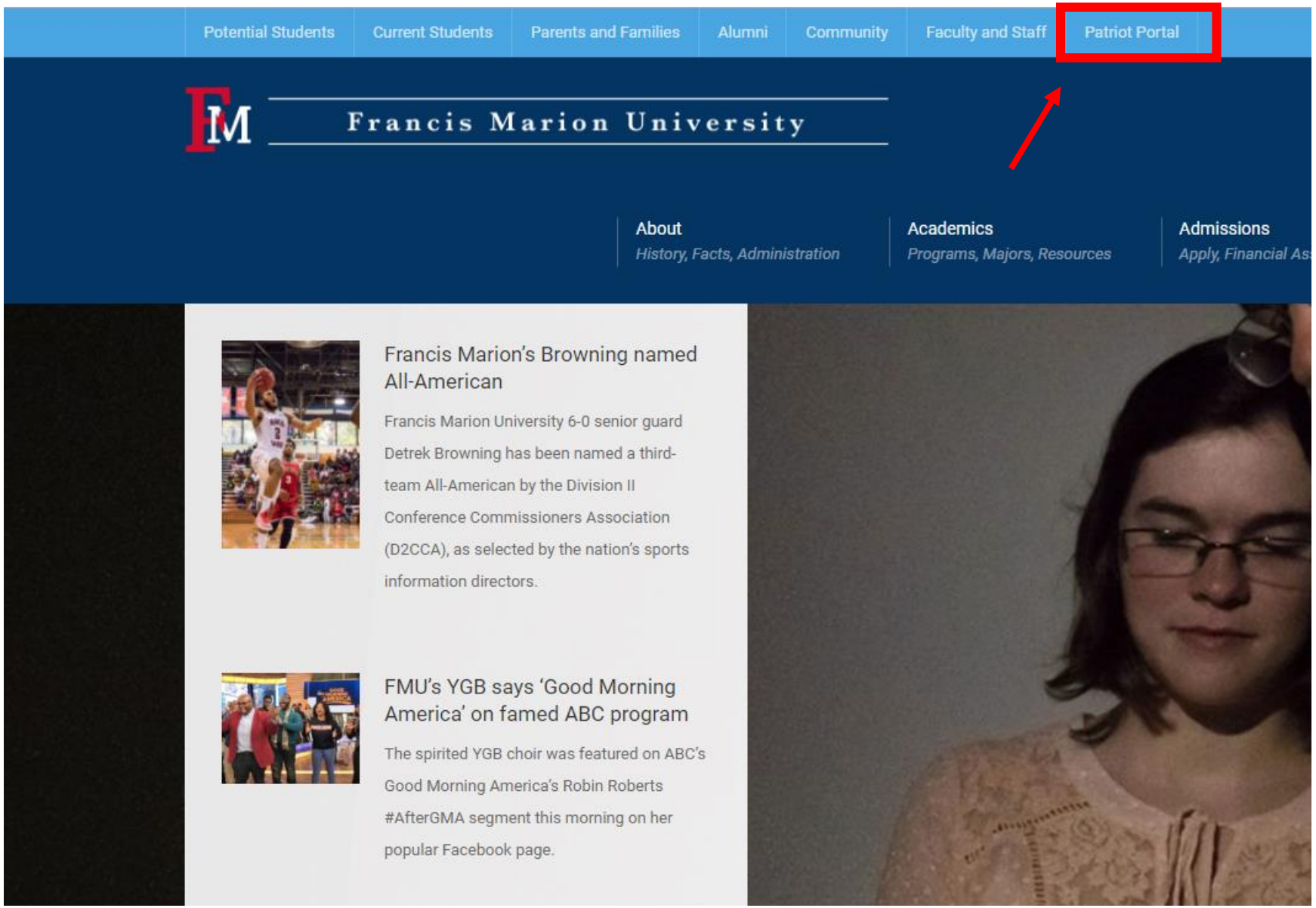
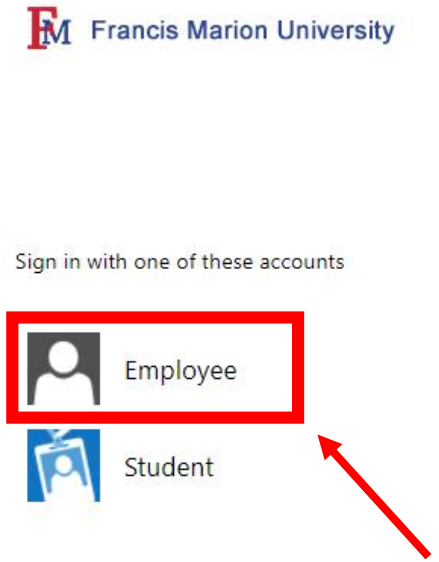
Registration Tutorial

