Technology Resources for Advisors
At-a-glance reference for uses of technology in the advising experience

**Image Now:**
- Mid-term deficiency reports
- Failure reports
- High School transcript
- Application to Loyola/Common App
- New Student Registration form
  (includes SAT, ACT, and placement test scores)
- Change of Registration forms
- AP scores and award letter

**WebAdvisor:**
- Mid-term grades
- Final grades
- Permit to register
- Permit to register for 6th course
- Search for course sections (registration)
- List of all current advisees
- Advisees’ SAT scores
- Advisees’ degree audits

For helpful WebAdvisor instructions visit:
http://www.loyola.edu/department/records/faculty.aspx

**Degree Audit:**
(found on WebAdvisor)
- Grades
  (except for study abroad programs not in Rome)
- Degree requirements
  (major and minor)
- All completed coursework
  (including AP credit, transfer, and study abroad)

**Moodle:**
- My Classes
- Grade Books
- Assignments
- Discussion Forums

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**Frequently Asked Questions**

My advisee recently changed his/her schedule, but Moodle does not list the new class under ‘My Classes.’ Did the change not go through?
Moodle does not immediately update after a change in registration. Students can find their accurate schedule on WebAdvisor under “My Class Schedule.” Call OTS (x5555) for questions regarding Moodle.

My advisee and I discovered an error on the degree audit. Who should we contact?
Students may contact AASC (x5050) with any degree audit questions.

What might prevent a student from registering himself/herself through WebAdvisor?
Students may need to be manually registered for a course if they do not have the prerequisites (they must bring in written permission from the dept. chair), if they have recently taken a placement exam, or if they are repeating a course. Students CANNOT register w/o electronic permission from their advisor.

My advisee would like to (re)take the placement exam. Is it too late?
Students can retake the math and/or foreign language placement exams by following the instructions on our website (http://www.loyola.edu/department/aasc/students/first-year.aspx). Students should contact us at aasc@loyola.edu once they have completed the exam so their new scores can be entered into the system. Placement exams should be taken prior to registration.

If you have any additional questions or would like more information about any of these resources, please contact the Academic Advising and Support Center (x5050). Please contact the Office of Technology Services (x5555) for technical support and assistance.