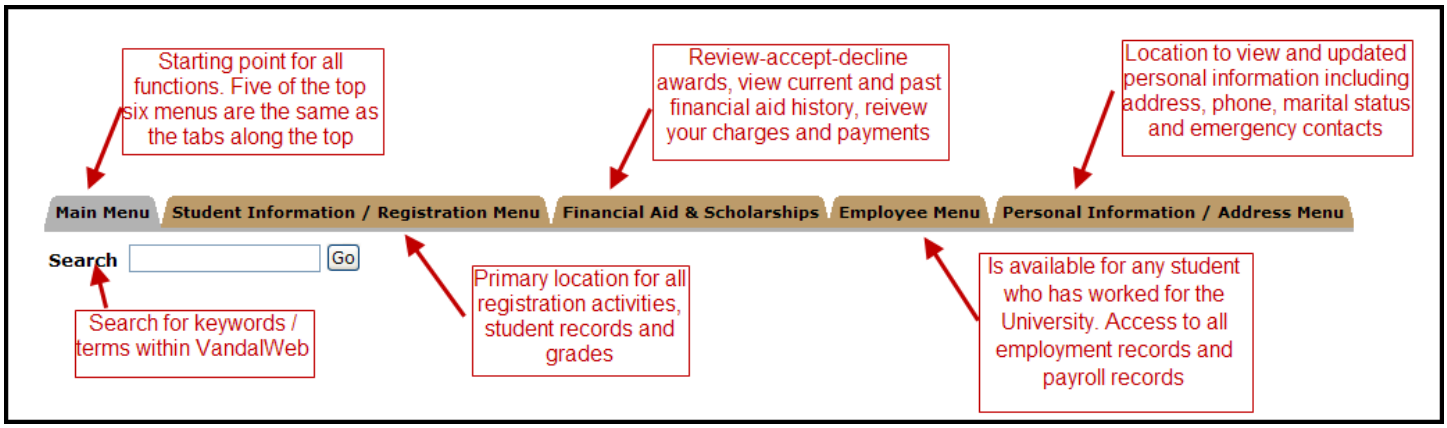
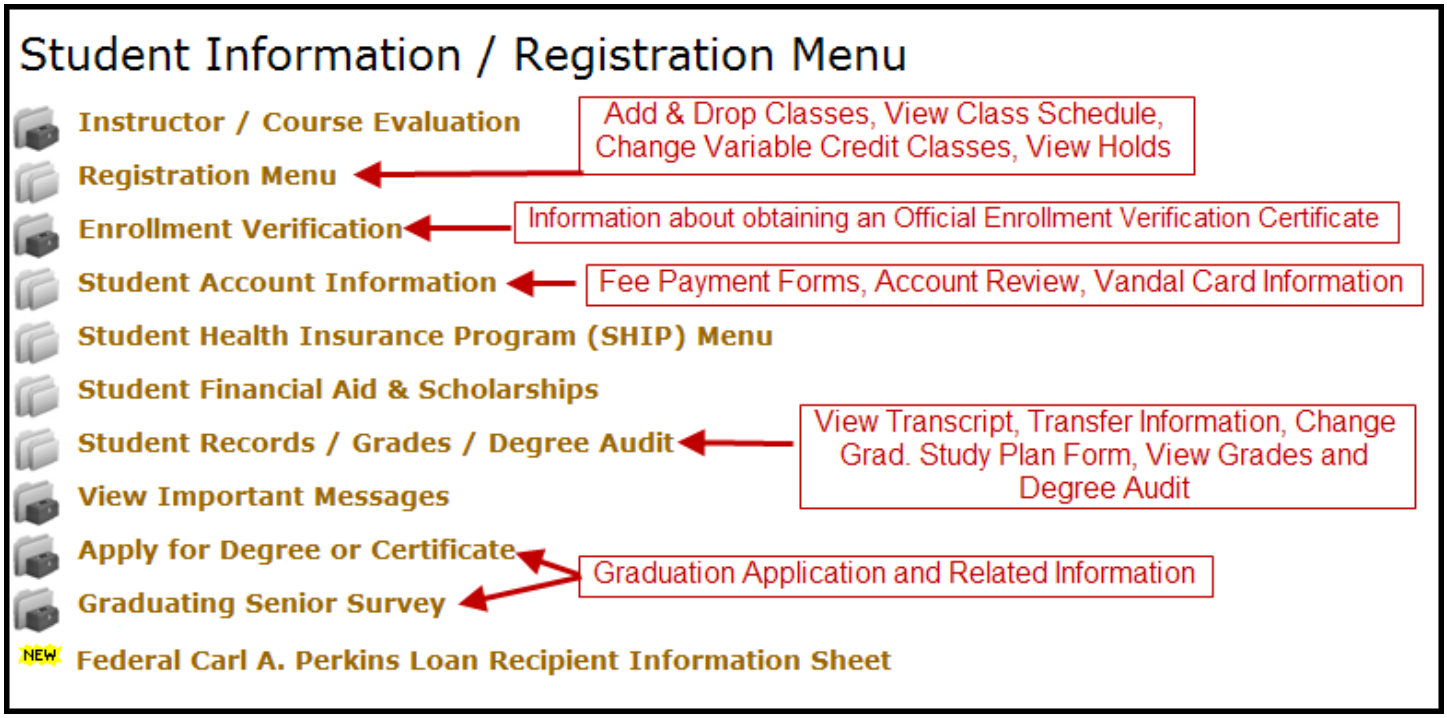
A Student View of VandalWeb

