



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE

CampusKey

Advisor

User Guide 2021

ADVISOR
INFO
CENTER
TRAINING
GUIDE

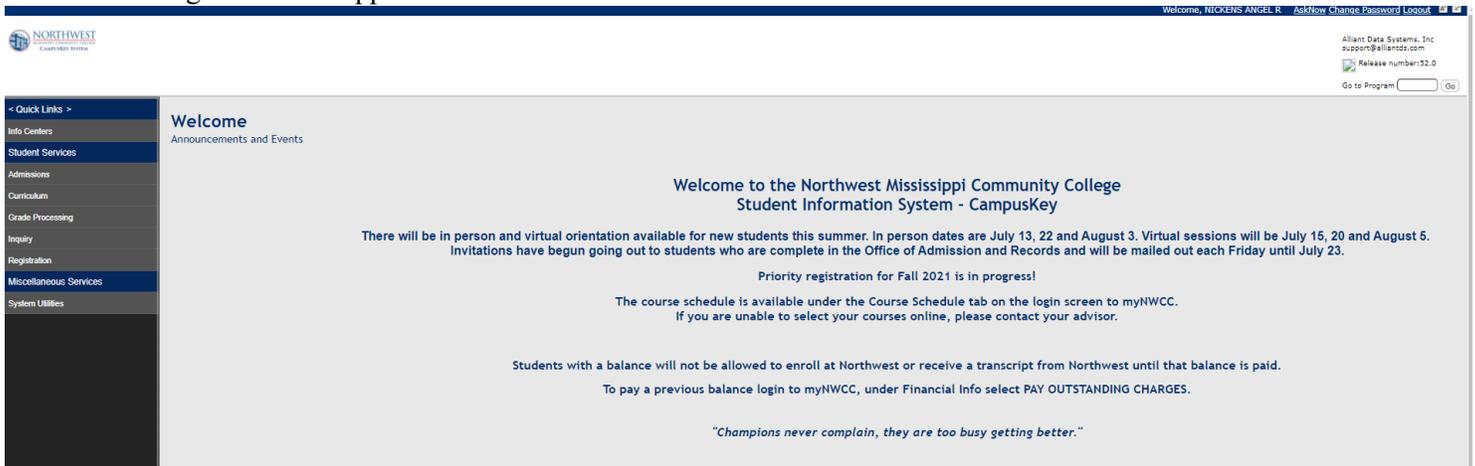


Login to CampusKey using the icon.

Anything that is underlined is a searchable list. If it is underlined at the heading of a list, it is sortable. Any information entered should be entered in ALL CAPS in order to process searches and sorts correctly. The font on the screen may be increased/decreased by clicking the font icons  in the top right corner of the screen. Screens can be printed using the printer icon  in the top, right-hand corner of the screen. Since each Advisor has a unique login, activities you perform in CampusKey are tracked via the software. **DO NOT SHARE YOUR LOGIN CREDENTIALS!**

Login using the user name and password that you were assigned.

The following screen will appear:



Northwest Mississippi Community College
CampusKey

Welcome, NICKENS ANGEL R. AskNow Change Password Logout

Alliant Data Systems, Inc.
support@alliantds.com
Release number: 32.0
Go to Program Go

< Quick Links >
Info Centers
Student Services
Admissions
Curriculum
Grade Processing
Inquiry
Registration
Miscellaneous Services
System Utilities

Welcome
Announcements and Events

Welcome to the Northwest Mississippi Community College
Student Information System - CampusKey

There will be in person and virtual orientation available for new students this summer. In person dates are July 13, 22 and August 3. Virtual sessions will be July 15, 20 and August 5. Invitations have begun going out to students who are complete in the Office of Admission and Records and will be mailed out each Friday until July 23.

Priority registration for Fall 2021 is in progress!

The course schedule is available under the Course Schedule tab on the login screen to myNWCC.
If you are unable to select your courses online, please contact your advisor.

Students with a balance will not be allowed to enroll at Northwest or receive a transcript from Northwest until that balance is paid.
To pay a previous balance login to myNWCC, under Financial Info select PAY OUTSTANDING CHARGES.

"Champions never complain, they are too busy getting better."

When expanded, the menu contains these options:

< Quick Links >
Info Centers
Employee Info Center
Advisor Info Center
Instructor Information Center
Student Services
Admissions
Reports
Curriculum
Term Preparation
Reports-Term Schedule
Grade Processing
Mid Term Grades
Course Rolls
Print Program Rolls
Inquiry
Admission Records-Testing-Holds
Curriculum/Course Rolls
Registration
Student Schedule Inquiry
Academic History
Registration
Miscellaneous Services
System Utilities

Advising a new student:

Advisor Info Center

Click on “Inquiry”, “Info Centers”, “Advisor Info Center”. Click on the mini-menu to the left of the student’s name and choose “Change Major” from the mini-menu.

IINAC - Advisor Info Center

Maintain Office Hours | Advisor Changes | Schedule Inquiry | Print All Degree Plans | Print Long List | Print Short List | Add Non-Advisee | Alerts | Dashboard

List of Advisees For: AN NICKENS A R Term: SU2021

Population: Advisees Term At Risk OCE Include Inactive Students

Position: Name To: Go

Action	Student	Name	On Hold	Online Registration	Catalog	Program	Option	Req Status	Last or Projected Term	SH
+		ALYAH HADIL NORADDIN		Authorized	FA19	DH1	AA		SU2020	Sh
+		ANTHONY JESSICA MARIE		Authorized	FA19	RAD	AA		SP2021	Sh
+		AYALA DAISY NOEMI		Authorized	FA20	DH1	AA		FA2020	Sh
+		BAUMGARTEN ARIE GREGORY		Authorized	FA21	CEG	AA		SU2021	Sh
+		BENNETT JAYNASIA DEODDEST		Authorized	FA19	BIO	AA		SP2021	Sh
+		BRADLEY TANERIA LYNNIAH	*		FA18	GEN	AA		SP2020	Sh
+		BUCHANAN CHLOE LYN A		Authorized	FA19	GEN	AA	R	SP2021	Sh
+		CAFFREY MEGAN F		Authorized	FA19	PHT	AA		SP2021	Sh
+		CLOLINGER ELIZABETH ANNE			FA20	DH1	AA		FA2021	Sh
+		DONAHUE MARY MARGARET		Authorized	FA19	GEN	AA		FA2020	Sh

If the student is not in your advisee list, click on the tab, “Add Non-Advisee” and enter the student’s ID #.

IINAC - Advisor Info Center

Maintain Office Hours | Advisor Changes | Schedule Inquiry | Print All Degree Plans | Print Long List | Print Short List | **Add Non-Advisee** | Alerts | Dashboard

List of Advisees For: AN NICKENS A R Term: SU2021 Records Per Page: 20

Population: Advisees Term At Risk OCE Include Inactive Students

Position: Name To: Go

Page 1 | 2 | 3 >

Action	Student	Name	On Hold	Online Registration	Catalog	Program	Option	Req Status	Last or Projected Term	Show All Details
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Advisor Info Center
IINAC - Add Advisee

Advisee:

GO Cancel

Complete the following information on the screen:

- Program: Verify the Pathway code listed with the student, and if it is not correct, change it to the correct pathway. If you know the code, type it in or, click on “program” and a drop-down list will appear. There are students that are at Northwest part-time or in the summer taking classes that they will transfer to a 4-year university, students participating in dual enrollment, students/employees taking exercise or other classes for fun, refresher courses, and students who are auditing a class. These students should be in the UND, Option: NCA No College Award pathway. If coded in this pathway the student cannot receive Financial Aid.
- Transfer Option – Select a transfer school for academic students that coordinates with their Pathway.
- Catalog – The catalog for an entering student should be the fall and spring semester of their first year at Northwest. **Make sure this information is correct. This will drive the student’s degree plan.**
- Enrollment Intent - DS – Degree Seeking. If you coded the student to the UND, Option NCA No College Award pathway, they should be coded as ND- Non-DegreeSeeking.
- Minor - can be used for Career Tech students that are waiting for acceptance into a program. Their major will be General College; their Minor is the program in which they are waiting to be accepted. If Academic Advisors are advising a Career Tech Student, please send to a Career Tech Counselor.
- Advisor – type in your advisor code or if you do not know the number, click on “Advisor” and a drop-down list will appear. If may also click ‘Auto Assign Advisor’ if you are not an advisor in the student’s pathway choice.
- Once all information is completed, click “update” at the bottom of the screen.

Change Student Major
IINAVDM - Change Student Major

Student:

Declared Date: 09/17/2020 High School: H Grad Month/Year: 06 2020 Award: HS

Catalog: 2020-2021

Program: VMT Option: AA GEN COLLEGE - VET MED TEC

Transfer Option: None Selected

Accepted in Program: Yes No

Enrollment Intent: DS - DEGREE SEEKING

Minor: None Selected

Second Program: Option:

Second Minor: None Selected

Advisor: AN NICKENS A R Auto Assign Advisor

Cancel Update

NOTE: Verify this information every time the student is advised.

Advisor Info Center Tab Options

IINAIC - Advisor Info Center

Maintain Office Hours | Advisor Changes | Schedule Inquiry | Print All Degree Plans | Print Long List | Print Short List | Add Non-Advisee | Alerts | Dashboard

List of Advisees For: AN NICKENS A R Term: SU2021 Records Per Page: 20

Population: Advisees Term At Risk CE Include Inactive Students

Position: Name To: Go

Page 1 | 2 | 3 >

Action	Student	Name	On Hold	Online Registration	Catalog	Program	Option	Reg Status	Last or Projected Term	Show All Details
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Maintain Office Hours - Click on the tab, then on the next page click the 'Go' button. A calendar will be displayed showing all your classes on their scheduled days to meet. Use the arrows at the top to change months. Online classes will all show on Monday. You can add office hours by clicking on a date and double clicking on a time. These can be setup as recurring, or not. Click update to add to your calendar. Students will be able to view this calendar in myNWCC and email you for an appointment.