for Faculty & Staff

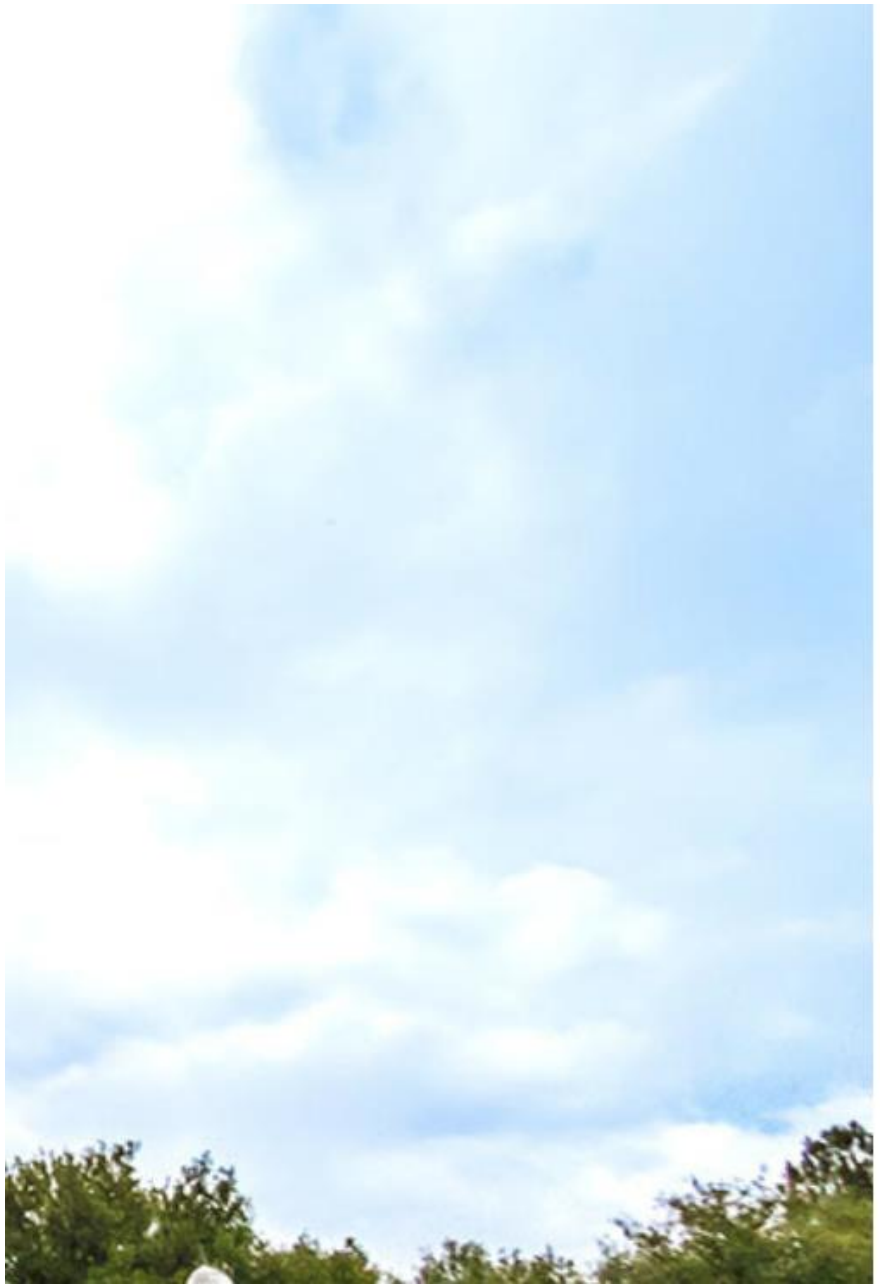
To navigate to the Portal, click on “Patriot Portal” at the top of the page on the FMU Homepage (fmarion.edu).



