My.Butler Advisor Training: New Student Registration

Overview of My.Butler Environment

1. The Advisor Center.

Option 1: From ‘Popular Tools’ tab:

Option 2: From Main Menu (Self-Service, Advisor Center):
2. 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**.

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.
3. Class Search.

Option 1: Popular Tools tab:

Option 2: From Main Menu (Self-Service, Search, Class Search):
Make sure the correct Term is selected (i.e., Fall 2014).

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.

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

Use Course Attribute to search for courses with curricular attributes.

When in Search Results for a particular course, click View All Sections to view all sections available.

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.
Before New Student Registration Advising Appointment

1. Set the appropriate term code (i.e., Fall 2014) in User Default.

   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 2014-2015 academic year, the middle numbers are “14.” The last number represents the term within the academic year: “1” for Fall, “3” for Spring, “6” for Summer I and “7” for Summer II.

   Fall 2014 term code: 4141
   Spring 2015 term code: 4143
   Summer I 2015 term code: 4146
   Summer II 2015 term code: 4147
2. Gather information for Advisee Student Center.

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 standardized test scores (ACT, SAT):

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

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.

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:

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

Navigate to OnBase link and enter your normal login credentials.

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

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

Select the correct Term (e.g., Fall 2014) 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.

When in the Search Results for a particular course, don’t forget to click View All Sections to return all sections of a course.

2. Submitting an enrollment request: adding courses.

Option 1: Enrollment Request under ‘Popular Tools’ tab:
Option 2: Advisor Enrollment Request through Advisee Student Center:

Enter Student ID number and the correct Term (Fall 2014: 4141) and click Add.
Adding a course:

Enter Student ID number and the correct Term (Fall 2014: 4141) 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.
Viewing study list as you enroll:

To view the student’s study list as you are enrolling, select Study List.
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, 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.
Enter student’s ID and the term code (Fall 2014: 4141) and click Search.

The student’s study list appears. For a print-friendly PDF copy, click Print Study List.
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**TOTAL UNITS TAKEN:** 18.00