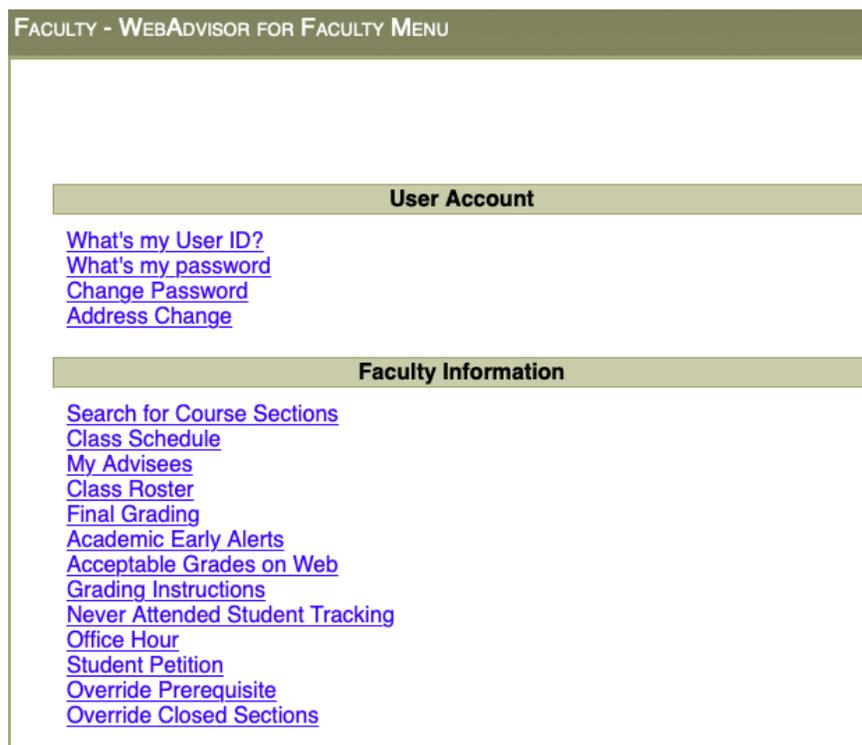# KEANWISE

KeanWISE is still the application that will be used for many of the mechanics of the advisement process. The following menu items are the relevant ones for advising.

KEANWISE (SCREENSHOT FROM WEBADVISOR FOR FACULTY MENU BELOW)

FACULTY - WEBADVISOR FOR FACULTY MENU

User Account

What's my User ID?
What's my password
Change Password
Address Change

Faculty Information

Search for Course Sections
Class Schedule
My Advisees
Class Roster
Final Grading
Academic Early Alerts
Acceptable Grades on Web
Grading Instructions
Never Attended Student Tracking
Office Hour
Student Petition
Override Prerequisite
Override Closed Sections

Search for Course Sections – allows you to look at the Summer and Fall 2020 schedules in real time.

My Advisees – After entering your advisee's 7 digit Kean ID number (including any a leading zero if the ID is six digits) you can select: View Student Transcript, View Student Schedule, Evaluate Program (to obtain the students Degree Audit/Program Evaluation), View Student Profile, View Transfer Equivalency (only for students with transfer credits, shows the sending institution course and how it was equated at Kean), View Midterm Grades, and Restrictions (where the end date for Advisement holds is entered, and other restrictions can be viewed, however Advise is more accurate in providing information about all active holds).

 As during the normal registration periods A1 and A2 (where appropriate) holds are in place and will need to be ended.

- Please only remove the hold that is applicable to your role (A1 for the first/primary major and A2 for the second/secondary major).
- If the student is planning to register the same day as you advise them, please backdate the end date to one day prior to the current date (the hold is active until midnight of the end date).
- Please make sure you also enter the correct year as well.
- These are the two most common errors that prevent students from being able to register.

<u>Student Petition</u> – **Not** all faculty have access to this. Allows for entering petitions for those courses requiring them for registration. This is typically done by the Executive Director/Chair or Program Coordinator.

>   **Please note:** If the registration term is not displayed, you will need to add a new term, but do not do this if it is already showing as a selection. Also, the more information you add, the more restrictive it becomes. Example: If you enter CHEM 4105 this will allow the student to register for any section of the course; if you enter CHEM 4105 01 it restricts the student to only section 1.

<u>Override Prerequisite</u> – Not all faculty have access to this. This allows the user to bypass course prerequisites for the student. This should be used very infrequently.

<u>Override Closed Sections</u> – Not all faculty have access to this. This allows the user to authorize students to register for a closed/filled section. This is typically done by the Executive Director/Chair or Program Coordinator.

>   **Please note:** the system has an idiosyncrasy, once a student gets an overload, they will need to attempt to register for the closed section first, have it fail, then use the Register for Closed Section (With Authorization) link. Failure to do so prevents the registration.