

How to get to WebAdvisor

www.sfai.edu → Current Students → WebAdvisor

or

Webadvisor.sfai.edu

Topics:

- Course Schedule
- Forgot WebAdvisor Username or Password?
- How to Change Profile Information
- Give Parents/Family WebAdvisor Access

- Proof of Registration
- Program Evaluation
- Other cool things: Pay bills, Financial Aid, Holds/Blocks, Online Registration

Course schedule

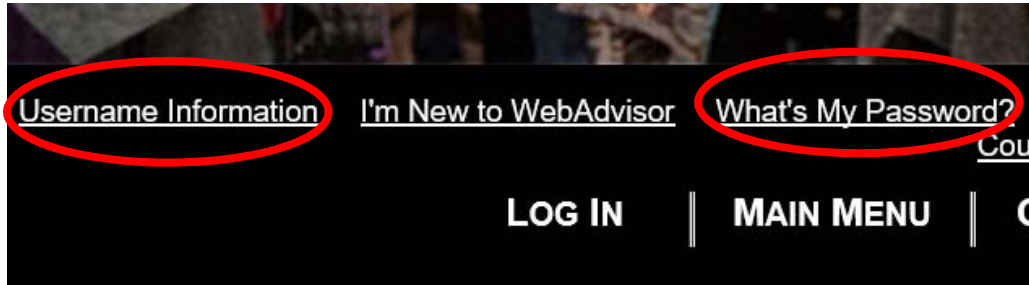


PDF options updated once a day—good for browsing and checking which requirements the courses satisfy

Best most up-to-date complete course schedule; searchable by various fields

Forgot WebAdvisor Username or Password?

- Click on “Username Information” to get username
- Click on “What’s My Password?” to either retrieve pw hint or reset your pw



How to Change Profile Information

Change Address

After logging in to WebAdvisor, click on “Update Address” under “User Account”

User Account

- [What's my User ID? *](#)
- [What's my password](#)
- [Update Address](#) ←
- [Reset my password](#)
- [Employee W2 Access](#)
- [Emergency Notification Portal](#)

The screenshot shows the 'Address Change' form in the SFAI WebAdvisor system. The form is titled 'Address Change' and is for 'Daphne Hoang'. It includes fields for 'Street Address/Apartment' (555 Even Faker Street), 'City' (San Francisco), 'State' (California), and 'Zip Code' (94507). There are also dropdown menus for 'County' (075 San Francisco County) and 'Country'. A 'Phone Number' section has a table with columns for 'Phone Number', 'Ext', and 'Type', with the first row containing '415-555-1212', an empty field, and 'CELL Mobile/cell'. An 'E-Mail Address' field contains 'dhoang@sfa.edu'. There are 'Effective Start' and 'Effective End' date fields, with 'Effective Start' set to '08/23/16'. A 'SUBMIT' button is at the bottom right.

Change/Update Emergency Contact (required)

Verify your Emergency Contact information is correct, click on “I agree” then hit “submit”

User Account

- [What's my User ID? *](#)
- [What's my password](#)
- [Update Address](#)
- [Reset my password](#)
- [Employee W2 Access](#)
- [Emergency Notification Portal](#) ←

The screenshot shows the 'Emergency Notification Portal' form in the SFAI WebAdvisor system. The form is titled 'Emergency Notification Portal' and includes a 'Welcome' message. It has a 'Required' section with fields for 'Emergency Contact', 'Relationship to Contact', 'Contact Phone Number', 'Alt Emergency Contact', 'Alt Contact Phone Number', 'Your Emergency Mobile Phone #', and 'Your Emergency Email Address'. There is an 'I agree' checkbox and a 'SUBMIT' button at the bottom.

Change Preferred/Chosen Name, self-identified Gender and/or Ethnicity

Under “My Profile”, type in your Preferred or Chosen Name which will show up on class rosters, self-identified Gender and/or Ethnicity. These fields are optional.