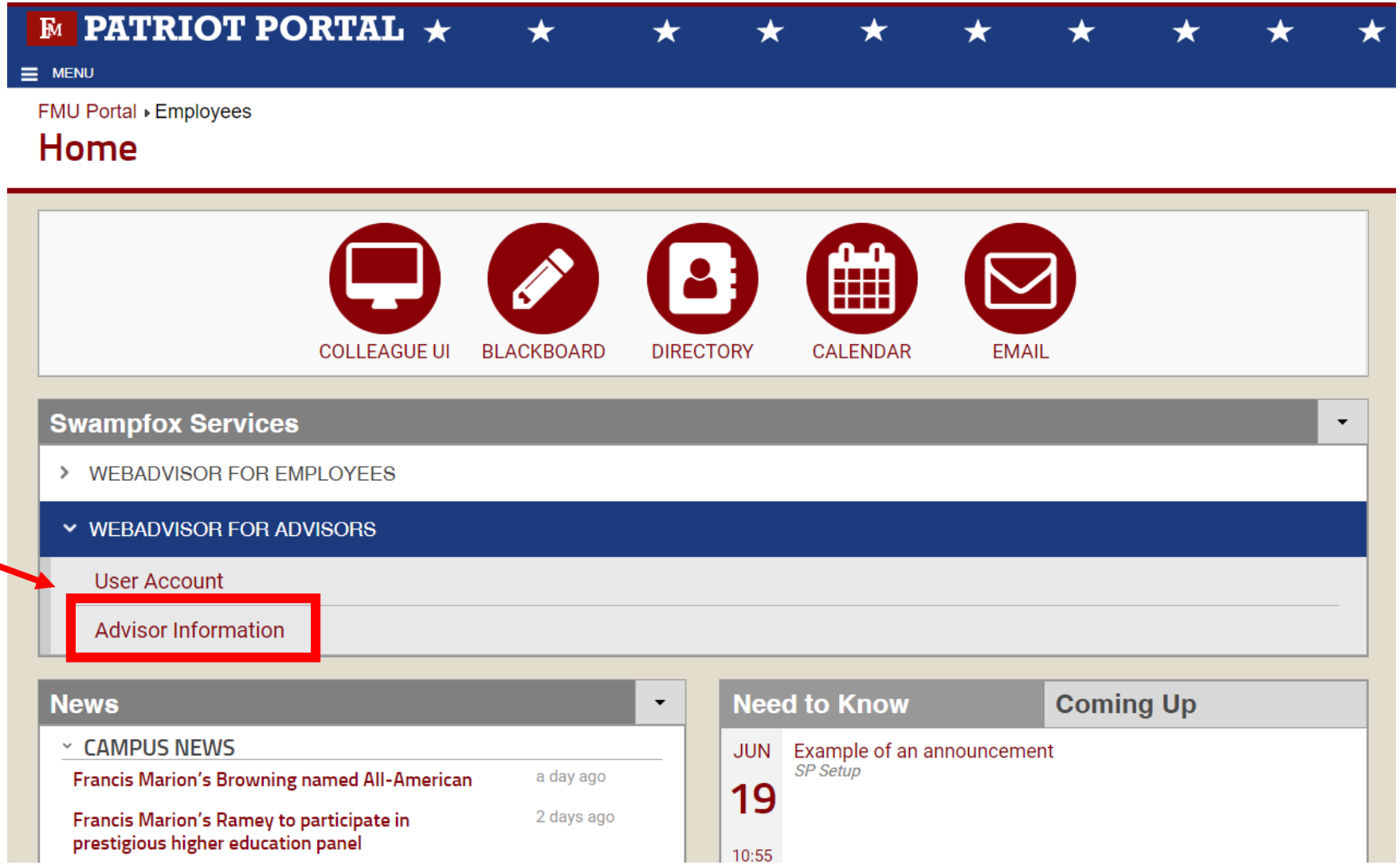
Click on “Employee” to login to your employee account.



