

Guide to Academus On-Line Class Registration



Logging into Academus On-Line

First, go to <http://www.wju.edu/>

Then click on the Current Students tab below the main picture



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Search

Quick Links

WHEELING JESUIT UNIVERSITY

About WJU | Admissions | Academics | Campus Life | Athletics | Prof & Grad Studies


Life, Leadership, Service.

Current Students | Prospective Students | International Students | Alumni & Friends | Parents & Family | Mission & Identity

THE HEART OF A JESUIT EDUCATION

Wheeling Jesuit University is founded upon the Jesuit tradition of academic excellence and service to others. We educate the whole person - caring for the mind, body and spirit of each student. [Learn more.](#)

Next, click on “Academus On-Line” under “System Logins”



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CARDINAL ON-LINE

SYSTEM LOGINS

- Blackboard
- Cardinal Mail Login! (E-Mail)
- Cardinal Mail Portal!
-  [Academus On-Line](#)
- Turnitin Login
- Employee Webmail

CARDINAL LINKS

- HelpDesk
 - Blackboard Help
 - Turnitin Help





Photo courtesy of Pat Plunkett

Picture of the Week!

[Submit your photo!](#) [View Archives!](#)

Submitted by Pat Plunkett, Computer Science Faculty.
Picture taken in June 2007. Boundary Waters Canoe Area in northern Minnesota.

CARDINAL NEWS

 [It is finally here!](#)

Updated Summer Sessions 2009

On the Academus Online screen, click on the “Log In” tab at the top right

ACADEMUS_{ON-LINE}
at Wheeling Jesuit University

[LOG IN](#) | [MAIN MENU](#) | [CONTACT US](#)

