

WebAdvisor Information

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Faculty and Student Access

Access to WebAdvisor

- Access WebAdvisor from the MyDSU portal at <https://mydsu.dsu.edu> using your BORIS username and password.

What's My BORIS Username and Reset My Password

Your BORIS username and password are used for WebAdvisor, D2L, Starfish, ImageNow and the MyDSU portal.

- Access this link <https://boris.sdbor.edu/idm/retrieve-email.cfm> to retrieve your BORIS username and to reset your password. Complete the form to display your BORIS username.

From the drop-down menu, choose the email address you want the system to use for your temporary password and click the **Send Me a Temporary Password** button. Use your temporary password to access the system to reset your password. Your new password must meet the following criteria:

- 6 to 9 characters in length
 - contains at least 2 numbers
 - no special characters
- Email
If you do not have an email address recorded in the student system, email csw@dsu.edu to request that one be added for you.

[Login Help](#) website provides users of the DSU Computing Environment (including WebAdvisor, D2L, and webmail) with the needed usernames and passwords along with additional information about the various applications.

Logging In; Logging Out

- Access WebAdvisor from within the MyDSU portal. Because you are already logged into the portal, you will not need to log into WebAdvisor.
- Another options is to access WebAdvisor from the DSU homepage. Select Log In from either the Main Menu or from the Prospective Students, Students or Faculty Menus. Until you log in using your WebAdvisor username and password, you will only have guest

privileges. A welcome message with your name will display on the form when logged into your username.

- If you have forgotten or do not know your username or password, click on the "**What's My Username and Reset My Password**" link on the Main Menu.
- Remember to select Log Out from the menu after accessing your confidential student information.

Change of Contact Information

- Click on the DSU Name and Address Change link on the Student and Faculty pages and complete the name and address change form. This form will generate an email to enrollment services, alumni/foundation, career services and the Business Office for payroll and loan collection.

Search for Class Sections

- To Avoid timeouts, please keep searches as specific as possible.
 - To do multiple searches, select the Menu at the top of the screen and begin again as detailed below.
 - A username and password are not needed to use the Search for Sections option in WebAdvisor.
 - Select the Prospective Students, Student or Faculty button from the Main Menu. Select Search for Sections.
- Three fields must be filled in for a valid search.
 - 1) The Term or Start Date is required.
 - 2) Either the university or location field must be entered.
Use the university and location fields separately or in combination to select course sections for a specific university.

Use the university drop-down to select a university (BHSU, DSU, NSU, SDSMT, SDSU, or USD) to retrieve the sections for a specific university.

In the Location drop down menu, a section location or geographic area (ex. SFUC, Pierre) may be selected to limit the sections.

- 3) The third field should be section level (UG or GR), SUBJ or SUBJ and Course Number or anything not already selected.

Once the selection criteria have been entered, click Submit to see a listing of classes based upon your search parameters.

- When course sections are displayed, note that the course section numbers have a university identifier as the first character, for example, CSC-105-D02. This is to help you

to identify the university that is responsible for the section. In addition, the university/location field on the section display also

Meeting Information

- In your search results, additional section-related information is displayed in the meeting information column.
- **Example:** DSC 109 L MWF 02:00PM 04:50PM Last day to drop 11/11 Last day to "W" 12/3
- **Building:** DSC (DSU Science Center)
Room Number: 109
Instructional Method: L (Lab) (See list below)
Meeting Days: MWF TBA is To Be Announced
Start Time: 02:00PM
End Time: 04:50PM
- **Buildings Designations:** Buildings will contain a university identifier as the first character.
 - DBH Beadle Hall
 - DCC Community Center
 - DEH East Hall
 - DFH Field House
 - DLIB Karl Mundt Library
 - DTCB Technology Building
 - DSC Science Center
 - DKC CB Kennedy Center
 - COFC Off Campus Building used for all off campus locations.
 - SFCE Sioux Falls Center Building used for University Center.

Instructional Methods:

- A = Studio Course/Small Group Instruction
- B = Competency-Based/Self-Paced Study
- C = Clinical Laboratory
- E = Seminar
- G = Clinical Experience
- H = Ensemble
- I = Independent Study
- J = Design/Research
- L = Laboratory
- M = Private Instruction
- P = Physical Education Activity
- R = Lecture
- S = Internship/Practicum
- W = Workshop
- X = Special Topics

Comments: Section-specific comments.