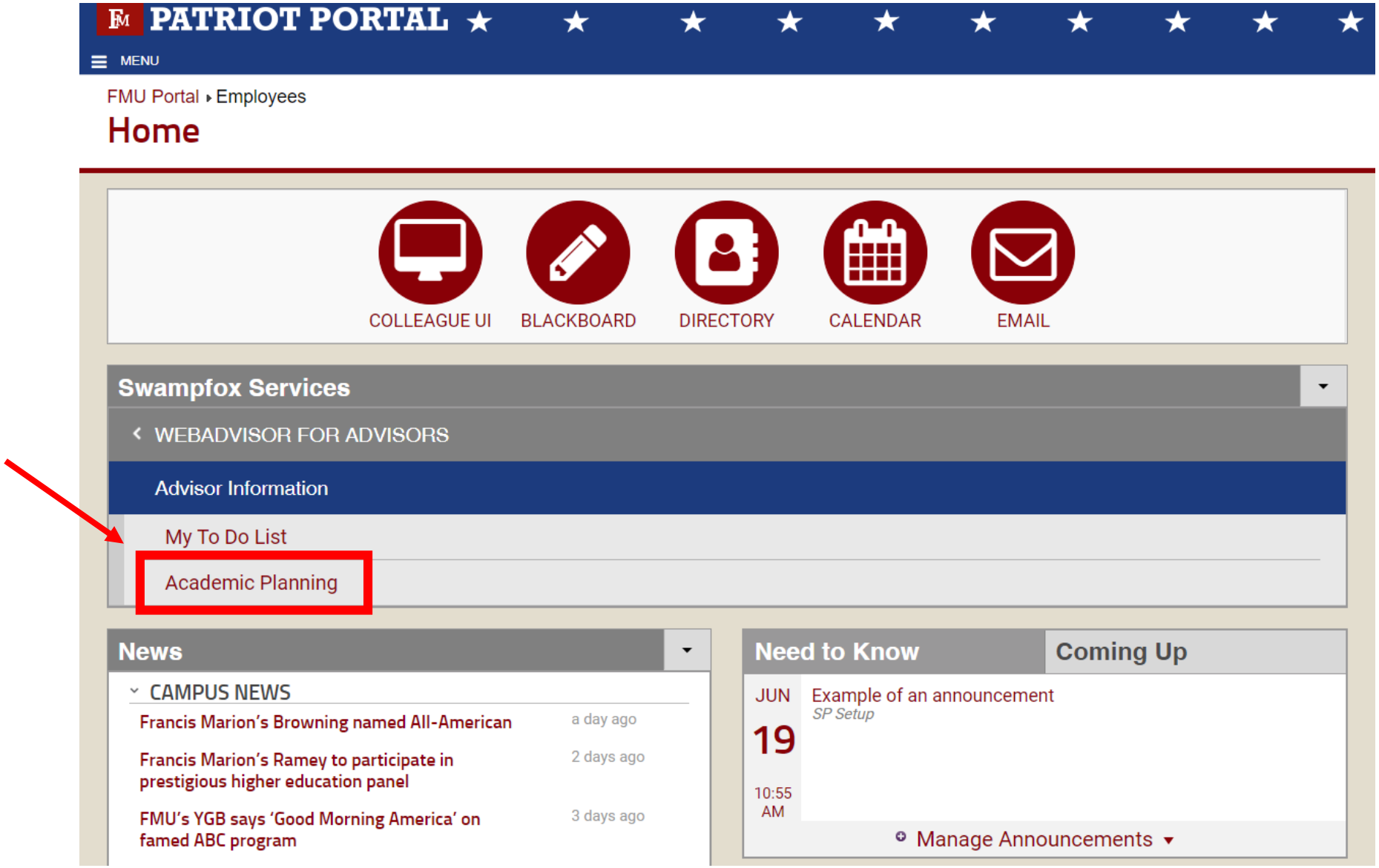
Enter the username and password used to access your FMU email account.



After logging into the Portal, click on “WEBADVISOR FOR ADVISORS” under the Swampfox Services dropdown menu. Next, click on “Advisor Information.”

