

VITERBO UNIVERSITY REGISTRAR'S OFFICE –  
**PROCEDURE MANUAL FOR VITNET SYSTEM**

**FACULTY/ADVISER ACCESS TO VITNET (WEBADVISOR)  
 FACULTY FEATURES**

**Class Roster**

The preferred lookup is by Term. Select a term and submit.

You will be shown the course(s) you are teaching for that term. Select a course and submit.

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	BIOL-160-001 General Biology I	2006FA	RCE	127	10:00AM - 10:50AM	M/W
<input type="checkbox"/>	BIOL-317-001 Plant Biology	2006FA	RCE	201	09:00AM - 09:50AM	M/W
<input checked="" type="checkbox"/>	BIOL-402-001 Biology Curriculum Project	2006FA	RCE	227	03:10PM - 04:00PM	W
<input type="checkbox"/>	BIOL-488-002 IS Biochemical Techniques	2006FA	ARRG	ARRG		

The roster will be generated. For further demographic information, the box under **STUDENT PROFILE** can be checked and submitted.

Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
Burnham, Mandy E.	██████	██████	██████████████████	██████	██████	New	4.00	██████	<input type="checkbox"/>
Buswell, Elizabeth A.	██████	██████	██████████████████	██████	██████	New	4.00	██████	<input type="checkbox"/>
Hougristing, Jocelyn M.	██████	██████	██████████████████	██████	██████	New	4.00	██████	<input type="checkbox"/>
Porterfield, Tim A.	██████	██████	██████████████████	██████	██████	New	4.00	██████	<input type="checkbox"/>
Sorenson, Dana J.	██████	██████	██████████████████	██████	██████	New	4.00	██████	<input type="checkbox"/>

## My Class Schedule

Using the term select as in the above features, a list of your current class will be generated. Further links provide more information about the courses.

## Student Profile

This provides the same student profile that can be generated from the class rosters. You will be asked for a student's ID number or Social Security Number. You only have access to profiles of students who are your advisees and those that are in your classes.

## FERPA Release Information

If students have filed a FERPA release authorization, it will be listed on the Student Profile screen (accessible to both advisors and faculty.) You may speak with a parent(s) if the student has authorized the release of information. Faculty and advisors must confirm that they are speaking with a parent listed by confirming the parent address and the student's DOB.

The screenshot shows the VitNet Student Profile interface. The page title is "Student Profile". The interface includes the following sections:

- Student ID:** A text input field.
- Photo:** A small image placeholder.
- Preferred Name:** A text input field.
- Address:** A text input field.
- Email Address:** A table with columns "Email Address" and "Type". The "University Email" type is selected.
- Phone Number:** A table with columns "Phone Number", "Extension", and "Type". The "CellPhone" type is selected.
- Academic Program:** A table with columns "Academic Program", "Academic Level", "Degree", "Anticipated Completion Date", "Academic Standing", "Major", "Minor", "CCD", and "Specialization". The row shows "Dentistry", "UG", "BS/MS", and "GUIS".
- Advisor:** A table with columns "Advisor", "Advisor Type", "Phone Number", "Extension", "Email Address", and "Office Hours". The row shows "Mr. Amy S. Oleson", "Advisor", "608.796.3182", and "amsoles@uwlax.edu".
- Comsator:** A table with columns "Comsator", "Comsator Type", "Phone Number", "Extension", and "Email Address". The row shows "None Specified".
- FERPA Release Information:** A table with columns "FERPA Release Information" and "Expiration Date". The row shows "Release to: [Redacted]", "Pick and Choose", and "08/30/2011".

At the bottom of the form, there is a note: "FERPA - Student Birthdate Confirmation Required for Release" and an "OK" button.

## Notes about the Web Adviser:

1. Credit history has converted from the old POISE system to the Datatel system and for most students has been verified. If you are not able to access student information, it is because the student's cumulative data has not yet been verified.
2. The back and forward arrows will work to move about the screens.
3. You must use the "Logout" button to logout from the system. Do not just close the screen using the X button.