Student Access

Buy your books at the DSU Bookstore

- **DSU campus and distance students:** Click on the **Buy your books at the DSU Bookstore** located on the registration sections in WebAdvisor. Select Order My Books Now and enter your Student ID and your birth date or the last 4 digits of your social security number, and a term. Your course sections will display with the appropriate textbook(s) needed. Choose additional supplies, as indicated. Add to cart and continue to checkout. Books will be available for pick up at the DSU Bookstore when you arrive on campus or can be shipped to you.
- **University Center students:** Use the [UC Bookstore link](#), choose Online Bookstore, Buy Textbooks, select term, department, course, and section. Add to cart and continue to checkout. Books can be picked up at the University Center Bookstore or can be shipped to you.

Attendance Confirmation

- Students must confirm that they will be attending a South Dakota Board of Regents university each semester in which they are enrolled. Use this option to specify your payment information and refund preferences, verify your address on record, and confirm your attendance registration.

Financial Information

- **View My 1098-T Information:** Use this option to request to access your 1098-T electronically and to opt out of paper delivery of the tax document. By signing up for an electronic version of the tax document, NO paper form will be mailed to you. When your tax document is ready, and email will be sent containing a link to the ECSI website where you may view your document.
- **SDePay/View Account:** Use SDePay to make payments. You can make electronic payments, change your payment profile and set up authorized payers through the SDePay website. For questions refer to Financial/Make A Payment/Tuition and Fees in the MyDSU portal.
- **Direct Deposit Refunds:** Use this option to set-up direct deposit refund information. By completing this form, you give DSU authority to electronically deposit all student account refunds, including Federal Financial Aid in excess of your charges, into your checking or savings account through direct deposit. This authority will remain in effect for all semesters for which you

are enrolled in the SDBOR University System or until you notify the university of any changes.

Financial Aid

- **Financial aid status by year:**
Use the Financial Aid by Year Web form to display your current financial aid status by selecting the applicable financial aid award year from the options presented in the drop-down list box. Click Submit after selecting an award year. The next Web form then displays your financial aid information, including an up-to-date indication of the current status of each award, for the award year you selected.
- **Financial aid status by term:**
Use the Financial Aid by Term Web form to display your current financial aid status by selecting the applicable financial aid award period from the options presented in the drop-down list box. Click Submit after selecting a term. The next Web form is then displayed and contains financial aid information, including an up-to-date indication of each award's current status, for the term you selected.
- **Financial Aid Authorization:**
Use this form to grant or deny authorization to use your Federal Student Aid funds to pay for other charges assessed to your student account, such as parking fines, late charges, etc.

Communication

- **My Documents:**
Use the My Documents page to display a list of the documents your institution expects to receive from you, has received, or has waived. For example, you might look at this page to see if your application has been received.
- The following types of Documents are listed:
 - **Missing and incomplete documents:**
These are documents that your institution expects to receive from you, but has not yet received, or documents that your institution has received, but that lack required information. If a document is missing or incomplete, the Status column will either be blank or will display text selected by your institution.
 - **Waived documents:**
These are documents that your institution normally requires, but has decided that you do not need to provide.
 - **Received documents:**
These are documents that the institution has received.
- The Status Date column indicates the date on which the document status was recorded. The Due Date column indicates the date by which your institution expects to receive the document. If the Due Date is not available, this column will either be blank or will display text selected by your institution.

Registration

- **Search for Class Sections**
 - See information in Faculty and Student Section above.
- **My Registration Time**
 - The Registration Time Inquiry provides your registration day and time for a particular term.
- **Register for Class Sections**
 - You may register for course sections using the Register for Class Sections, Search and register for class sections, Express registration, Register for previously selected sections, Register and Drop Class sections, or manage my waitlist options.
- **Search and register for class sections:**

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.
- **Express registration:**

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*D01 or Synonym 42765).
- **Register for previously selected sections:**

Use this option if you already placed sections on your preferred list and would like to now register.
- **Drop Class Sections:**

Use this option if you would like to drop a class section. (Other choices also allow you to drop a section while registering for another.)
- **Manage my waitlist:**

Use this option to register for or remove sections that are currently in your waitlist. Choose from the following options:

 - RM - Remove (to remove yourself from the waitlist but not try to register in the section)
 - RG - Register (to attempt to register yourself in the section)
 - RP - Register Pass/No Pass (to attempt to register yourself in the section as pass/no pass)
 - AU - Audit (to attempt to register yourself in the section as audit)
- Follow the instructions for registering. Be sure to select the registration term) from the drop-down menu for each class section.
- **Remember:** Registration will directly affect your student record and you will be charged for any course registrations.
- For additional information regarding Express Registration, refer to Express Registration/Express Add Help. For more information on Search and Register refer to, Search and Register/Search and Add Help.