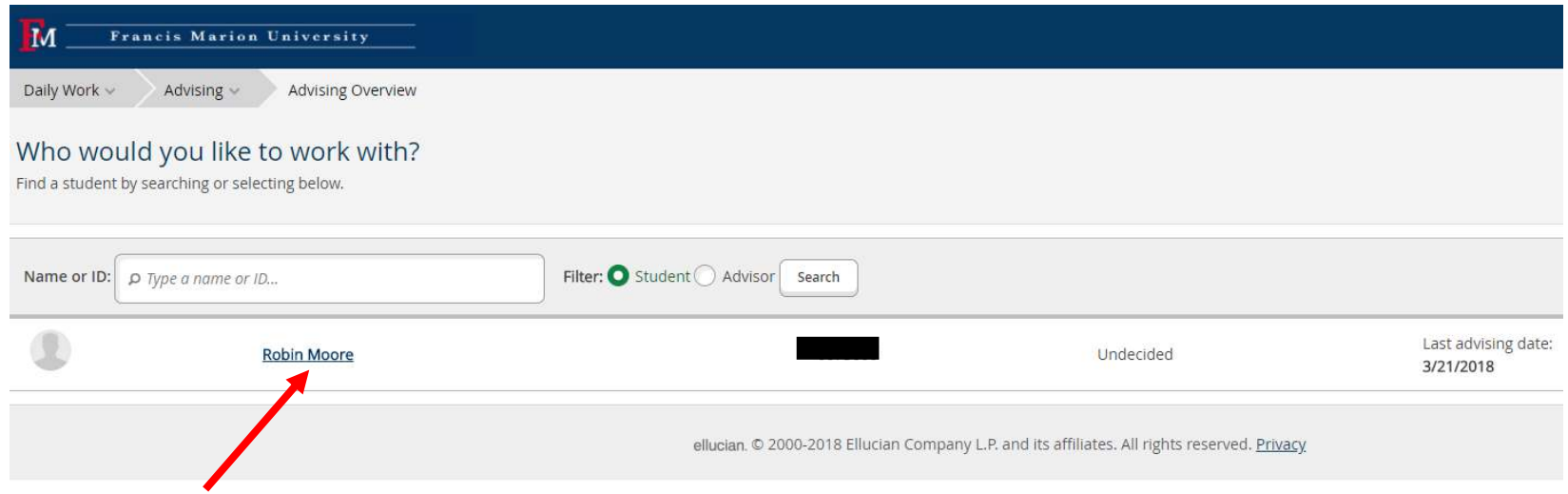


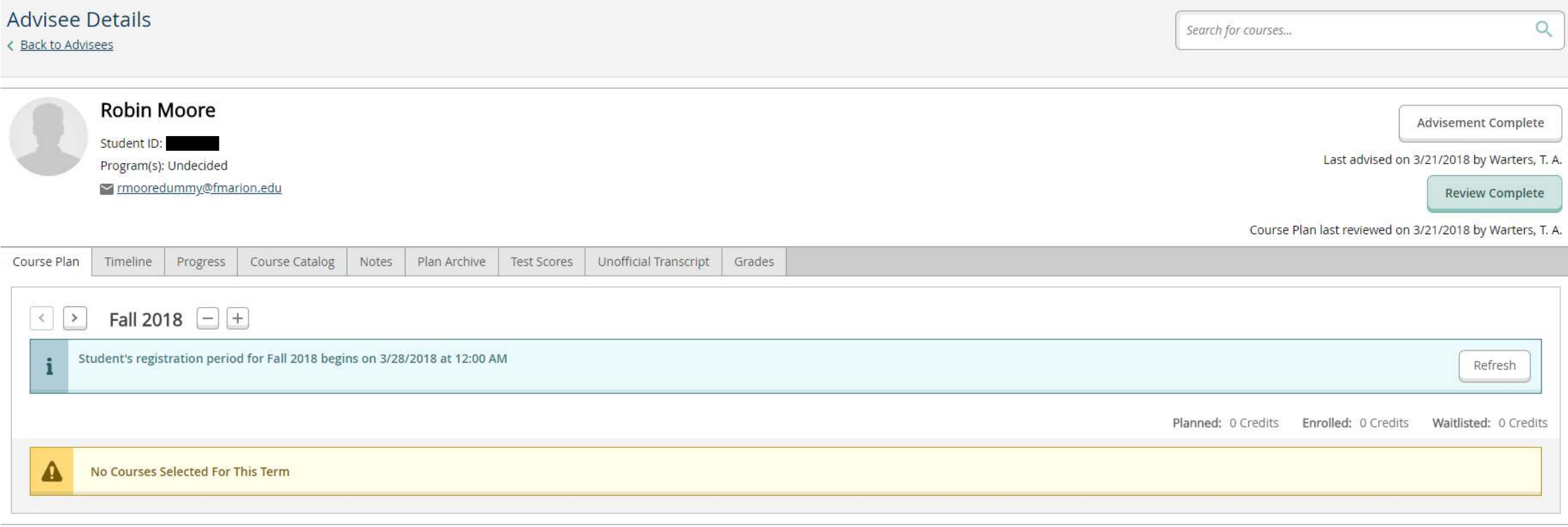
Under Advisor Information, click on “Academic Planning.”



The names of your assigned advisees will populate in the highlighted area or you can type in a name in the search bar (last name, first name).

Click on the name of your advisee to register them for courses.





If the student has not already created a proposed plan then the screen will look like the above example. The next screen shows what it looks like when a student has already created a plan for your approval.