< > today Cancel

October 3, 2017

Tuesday

all-day	
3am	
4am	
5am	
6am	
7am	
8am	
9am	9:00 -
10am	
11am	11:00 - 12:15 GENERAL PS PSY1523 62
12pm	

Title:

Start: Oct 3rd, 09:00:00

End: Oct 3rd 09:30:AM

Campus: None Selected

Building: **Room:**

Comments:

Reoccurs in FA2017: Mon Tues Wed Thu Fri Sat Sun

Cancel Delete Update

1727609000930

- Advisor Changes – Shows student advisor changes along with the date the change occurred.
- Schedule Inquiry – Displays a list of courses with section, start/end date, status of class (open/closed), maximum # of students, and how many students are pre-registered, how many are registered.

Course Schedule Inquiry
ICUCSI - Course Schedule Inquiry

Term: SU2021 Course: [] [] Instructor: [] Campus: [] Records Per Page: 20

Mini Term: [] Status: N/A Open Closed Locked Cancelled Alternate Program Division: N/A Academic Career Health Sciences Technical

Position: Course [] To: [] Go Clear Limits Cancel

Page 1 | 2 | 3 | 4 | 5 >>

Course	Title	Crds	Days	Time	CC/BLDG/ROOM	Faculty Name	Status	MT	Class Starts	Class Ends	Pre	Reg	Total	Close	Show All Details
ACC 2213 0F37	PRINCIPLES OF ACCOUNTING I	3.0	M & TH	TBA	WB INT INT	JONES M K	O	1	06/01/2021	06/25/2021	0	30	30	31	Show Details
ACC 2213 35	PRINCIPLES OF ACCOUNTING I	3.0	MONDAY	TBA	WB INT INT	WILLIS D R	C	W	06/01/2021	07/23/2021	0	28	28	28	Show Details
ACC 2213 36	PRINCIPLES OF ACCOUNTING I	3.0	MONDAY	TBA	WB INT INT	JONES M K	X	W	06/01/2021	07/23/2021	0	0	0	0	Show Details
ACC 2213 93	PRINCIPLES OF ACCOUNTING I	3.0	M & W	06:00P 08:45P	03 OX 104	HIGDON M H	O		06/01/2021	07/30/2021	0	9	9	20	Show Details
ACC 2223 0L37	PRINCIPLES OF ACCOUNTING II	3.0	M & TH	TBA	WB INT INT	WILLIS D R	O	2	07/06/2021	07/30/2021	0	22	22	26	Show Details
ACC 2223 35	PRINCIPLES OF ACCOUNTING II	3.0	MONDAY	TBA	WB INT INT	WILLIS D R	O	W	06/01/2021	07/23/2021	0	21	21	25	Show Details
AMT 1162 01	INTRO TO SPATIAL INFO SYSTEMS	2.0	M - F	01:00P 03:30P	01 JD1 000	JOHNSTON P	O	1	06/01/2021	06/25/2021	0	16	16	20	Show Details
AMT 1511 01	AIR CONDITIONING SYSTEMS	1.0	M - F	08:00A 09:30A	01 JD1 000	JOHNSTON P	O	2	07/06/2021	07/30/2021	0	16	16	20	Show Details
AMT 2111 01	GRAIN HARVESTING EQUIPMENT	1.0	M - F	09:30A 11:00A	01 JD1 000	HASSEY J H	O	2	07/06/2021	07/30/2021	0	16	16	20	Show Details
AMT 2311 01	COTTON HARVESTING EQUIPMENT	1.0	M - F	12:00P 01:30P	01 JD1 000	HASSEY J H	O	2	07/06/2021	07/30/2021	0	16	16	20	Show Details
AMT 2411 01	HAY HARVESTING EQUIPMENT	1.0	M - F	01:30P 03:00P	01 JD1 000	HASSEY J H	O	2	07/06/2021	07/30/2021	0	16	16	20	Show Details
ART 1113 HY81	ART APPRECIATION	3.0	THURSDAY	06:00P 08:45P	02 DC 247	STAFF	X		06/01/2021	07/30/2021	0	0	0	17	Show Details
ART 1113 01	ART APPRECIATION	3.0	M - F	10:15A 12:20P	01 ART 205	HARRISON J	O	1	06/01/2021	06/25/2021	0	10	10	20	Show Details

To view specific course groups, for example, only open classes or only Mini-Term 2 classes, click the ‘Mini Term option’ button (see screen shot above). The following screen will appear.

Course Schedule Inquiry
ICUCSI - Course Schedule Inquiry

Term: SU2021 Course: [] [] Instructor: [] Campus: [] Records Per Page: 20

Mini Term: [] Status: N/A Open Closed Locked Cancelled Alternate Program Division: N/A Academic Career Health Sciences Technical

Position: [] To: [] Go Clear Limits Close

Term Code	Mini	Begin Date	End Date
SU2021	H	06/24/2021	07/30/2021
SU2021	W	06/01/2021	07/23/2021
SU2021	1	06/01/2021	06/25/2021
SU2021	2	07/06/2021	07/30/2021

You can:

Select a specific campus by clicking 'Campus' and choosing from the list. View only open classes by selecting 'Open'.

Search for a specific Instructor by entering their last name (all in caps) and clicking on 'Instructor'. View classes for a specific Mini-Term.

First Session Summer Day = 1 Second

Session Summer Day = 2 Online Classes full

term = W Online first 8 week fall & spring

= F Online last 8 week fall & spring= L

Regular day & evening and full term have no Mini-Term designation.

View specific divisions of courses, for example, only Academic courses by selecting 'Academic'.

- Print all Degree plans – will print a list of all available degree plans. This is very processing intense; probably would not want to print.
- Print long list – Prints a detailed list of all advisees with detailed information about students.
- Print short list – Prints a less detailed list of advisees.
- Add Non- Advisee - If the student is not your advisee, choose the tab “Add Non-Advisee”. Enter the student’s ID or enter by name and choose from the dropdown list. The student will be added at the top of your advisee list.

Advisor Info Center
IINAIC - Add Advisee

Advisee:

Name	Student ID	SSN	TBI	CE
AALIYAH BRIAANA SMITH			N	N
AARON ACIA JANENESHA			N	N
AARON AMBER N			N	N
AARON ASHLEY A			N	N
AARON BETTYE LOU			N	N
AARON BRANDON MICHEAL			N	N
AARON CHARLIE D			N	N
AARON LEIGH ADELE			N	N
AARON QUIDA L			N	N
AARON REBECCA MANE			N	N
AARON THOMAS KEITH			N	N
ABAD ALEXANDER OSWALD			N	N
ABAD CHRISTOPHER XAVIER			N	N
ABADIE CYNTHIA EVELYN			N	N
ABADIE ELLA LAUREN			N	N
ABART KRISTEN MITTIE			N	N
ABBAY DAVID SQUIER			N	N
ABBAY SARAH ELIZABETH			N	N
ABBAY SHEILA			N	N
ABBAY SUSAN G			N	N

- To email a student click 'Show Details' to the right of the students name. If the student has an email in the system, it will be displayed. Click on the email address to email the student.

The screenshot shows the IINAIC - Advisor Info Center interface. At the top, there are navigation tabs: Maintain Office Hours, Advisor Changes, Schedule Inquiry, Print All Degree Plans, Print Long List, Print Short List, Add Non-Advisee, Alerts, and Dashboard. Below these, there are filters for 'List of Advisees For' (AN, NICKENS A R), 'Term' (SU2021), and 'Population' (Advisees, Term, At Risk, CE, Include Inactive Students). A search bar for 'Position' is also present. The main area contains a table with columns: Action, Student, Name, On Hold, Online Registration, Catalog, Program, Option, Reg Status, Last or Projected Term, and Show All Details. The 'Show All Details' link for the first student is circled in blue.

Action	Student	Name	On Hold	Online Registration	Catalog	Program	Option	Reg Status	Last or Projected Term	Show All Details
		ALYAMI HADIL NORADDIN		Authorized	FA19	DH1	AA		SU2020	Show Details
		ANTHONY JESSICA MARIE		Authorized	FA19	RAD	AA		SP2021	Show Details
		AYALA DAISY NOEMI		Authorized	FA20	DH1	AA		FA2020	Show Details
		BAUMGARTEN ARIE GREGORY		Authorized	FA21	CEG	AA		SU2021	Show Details
		BENNETT JAYNASIA DEODOEST		Authorized	FA19	BIO	AA		SP2021	Show Details

****NOTE:** If the student is not a current year student, the Campus Email shown will not be active.

This screenshot shows the IINAIC - Advisor Info Center interface with the 'Alerts' tab circled in blue. The navigation tabs include: Maintain Office Hours, Advisor Changes, Schedule Inquiry, Print All Degree Plans, Print Long List, Print Short List, Add Non-Advisee, Alerts, and Dashboard. The 'Alerts' tab is highlighted. Below the tabs, there are filters for 'List of Advisees For' (AN, NICKENS A R), 'Term' (SU2021), and 'Population' (Advisees, Term, At Risk, CE, Include Inactive Students). A search bar for 'Position' is also present. The table header is visible at the bottom of the screenshot.

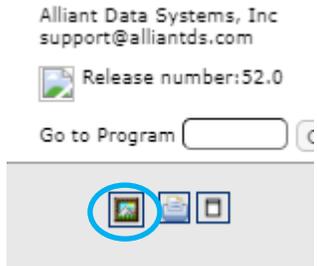
- Alerts - This will allow you to create or view alerts that you have sent to any of the advisees in your list. This works in a very similar way to alerts sent in the Instructor Info Center, but targets specific advisees instead of students on your class roll.
- Dashboard displays demographic data.

Check the term to make sure it is the correct Term; if not change it. Select your population of Advisees

This screenshot shows the IINAIC - Advisor Info Center interface with the 'Population' and 'Term' filters highlighted in blue. The navigation tabs include: Maintain Office Hours, Advisor Changes, Schedule Inquiry, Print All Degree Plans, Print Long List, Print Short List, Add Non-Advisee, Alerts, and Dashboard. The 'Population' filter is set to 'Advisees' and the 'Term' is set to 'SU2021'. Below these filters, there is a search bar for 'Position'.