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- [Grade Point Average by Term](#)
- [Unofficial Transcript](#)
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- [Search for Sections](#)
- [Student Mailbox Inquiry](#)



Academic Program	Academic Level	Catalog	Degree	Anticipated Completion Date	Academic Level Standing	Major	Minor	CCD
Non Degree - No Major	Undergraduate	2017-2018 Catalogue	ND	05/18		No Major		

Foreign Language Information

Chosen First Name:

Chosen Middle Name:

Chosen Last Name:

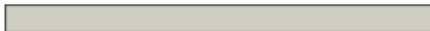
Self-Identified Gender: Personal Pronouns: Self-Identified Ethnicity:

Give Parents/Family WebAdvisor Access

Adding or Modifying which Parents have access to your records, communicate with school officials on your behalf, view, and pay your bills, grades, etc. (different from FERPA permissions form)

- 1) Under Academic Profile, click on Add Parent/Guardian/Other

- 2) Add the person you want to give access to



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- [Student Holds Inquiry](#)
- [Student Reg Priority Inquiry](#)



- 3) Go back to Student's Menu and click on "Manage Parent Access" and choose what each of your entered parent/guardian/other should have access to.

Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
<input type="checkbox"/>	•	Primula		Brandybuck	Mother	primula.brandybuck@sfaI.edu
<input type="checkbox"/>	•	Drogo		Baggins	Father	drogo_baggins@sfaI.edu

Proof of Registration

Under “Academic Profile,” click on “My Class Schedule” and choose the right term/year. PRINT a copy of your schedule as this is your proof that you were registered for these classes.

The screenshot shows the SFAI WebAdvisor interface. On the left, a list of navigation links is displayed, with a red arrow pointing to "My class schedule". On the right, a dropdown menu for selecting a term is open, showing options from Fall 2013 to Spring 2018. The background of the right side of the page is mostly blacked out.

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CURRENT STUDENTS

Term

- Fall 2013
- Spring 2014
- Summer 2014
- Fall 2014
- Spring 2015
- Summer 2015
- Fall 2015
- Spring 2016
- Summer 2016
- Fall 2016
- Spring 2017
- Summer 2017
- Fall 2017
- Spring 2018

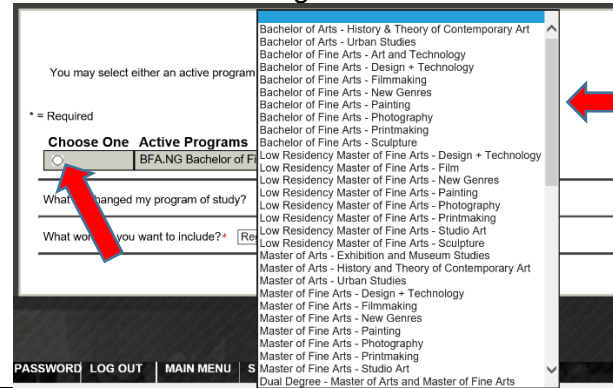
Program Evaluation

How to see what courses you have taken fulfill which requirements and which requirements you have left to take

1) After logging in to WebAdvisor, click on the Students menu and click on "Program Evaluation"



2) Choose your degree program or run the evaluation against another major you are considering:



The top of your Program Eval will tell you how many credits you've completed, how many you have left, and what your GPA is.