Register and Drop Class Sections

- After registering, use the Register and Drop Class Sections option to add or drop a class. Your Preferred Sections list is a 'shopping cart' – you must still register for the sections to

complete the process. Refer to the section comments displayed in the meeting information column for add/drop and withdraw dates.

- **Remember:** Registration will directly affect your student record and you will be charged for any course registrations. If you drop a class, it will be dropped from your student record and your seat will be released to other students.
- For additional information regarding Adding Classes, refer to Express Registration/Express Add Help or Search and Register/Search and Add help. For more information on Dropping Classes, refer to Dropping Classes help.

Special Permission

- For the course sections that require instructor permission prior to registration or for special permission into closed classes, contact the college Dean's office. WebAdvisor will not process these courses.

Manage My Waitlist

- Use the Manage My Waitlist form to register from a waitlist after you have been given permission by your institution and that permission has not yet expired. You can also drop yourself from a waitlist or from sections for which you are currently registered.
 - RM - Remove (to remove yourself from the waitlist but not try to register in the section)
 - RG - Register (to attempt to register yourself in the section)
 - RP - Register Pass/No Pass (to attempt to register yourself in the section as pass/no pass)
 - AU - Audit (to attempt to register yourself in the section as audit)

My Restrictions

- A restriction (also referred to as hold) on a student record will prevent registrations or change in registration until the reason for that hold has been resolved. Use My Restrictions to view the active restrictions currently on your record. Each restriction will indicate the services held and who to contact for resolution.

Academic Profile

Grades

- Use the Grades option to view mid-term or final grades for each course section as well as your term GPA and faculty advisor

Grade Point Average by Term

- Display the grade point average for a term by clicking in the appropriate check box in the Choose One column, and by selecting the applicable academic level. For DSU Undergraduate, choose the DUG academic level and for DSU Graduate, choose DGR.

Unofficial Transcript/Course History

- The Unofficial Transcript/Course History option displays all of your completed courses, Cumulative GPA, Total Grade Points, and Total Earned Credits for the Transcript Type selected. For DSU Undergraduate, choose the DUG transcript type and for DSU Graduate, choose DGR. The course listing should not be used as an official transcript.

Program Evaluation

- Program evaluation will show the requirements in your program, courses completed, classes in progress (IP) and classes for which you have pre-registered (PR). Refer to complete instruction on Using Program Evaluation on the Registrar Link on the DSU homepage.

Test Summary

- The Test Summary screen will allow you to view your ACT, placement, proficiency, and exit exam scores.

Transcript Request Status

- Use the Transcript Request Status web form to view a list of transcript requests you have submitted. If there is a date in the Date Produced column, then that transcript has been produced (meaning it has been printed or sent electronically, as appropriate).

Enrollment Verification Request

- Dakota State University has authorized the National Student Clearinghouse to provide enrollment verification.
- When you link to the National Student Clearinghouse site for Enrollment Verification services you can:
 - Print a Clearinghouse Proof of Enrollment, which can then be mailed to a health insurer, housing provider, or other organization needing a proof of enrollment. This site does not provide the information needed for a good student discount or any information other than proof of enrollment and enrollment status.
 - View the electronic notifications and deferment forms that have been sent to your lenders.
 - View a list of your student loan lenders, and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide.
 - View your enrollment information held on file by the Clearinghouse and find out when we are scheduled to send in our next enrollment update transmission.
 - View enrollment information that has been sent to your credit card providers, health insurers, student housing providers, and other organizations, either as requested by you or as requested by the service provider with your consent.

My Profile

- Use the My Profile option to display your address, phone numbers, e-mail address, program, and advisor information.

My Class Schedule

- After registration is complete, access and print your semester class schedule using the My Class Schedule option of WebAdvisor.

Faculty Access

Class Roster:

- Use the Faculty Class Roster to display a list of course sections and the students that are enrolled in those sections. You may also select the student profile option for a particular student from this workflow.

Student Profile:

- Use this option to display student address, phone numbers, e-mail address, program, and advisor information.