- Advisees – Shows every advisee you have; past and current
- Term – Shows Advisees enrolled in the current term selected
- At Risk – At risk students defined by control parameters in the system
- CE and Include Inactive Students – Not used at this time
- Include Inactive Students

Student Photos: Select a student in your list and you may view a photo of the student if available by clicking the icon on the left at the top of the screen.



Click the Mini-menu to the left of the student's name:

IINAIC - Advisor Info Center

Maintain Office Hours | Advisor Changes | Schedule Inquiry | Print All Degree Plans | Print Long List | P

List of Advisees For: AN NICKENS A R

Population: Advisees Term At Risk CE Include Inactive Students

Position: To:

Action	Student*	Name	On Hold
 Add/Drops		YAMI HADIL NORADDIN	
 Degree Plan		THONY JESSICA MARIE	
 Registration		ALA DAISY NOEMI	
 Add/Drop Courses		UMGARTEN ARIE GREGORY	
 Schedule		NNETT JAYNASIA DEODDEST	
 Update Authorization		ADLEY TANERIA LYNIAH	*
 Unofficial Transcript		CHANAN CHLOE LYN A	
 Change Major		FFREY MEGAN F	
 Placement Form		OLINGER ELIZABETH ANNE	
 Test Scores		NAHUE MARY MARGARET	
 Federal Reporting Data			

- Adds/drops – Shows all classes the student has added/dropped/withdrawn for this term

Advisor Info Center
IINAIC - View Add/Drop Activity

Term: SP2021
Student: [REDACTED] *FA STUDENT

Cancel PreReg

Removed	CC	Processed	Time	Official	LDA	Prev Hour	AC/DC	Course/Sect TM	Crs Hrs	Incl Hrs	Tui Hrs	Pro	Adv	Off/Un	Int
	01	01/07/2021	09:33:32	01/07/2021	WB	19.0	WM	WB Mve I:MS 01		19.0	19.0	DH1	AN		WEB
Yes	01	01/20/2021	11:02:33	01/20/2021		19.0	D	BIO112303A	3.0	16.0	16.0	DH1	AN		MR1
	01	01/20/2021	11:03:01	01/20/2021		16.0	A	BIO112306B	3.0	19.0	19.0	DH1	AN		MR1

- Degree Plan - Displays information about the student’s degree plan, catalog year, hours completed, GPA. It also shows the courses taken in degree plan and required courses needed to complete the degree plan. If a student has been placed in remedial coursework, those courses will be displayed at the top of the degree plan in their degree path. The degree plan is divided by semester. If a student has not taken all the courses recommended for a semester, a red ‘X’ will appear in the box to the right under Completion Status. Missing coursework will have blanks for earned hours, grade, course and term. If they have completed this coursework, there will be a green checkmark to the right under Completion Status.

ACT scores are shown at the bottom for placement purposes.

Student Degree Plan
IDPSDP - Student Degree Plan

Degree Plan from: NORTHWEST MS COMM COLLEGE
4975 HWY 51 NORTH
SENATOBIA, MS 38668

Catalog: FA18 Plan: GEN AA General College Degree Hours: 60 (Core: 0 Elective: 0)

Student: Intent As of Date: 08/08/2017 DEGREE SEEKING First Term: FA2017 High School Status: High School Graduate High School Name: INDEPENDENCE HS Advisor: NICKENS A R	Current Program: GEN AA Status: Clear Last Term: SP2020 Grad Month/Year: 05 2018 Diploma Type: REGULAR Advisor Phone: (662) 562-3381	2nd Program: Class: Sophomore Current as of Term: SP2021 High School GPA: DE Approved: Yes Advisor Location: SENATOBIA MAS 124
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Totals From Transcript

	Total Earned	Attempted	Earned	Points	GPA	
In Plan	64.000	64.000	64.000	201.000	3.141	
Cumulative Total	64.000	64.000	64.000	201.000	3.141	Standing:

Plan Area	Required Hours	Earned Hours	Grade	Course	Term/College	Completion Status
First Semester	16	16.000				✓
ENG1113 ENGLISH COMPOSITION I	3	3.000	A	ENG1113	FA2017	
CSC 1113 OR CSC 1123	3	3.000				
COMPUTER CONCEPTS		3.000	A	CSC1113	FA2018	
HUMANITIES OR FINE ARTS - 1	3	3.000				
AMERICAN LITERATURE I		3.000	B	ENG2223	FA2018	
Math (College Alg or higher)	3	3.000				
COLLEGE ALGEBRA		3.000	A	MAT1313	SP2018	
NAT SCIENCE - 1ST SEQUENCE	4	4.000				
A&P I, LAB		1.000	B	BIO2511	SP2019	*R
A&P I, LECTURE		3.000	C	BIO2513	SP2019	*R
Second Semester	16	16.000				✓
ENG1123 ENGLISH COMPOSITION II	3	3.000	A	ENG1123	SP2018	
SPT1113 PUBLIC SPEAKING I	3	3.000	C	SPT1113	SU2019	
HUMANITIES OR FINE ARTS - 2	3	3.000				
MUSIC APPRECIATION		3.000	C	MUS1113	FA2018	
NAT SCIENCE - 2ND SEQUENCE	4	4.000				
A&P II, LAB		1.000	B	BIO2521	SU2019	
A&P II, LECTURE		3.000	B	BIO2523	SU2019	
Social Science	3	3.000				
GENERAL PSYCHOLOGY		3.000	B	PSY1513	FA2018	
Third Semester	14	15.000				✓
Social Science	3	3.000				
HUMAN GROWTH & DEVELOPMENT		3.000	B	EPY2533	SP2019	
General College Electives	11	12.000				
PRIN OF NUTRITION		3.000	C	FCS1253	SP2019	
AMERICAN (U.S.) HISTORY II		3.000	B	HIS2223	SP2019	

FIRST AID & CPR		3.000	A	HPR2213	SP2019	
INTRO TO PHILOSOPHY		3.000	B	PHI2113	FA2019	
NOTES: REMINDER THAT FULL-TIME TUITION REQUIRES 15 HOURS.						
Fourth Semester	14	17.000				✓
General College Electives	14	17.000				
VOLLEYBALL PE MAJORS ONL		2.000	B	HPR1512	SP2020	
PSY OF PERSONAL ADJUSTMENT		3.000	C	PSY2553	SP2020	
CHILD PSYCHOLOGY		3.000	B	PSY2513	FA2019	
INTRO TO SOCIOLOGY		3.000	A	SOC2113	SP2020	
MARRIAGE & FAMILY		3.000	A	SOC2143	FA2019	
THEATRE APPRECIATION		3.000	A	SPT2233	FA2019	
NOTES: REMINDER THAT FULL-TIME TUITION REQUIRES 15 HOURS.						

Course Work Excluded From Degree Plan							
Term/College	Course	HI/MT	Attempted Hours	Earned Hours	Grade	Status	Excluded For
FA2018	BIO2511	02	1.000	1.000	D	CR	
	BIO2513	02	3.000		F	CR	NO HOURS EARNED
FA2019	MAT2323				W	CO 12/11/2019	NO HOURS EARNED
SP2020	BIO2921	01			W	CO 04/03/2020	NO HOURS EARNED
	BIO2923	01			W	CO 04/03/2020	NO HOURS EARNED
	MAT2323	W			W	CO 03/24/2020	NO HOURS EARNED

Test Scores							
ACT	Eng	Math	Rdg	Sci	Comp	Date Taken	
Residual	20	19	21	21	20	02/01/2017	

If a student is considering changing their major, click on the “plan” option and select the new major. This allows the Advisor to select the “what if” scenario to show what courses that have been taken will apply to the new program. To revert to the old major, click the “cancel” button at the bottom of the screen.

Test Scores							
ACT	Eng	Math	Rdg	Sci	Comp	Date Taken	
Residual	20	19	21	21	20	02/01/2017	

Degrees Earned		
GENERAL COLLEGE	ASSOCIATE IN ARTS	05/08/2020

- Registration -click “Go” on the following page.

IINAIC - Advisor Info Center

Maintain Office Hours | Advisor Changes | Schedule Inquiry

List of Advisees For: AN NICKENS A R

Population: Advisees Term At Risk

Position: Name

Action	Student	Name
Add/Drops		YAMI HADIL NORADDIN
Degree Plan		THONY JESSICA MARIE
Registration		ALA DAISY NOEMI
Add/Drop Courses		UMGARTEN ARIE GREGORY
Schedule		NNETT JAYNASIA DEODDEST
Update Authorization		ADLEY TANERIA LYNIAH
Unofficial Transcript		CHANAN CHLOE LYN A
Change Major		FFREY MEGAN F
Placement Form		OLINGER ELIZABETH ANNE
Test Scores		NAHUE MARY MARGARET
Federal Reporting Data		NAHUE MARY MARGARET
	322593	DOWDY MIKA A

Verify the student’s address and if it is not correct, suggest they go by the Registrar’s office and have it corrected.

Enter the Department, Course, and section, and click on “Add Course”.

IINREG - Registration Schedule Maintenance

Repeated Courses | Bookstore Supplies | Add/Drop Inquiry | Co-Requisites | Time Schedule Inq | Tuition Hours | Overrides | Transient Approvals | High School Approvals

Student: AN NICKENS A R | Term: SU2021 | FA Term: 2020 4 | Date: 07/14/2021

Address: _____

County: _____

Phone: _____

Cell: _____

Email: _____

Campus Email: _____

Advisor: AN NICKENS A R | High School/GED: High School Grad | Last Grade Completed: _____

Registered Program: RAD AA | Current Program: RAD AA | Intent: DEGREE SEEKING | GPA: 3.725 | Placement Status: Requirement Comp

Quick Course Search: _____

Department: _____ Search for Course

Course: _____

Section: _____

Cancel | Add Course | Print Schedule | Print Schedule (PDF) | Email Schedule | Continue

Action	Call Num	Course	Description	Credit Hours	Exit Status	Exit Date	LDA	Audit	Co-Requisite Required	Out of Degree Plan	Repeat	Grade	Show All Details
--------	----------	--------	-------------	--------------	-------------	-----------	-----	-------	-----------------------	--------------------	--------	-------	------------------

Or, you may click on the “[Select Course](#)” link and Choose from the Criteria list.