San Francisco Art Institute
Academic Evaluation
Report Date: 08/21/18

Student: MR Jon E. Snow
Program: Bachelor of Fine Arts - Unchecked (BFA,UC)
Catalog: 15-16
Anticipated Completion Date: 05/31/19
E-Mail Address: jmsnow@sfaia.edu

	Required	Current	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	62.00	21.00	39.00	19.00	24.00
Institutional GPA:	3.671	3.671	NA		
Overall Credits:	120.00	21.00	99.00	19.00	84.00
Overall GPA:	3.671	3.671	NA		

Program Requirements:

I: Liberal Arts Curriculum (In progress) - Complete all 1 subrequirements

A: English Composition (Pending completion of unfinished activity)

Course	Title	Needed	Term	Grade	Credits	Notes
1	ENGL-100	English Composition A	B		3	

II: Critical Theory (Not started) - Credits earned

III: Critical Theory A (Not started) - Credits earned

IV: Critical Theory B (Not started) - Credits earned

V: Critical Theory C (Not started) - Credits earned

VI: Critical Theory D (Not started) - Credits earned

VII: Critical Theory E (Not started) - Credits earned

VIII: Critical Theory F (Not started) - Credits earned

IX: Critical Theory G (Not started) - Credits earned

X: Critical Theory H (Not started) - Credits earned

XI: Critical Theory I (Not started) - Credits earned

XII: Critical Theory J (Not started) - Credits earned

XIII: Critical Theory K (Not started) - Credits earned

XIV: Critical Theory L (Not started) - Credits earned

XV: Critical Theory M (Not started) - Credits earned

XVI: Critical Theory N (Not started) - Credits earned

XVII: Critical Theory O (Not started) - Credits earned

XVIII: Critical Theory P (Not started) - Credits earned

XIX: Critical Theory Q (Not started) - Credits earned

XX: Critical Theory R (Not started) - Credits earned

XXI: Critical Theory S (Not started) - Credits earned

XXII: Critical Theory T (Not started) - Credits earned

XXIII: Critical Theory U (Not started) - Credits earned

XXIV: Critical Theory V (Not started) - Credits earned

XXV: Critical Theory W (Not started) - Credits earned

XXVI: Critical Theory X (Not started) - Credits earned

XXVII: Critical Theory Y (Not started) - Credits earned

XXVIII: Critical Theory Z (Not started) - Credits earned

The green requirements are completed

The orange requirements are in progress (meaning you've registered for them, but they haven't been graded yet)

The red requirements need to still be fulfilled in the future

Other Cool Things from WebAdvisor

You can Pay your Bill in WebAdvisor:

Financial Information

- [Account Summary](#)
- [Account Summary by Term](#)
- [View My 1098-T Forms](#)
- [My Account Statement](#)
- [Billing Email Address Collection](#)
- [Account Summary/Make Payment](#)

You can view your Financial Aid Awards and accept them:

Financial Aid

- [Financial aid status by year](#)
- [Financial aid status by term](#)
- [Financial aid award letter](#)
- [Accept or reject my financial aid awards](#)

Hold on your account

Click on “Student Holds Inquiry”; Most holds will BLOCK you from making changes to registration

Academic

- [Grades](#)
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Student Holds Inquiry

You have the following holds on your account at this time:

Restriction	Start Date
International Advisor Reminder	11/15/16
F-1 students must register for 12 credits or more each semester to keep visa current. Contact Dean of Students, Elizabeth Traynor etraynor@sfa.edu for further advisement.	
Housing Block	01/17/18
You have a Housing issue that needs to be resolved. Contact housing@sfa.edu.	

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT](#)

Online Registration for Courses

After your 1st semester you can REGISTER with WebAdvisor. **1st year:** Admissions registers you 1st semester and then 2nd semester you need to add courses under “Plan Courses” and have your advisor approve it through WebAdvisor.

Academic Planning

- [Plan Courses](#)
- [Program Evaluation](#)

The **middle years** you will register directly through the “Registration” menu, no advisor approval needed.

Registration

- [Search for Sections](#)
- [Register for Sections and Add/Drop](#)
- [Manage My Waitlist](#)

TRAINING for 1st sem students in FEB/MARCH before PRIORITY REGISTRATION for Summer/Fall 2018.

Check your email!

Or check out [instructions online: https://moodle.sfa.edu/course/view.php?id=2222#student_webadvisor](https://moodle.sfa.edu/course/view.php?id=2222#student_webadvisor)