
PIEDMONT COLLEGE

OFFICE OF THE REGISTRAR

Student Planning: A Guide for Faculty

Piedmont College
Office of the Registrar
(706) 776-0112
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1. Log in to Student Planning from webadvisor.piedmont.edu link labeled: "Student Planning".

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Sign In

User name

Password

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2. Click on the Faculty tab.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Tax Information

Here you can change your consent for e-delivery of tax information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Graduation Overview

Here you can view and submit a graduation application.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Financial Aid

Here you can access financial aid data, forms, etc.



Banking Information

Here you can view and update your banking information.



Grades

Here you can view your grades by term.



Academic Attendance

Here you can view your attendances by term.



Faculty

Here you can view your active classes and submit grades and waivers for students.

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3. A list of the classes you teach will appear per term.

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Spring 2019			
Section	Times	Locations	Books
BIOL-1101-DEM02: General Biology I	M/W/F 10:00 AM - 10:50 AM 1/9/2019 - 5/8/2019	Stewart Hall, 118 Lecture	

4. Select the class you are needing to work with by clicking on the class.

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

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5. To view course roster, select the "Roster" tab. You may print, email all, or export this list.

BIOL-1101-DEM02: General Biology I

Spring 2019
Demorest Campus

M/W/F 10:00 AM - 10:50 AM
1/9/2019 - 5/8/2019
Stewart Hall, 118 Lecture

Seats Available 23 of 24

Roster Attendance Grading Books Permissions

[Print](#) [Email All](#) [Export](#) 

Student Name	Student ID	Class Level	Preferred Email
 Thomas, Courtney H.			@piedmont.edu

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6. To view attendance and record attendance, select the “Attendance” tab. Attendance can be viewed by single date and can updated per student or for all students. Also, you may add a comment to the attendance selection.

BIOL-1101-DEM02: General Biology I

Spring 2019
Demorest Campus

M/W/F 10:00 AM - 10:50 AM
1/9/2019 - 5/8/2019
Stewart Hall, 118 Lecture

Seats Available 23 of 24

Roster **Attendance** Grading Books Permissions

Update All ▾		Select Date 1/9/2019 (Wednesday) ▾
Student	10:00 AM	
 Thomas, Courtney H. 	Select Attendance ▾	

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7. To submit grades or report a student who has never attended, select the “Grading” tab. Here you can submit midterm and final grades and report a student as never attended.

BIOL-1101-DEM02: General Biology I

Spring 2019
Demorest Campus

M/W/F 10:00 AM - 10:50 AM
1/9/2019 - 5/8/2019
Stewart Hall, 118 Lecture

Seats Available 23 of 24

Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Post Grades

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Thomas, Courtney H.		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select grade"/>	<input type="text" value="M/d/yyyy"/>		3

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8. To create a waiver or consent for your class, select the “Permissions” tab. Here you can waive a pre-requisite to your course or give your consent for a student to register for your course.

BIOL-1101-DEM02: General Biology I

Spring 2019
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M/W/F 10:00 AM - 10:50 AM
1/9/2019 - 5/8/2019
Stewart Hall, 118 Lecture

Seats Available 23 of 24

Roster Attendance Grading Books **Permissions**

Faculty Permissions

Choose one of the categories below:



Requisite Waiver

Waive prerequisites so that a student can register for the course.



Student Petition

Review and manage student petitions.



Faculty Consent

Review and manage faculty consent.