Robin Moore

Student ID: [redacted]
Program(s): Undecided
rmooredummy@fmarion.edu

Last advise

Course Plan last reviewe

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2018

Remove Planned Co

Student's registration period for Fall 2018 begins on 3/28/2018 at 12:00 AM

Planned: 13 Credits **Enrolled:** 0 Cr

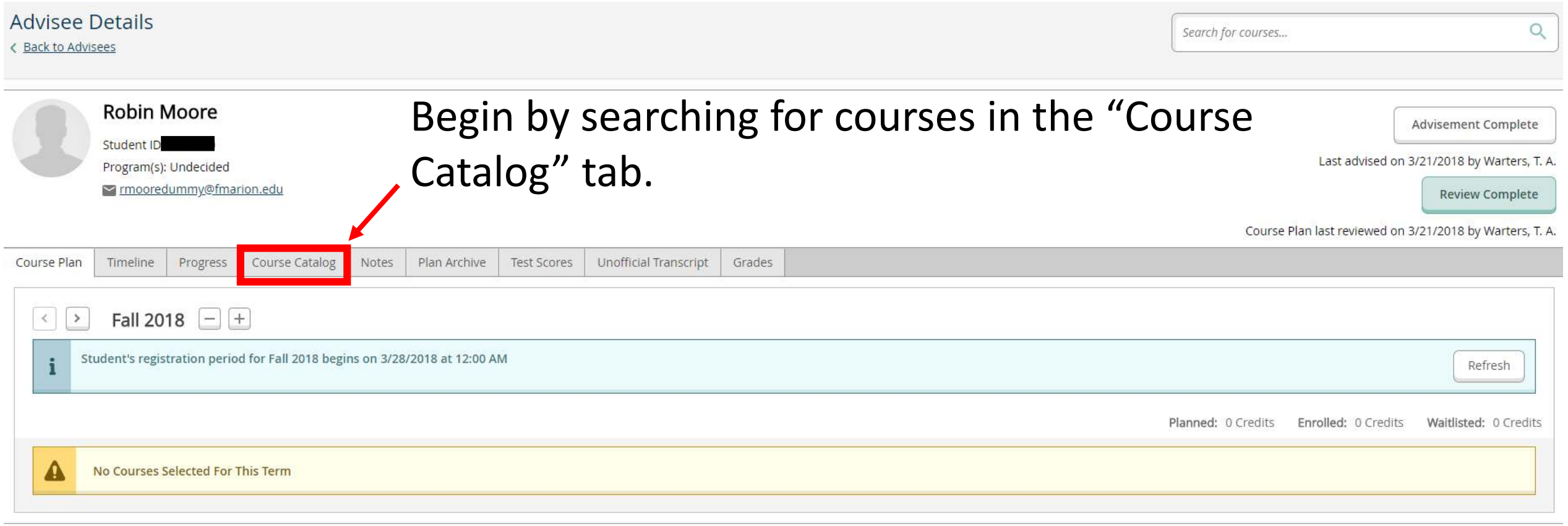
List | Calendar

Approve | Deny | Protect | Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
		BIOL-103-1: Environmental Biology	4	Malakauskas, D Pike, L	MWF 11:30 AM - 12:20 PM 8/20/2018 - 12/11/2018 Lecture T 12:45 PM - 3:35 PM 8/20/2018 - 12/11/2018 Lab	MCNAIR SCIENCE BUILDING, 11 LEATHERMAN SCIENCE FACILITY, L201
		FNCH-101-2: Elem French I	3	TBD	MWF 1:30 PM - 2:20 PM 8/20/2018 - 12/11/2018	FOUNDERS HALL, 216B Lecture
		MUSI-101-3: Intro to Music	3	Hunter, R	TTh 9:55 AM - 11:10 AM 8/20/2018 - 12/11/2018	FINE ARTS CENTER, 122 Lecture

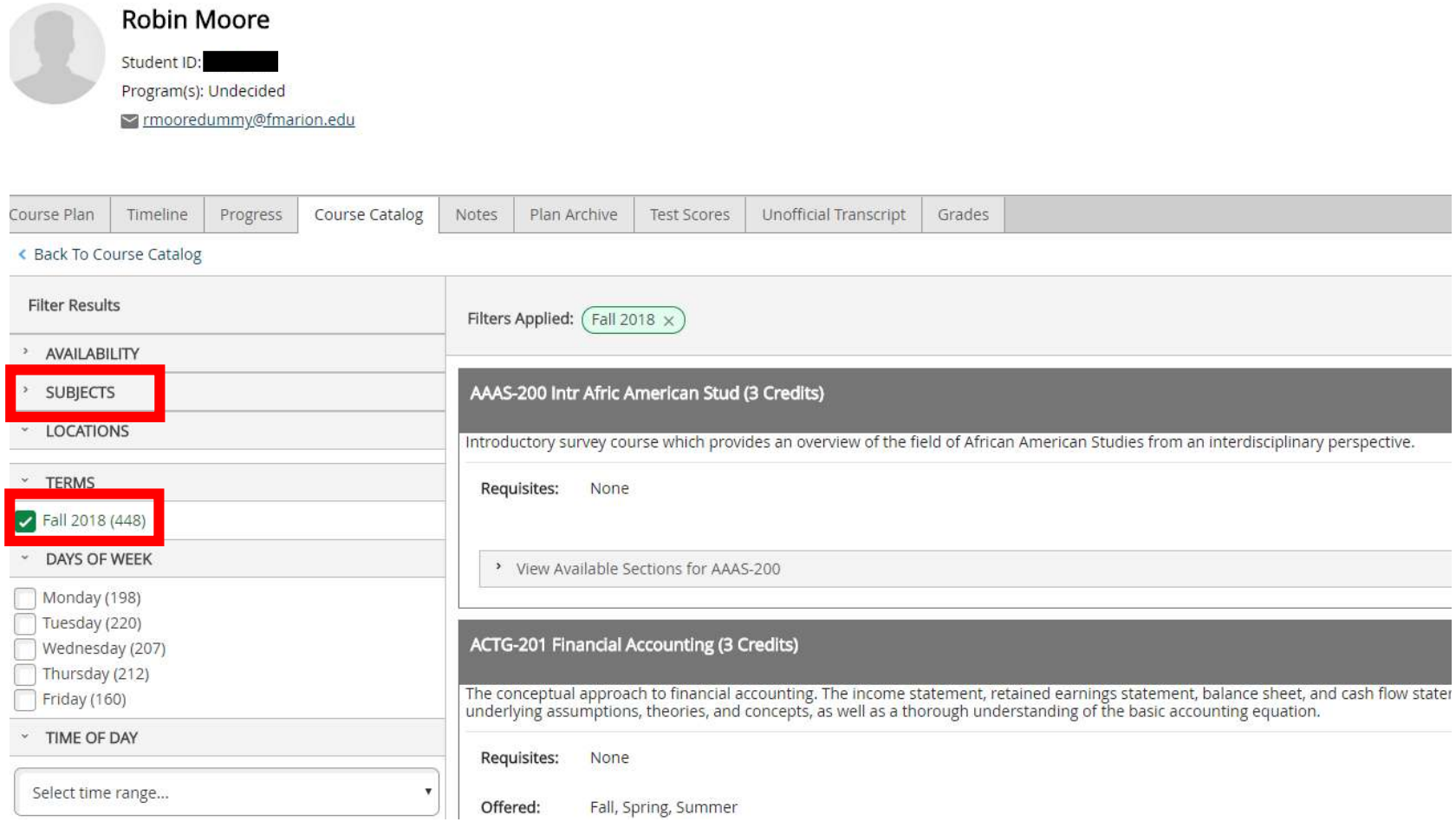
There are two options available to faculty members when registering students…