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

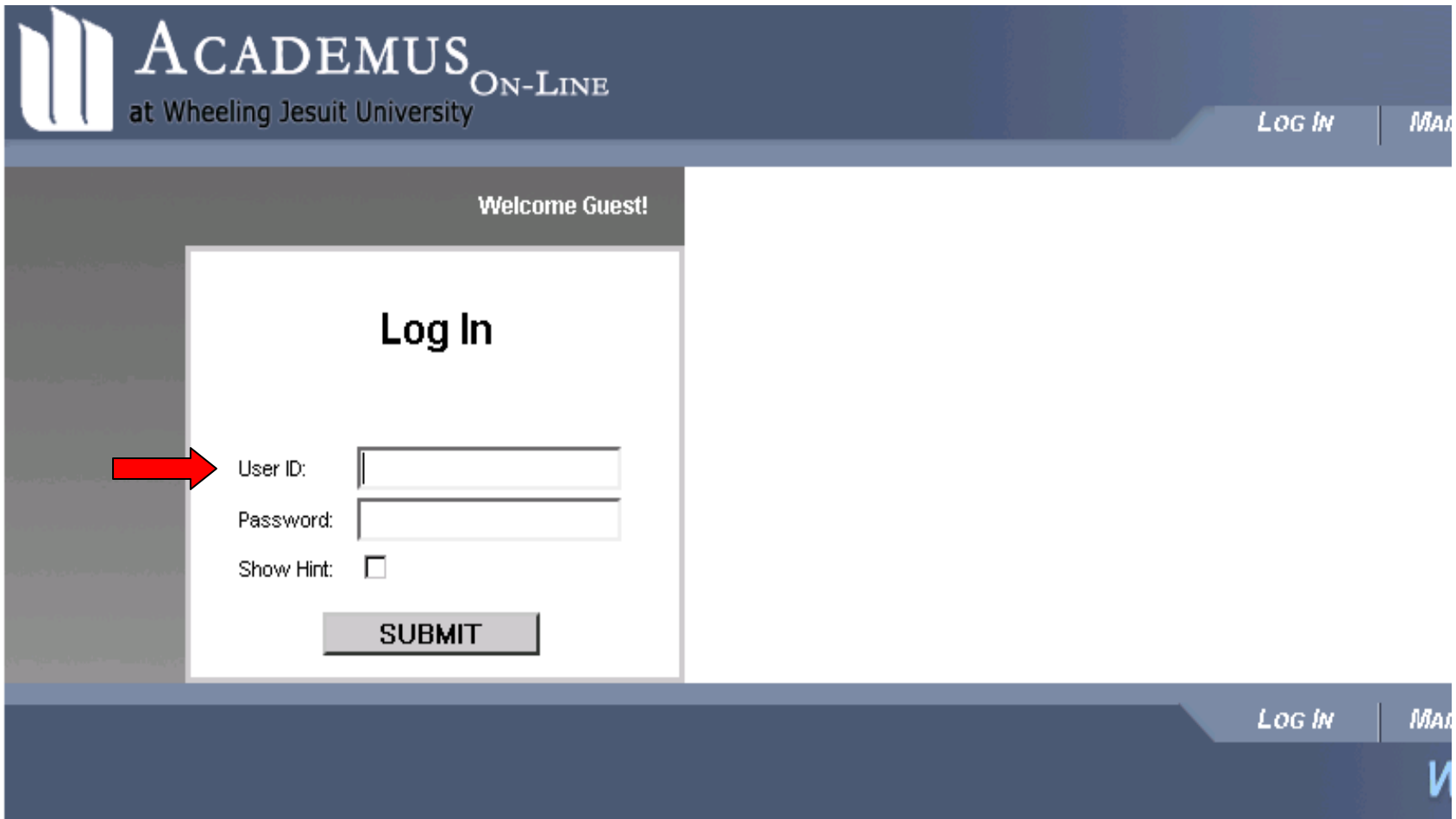
main menu

- Students
- Faculty
- Employees
- Parents

Enter your User ID (the first part of your email address before the “@”)

Enter your password (the last 4 digits of your social security number)

You will be prompted to change your password the first time you log in.



The image shows a web browser displaying the login page for 'ACADEMUS ON-LINE at Wheeling Jesuit University'. The page has a dark blue header with the university logo and name. Below the header, there is a 'Welcome Guest!' message. The main content area features a 'Log In' form with two input fields: 'User ID:' and 'Password:'. A red arrow points to the 'User ID' field. Below the password field is a 'Show Hint:' checkbox, which is currently unchecked. At the bottom of the form is a 'SUBMIT' button. The page also includes 'LOG IN' and 'MAN' links in the top right corner.

ACADEMUS_{ON-LINE}
at Wheeling Jesuit University

LOG IN | MAN

Welcome Guest!

Log In

User ID:

Password:

Show Hint: ☐

SUBMIT

LOG IN | MAN

Click on the “Students” tab

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

Welcome Sarah!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

main menu

Students

[Account Information](#) | [I'm New to Academus On-Line](#) | [What's My Password?](#)

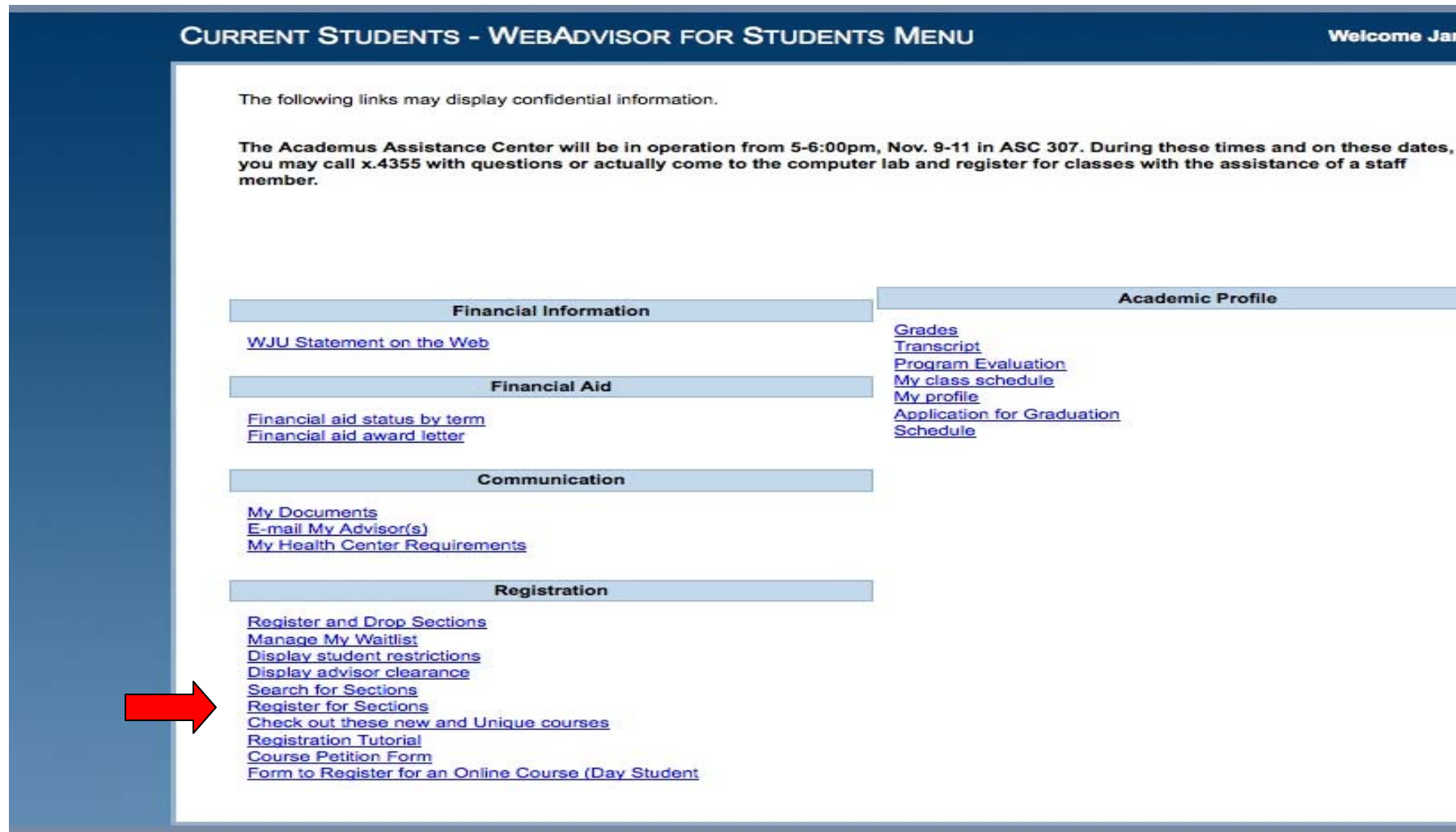
[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)