Understanding the layout of VandalWeb can be a very important tool for helping students. The images and information below provide the "student view" of the registration and records area of student VandalWeb.

VandalWeb information is divided into several primary relationships that appear as tabs on the top of the screen based on the users affiliation with the University.

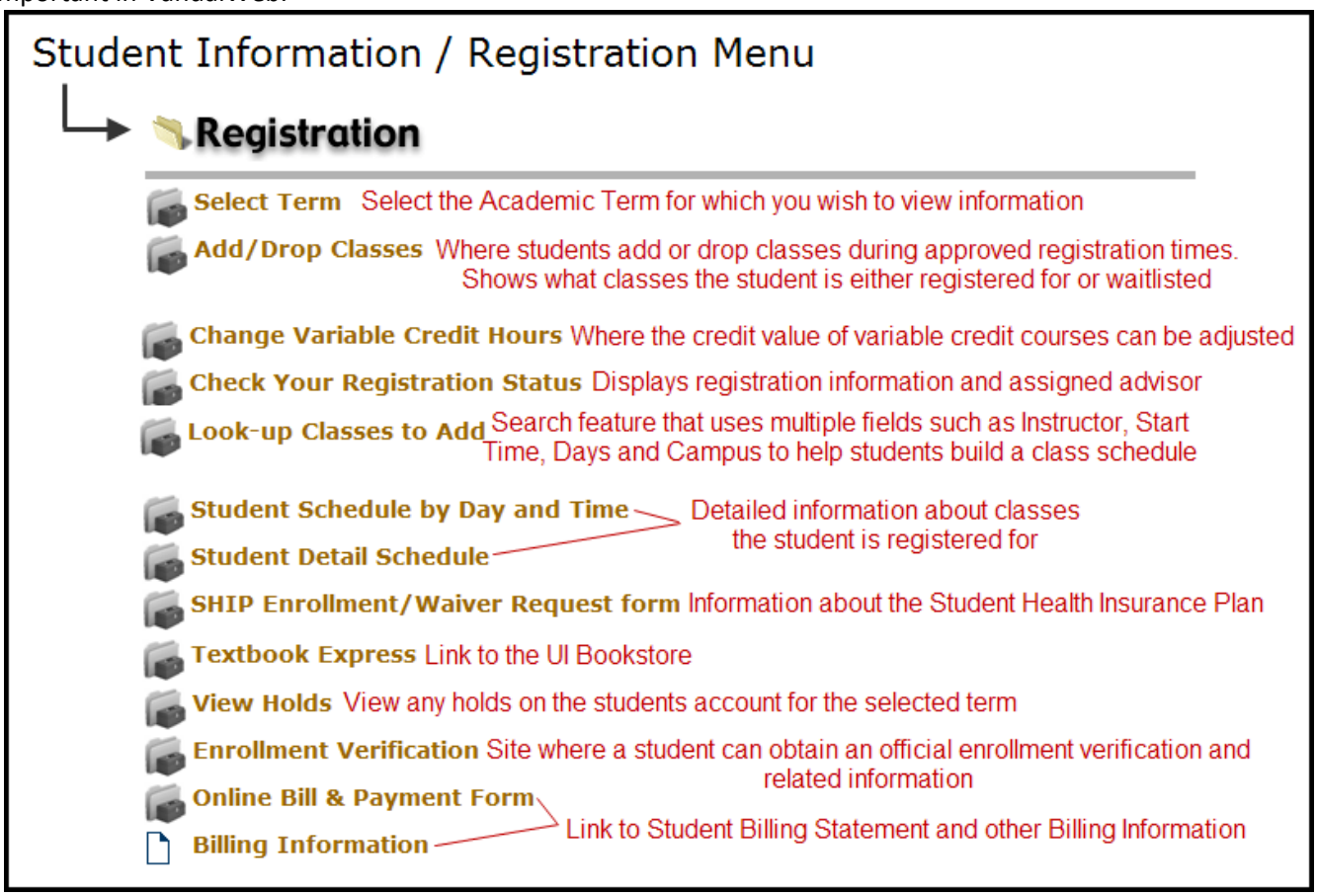


The **Student Information / Registration Menu** is the most important part of VandalWeb for students. It is where students register for