

2014



PIEDMONT  
COLLEGE

# VIEWING PROPOSED SCHEDULE

This guide provides the steps on how to view a student's proposed schedule in WebAdvisor.

## How to clear advising holds through WebAdvisor:

1. Go to [www.piedmont.edu/pilgrimnet](http://www.piedmont.edu/pilgrimnet) and log in.
2. Click on WebAdvisor for Faculty

The screenshot shows the Piedmont College WebAdvisor portal. At the top, the header reads "PIEDMONT COLLEGE" with navigation tabs for Staff, Faculty, Academics, Campus Life, Student Resources, Financials, and Technology. Below the header, the page title is "Piedmont College Portal > Faculty".

On the left side, there is a "My Week" and "My To Do" section. It displays "Today's Date: Tuesday, October 07, 2014" and a calendar for October 2014. The calendar shows the 7th as the current date. Below the calendar, there are messages for Tuesday, October 07 (3:00 PM Portal Message to Fac & Staff) and Wednesday, October 08.

In the center, there are sections for "Announcements" (No announcements found), "Campus Events" (No events found), and "WebAdvisor". The "WebAdvisor" section contains a list of links: "WebAdvisor for Continuing Education", "WebAdvisor for Students", "WebAdvisor for Faculty", and "WebAdvisor for Employees". A red box highlights the "WebAdvisor for Faculty" link, with a red arrow pointing to it from the text "Click on WebAdvisor for Faculty".

On the right side, there are sections for "My Bookmarks" (Team Site Request Form, Piedmont College Website, Piedmont Athletics Website, Piedmont Library Website, Portal FAQs, Portal Feedback), "My Team Sites" (Expand All, Collapse All), and "Campus Photos" (a photo of a woman).

3. Click on Faculty Information

This screenshot is similar to the previous one, showing the same WebAdvisor portal. The "WebAdvisor" section is expanded, showing a list of links: "WebAdvisor for Continuing Education", "WebAdvisor for Students", "WebAdvisor for Faculty", "User Account", "Personal Profile", "Faculty Information", and "WebAdvisor for Employees". A red box highlights the "Faculty Information" link, with a red arrow pointing to it from the text "Click on Faculty Information".

4. Click on My Advisees

The screenshot shows the PilgrimNet website interface. On the left, there is a calendar for October 2014. The main content area has a navigation menu with 'My Team Sites' and 'WebAdvisor' selected. A red box highlights 'My Advisees' in the menu, with a red arrow pointing to it from a text box that says 'Click on My Advisees'. Other menu items include 'WebAdvisor for Continuing Education', 'WebAdvisor for Students', 'WebAdvisor for Faculty', 'User Account', 'Personal Profile', 'Faculty Information', 'Advisees', 'Class Roster', 'Grading', 'Search for Sections', 'My Class Schedule', 'Student educational planning', and 'Student profile'. The right sidebar shows 'Colleague UI' and 'Campus Photos'.

5. Select the appropriate term from the drop down menu, then click Submit

The screenshot shows the Piedmont College website. The header features the college name 'PIEDMONT COLLEGE'. Below the header is a navigation bar with 'Staff', 'Faculty', 'Academics', 'Campus Life', 'Student Resources', 'Financials', and 'Technology'. The main content area shows the 'Piedmont College Portal > Staff > WebAdvisor' path. A red box highlights the 'My Advisees' form, which includes a 'Term' dropdown menu set to 'Spring 2015', 'Start Date' and 'End Date' input fields, and a 'SUBMIT' button. A text box above the form says 'Select the term, then click Submit' with an arrow pointing to the dropdown menu.

- Next to the student you wish to view, select View Proposed Schedule from the drop down menu, then click Submit

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Staff Faculty Academics Campus Life Student Resources Financials Technology

Piedmont College Portal > Staff > WebAdvisor

My Advisees x

BACK

Make a selection from one drop-down box in the "Action" column to get more information about one of your advisees.

Name	Action
Ms. Courtney H. Thomas	View Proposed Schedule

SUBMIT

- The proposed schedule will be seen under Preferred Sections

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Cox, Anthony

All Sites

Staff Faculty Academics Campus Life Student Resources Financials Technology

Piedmont College Portal > Staff > WebAdvisor

Register and Drop Sections x

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Name Courtney H. Thomas

Action for ALL Pref. Sections (or choose below)

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
	Spring 2015	BUSA-3010-98 Management	Do Not Display	01/05/2015-04/29/2015 Hybrid Days to be Announced, Times to be Announced, Room to be Announced	To be Announced	25 / 25 / 0	3.00

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Fall 2014		ACCT-2020-01 Accounting II	Demorest Campus	08/14/2014-12/09/2014 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Camp Hall, Room 307	W. Keel	3.00	

If one of my choices is not available

