appears. If a course is not successfully added, an **Error** message appears. Click on the **Error** hyperlink for details.

Advisor Enrollment

Request ID 0000980101 ID
 Career Undergrad Institution Butler Term 2018 Fall [Submit](#)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
+	-	*Action	Class Nbr		Section		
		Enroll	3266	🔍	FirstYrSem 101 08	Success	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Add](#) [Update/Display](#)

To add subsequent courses, click on the + on the far left-hand side of the last row.

Advisor Enrollment

Request ID 0000980101 ID

Career Undergrad Institution Butler Term 2018 Fall [Submit](#)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr		Section		Related 1	Related 2	
+ - Enroll	3266	FirstYrSem 101	08	Success			
+ - Enroll				Pending			

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

To view the student's study list as you are enrolling, select **My Class Schedule**.

Academics

- [My Class Schedule](#)
- [Shopping Cart](#)
- [My Planner](#)
- [Advisor Enrollment Request](#)
- [Placement Test Results](#)

other academic... [»](#)

i You are not enrolled in classes.

Personal Information

- [Demographic Data](#)
- [Personal Emergency Contacts](#)
- [User Preferences](#)
- [Register My Vehicle](#)
- [DawgAlert Signups](#)
- [Apply for Housing](#)

Contact Information

Home Address 123 Main Street Anytown, IN 46123	Off Campus Address None
Home Telephone 317/555-6789	Butler Email student@butler.edu

Holds

[View "hold" impacts](#) [Details ▶](#)

To Do List

Writing Placement Test Waived

[More ▶](#)

Enrollment Dates

Enrollment Appointment
 You may begin enrolling for the Fall 2018 Regular Academic session on April 18, 2018.

[Details ▶](#)

Advisor

Program Advisor

[Details ▶](#)

3. Submitting an enrollment request : dropping courses.

Add a row using the + button. Make sure that **Drop** is selected under Action in the new row. Enter the four-digit **Class Number** (or select the **magnifying glass** to select courses from the student's study list). To drop the course from a student's study list, click **Submit** (not Save).

Advisor Enrollment

Request ID 0000000000 ID

Career Undergrad Institution Butler Term Fall 2018

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Section	Related 1	Related 2			
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	3266	FirstYrSem 101 02	Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/> <input type="button" value="-"/> Drop	<input type="text"/>		Pending				

Advisor Enrollment

Request ID 0000980365 ID

Career Undergrad Institution Butler Term Fall

Class Enrollment		Units a	r Class Info	General Overrides	Class Overrides		
*Action	Class Nbr	Change To	Section	Related 1	Related 2		
<input type="button" value="+"/> <input type="button" value="-"/> Enroll	3266		FirstYrSem 101 05	Success			
<input type="button" value="+"/> <input type="button" value="-"/> Drop	3266		FirstYrSem 101 08	Success			

If a course is successfully dropped, a **Success** message appears. If a course is not successfully dropped, an **Error** message appears. Click on the **Error** hyperlink for details.

4. Submitting an enrollment request: adding related courses (labs, etc.).

Search for Classes

Search Results

Butler University | Fall 2018

The following classes match your search criteria Course Subject: **The Natural World**, Course Number contains '263', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

Open
 Closed
 Wait List

New Search

Modify Search

3 class section(s) found

▼ NW 263-AS - The Astronomical Universe

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Buy Books
3346	01-LEC Regular	MoWeThFr 10:00AM - 10:50AM	Holcomb Observatory, Room 100	Murphy, Brian W	08/22/2018 - 12/14/2018	●	Buy Books
3347	01A-LAB Regular	Tu 9:00AM - 10:50AM	Holcomb Observatory, Room 100	Instructor CORE, Unassigned	08/22/2018 - 12/14/2018	●	Buy Books
3348	01B-LAB Regular	Tu 11:00AM - 12:50PM	Holcomb Observatory, Room 100	Instructor CORE, Unassigned	08/22/2018 - 12/14/2018	●	Buy Books

New Search

Modify Search

Some courses (required labs that are linked to lectures, etc.) have related courses that must be registered for simultaneously.