classes, view their grades and degree audit, transfer work and transcripts. It is also were students apply for their degree as they approach graduation and can view and edit their health insurance and financial aid information. The keys parts of this menu are highlighted below and will be discussed in further detail on the next page.



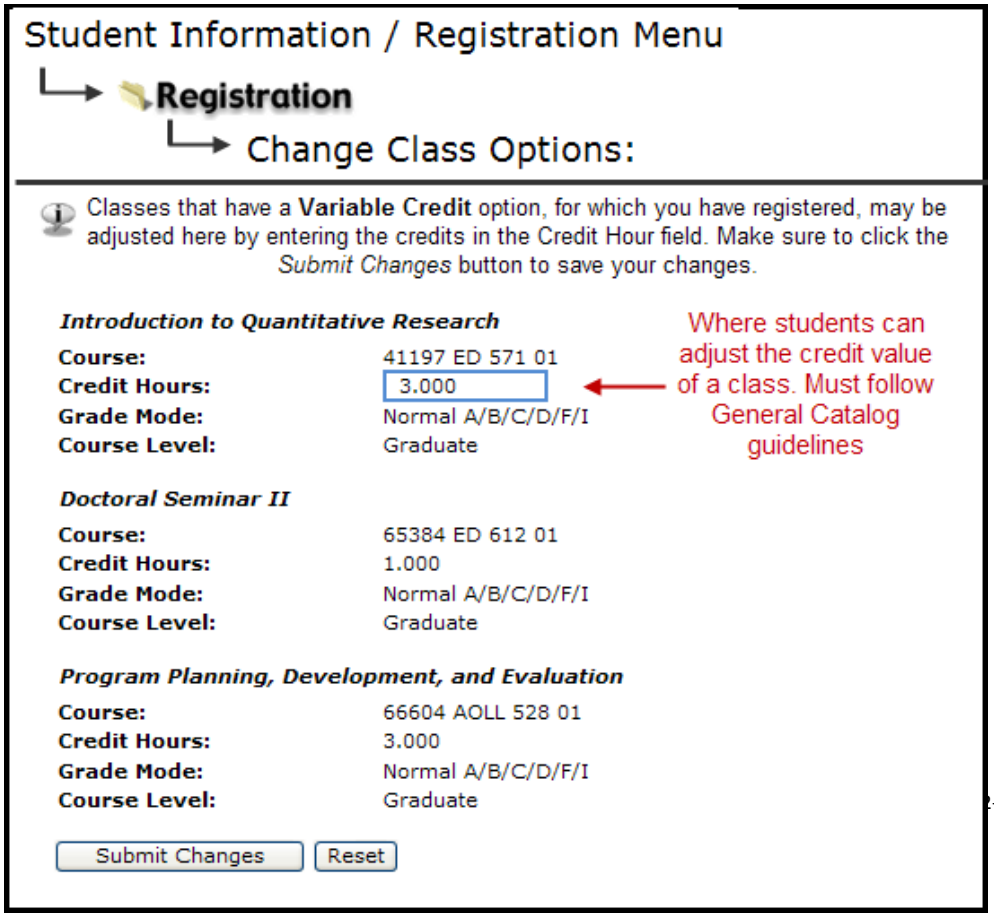
Rev. Date: 2-17-2011

This is an image of the **Registration Menu** within the *Student Information / Registration Menu*. This is one of the most important in VandalWeb.