OPTION 1: If a student has not submitted a plan, the faculty member can register the student.

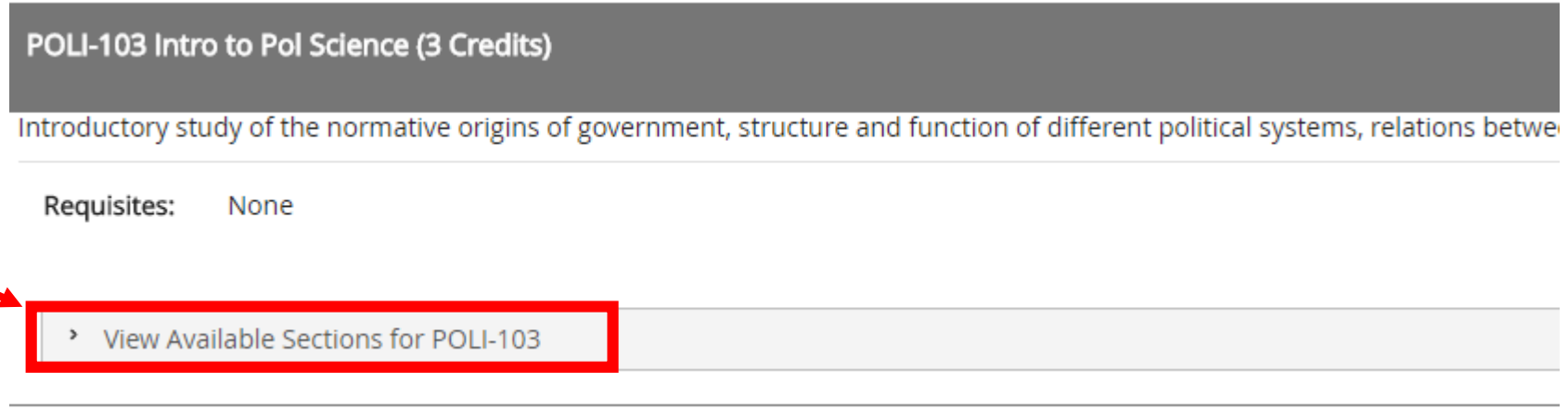


First click on your subject.

To narrow your search click on the appropriate term.



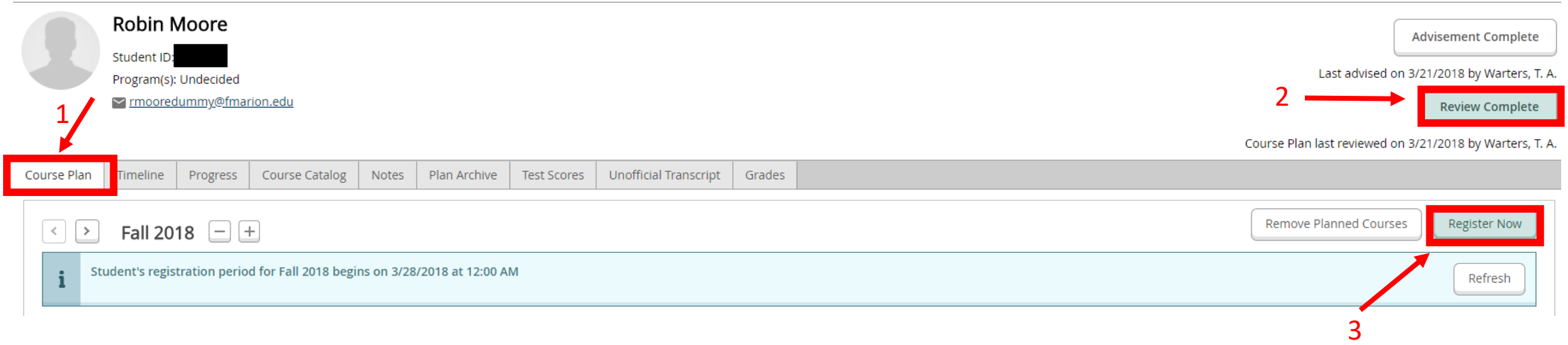
Click on available sections.