The screenshot shows a web browser window with the URL <https://sys.northwestms.edu:444/accprdws/IINCSEL.pgm?task=default&TERMCODE=20204&returnpgm=IRGREG1.pgm...>. The page title is "Course Select SUMMER 2021" and the subtitle is "IINREG - Course Select". The form contains the following fields:

- Campus: ALL CAMPUSES (dropdown)
- Instructor: ALL INSTRUCTORS (dropdown)
- Department: ALL DEPTS (dropdown)
- Course: ALL COURSES (dropdown)
- Meeting Days: Su M Tu W Th F Sa

At the bottom of the form are two buttons: "Cancel" and "GO".

If you receive an “out of degree plan” message, this means that course is not a part of the student’s degree plan. The course can be added. However, it could affect the student’s financial aid. Financial Aid will only apply to courses within the student’s degree plan/path. As long as the student is enrolled in 12 hours that are in his/her plan, their Financial Aid will not be affected. For students taking 12 hours or less this will be an issue.

Courses will be added to the schedule. Continue adding/changing courses until the schedule is complete. Advisors can make any changes to the schedule at any time before the student completes registration using this option. Click the Mini-menu to the left of the course to ‘Change Audit’ or ‘Drop Course’.

- Change Audit - will allow a student to be designated as an “audit” student (not taking class for college credit).
- Drop Course – drops the course from the student’s schedule.

Click on the 'Continue' button when the schedule is finished.

Course	Sect	CrHr	Midterm	Grade	CC	Aud	Mini	Start Date	End Date	Title	CoHr	T4Hr
BIO2513	36	3.0	D	RP/A	WB	N	W	06/01/2021	07/23/2021 LDA-07/05/2021	ABP I, LECTURE	3.0	1.5
								MONDAY TBA Loc: INT INT		STRONG L C		
ENG1113	35	3.0	C		WB	N	W	06/01/2021	07/23/2021 LDA-07/05/2021	ENGLISH COMPOSITION I	3.0	1.5
								MONDAY TBA Loc: INT INT		MITCHELL R D		
MAT1233	35	3.0	F		WB	N	W	06/01/2021	07/23/2021 LDA-07/12/2021	INTERMEDIATE ALGEBRA	3.0	1.5
								MONDAY TBA Loc: INT INT		PERKINS M N		
SPT1113	36	3.0	A		WB	N	W	06/01/2021	07/23/2021 LDA-07/12/2021	PUBLIC SPEAKING I	3.0	1.5
								MONDAY TBA Loc: INT INT		MAZE W A		

The student's schedule will display. Print the student's schedule by clicking on the print PDF and give to the student.

Advisor Info Center

IIINAC - Schedule Inquiry (Historical Registration)

[Repeated Courses](#) |
 [Bookstore Supplies](#) |
 [Add/Drop Inquiry](#) |
 [Co-Requisites](#) |
 [Time Schedule Inq](#) |
 [Tuition Hours](#) |
 [Overrides](#) |
 [Attendance](#) |
 [Grade Changes](#)

Student: Address: Address: City/Str/Zip: Email: Telephone: Cell: AIS#: <input type="text"/> Charges: <input type="text"/>	Term: SP2021 Dorm: N/A Webct ID: N/A Catalog: FA19 Date enrolled: 01/15/2021 Cell Provider: AT&T Overload Approval: CrHr: 15.0 CoHr: 15.0	Program: PNA Option: AA Load: F Withdrawn: 00/00/0000 Cum GPA: 3.636 AudHr: DevHr:	Intent: DEGREE SEEKING CC/D/T: 01 D Class: CS SOPHOMORE Ex Status: As of Term: FA2020 DropHr: DeHr:
---	---	--	---

Course	Sect	CrHr	Midterm	Grade	CC	Aud	Mini	Start Date	End Date	Title	CoHr	T4Hr
ART1113	41	3.0	A	A	WB	N	W	01/19/2021	05/03/2021 LDA-05/03/2021	ART APPRECIATION	3.0	1.5
								MONDAY TBA Loc: INT INT		NELSON L H		
BOT1613	HY02	3.0	A	A	01	N		01/25/2021	05/07/2021 LDA-05/03/2021	MEDICAL OFFICE TERMIN I	3.0	1.5
								M & W 12:00P 12:50P Loc: BER 302		MCGUFFEE K		
CSC1113	01A	3.0	A	A	01	N		01/25/2021	05/07/2021 LDA-05/03/2021	COMPUTER CONCEPTS	3.0	1.5
								MONDAY 08:00A 08:50A Loc: TUN 130		SMITH S		
								FRIDAY TBA Loc: INT 000				
EPV2533	04A	3.0	A	A	01	N		01/25/2021	05/07/2021 LDA-05/07/2021	HUMAN GROWTH & DEVELOPMENT	3.0	1.5
								TUESDAY 01:00P 01:50P Loc: MCG 114		WILSON A O		
								FRIDAY TBA Loc: INT 000				
MAT2323	01A	3.0	A	A	01	N		01/25/2021	05/07/2021 LDA-05/04/2021	STATISTICS	3.0	1.5
								TUESDAY 08:00A 08:50A Loc: MAS 230		KAINS C		
								FRIDAY TRA Loc: INT 000				

After the student has completed registration, Advisors will be allowed to process drop/adds using the "Add/Drop Courses" option in the mini-menu. After the drop/add period, changes must be made in the Student Development Office (Amy Massey).

- Add/Drop Courses (After a student has completed registration, during the drop/add period only)

Add/Drop Courses

IINADDR - Registration Schedule Maintenance

[Repeated Courses](#) | [Bookstore Supplies](#) | [Add/Drop Inquiry](#) | [Co-Requisites](#) | [Time Schedule Inq](#) | [Tuition Hours](#) | [Overrides](#) | [Transient Approvals](#) | [High School Approvals](#)

Student: [Redacted] **Term:** SU2021 **FA Term:** 2020 4 **Date:** 07/14/2021
Address: [Redacted] **Registered Program:** DH2 AA **Records Campus:** 01
County: [Redacted] **Current Program:** DH2 AA **Standing:**
Phone: [Redacted] **Intent:** DEGREE SEEKING **Classification:** CT FIRST TIME FRESHMAN
Cell: [Redacted] **Cell Provider:** [Redacted] **GPA:** 3.500 **Placement Status:** Placed In
Email: [Redacted] **Campus Email:** [Redacted] **Advisor:** AN NICKENS A R **High School/GED:** High School Grad **Last Grade Completed:**
Additional Student Information

Quick Course Search:
Department: [Search for Course](#)
Course:
Section:

[Cancel](#) | [Add Course](#) | [Print Schedule](#) | [Print Schedule \(PDF\)](#) | [Email Schedule](#) | [Continue](#)

Current Courses

Action	Call Num	Course	Description	Credit Hours	Exit Status	Exit Date	LDA	Audit	Co-Requisite Required	Out of Degree Plan	Repeat	Grade	Show All Details
☰	35054	MAT 0123 36	BEGINNING ALGEBRA	3.0		00/00/0000	07/12/2021	N		N			Show Details

- Schedule – Displays the student’s current registered schedule for the termselected

Advisor Info Center

IINAIC - Schedule Inquiry (Registered)

[Repeated Courses](#) | [Bookstore Supplies](#) | [Add/Drop Inquiry](#) | [Co-Requisites](#) | [Time Schedule Inq](#) | [Tuition Hours](#) | [Overrides](#) | [Attendance](#) | [Grade Changes](#)

Student: [Redacted] **Term:** SU2021
Address: [Redacted] **Dorm:** N/A
Address: [Redacted] **Webct ID:** N/A **Program:** RAD **Intent:** DEGREE SEEKING
City/St/Zip: [Redacted] **Catalog:** FA20 **Option:** AA **CC/D/T:** WB N W
Email: [Redacted] **Load:** F **Class:** CS SOPHOMORE
Telephone: [Redacted] **Date enrolled:** 05/24/2021 **Withdrawn:** 00/00/0000 **Ex Status:**
Cell: [Redacted] **Overload Approval:** [Redacted] **Cum GPA:** 2.963 **As of Term:** SP2021
AIS#: [Redacted] **CrHr:** 12.0 **AudHr:** [Redacted] **DropHr:** [Redacted] **T4Hr:** 6
Charges: 1625.00 **CoHr:** 12.0 **DevHr:** 3.0

[Email PDF](#) | [Print PDF](#) | [Cancel](#)

Course	Sect	CrHr	Midterm	Grade	CC	Aud	Mini	Start Date	End Date	Title	CoHr	T4Hr
BIO2513	36	3.0	D	RP*A	WB	N	W	06/01/2021	07/23/2021 LDA-07/05/2021	A&P I, LECTURE	3.0	1.5
								MONDAY TBA Loc: INT INT	STRONG L C			
ENG1113	35	3.0	C		WB	N	W	06/01/2021	07/23/2021 LDA-07/05/2021	ENGLISH COMPOSITION I	3.0	1.5
								MONDAY TBA Loc: INT INT	MITCHELL R D			
MAT1233	35	3.0	F		WB	N	W	06/01/2021	07/23/2021 LDA-07/12/2021	INTERMEDIATE ALGEBRA	3.0	1.5
								MONDAY TBA Loc: INT INT	PERKINS M N			
SPT1113	36	3.0	A		WB	N	W	06/01/2021	07/23/2021 LDA-07/12/2021	PUBLIC SPEAKING I	3.0	1.5
								MONDAY TBA Loc: INT INT	MAZE W A			

- Update Authorization – Allows you to update the students Web Authorization to allow them to register online.