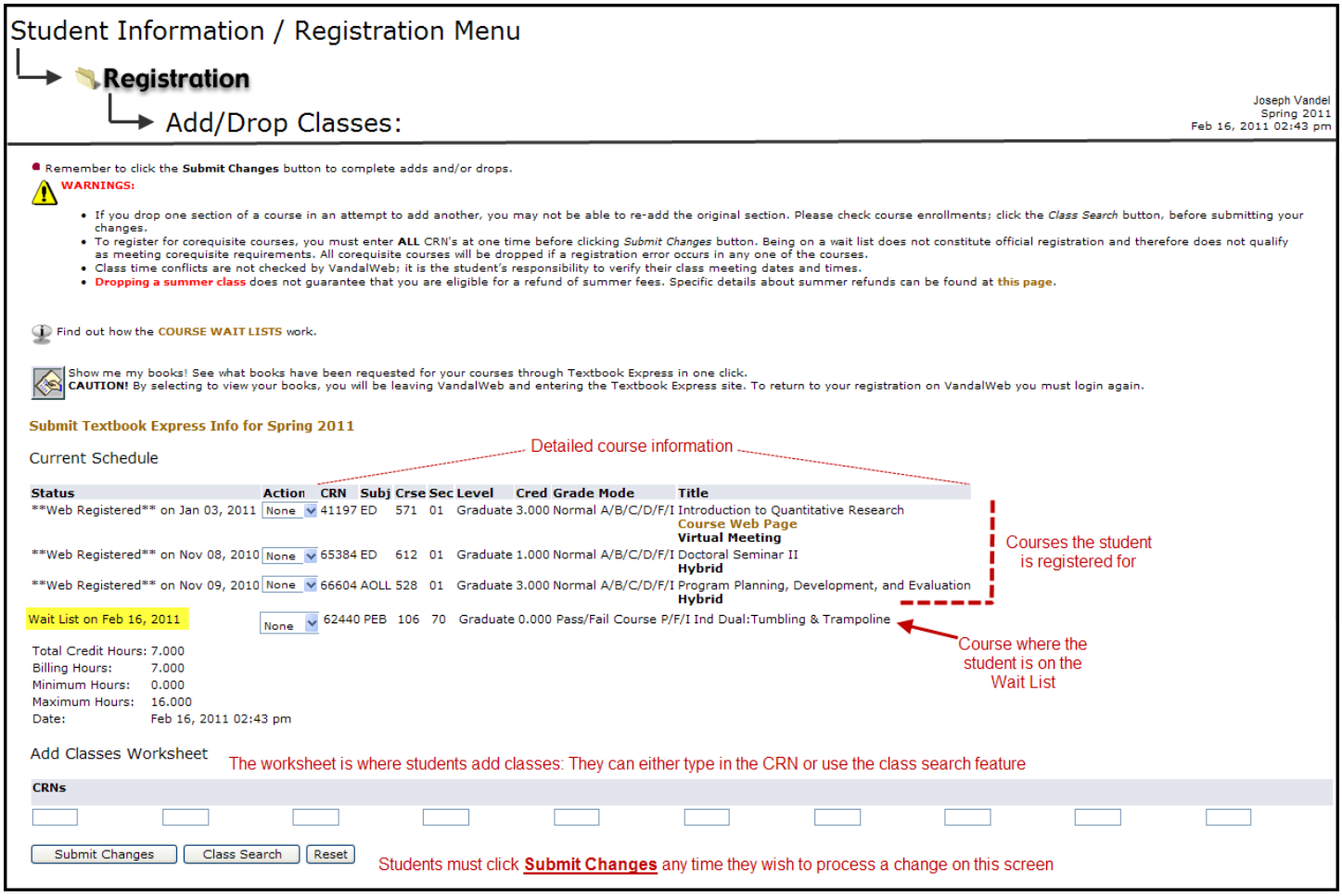


Next, we will look at three different areas that are part of the Registration menu.