My Advisees Options:

- Use My Advisees to display information about advisees that are assigned to you for a particular term. From the list of advisees, select one of the following options from the drop-down menu.
 - TRANS - Course Listing:
Displays a list of completed courses for an advisee. This is not to be used as an official transcript. Use the transcript type of DUG for undergraduate advisees or DGR for graduate advisees to display the correct DSU credits.
 - SCHED - Schedule.
Displays the schedule for an advisee for the selected term.
 - EVAL - Program Evaluation:
Performs a program evaluation for the selected program.
 - TESU - Test Summary:
Lists the tests, such as ACT/SAT, proficiency etc. that the advisee has recorded in the student system.
 - EXPREG - Express Register:
Allows the advisor to register the advisee if necessary. See the registration sections under Student Access for more information.

- SRCHREG - Search and Register:
Allows the advisor to register the advisee if necessary. See the registration sections under Student Access for more information.
- DROP - Drop Section:
Allows the advisor to drop the advisee from a section.
- STPR - Student Profile:
Displays information about an advisee such as demographics, academic program, academic standing, Majors, minors etc.
- REST - View/End Restrictions:
 - Each restriction will indicate the services held and who to contact for resolution. Students may view these same restrictions through the student My Restrictions option although they do not have update access.
 - Display Only Restrictions: Displays student restrictions that are not modifiable through WebAdvisor.
 - Modifiable Restrictions: The restrictions that display here will primarily be the CADV advising hold. To end a restriction effective immediately, enter yesterday's date, as restrictions are still considered active on the day they are ended. This works just like PERC in on-line Colleague. You may also add any comments regarding this advising restriction in the comments field.

Grading:

- Use Grading to enter mid-term or final grades for a course section. Select Mid-term or Final from the drop-down box. For Mid-term grades, enter the grade in the mid-term column. For final grades, enter the final grade in the Grade column. If a grade of "I" is entered, also enter a Grade Expire Date.

Search for Class Sections:

- See information in Faculty and Student Section above.

Class Schedule:

- Use My Class Schedule to display a list of course sections assigned to you.

Faculty and Student Access continued.

Maintenance Schedule

- The WebAdvisor site will not be available during Colleague maintenance times as listed below.
 - Monday- Sunday: 3 am - 6am CT
 - Thursday: 6 pm - 10:30 pm CT

- Saturday: 8 am - noon CT

Help

- Detailed instructions on how to use each Web form are available via the Help button on each form.

Access Problems

- [Login Help](#) website provides users of the DSU Computing Environment (including WebAdvisor, D2L, and webmail) with the needed usernames and passwords along with additional information about the various applications.
- If technical problems occur with gaining access to WebAdvisor, please forward an email to csweb@dsu.edu.
- For questions regarding the course schedule, section enrollments or related issues, please send an email to enrolweb@dsu.edu or contact Enrollment Services.
- For questions regarding payment or tuition and fees charges, please send an email to enrolweb@dsu.edu or contact the Business Office.

Common Problems and Resolutions

Problem	Resolution
User name not found in registry.	Use the "What's my Username and Reset My Password" link in WebAdvisor found at bottom right of Main Menu or Select the Login Help link displayed after hovering over Sign In on the DSU homepage. From the menu, choose Reset my BORIS password.
Invalid Password	Use the "What's my Username and Reset My Password" link in WebAdvisor found at bottom right of Main Menu or Select the Login Help link displayed after hovering over Sign In on the DSU homepage. From the menu, choose Reset my BORIS password.
User account locked due to too many invalid login attempts	After 3 invalid login attempts, your account will be locked. Wait at least 10 minutes and try logging in again. If you are still unable to access WebAdvisor, send an email to csweb@dsu.edu . This will not send you an immediate response.
Timeout on every WebAdvisor Page	If you receive this message on any and every WebAdvisor page you try to access, it is most likely because the time and time zone on

your machine is out of sync with the server. You need to set the time AND time zone to match the current actual time and time zone. On the PC click on Start > Settings > Control Panel > Date/Time and make the appropriate changes.

Timeout
infrequently or on
different
WebAdvisor pages

If you are getting this message page infrequently or on different WebAdvisor pages, please re-try your request, particularly if it is during peak usage periods.

Invalid Security
Token. Please
Login Again.

Try logging in again. If you are still unable to access the system, send an email to csweb@dsu.edu.

Warning: Page has
Expired

The Login Screen displays inappropriately Access WebAdvisor again. Try again using the Menu selection at the top right of the screen when requesting a new search or selection.