Advisor Info Center

IINAIC - Work with Web Authorization

Student: [\(Change Student\)](#) [\(Clear Student\)](#)

Program: GENERAL COLLEGE

Advisor: NICKENS A R

Fall 2020: [Authorized](#)

WINTER 2020: [Not Authorized](#)

SPRING 2021: [Authorized](#)

SPRING 2021 CTE: [Not Authorized](#)

SUMMER 2021: [Authorized](#)

FALL 2021: [Authorized](#)

Click 'Not Authorized' and the status will change to 'Authorized'. Then click the Update button.

- Unofficial Transcript – Shows Courses taken.

Transcript Inquiry

ISHTI- Transcript Inquiry

Transcript Inquiry
Pgm ID: ISHTI Run By: ARIH

Unofficial Transcript from: NORTHWEST MS COMM COLLEGE
4975 HWY 51 NORTH
SENATOBIA MS 38668

For Student:

Current Program: RAD GEN COLLEGE - RADIOLOGICAL SCI Intent: DEGREE SEEKING
Option: AA ASSOCIATE IN ARTS Catalog: FA20

Date Declared: 09/12/2019
Classification: SOPHOMORE Institution GPA: 2.963
High School: GREENWOOD HIGH SCHOOL Grad Month: 05 Year:2020
First Term: FA2020 Last:SP2021
Advisor: NICKENS A R

Clear Standing

FA2020 Course	Grade	Attm	Ernd	QP	Crs	Status	Title	SchHr
BIO153102	C	1.000	1.000	2.000			SURVEY OF ABP, LAB	1.000
BIO153302	B	3.000	3.000	9.000			SURVEY OF ABP, LECTURE	3.000
ENG0123 W	D	3.000	3.000	3.000	CR	DEV HRS	INTERMEDIATE ENGLISH	3.000
ENG0123	SP2021	Retaken						
LLS1311	A	1.000	1.000	4.000			ORIENTATION	1.000
MAT0123	D	3.000	3.000	3.000	CR	DEV HRS	BEGINNING ALGEBRA	3.000
MAT0123	SP2021	Retaken						
MUS111305	A	3.000	3.000	12.000			MUSIC APPRECIATION	3.000
REA1223	B	3.000	3.000	9.000	DH	DEV HRS	READING ENHANCEMENT II	3.000
Term		17.000	17.000	42.000			QPA:2.471 Pro:RAD/AA Intent:DS CC:01	
(Dev)		9.000						
Cum		17.000	17.000	42.000			QPA:2.471 CT: FT:Y DV:D	
SP2021 Course	Grade	Attm	Ernd	QP	Crs	Status	Title	SchHr
BIO251102	C	1.000	1.000	2.000			ABP I, LAB	1.000
BIO251302	D	3.000	3.000	3.000			ABP I, LECTURE	3.000
ENG0123	B	3.000	3.000	9.000	RA/A	SP2021	INTERMEDIATE ENGLISH	3.000
ENG0123 W	FA2020	Previously taken						
MAT0123	A	3.000	3.000	12.000	RA/A	SP2021	BEGINNING ALGEBRA	3.000
MAT0123	FA2020	Previously taken						
PSY151306	C	3.000	3.000	6.000			GENERAL PSYCHOLOGY	3.000
SOC211302	A	3.000	3.000	12.000			INTRO TO SOCIOLOGY	3.000
Term		16.000	16.000	44.000			QPA:2.750 Pro:RAD/AA Intent:DS CC:01	
(Dev)		6.000						

- Change Major – Information is verified during Advising or major is changed.
- Placement Form – Shows placement in either developmental course or if a student is placed in a higher-level course than ACT score requires.

Student : [REDACTED]

Advisor Info Center
Pgm ID: INMAC Run By: DTV Page 0
06/22/21 16:02:47

Results Based On Test ACT 10/01/2017 Program DH1

General:
 Program: DH1 GEN COLLEGE - DENTAL HYGIENE BA
 Option: AA ASSOCIATE IN ARTS
 Intent: DS DEGREE SEEKING
 Program Adv: AN NICKENS A R
 Remedial Adv:

College Level Placement:
 English: LLS1311 ORIENTATION
 Math:
 Reading:

Developmental Placement:
 English:
 ENG0123 INTERMEDIATE ENGLISH
 Reading:
 REA1213 READING ENHANCEMENT I
 REA1223 READING ENHANCEMENT II
 Math:
 MAT1233 INTERMEDIATE ALGEBRA
 ACT: 10/01/2017

Section	Score
English	12
Math	17
Reading	11
Sci Reasoning	18
Composite	15

- Test Scores – Displays student SAT, PAX/RN, ACT, Accuplacer scores.

Test Scores
IIN MAS- Test Scores

Student Number: [REDACTED] Last/First/Middle: [REDACTED] Go

ASSET
Taken: 00/00/0000 Read: 0 Lang: 0 Numb Skill: 0 Math Test: 5 None Test Score: 0

SAT
Taken: 00/00/0000 Eng: 0 Math: .0 Read: 0
GED Taken: 00/00/0000 Reasoning thru Lang Arts: 0 Read: 0 Write: 0 Math: 0 Sci: 0 Soc Study: 0 Comp: 0

PAX/RN
Taken: 00/00/0000 Math: 0 Sci: 0 Read: 0 Comp: 0

ACT [View Multiple](#)
Taken: 10/01/2017 Read: 11 317611
Eng: 12 Math: 17 Sci Reason: 18 Comp: 15 Off/Res: 0

Accuplacer
Arithmetic: 0 College Math: 0 Elementary Algebra: 0 Reading: 0 Sent Skills: 0 Essay: 0

Next-Generation Accuplacer
Taken: 08/14/2019 Arithmetic: 0 QR,Algebra,and Stats(QAS): 244 Adv Algebra and Functions(AAF): 0 Reading: 0 Writing: 0

Cancel

- Federal Reporting Data Demographics while enrolled and post enrollment

System Utilities-

Click on “System Utilities”, “Work with My Reports”. Click the top box in the title bar to select all reports and then click “Delete Selected”. If you have reports you want to keep, individually select them and choose “Delete Selected”.

Work with My Reports
ISYWMR - Work with My Reports

Position: To: Go Records Per Page: 20

Page 1 | 2 | 3

<input type="checkbox"/>	Date and Time	File Name	Type
<input type="checkbox"/>	07/06/2020 15:48:51	ICUPIS_20200706_154851.PDF	PDF
<input type="checkbox"/>	07/06/2020 15:06:36	ICUPIS_20200706_150636.PDF	PDF
<input type="checkbox"/>	07/06/2020 14:22:14	ICUPIS_20200706_142214.PDF	PDF
<input type="checkbox"/>	07/06/2020 14:21:54	ICUPIS_20200706_142154.PDF	PDF
<input type="checkbox"/>	08/06/2020 16:00:26	ICUPIS_20200806_160026.PDF	PDF
<input type="checkbox"/>	08/11/2020 10:44:53	ICUPIS_20200811_104453.PDF	PDF
<input type="checkbox"/>	08/13/2020 14:56:42	IRGREG1_20200813_145642.PDF	PDF
<input type="checkbox"/>	08/24/2020 14:44:46	IGRIRGS_20200824_90725.PDF	PDF
<input type="checkbox"/>	08/24/2020 14:44:46	IGRIRGS_20200824_81509.PDF	PDF
<input type="checkbox"/>	08/24/2020 14:44:46	IGRIRG_20200824_81503.PDF	PDF
<input type="checkbox"/>	08/24/2020 14:56:42	IGRIRG_20200824_81501.PDF	PDF
<input type="checkbox"/>	08/27/2020 14:44:46	IGRIRGS_20200827_94555.PDF	PDF
<input type="checkbox"/>	08/27/2020 14:44:46	IGRIRGS_20200827_94530.PDF	PDF

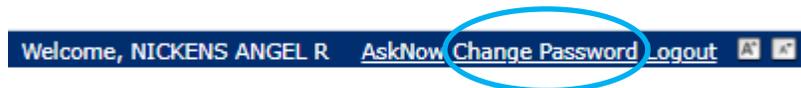
INSTRUCTOR
INFORMATION
CENTER
TRAINING
GUIDE



Login to CampusKey using the icon.

Login using the user name and password that you were assigned.
The following screen will appear:

We now have the option to change passwords in CampusKey BEFORE they expire. If you get a message letting you know that your password will expire in a certain number of days, you can change it by clicking the 'Change Password' link at the top right of the screen next to the 'Logout' link.



**** NOTE: If the message says that your password has already expired, you will need to contact the Help Desk at helpdesk@northwestms.edu.**

When you click the link, the following screen will appear. Enter your old password first, and then enter your new password twice to confirm. Click the 'Continue' button and you are done!

The menu contains these options:

< Quick Links >
Info Centers
Student Services
Admissions
Reports
Curriculum
Term Preparation
Reports-Term Schedule
Grade Processing
Mid Term Grades
Course Rolls
Inquiry
Admission Records-Testing-Holds
Curriculum/Course Rolls
Registration
Academic History
Registration
Inquiry
Schedules
Miscellaneous Services
System Utilities
Work with My Reports
Faculty Directory

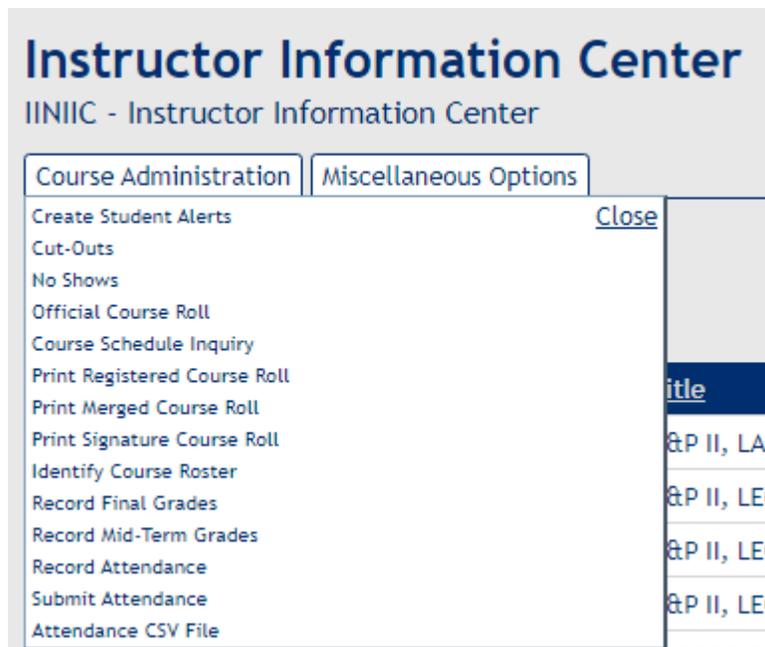
Anything that is underlined is a searchable list. If it is underlined at the heading of a list, it is sortable. Any information entered should be entered in ALL CAPS in order to process searches and sorts correctly. The font on the screen may be increased/decreased by clicking the font icons  in the top right corner of the screen.