This is the **Change Variable Credit Hours** page:

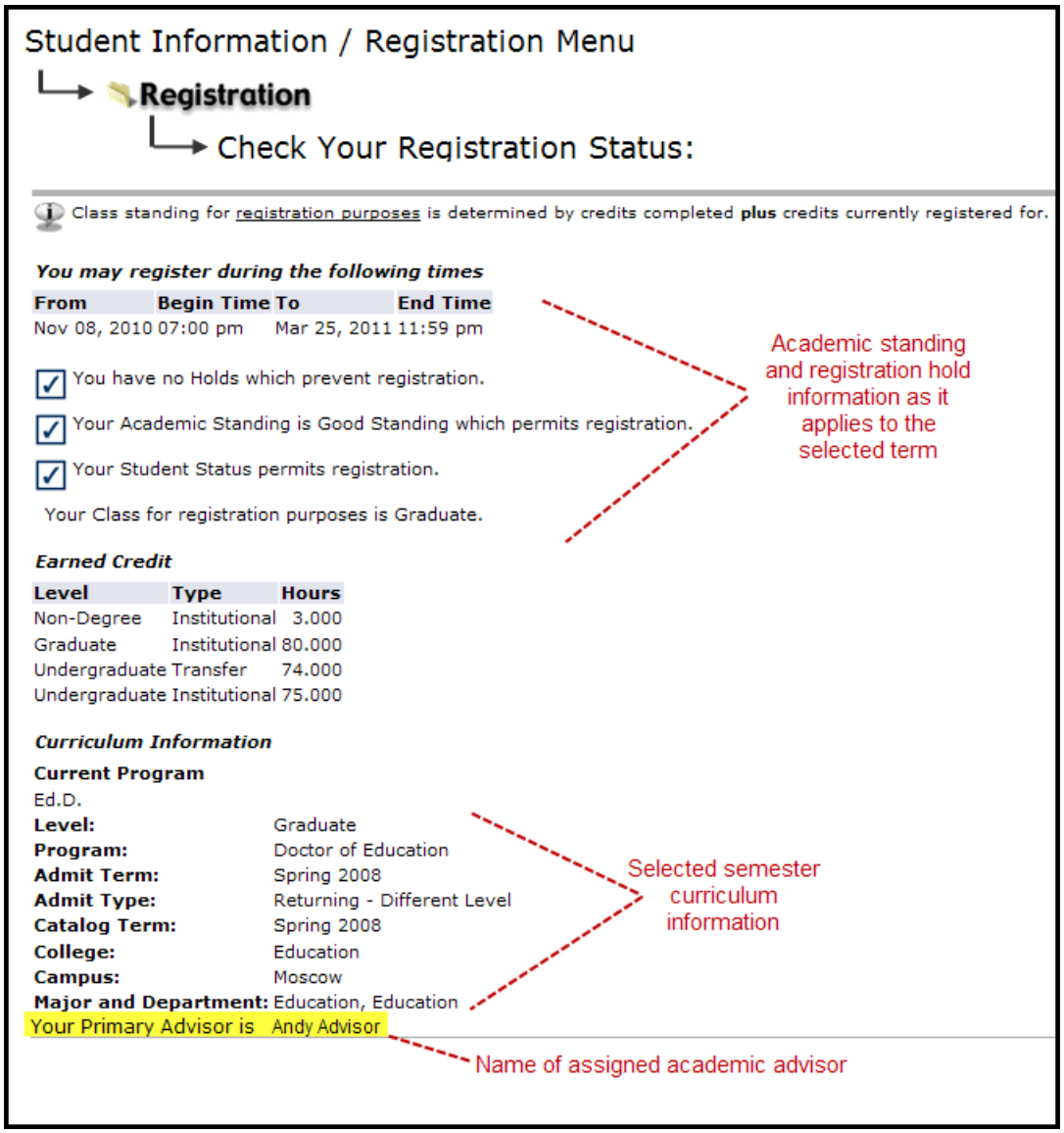


This is the **Add/Drop Classes** page in VandalWeb. There are some very important reminders at the top of the page, the middle portion of the page is the student's current schedule for the selected semester and the bottom portion is the *Add Classes Worksheet.*