Advisor Enrollment

Request ID 0000000000

Career Undergrad

Institution Butler

ID

Term 2018 Fall

Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	*Action	Class Nbr		Section		
		Enroll	3346	NaturalWor 263-AS	01	Pending	3347

Save Notify

Add Update/Display

When a course is linked to a related course, a second **Related** box appears within the row. To add a course and its related course, enter the four-digit **Class Number** (generally a lecture course) *and* the four-digit class for the **Related** course (generally a lab) *on the same row and click **Submit** (not Save).*

5. Submitting an enrollment request: using waitlists.

To place a student on the waitlist for a course that is full, enter the Class Number in an “enroll” row as normal, then click the **Class Overrides** tab and check **Wait List Okay**. Click the **Submit** button (*not Save*).

Advisor Enrollment

Request ID 0000000000 ID
 Career Undergrad Institution Butler Term 2018 Fall Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides				
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+	-	Spanish 204	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos

Save Notify
Add Update/Display

Advisor Enrollment

Request ID 0001035234 ID
 Career Undergrad Institution Butler Term 2018 Fall Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides			
*Action	Class Nbr	Section	Related 1	Related 2				
+ - Enroll	3754 🔍 Spanish 204	01	Messages					

Save Return to Search Previous in List Next in List Notify
Add Update/Display

A **Message** hyperlink appears in place of a Success message. The course should appear on the student’s study list with a status of **Waiting**.

6. Submitting an enrollment request: overriding time conflicts.

To approve the enrollment of a course that overlaps in time with another course, enter the Class Number in an “enroll” row as normal, then click the **General Overrides** tab and check **Time Conflict**. Click the **Submit** button (not Save).

Advisor Enrollment

Request ID 0000000000 ID

Career Undergrad Institution Butler Term 2018 Fall

[Submit](#)

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides						
	Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites		
+	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[Save](#) [Notify](#)
[Add](#) [Update/Display](#)

7. Printing study lists.

Faculty Center **Advisor Center** Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

Academics

My Class Schedule ←
 Shopping Cart
 My Planner
 Advisor Enrollment Request
 Placement Test Results

other academic... ▾

Personal Information

Demographic Data
 Personal Emergency Contacts
 User Preferences
 Register My Vehicle
 DawgAlert Signups
 Apply for Housing

Contact Information

Home Address 123 Main Street Anytown, IN 46123	Off Campus Address None
Home Telephone 317/555-6789	Butler Email student@butler.edu

Holds

You are not enrolled in classes.

View "hold" impacts Details ▶

To Do List

Writing Placement Test Waived

More ▶

Enrollment Dates

Enrollment Appointment
 You may begin enrolling for the Fall 2018 Regular Academic session on April 18, 2018.

Details ▶

Advisor

Program Advisor

Details ▶

To print the student's study list select **My Class Schedule** from the **Student Center**.

Then click on **Printer Friendly Page** at the bottom of the page

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

Filter

CH 105 - General Chemistry

Status	Units	Grading	Grade	Deadlines
Enrolled	5.00	ABC Grading		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1346	01	Lecture	MoTuWeTh 9:00AM - 9:50AM	Jordan Hall, Room 141	Kirsch, Joseph L	08/23/2017 - 12/15/2017
1350	01C	Laboratory	Fr 1:00PM - 3:50PM	Gallahue Hall, Room 350	Kirsch, Joseph L	08/23/2017 - 12/15/2017

FYS 101 - First-Year Seminar

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	ABC Grading		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3277	08	Lecture	MoWe 1:00PM - 2:15PM	Jordan Hall, Room 340	Colavito, Joseph J	08/23/2017 - 12/15/2017

LC 103 - Exploratory Studies

Status	Units	Grading	Grade	Deadlines
Enrolled	2.00	ABC Grading		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3233	02	Lecture	Tu 1:00PM - 1:50PM	Pharmacy & HS Bldg, Room 106A	Kaschner, Jennifer L	08/23/2017 - 12/15/2017
			Fr 12:00PM - 12:50PM	TBA	Kaschner, Jennifer L	08/23/2017 - 12/15/2017

MA 162 - Elementary Statistics

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	ABC Grading		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3477	02	Lecture	MoWeFr 11:00AM - 11:50AM	Jordan Hall 043 PC Lab	Kodippuli Thanthillage Dona, Rasitha R	08/23/2017 - 12/15/2017

SP 203 - Intermediate Spanish I

Status	Units	Grading	Grade	Deadlines
Withdrawn	3.00			

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3706	09	Lecture	TuTh 3:50PM - 5:05PM	Jordan Hall, Room 338	McCullers, Brandon J	08/23/2017 - 12/15/2017

Printer Friendly Page

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