Screens can be printed using the printer icon  in the top, right-hand corner of the screen.

Click on “Inquiry”, “Info Centers”, “Instructor Information Center”. This will display all the courses you are teaching.

Course	Call Num	Title	Status	Mini-Term	Pre-Reg	Reg	Campus	Grade Status	Attendance	Show All Details
<u>ENG1113 D104</u>	22830	ENGLISH COMPOSITION I	Open	1	0	19	62	Y	<input checked="" type="checkbox"/>	Show Details
<u>ENG1113 D105</u>	22831	ENGLISH COMPOSITION I	Closed	1	0	14	62	Y	<input checked="" type="checkbox"/>	Show Details
<u>ENG1113 D109</u>	22864	ENGLISH COMPOSITION I	Closed	1	0	20	62	Y	<input checked="" type="checkbox"/>	Show Details
<u>ENG1123 D204</u>	22832	ENGLISH COMPOSITION II	Open	2	0	19	62		<input checked="" type="checkbox"/>	Show Details
<u>ENG1123 D205</u>	22833	ENGLISH COMPOSITION II	Closed	2	0	16	62		<input checked="" type="checkbox"/>	Show Details
<u>ENG1123 D209</u>	22865	ENGLISH COMPOSITION II	Open	2	0	19	62		<input checked="" type="checkbox"/>	Show Details
<u>ENG1123 82</u>	22696	ENGLISH COMPOSITION II	Open		0	16	02	I	<input checked="" type="checkbox"/>	Show Details

Click on the Course, and then click “Course Administration”. First, select the course, and then select the option from the Course Administration menu.



The screenshot shows the Instructor Information Center interface. The 'Course Administration' menu is open, displaying the following options:

- Create Student Alerts
- Cut-Outs
- No Shows
- Official Course Roll
- Course Schedule Inquiry
- Print Registered Course Roll
- Print Merged Course Roll
- Print Signature Course Roll
- Identify Course Roster
- Record Final Grades
- Record Mid-Term Grades
- Record Attendance
- Submit Attendance
- Attendance CSV File

The 'Close' button is visible at the top right of the menu. The background shows the course list from the previous screenshot, with the 'ENG1123 82' course selected.

Create Student Alerts – You can send an email alert to your entire class or to just specific students using this option.

Click on Create Student Alerts

Click the 'Select All' button or click on the box next to the students you wish to receive the alert.

The screenshot shows the 'Create Student Alerts' interface. At the top, there are fields for 'Limit Course' (ENGLISH COMPOSITION I), 'Term' (SP2019), and 'Instructor' (AVANT R E). Below these are 'Position' and 'To' fields, and a 'Records Per Page' dropdown set to 20. There are 'Cancel', 'Select All', and 'Submit Selected' buttons. The main part of the interface is a table with the following columns: Student Number, Last/First/Middle, Email, and Campus Email. The table contains 18 rows of student data, each with a checkbox in the first column.

Student Number	Last/First/Middle	Email	Campus Email
<input type="checkbox"/>	ALLISON ALICIA KATELYNN	SUHDUDE8552@GMAIL.COM	aalison1645@northwestms.edu
<input type="checkbox"/>	DILTZ RAVEN S	DILTZ_RAVEN@GMAIL.COM	rdiltz082801@northwestms.edu
<input type="checkbox"/>	FRENCH JACINDA MEREDITH K	KILLJOYJMK@GMAIL.COM	jfrench8071@northwestms.edu
<input type="checkbox"/>	GARCIA MADISON P	MADISONGARCIA333@GMAIL.COM	mgarcia9398@northwestms.edu
<input type="checkbox"/>	GRANT KENNA MICHEL	KENNAGRANT6502@GMAIL.COM	kgrant1657@northwestms.edu
<input type="checkbox"/>	GREGORY Benjamin ALEXANDE	BEN.GREGORY923@GMAIL.COM	
<input type="checkbox"/>	INABINET GARRETT TROY	GTHINABINET9637@GMAIL.COM	gtinabinet1652@northwestms.edu
<input type="checkbox"/>	LEONARD MILANO BIANCA AMB	CCONNER@PALMERHOME.ORG	mleonard5216@northwestms.edu
<input type="checkbox"/>	MOORE SYDNEE N	SYDNEN/MOORE19@GMAIL.COM	smoore7601@northwestms.edu
<input type="checkbox"/>	O'NEIL CYRAH ANN	ICYRAHONEIL@GMAIL.COM	co'neil3702@northwestms.edu
<input type="checkbox"/>	PRIDDY ANDREW XAVIER	PRIDDYAX@ATT.NET	apriddy2288@northwestms.edu
<input type="checkbox"/>	SCOTT KENEZEUNA LUCRECIA	KENZZEYSCOTT17@GMAIL.COM	
<input type="checkbox"/>	WALKER BRAYDEN A	BRAYDENWALKER46@GMAIL.COM	bwalker7612@northwestms.edu
<input type="checkbox"/>	WARREN NATALIE C	NATALIEWARREN21@GMAIL.COM	nwarren7613@northwestms.edu

Click the Submit Selected button.

Enter the Alert Description and Message.

The screenshot shows the 'Create Student Alerts' form. It has a 'Select Saved Alert' dropdown menu. Below it are two text input fields: 'Alert Description:' and 'Alert Message:'. There are radio buttons for 'Priority' (1, 2, 3, 4, 5) with '1' selected. There are checkboxes for 'Save Alert:' and 'Send Emails:'. At the bottom are 'Cancel' and 'Continue' buttons.

Click the box to Send Emails and then click the Continue button.

Cut-Outs – Shows all students in your class. Here you select ‘Cut-Out’ if the student has met the criteria to be cut out of your class due to absences. From this point on, when you record attendance, this student’s attendance will be automatically be populated with “CO”.

Instructor Information Center
IINIIC - Cut-Outs

Term: SP2019 Course: ENG1113 D105 Instructor: 75270 AVANT R E

Cancel

Student Number	Student Name	Exit Date	Status	Grade	Last Date Attended
No Absences	ALLISON ALICIA KATELYNN			A	03/04/2019
Cut Out	DILTZ RAVEN S			B	03/04/2019
Cut Out	FRENCH JACINDA MEREDITH K			B	03/01/2019
Cut Out	GARCIA MADISON P			A	03/04/2019
No Absences	GRANT KENNA MICHEL			A	03/04/2019
No Absences	GREGORY Benjamin ALEXANDE			A	03/04/2019
Cut Out	INABINET GARRETT TROY			D	03/04/2019
No Absences	LEONARD MILANO BIANCA AMB			B	03/04/2019
No Absences	MOORE SYDNEE N			A	03/04/2019
Cut Out	O'NEIL CYRAH ANN			D	03/04/2019
No Absences	PRIDDY ANDREW XAVIER			B	03/04/2019
No Absences	SCOTT KENEZEUNA LUCRECIA			A	03/04/2019
Cut Out	WALKER BRAYDEN A			B	03/04/2019
Cut Out	WARREN NATALIE C			B	03/04/2019

No Shows – Displays a list of students that have never attended class

Instructor Information Center
IINIIC - No Shows

Term: SU2021 Course: BIO1213 HY01 Instructor: 21742 NICKENS A R

Cancel

Student Number	Student Name	Exit Date	Status	Grade	Last Date Attended
No Show	HULETTE DETRICIA S				

Official Course Roll – Shows a list of students that are pre-registered and registered for the course.

Official Course Roll
IINIIC - Official Course Roll

Term: SU2021 Course: BIO2521 2202 Records Per Page: 20

Title: ABP II, LAB Primary Instructor: NICKENS A R

Enr Category: Reg: 18 Pre: Total: 18

Status: Registered Pre-registered All

Position: Name To: Go

Cancel

Action	Show Image	Student ID	Name	Telephone	Cell Phone	Program	Option	IQ	Source	Enrollment	Grade	Abs	Show All Details
			ALDISON MORGAN L			PNA	AA		Reg		W		Show Detail
			ALEXANDER ALLISON JERNAE			GEN	AA		Reg				Show Detail
			BAINER SARAH JANE			BSN	AA		Reg				Show Detail
			BOWEN TAMYA SAMONE			GEN	AA		Reg				Show Detail
			COLE WEATHERLY KAITLYN			NUR	AA		Reg				Show Detail
			FORSYTH BAYLEE JO			GEN	AA		Reg				Show Detail
			GAINES KANON RAE			DH1	AA	UT	Reg		W		Show Detail
			GOODNIGHT COURTNEY			EMP	AAS		Reg				Show Detail

Course Schedule Inquiry – Displays the course information; date, time, campus, building, room, start/end dates, pre-registered students, enrolled students.

Instructor Information Center
 IINIC - Course Schedule Inquiry

Faculty: 75270 AVANT R E Term: SP2019

Course: ENG1113 D105 Course Title: ENGLISH COMPOSITION
 Status: Closed Mini-Term: 1

Start Date: 01/14/2019 End Date: 03/05/2019
 CrHrs/Week: 3.0

Close at Value: 20 Lock at Value: 20
 Total Enrolled: 14 Registered: 14 Pre-Registered: 0

Cancel

Day	Meeting Times	Minutes	Campus	Building	Room
Monday	12:05P 01:35P	45	62		
Tuesday	12:05P 01:35P	45	62		
Wednesday	12:05P 01:35P	45	62		
Thursday	12:05P 01:35P	45	62		
Friday	12:05P 01:35P	45	62		

Print Registered Course Roll – Generates a list of students enrolled in your course. Click on “Show Report”. You can save a .PDF file if you choose. Once you have the report click “Delete and Return”, so it is not saved in your reports list.