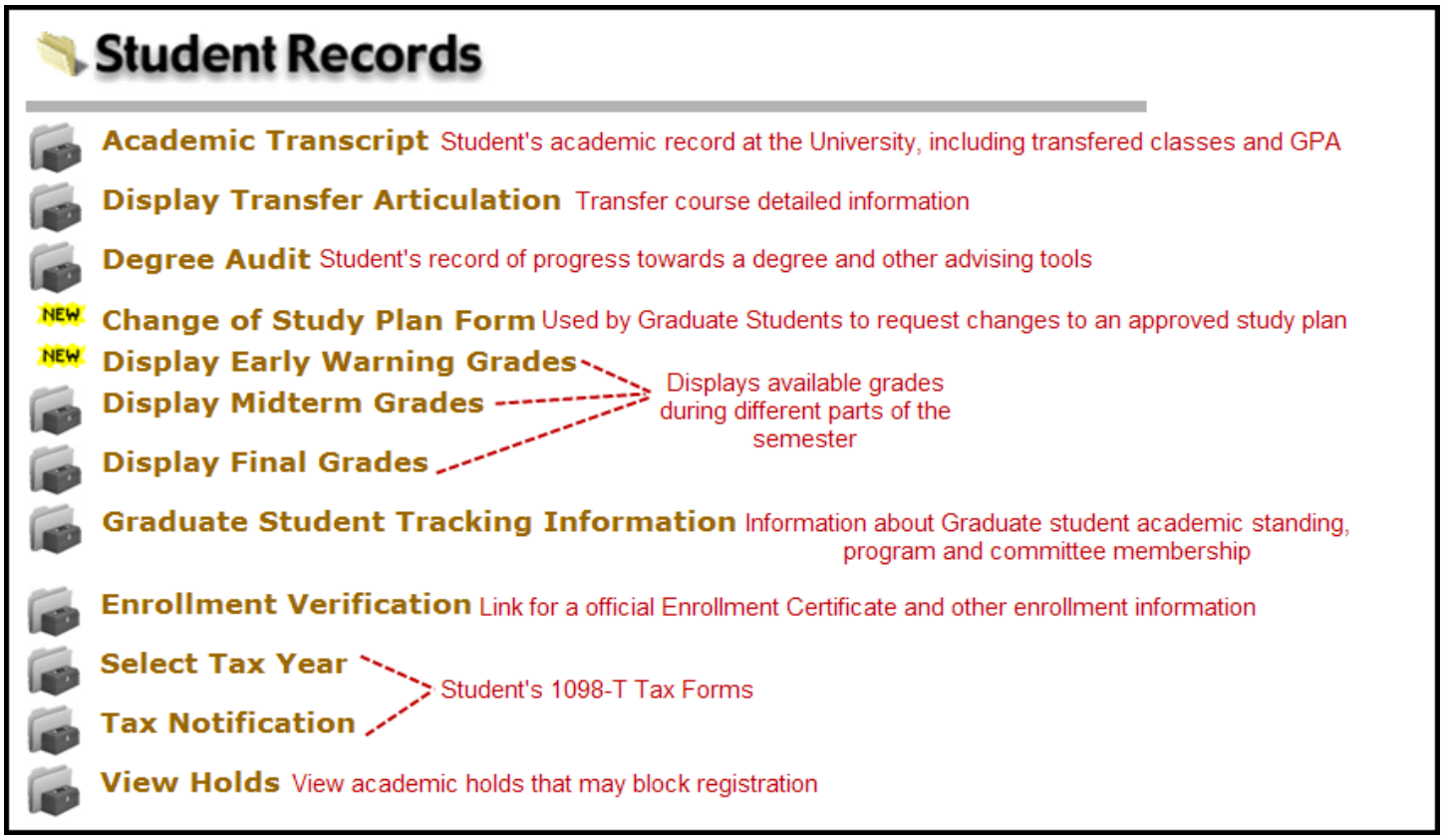


One very important part of this screen is the **Action** column. This is where students can adjust classes they are registered or Wait Listed for. Student can Drop classes they are registered for, and it is where they need to accept registration overrides that have been provided for particular courses. After a student makes any changes in the Action column, they must click Submit Changes at the bottom of the screen. For more information about registration overrides please visit http://uidaho.edu/registrar/faculty/vandalweb/overrides .

This is the **Check Your Registration Status** screen. This screen can be very valuable to check registration details during an academic advising appointment.



Going back to the *Student Information / Registration* tab – the next menu that is highly utilized by students is the **Student Records / Grades / Degree Audit** menu. This menu is called Student Records and is explained below



Here are the steps that student can take, in VandalWeb, to answer commonly asked questions:

Q: When can I register for classes?

- Student Information / Registration Menu
  - Registration Menu
    - Check Your Registration Status

Q: Where can I view my Transcript?

- Student Information / Registration Menu
  - Student Records / Grades / Degree Audit
    - Academic Transcript

Q: How do I look up my Grades?

- Student Information / Registration Menu
  - Student Records / Grades / Degree Audit
    - Select 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 the instructor reports them.

Q: How do I update my mailing address?

- Personal Information / Address Menu
  - Update Address(es) and Pones(s)

Q: I have locked myself out of VandalWeb, How do I re-set my PIN?

- Use the "Online PIN Reset Information" link on the main VandalWeb login page.