WebAdvisor Overview and Login-Students

IMPORTANT

1. By law, student information must be kept confidential. Go to
   http://wwwfac.worcester.edu/it/policies/pdf/ferpa1.pdf to review WSC policies regarding FERPA
   guidelines.

2. Users will be logged out of WebAdvisor after 30 minutes of inactivity. Have all materials ready prior
   to logging into the system.

Troubleshooting

If you have difficulty accessing WebAdvisor:

1. Check the clock settings on your PC. The time, date, time zone, and AM/PM settings must be
   accurate or you will be unable to log into the system.

2. Your PC must be set to accept cookies.

3. WebAdvisor is case sensitive. Make certain to use lowercase letters when entering your
   username and password.

Common Errors and Resolutions:

4. For a message stating to see the department secretary, the student is not eligible to use
   WebAdvisor for registration, add or drop, you need to see the secretary of the department of your
   major. Alternately, the Registrar's Office may be able to assist you.

5. For a message stating that the student is on hiatus or academic probation, contact the Registrar's
   Office. Only the Registrar's Office can clear this hold on your account.

6. For a message stating that the student owes money, contact the Bursar's Office. Only the
   Bursar's Office can clear this hold on your account.

7. For any other non-technical errors, contact the Registrar's Office. Inform the Registrar of the
   exact error message. Should the Registrar's Office be unable to clear the issue, they will direct
   you who to contact for further assistance.

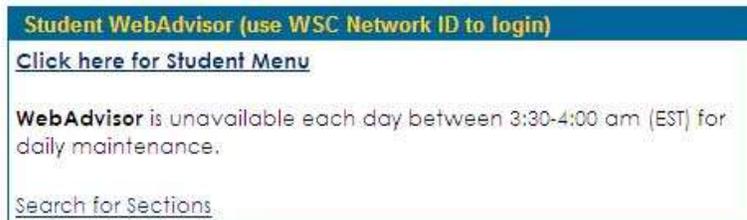# WebAdvisor Overview and Login-Students

Overview and Login

WebAdvisor gives students the ability to register for classes online, obtain academic information, (class schedules, grades, transcripts, grade point average by term), and information regarding their WSC financial profile.

- To Search for Classes without logging into the system, click the Search for Classes link on the Student Menu screen.

- To access Grades, a Class Schedule, and additional WSC information, choose WebAdvisor Login from the Menu Bar and enter your Worcester State College Username and Password.

  The Student Schedule contains a new column containing each course professor's name.

1. Open the **Internet Explorer** or Firefox browser and enter **https://community.worcester.edu** in the URL Address area.

2. Under **Login Here**, enter your **WSC Username** and **Password** and click the **<Login>** button.

3. When the security alert displays, click **Yes** or press <Enter>.

4. Scroll to the bottom right-hand side of the **Student Central** screen (tab) to locate the **WebAdvisor** module.

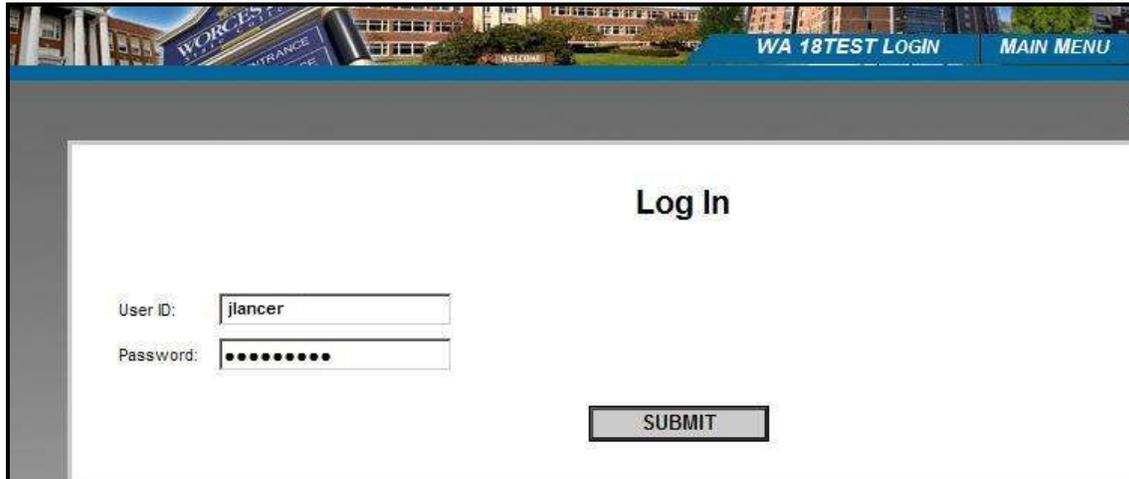5. Click the **Click here for Student Menu** link (See above).

   The WebAdvisor Welcome screen displays.
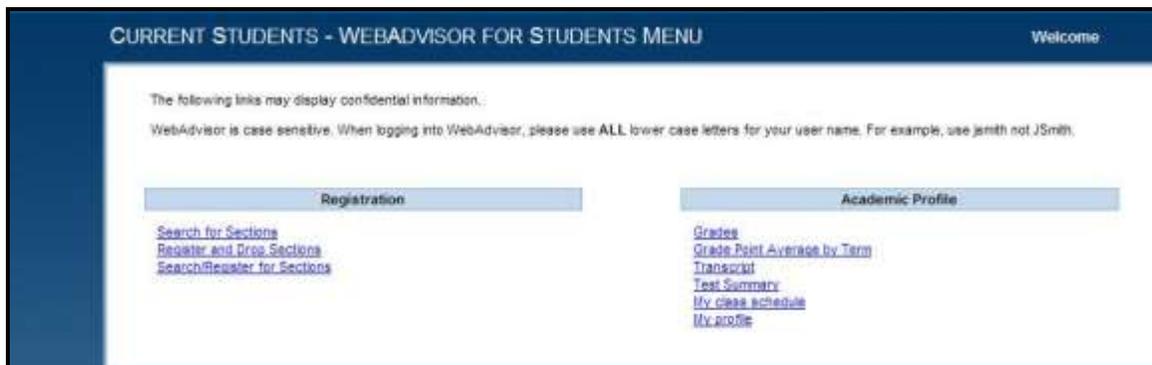
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Overview and Login

6. 'Click the **WA LOGIN** tab and enter your **WSC username and password** in the User ID and Password Fields and click **Submit**.

The WebAdvisor for Students Menu displays.