Print Registered Course Roll
 IGRIRG - Print Registered Course Roll

Report generation complete. Click Show Report to view the report.

Click Return To Selection to generate another report or Delete and Return to delete the report and return to the previous screen.

Print Merged Course Roll – Generates a list of pre-registered and registered students in your course. Click on “Show Report”. You can save a PDF file if you choose. Once you have the report, click “Delete and Return” so it is not saved in your reports list.

Print Merged Course Roll
 IGRIRG - Print Merged Course Roll

Report generation complete. Click Show Report to view the report.

Click Return To Selection to generate another report or Delete and Return to delete the report and return to the previous screen.

Print Signature Course Roll – Displays a list of students enrolled in the course with a line for students to sign their name.

Identify Course Roster – Generates a list of enrolled students and provides a line for signature and proof of ID.

Identify Course Roster
 IINIIC - Identify Course Roster

Course: BIO2521 2202 - ARP II, LAB Term: SU2021 Instructor: NICKENS A R

Cancel

Show Image	Student	Name	Signature	Form of ID
<input type="checkbox"/>		ALDISON MORGAN L	_____	_____
<input type="checkbox"/>		ALEXANDER ALLISON JERNAE	_____	_____
<input type="checkbox"/>		BAINER SARAH JANE	_____	_____
<input type="checkbox"/>		BOWEN TAMIYA SAMONE	_____	_____
<input type="checkbox"/>		COLE WEATHERLY KAITLYN	_____	_____
<input type="checkbox"/>		FORSYTH BAYLEE JO	_____	_____

Record Final Grades – Enter student grades for the end of Term. Students will be listed alphabetically. Enter grade in the space provided. Then click the “Post” button on the top, right.

Record Final Grades
 IGRIRG - Record Final Grades

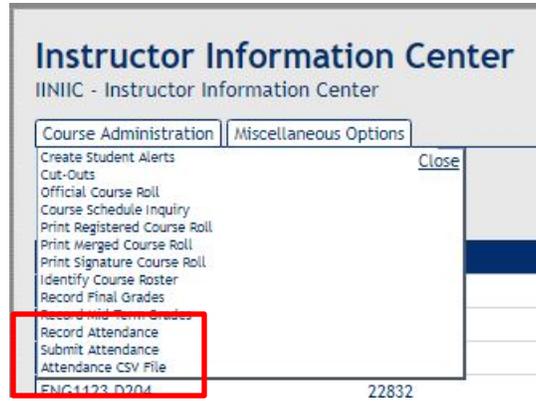
Term: SP2019 Course: ENG1123 D209 Records Per Page: 20

Instructor: 75270 - AVANT R E Cancel Post

Grade	Name	Student ID	LDA	Number Grade	Exit Status	Exit Date	High School	Enrollment	Title 4
<input type="checkbox"/>	BEASLEY ISABELLA ALEXANDR		05/01/2019					*D	
<input type="checkbox"/>	BONNER LAUREN DALE		05/01/2019					*D	
<input type="checkbox"/>	BROWN ALIYA CEDONNIA		05/01/2019					*D	
<input type="checkbox"/>	EDWARDS ALLEN JESSE		05/01/2019					*D	
<input type="checkbox"/>	ENGELKE IAN ALEXANDER		05/01/2019					*D	
<input type="checkbox"/>	FLORES JESUS		05/01/2019					*D	
<input type="checkbox"/>	GLOVER HANNA ELIZABETH		05/01/2019					*D	
<input type="checkbox"/>	HENRY GRACE M		05/01/2019					*D	
<input type="checkbox"/>	JONES JAMARIUS J		05/01/2019					*D	
<input type="checkbox"/>	LANE RACHEL ANN		04/29/2019					*D	
<input type="checkbox"/>	LEWIS BRIANNA NICOLE		05/01/2019					*D	
<input type="checkbox"/>	MAHAN GABRIEL RUSSELL		05/01/2019					*D	
<input type="checkbox"/>	MCDONALD RANDY		04/30/2019					*D	
<input type="checkbox"/>	MOBLEY ALEXANDRA ELIZABET		05/01/2019					*D	
<input type="checkbox"/>	PIXLEY ERICA GAYLE		04/30/2019					*D	
<input type="checkbox"/>	SMITH JMIYAH NICOLE		05/01/2019					*D	
<input type="checkbox"/>	STROWDER MARTAVIOUS DAKEL		05/01/2019					*D	
<input type="checkbox"/>	TAYLOR SAMONIA LADORA		05/01/2019					*D	
<input type="checkbox"/>	TELLES AUTUM ELIZABETH		05/01/2019					*D	

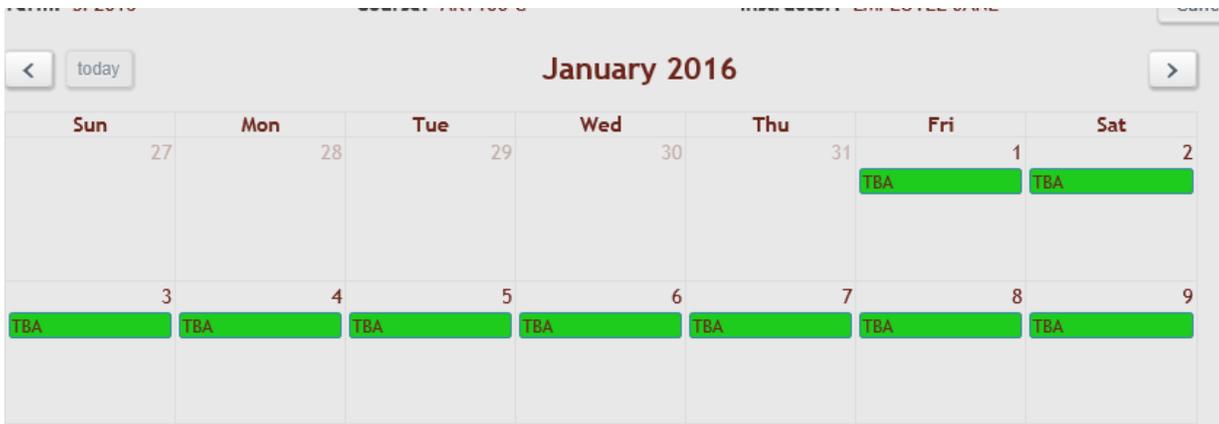
Record Mid-Term Grades – This option is for recording mid-term grades. It works as the Record Final Grades option.

Record Attendance



Record Attendance link will direct the user to a calendar where the meeting days are displayed as event links. TBA links verbiage is “TBA”. Others have start time – end time.

If the course is TBA, every day of the week will display with a TBA link. The days the class met can be selected from the calendar and attendance can be recorded for those days. Days that are not recorded will be submitted as blanks.



Green links indicates there are blank statuses for that day. Gold links indicates all the statuses have been populated. Attendance can only be accessed/edited when the link is green or gold. If there are any blank statuses, the day will remain green.

Term: SP2016 Course: ART100 00301 Instructor: EMPLOYEE JANE Cancel

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4 10:00 - 12:00	5	6	7	8	9
10	11 10:00 - 12:00	12	13	14	15	16
17	18 10:00 - 12:00	19	20	21	22	23

Red links mean it has been submitted and cannot be edited. Red links redirect to the submit attendance page.

Term: SP2016 Course: ART100 C Instructor: EMPLOYEE JANE Cancel

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 TBA	2 TBA
3 TBA	4 TBA	5 TBA	6 TBA	7 TBA	8 TBA	9 TBA
10	11	12	13	14	15	16

The user can select the status, default is Class Met, and then use the AutoFill button to default the P status. After AutoFill is complete, the user may change any student's status that was not present to the appropriate Status Code. X will auto fill of the course status is "Class Did Not Meet". The Update button will be disabled for 5 seconds when the AutoFill button is clicked.

Record Attendance						
IINIC - Record Attendance						
Cut-Outs		Term: SP2019	Course: ENG1123 D209	Records Per Page: 20	Status Codes	
Recording Instructor: 75270 AVANT R E		Date: Thursday, 05/16/2019				
Status: Class Did Not Meet		Time: 08:25A 10:00A				
Position:	Student Name	To:				
		Go				
Cancel Update						
Student Number	Student Name	Status	Regular Absences	Official Absences	Tardies	LDA
	BEASLEY ISABELLA ALEXANDR	X	1	0	0	05/01/2019
	BONNER LAUREN DALE	X	0	0	0	05/01/2019
	BROWN ALIYA CEDONNIA	X	5	0	0	05/01/2019
	EDWARDS ALLEN JESSE	X	1	0	0	05/01/2019
	ENGELKE IAN ALEXANDER	X	1	0	0	05/01/2019
	FLORES JESUS	X	1	0	0	05/01/2019
	GLOVER HANNA ELIZABETH	X	0	0	0	05/01/2019
	HENRY GRACE M	X	1	0	0	05/01/2019
	JONES JAMARIUS J	X	2	0	0	05/01/2019
	LANE RACHEL ANN	X	4	0	0	04/29/2019
	LEWIS BRIANNA NICOLE	X	2	0	0	05/01/2019
	MAHAN GABRIEL RUSSELL	X	3	0	0	05/01/2019
	MCDONALD RANDY	X	1	0	0	04/30/2019
	MOBLEY ALEXANDRA ELIZABET	X	1	0	0	05/01/2019
	PIXLEY ERICA GAYLE	X	3	0	0	04/30/2019
	SMITH J'MIYAH NICOLE	X	0	0	0	05/01/2019
	STROWDER MARTAVIOUS DAKEL	X	0	0	0	05/01/2019
	TAYLOR SAMONIA LADORA	X	0	0	0	05/01/2019
	TELLES AUTUM ELIZABETH	X	0	0	0	05/01/2019

Submit Attendance

Submit all attendance records for the term at the **end of the term only**. If it is not a TBA course, the initials and DOB inputs will not display until all statuses have been populated. If user is working from the submit attendance page, the statuses that are blank will be red.

