A Student View of VandalWeb

Understanding the layout of VandalWeb is an important tool for helping students. The images and details below provide the “student view” of the registration and records area of VandalWeb. VandalWeb information is divided into several primary relationships that appear as tabs on the top of the page based on the users affiliation with the University.

The **Students** tab has all of the primary functions of VandalWeb for students. It is where students register for classes, view their grades, degree audit, transfer work, transcripts, apply for graduation, and much more.

- **Registration**: Add & drop classes, view class schedule, change variable credit classes, and view holds
- **Degree Audit & Transcript**: View transcript, transfer details, grades, degree audit, and change study plan form
- **Proof of Enrollment**: Access to official enrollment certificates
- **Instructor / Course Evaluation**: Place to evaluate instructors and classes, at the end of the semester
- **Graduating Senior Survey**: To be completed as the first step of applying for graduation
- **Apply to Graduate**: Where students start the multi-step approval process to officially earn degree/certificate
- **Ceremony Reservation and Hometown**: Where students select the ceremony they wish to attend
- **View Graduation Application**: Where students can check on the status of their application for graduation
- **Student Accounts**: Link to Student Accounts and related financial information
- **Student Health Insurance Program (SHIP)**: Link to Student Health Insurance Program information
- **Housing & Residence Life**: Link to University Housing and Residence Life information.

The **Registration** area under the **Students** tab is the location for all registration related activities.

- **Check Registration Status**: Provides registration time periods, eligibility, and completed registration overrides.
- **Weekly Schedule**: View of the day/time schedule for registered classes, organized by a weekly view
- **View Holds**: Where students can view account holds
- **Add/Drop Classes**: Where students add/drop classes and displays classes that are registered and wait listed
- **Proof of Enrollment**: Where a student can obtain an official enrollment certificate
- **Select Term**: Option to select different terms for specific actions
- **Change Variable Credit**: Where the credit value can be adjusted on variable credit classes
- **Class Search**: Where students can search for available classes for registration
- **Textbook Express**: Link to VandalStore textbook information.
**Change Variable Credit:** Where students can adjust the credits on a variable credit class.

![Change Variable Credit](image)

**Add/Drop Classes:** Displays 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**.

![Add/Drop Classes](image)

One very important part of this page is the **Action** column. This is where students can change their registration by dropping or withdrawing and adding classes that are available from the wait list. After a student makes any changes in the Action column, they must click Submit Changes at the bottom of the page. For more information about registration overrides please visit [http://uidaho.edu/registrar/faculty/vandalweb/overrides](http://uidaho.edu/registrar/faculty/vandalweb/overrides).
**Check Registration Status**: Where students can check registration availability before, or during, an academic advising appointment.

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### You may register during the following times

<table>
<thead>
<tr>
<th>From</th>
<th>Begin Time</th>
<th>To</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 20, 2015</td>
<td>07:00 pm</td>
<td>Nov 20, 2015</td>
<td>11:59 pm</td>
</tr>
</tbody>
</table>

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.
- Your Class for registration purposes is Senior.

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### Registration Permits and Overrides

<table>
<thead>
<tr>
<th>Permit/Override</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permission Required</td>
<td>38911</td>
<td>CHEM</td>
<td>273 Organic Chem I:Lab</td>
</tr>
</tbody>
</table>

### Earned Credit

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Institutional</td>
<td>154,000</td>
</tr>
</tbody>
</table>

### Curriculum Information

- **Current Program**
  - B.S.
  - Level: Undergraduate
  - Program: Bachelor of Science - SCI
  - Admit Term: Spring 2014
  - Admit Type: Returning - Same Level
  - Catalog Term: Spring 2014
  - College: Science
  - Campus: Moscow

- **Major and Department**: Biology, Biological Sciences

- Your Primary Advisor is Andy Advisor

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*Academic standing and hold information as it applies to the selected period of registration.*

*Registration Overrides that have been provided for the selected semester.*

*Selected semester curriculum information.*

*Name of assigned academic advisor*
Also under the Students tab is Degree Audit & Transcript.

- **Degree Audit**: Record of progress towards a declared program(s)
- **Unofficial Transcript**: Student’s academic record, including transferred classes and GPA
- **Transfer Articulation**: Detailed information about transferred courses
- **View Holds**: View holds that may block registration actions
- **View Test Scores**: View test scores have been received by the University
- **Change of Study Plan Form**: Currently only used for changes to an approved Graduate student plan
- **Early Warning Grades**: Early notice of unsatisfactory progress
- **Midterm Grades**: View midterm grades
- **Final Grades**: View final grades.

Locations for answer commonly asked questions by students:

**Q: When can I register for classes?**
- Students tab
  - Registration
    - Check Your Registration Status

**Q: Where can I view my Transcript?**
- Students tab
  - Degree Audit & Transcript
    - Unofficial Transcript

**Q: How do I look up my Grades?**
- Students tab
  - Degree Audit & Transcript
    - 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 they are reported by the instructor.

**Q: How do I update my mailing address?**
- Personal Information
  - Update Address(es) and Phone(s)

**Q: I have locked myself out of VandalWeb**
- Contact the ITS Help Desk at (208) 885- 4357, or helpdesk@uidaho.edu, or visit TLC 128