Overview of My.Butler Environment

My.Butler Portal:  [https://my.butler.edu](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.
To access the records of students who have no advisor of record (i.e., NSR attendees), click **View Data for Other Students**.

To access a student record, enter his or her ID number and click **Search**. You may also search by First and Last Name.
Advisor Enrollment Request is one method of enrolling students in courses.

Holds indicate issues that may prevent course registration.

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

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

Use Course Attribute to search for courses with curricular attributes.

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

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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.

   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.

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:

View Butler Placement Tests:

<table>
<thead>
<tr>
<th>Test</th>
<th>Test Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>04/06/2017</td>
<td>CH 196</td>
</tr>
<tr>
<td>Math</td>
<td>04/05/2017</td>
<td>Score: 16- Any Analytic Reasoning (AR) course or any of the following: MA 125, CS 142, MA 101 (if MA 125 is required for the major or if taking CS 151), MA 102 (only if MA 101 is required for the major). MA 101 and MA 102 do not fulfill the Analytic Reasoning requirement</td>
</tr>
<tr>
<td>Spanish</td>
<td>04/05/2017</td>
<td>Score 27 - Placement into Spanish 200 - This result is valid for enrollment for three full semesters after the test date. Additional information is available at <a href="https://www.butter.edu/intlplacement">https://www.butter.edu/intlplacement</a>.</td>
</tr>
<tr>
<td>Writing</td>
<td>03/30/2017</td>
<td>Placement Test Waived</td>
</tr>
</tbody>
</table>

Math:
- Students are waived from taking the Writing 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 630 and higher, ACT English 21 and higher

Return to Student Center
View standardized test scores (ACT, SAT):

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

- 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.

- 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.
View holds/to-do list:

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

Outstanding placement exams can be found under **To Do List**.
2. If necessary, view high school transcript through OnBase (BU Docs) –https://budocs.butler.edu/.

Navigate to OnBase link and enter your normal login credentials.

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.

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During New Student Registration Advising Appointment

1. Check course availability using Class Search.

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:

Enter Student ID number and the correct Term (Fall 2018: 4181) and click Add.
Option 2: Advisor Enrollment Request through Advisee Student Center:

Adding a course:

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

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

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

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.).**

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

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).

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).

7. Printing study lists.

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.
### CH 105 - General Chemistry

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>5.00</td>
<td>ABC</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1240</td>
<td>01</td>
<td>Lecture</td>
<td>MoTuWeTh 9:00AM - 9:50AM</td>
<td>Jordan Hall, Room 141</td>
<td>Kirsch, Joseph L</td>
<td>08/23/2017 - 12/15/2017</td>
</tr>
<tr>
<td>1350</td>
<td>01C</td>
<td>Laboratory</td>
<td>Fr 1:00PM - 3:50PM</td>
<td>Gallahue Hall, Room 350</td>
<td>Kirsch, Joseph L</td>
<td>08/23/2017 - 12/15/2017</td>
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### FYS 101 - First-Year Seminar

<table>
<thead>
<tr>
<th>Status</th>
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<th>Grade</th>
<th>Deadlines</th>
</tr>
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<tbody>
<tr>
<td>Enrolled</td>
<td>3.00</td>
<td>ABC</td>
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<td></td>
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<tr>
<th>Class Nbr</th>
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<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
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</thead>
<tbody>
<tr>
<td>3277</td>
<td>08</td>
<td>Lecture</td>
<td>MoWe 1:00PM - 2:15PM</td>
<td>Jordan Hall, Room 340</td>
<td>Calvillo, Joseph J</td>
<td>08/23/2017 - 12/15/2017</td>
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### LC 103 - Exploratory Studies

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<thead>
<tr>
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<th>Deadlines</th>
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<tbody>
<tr>
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<td>ABC</td>
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<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
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</thead>
<tbody>
<tr>
<td>3233</td>
<td>02</td>
<td>Lecture</td>
<td>Tu 1:00PM - 1:50PM</td>
<td>Pharmacy &amp; HS Bldg, Room 105A</td>
<td>Kaczmarek, Jennifer L</td>
<td>08/23/2017 - 12/15/2017</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Fr 12:00PM - 12:50PM</td>
<td>TBA</td>
<td>Kaczmarek, Jennifer L</td>
<td>08/23/2017 - 12/15/2017</td>
</tr>
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</table>

### MA 162 - Elementary Statistics

<table>
<thead>
<tr>
<th>Status</th>
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<th>Grading</th>
<th>Grade</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ABC</td>
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<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
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</thead>
<tbody>
<tr>
<td>3477</td>
<td>02</td>
<td>Lecture</td>
<td>MoWeFri 11:00AM - 11:50AM</td>
<td>Jordan Hall, 043 PC Lab</td>
<td>Kodippuli Thanhillage Dosa, Rashiha R</td>
<td>08/23/2017 - 12/15/2017</td>
</tr>
</tbody>
</table>

### SP 201 - Intermediate Spanish 1

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3706</td>
<td>09</td>
<td>Lecture</td>
<td>TuTh 3:50PM - 5:05PM</td>
<td>Jordan Hall, Room 338</td>
<td>McCullers, Brandon J</td>
<td>08/23/2017 - 12/15/2017</td>
</tr>
</tbody>
</table>

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