Submit Attendance		Attendance for ENG1113 D105 has been submitted.																													
Term: SP2019		Course: ENG1113 D105										Instructor: 75270 AVANT R E										Status Codes									
		Cancel																													
Student Number	Student Name	01/14	01/15	01/16	01/17	01/18	01/21	01/22	01/23	01/24	01/25	01/28	01/29	01/30	01/31	02/01															
		12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM	12:05 PM - 1:35 PM														
		M	M	M	M	M	X	M	M	M	M	M	M	M	M	M	M														
	CIA KATELYNN	NE	NE	NE	NE	P	X	P	P	P	P	P	P	P	P	P	P														
	NS	P	A	P	P	P	X	P	P	P	P	P	P	P	P	P	P														
	CINDA WEREDITH K	P	A	P	P	P	X	P	P	P	P	P	A	A	A	P	P														
	DISON P	NE	NE	NE	P	P	X	P	P	A	A	A	A	P	P	P	P														
	NA NICHEL	P	P	P	P	P	X	P	P	P	P	P	P	P	P	P	P														
	benjamin ALEXANDE	P	P	P	P	P	X	P	P	P	P	P	P	P	P	P	P														
	ARRETT TRADY	NE	NE	NE	NE	NE	P	X	P	P	P	P	P	P	P	P	A														
	ILANO BIANCA ANB	P	P	P	P	P	X	P	P	P	P	P	P	P	P	P	P														
	NEE N	P	P	P	P	P	X	P	P	P	P	P	P	P	P	P	P														
	AN ANH	NE	NE	NE	NE	NE	P	X	P	A	P	P	P	P	P	P	P														
	BREW XAVIER	NE	NE	NE	NE	NE	P	X	P	P	P	P	P	P	P	P	P														
	EEZUHA LUCRECIA	NE	NE	NE	NE	NE	P	X	P	P	P	P	P	P	P	P	P														
	AYDEN A	P	P	P	P	P	X	P	P	P	P	P	P	A	P	P	P														
	ITALIE C	P	P	P	P	P	X	P	P	P	P	P	P	P	P	P	P														

Instructor Information Center Miscellaneous Options.

Instructor Information Center
IINIIC - Instructor Information Center

Course Administration | **Miscellaneous Options**

Term: [Close](#)

Selected Course:

- Maintain Office Hours
- Attendance Verification
- Manage Saved Alerts
- View Sent Alerts

Manage Saved Alerts – Allows you to delete saved alerts.

View Sent Alerts – Allows you to view sent messages.

System Utilities-

Click on “System Utilities”, “Work with My Reports”. Click the top box in the title bar to select all reports and then click “Delete Selected”. If you have reports you want to keep, individually select them and choose “Delete Selected”.

Work with My Reports
ISYWMR - Work with My Reports

Position: Date (YYYYMMDD) To: Records Per Page:

	Date and Time	File Name	Type
<input type="checkbox"/>	11/06/2018 12:27:09	IRGREG1_20181106_122709.PDF	PDF
<input type="checkbox"/>	11/06/2018 12:27:53	IRGREG1_20181106_122753.PDF	PDF
<input type="checkbox"/>	11/29/2018 15:52:20	IRGREG1_20181129_155220.PDF	PDF
<input type="checkbox"/>	12/24/2018 12:39:00	IRGREG1_20181224_123900.PDF	PDF

Faculty Directory – Shows a list of faculty campus locations, emails, and phone numbers.

Faculty Directory
IINFDIR - Faculty Directory

Term: Records Per Page:

Position: To:

	Last Name	First Name	Phone	Campus	Building	Room	Email
View Calendar	AARON	CHARLES	(662) 280-6192	02	DC	238	cdaaron@northwestms.edu
	ABBOTT	MADISON		01			
	ABERNATHY	RAYMOND		55			RABERNATHY@NORTHWESTMS.EDU
View Calendar	ADAMS	VANITA	(662) 562-3243	01	HUM	011	badams@northwestms.edu
View Calendar	ADRIS	PIYATILAKE	(662) 280-6150	02	DC	342	PADRIS@NORTHWESTMS.EDU
	AIKEN	BRITTANI		01			BAIKEN@NORTHWESTMS.EDU
	ALDRIDGE	CALEB		01			CALDRIDGE@NORTHWESTMS.EDU
	ALDRIDGE	LEE		83			laldridge@northwestms.edu
	ALDRIDGE	ANNA		67			aaldridge@northwestms.edu
	ALEXANDER	CHARLOTTE		01			caalexander@northwestms.edu
View Calendar	ALGEE	ALYSSA		01			AMCELFRESH@NORTHWESTMS.EDU
	ALLEN	TEMPLE	(662) 562-3444	01			taallen@northwestms.edu
	ALLEN	BARTON		01			BALLEN@NORTHWESTMS.EDU
	ALLEN	MELINDA		01			MEALLEN@NORTHWESTMS.EDU
	ALVAREZ BAEZ	ABRAHAM		01			ABAEZ@NORTHWESTMS.EDU
	ANDERSON	EMILY		02			eanderson@northwestms.edu
	ARDREY	WILLIAM		01			TARDREY@NORTHWESTMS.EDU
	ARRINGTON	LEAH	(662) 562-3299	01	TUN	104	lkarrington@northwestms.edu
	AVANT	ROBIN		02			RAVANT@NORTHWESTMS.EDU
	AYERS	MICHELLE		03			MIAYERS@NORTHWESTMS.EDU

Campus Key Registration

A Quick Reference

Easy Steps to Registering Your Students

CHANGE MAJOR (Advisor Info Center>Action Mini-Menu>Change Major)

1. Choose the correct catalog. It is ESSENTIAL that this is correct! *This will drive the student's degree plan.*
2. Make sure the student's program of study is correct. Program-UND Option-NCA for all non-degree seeking students. Advisors can change this pathway/program if the student's program has changed.
3. Select a Transfer Option if such applies to the student's program pathway.
4. Choose the enrollment intent. Students you advise will be either Degree Seeking or Non-Degree-Seeking. For Program-UND Option-NCA this option must be Non-Degree-Seeking.
5. Choose a minor if the student is a General College student who is waiting for acceptance into a specific program. That program will be the student's minor.
6. Ensure the advisor is correct. Enter the advisor by the advisor code or by typing in the last name of the advisor for the specified program and using the dropdown box. You may choose the option to Auto-Assign an advisor if you are unsure of the advisors for the particular program.
7. Select Update. This is all you need to edit on this page.

ADVISOR INFO CENTER (Inquiry>Info Centers>Advisor Info Center)

1. Find the student in your advisee list. If the student is not your advisee choose the tab Add Non-Advisee. Enter the student's ID or enter by name and choose from the dropdown box and this will add the student to your advisee list.

Use the mini menu to the left of the student's name and access the student's Degree Plan. Review this Degree Plan to make sure that the student is aware of what is required in the particular program. From these requirements you will need to arrange a schedule with the student that is within this plan before returning to your advisee list and continuing with the registration process.
2. Click the mini-menu to the left of the student's name and choose Registration. Click Go on the next page.
3. Enter the course at the bottom by choosing Select Course (or directly by entering the department code, course number, section number, and click Add Course—if you use this option to add courses, skip to step 6).
4. Choose the search criteria for the course you are looking for and Submit.
5. View the list of courses and select Add to the left of the course you would like to add to the schedule.
6. Repeat for all courses.
7. Choose Continue at the bottom of the student information page below the schedule when you are finished.
8. Print the schedule and give it to the student.

***From the mini menu to the left of the student's name an instructor can Update Authorization to allow or disallow a student to register themselves online for a specific term. ***Advisors can make any changes to the schedule at any time prior to the end of the drop/add period. The process is repeated to add any new courses. After the drop/add period all changes have to be made through the Registrar.

Campus Key Instructor

A Quick Reference

INSTRUCTOR INFO CENTER (Inquiry>Info Centers>Instructor Info Center) Highlight

the course you want to work with and Choose Course Administration:

To Create Student Alerts:

Choose Create Student Alerts. You can select individual students or choose Select All to choose all students. Click Submit Selected, enter the description of the alert and then the message to be sent. Select Send Emails and click Continue. This will email all students selected with your custom alert message.

To Cut Out Students or View Students Who Have Been Cut Out:

Choose Cut-Outs. This will display the roll of students in the course. To cut a student out of the course, choose Cut Out to the left of the student's ID number and name.

This also shows the student's current grade, last date of attendance, date exited the class, and status. Last date of attendance may be edited.

To Display the Daily Course Schedule:

Choose Course Schedule Inquiry. This displays the course schedule for each day of the week.

To Enter Grades:

Choose Record Final Grades (or Record Mid-Term Grades if at mid-term). Remember to use the correct option!!! A course roll will be displayed with an individual box for each student's grade to be entered.

To Enter Attendance:

Choose Record Attendance. The class meeting dates will appear in calendar form. For the day you would like to record choose the green box. Choose the Autofill option. This will mark everyone P—present for that day. Individually mark those absent with an A and those tardy with a T. Other options are O for an official absence and CO for cut-out. If the class didn't meet choose Did Not Meet from the dropdown box and choose the Autofill option. The code for didn't meet is X.

Once attendance is recorded, the box will change to gold. The attendance can be edited at any time prior to submission for audit.

Do not choose the Submit Attendance option at any time prior to being notified to do so.

Miscellaneous Options has two menu options:

Manage Saved Alerts – view alerts that you may have saved to be repeated.

View Sent Alerts – view all alerts that have been previously sent.

Any reports that are generated can be cleared by choosing from the main menu System Utilities>Work With My Reports. Reports are cleared by selecting the box at the left of the report title and choosing Delete Selected.