To add a section, click on "Add Section to Schedule."

Follow the same procedure to add additional courses as necessary.

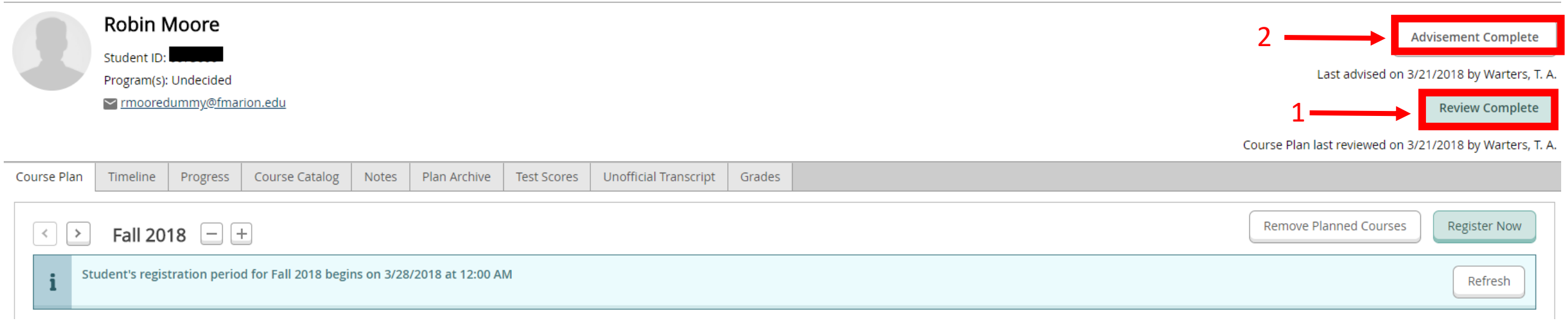
To finalize the schedule, first go back to the course plan. Next, click “Review Complete” to create a time-stamped archival record of the classes you have approved. Finally, click “Register Now.”



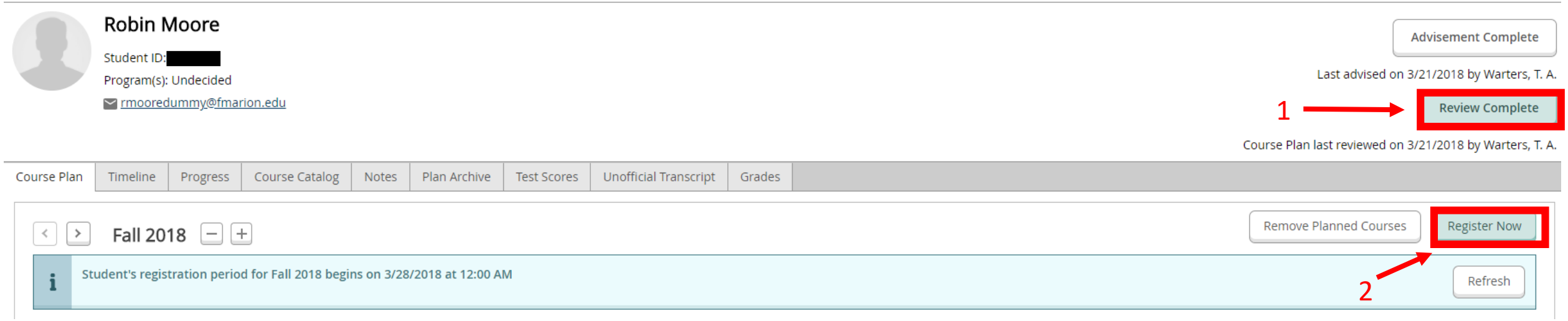
Congratulations, your student is now registered!

OPTION 2:

If a student has submitted a plan, the faculty member can (a) review the proposed schedule and then release the student to register themselves. Remember to always archive by clicking “Review Complete” before clicking “Advisement Complete.”



(b) review the proposed schedule and then register the student for the courses as demonstrated below.



CONGRATULATIONS!

Your student is now registered for classes.

Remember to logout once you are done with your session.