WebAdvisor_{3.1}
POWERED BY DATATEL

This is your main student menu in Academus.

In this guide you will find steps to some of the functions of Academus.

Click on “Register for Sections”



CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Jar

The following links may display confidential information.

The Academus Assistance Center will be in operation from 5-6:00pm, Nov. 9-11 in ASC 307. During these times and on these dates, you may call x.4355 with questions or actually come to the computer lab and register for classes with the assistance of a staff member.

Financial Information	Academic Profile
WJU Statement on the Web	Grades
	Transcript
	Program Evaluation
	My class schedule
	My profile
	Application for Graduation Schedule
Financial Aid	
Financial aid status by term	
Financial aid award letter	
Communication	
My Documents	
E-mail My Advisor(s)	
My Health Center Requirements	
Registration	
Register and Drop Sections	
Manage My Waitlist	
Display student restrictions	
Display advisor clearance	
Search for Sections	
Register for Sections	
Check out these new and Unique courses	
Registration Tutorial	
Course Petition Form	
Form to Register for an Online Course (Day Student)	

Alcohol and Drug Policy

Click on the “I Agree” statement at the bottom

Underage purchase of alcohol or misrepresentation of age is subject to a fine up to \$500 and three days in jail or probation.

Purchase of alcohol for those underage is subject to a fine up to \$500 and up to 10 days in jail. Public intoxication is subject to a fine up to \$100 and up to 60 days in jail or completion of an alcohol education program or counseling. Driving under the influence of alcohol, or other drugs (includes DUI), depending on circumstances, is subject to incarceration 24 hours to 10 years, a fine of \$100 to \$5,000, and license suspension six months to life.

Controlled Substances

Under state law, conviction for possession of a controlled substance is subject to incarceration for up to six months and a fine up to \$1,000. Sentences can be double for second or subsequent offenses. Manufacture, possession, or delivery with the intent to manufacture or deliver a controlled substance is subject to, depending on the substance classification, up to 15 years imprisonment and/or a \$25,000 fine upon conviction. Sentences can be doubled for subsequent offenses and mandatory prison terms result for convictions involving distribution of controlled substances to minors or within 1,000 feet of the University or other school. Federal sanctions for illegal possession of a controlled substance vary with the conviction, substance possessed, and the quantity of the substance. First conviction is subject to up to one-year imprisonment and a fine of at least \$1,000 but no more than \$100,000 or both. After one prior drug conviction, the penalty is at least 15 days in prison, not to exceed two years and a fine of at least \$2,500 but no more than \$250,000 or both. After two or more prior drug convictions, the penalty is at least ninety days in prison, not to exceed three years, and fined at least \$5,000 but not more than \$250,000 or both. Those convicted of illegal possession of a controlled substance are also subject to denial of federal benefits, such as work-study, student loans, grants, contracts, and to loss of professional licenses and disqualification for a commercial driver's license, for up to one year for the first offense, for life for the second offense. (revised July 2006)

Resources For Alcohol & Other Drug Education, Counseling, And Rehabilitation Services

Alcohol and Other Drug Education Program:

209 Swint Hall
(304) 243-2451

WJU Health Services:

McDonough Center – Second Floor
(304) 243-2275

Hillcrest Outpatient Services:

Suite 501 Valley Professional Center South
2101 Jacob Street
Wheeling, WV 26003
(304) 234-8517

Cross Roads Counseling Services:

255 West Main Street
St. Clairsville, OH 43950
(740) 695-9447

Alcoholics Anonymous:

(304) 234-7511 or 800-333-5051
<http://www.alcoholics-anonymous.org/>

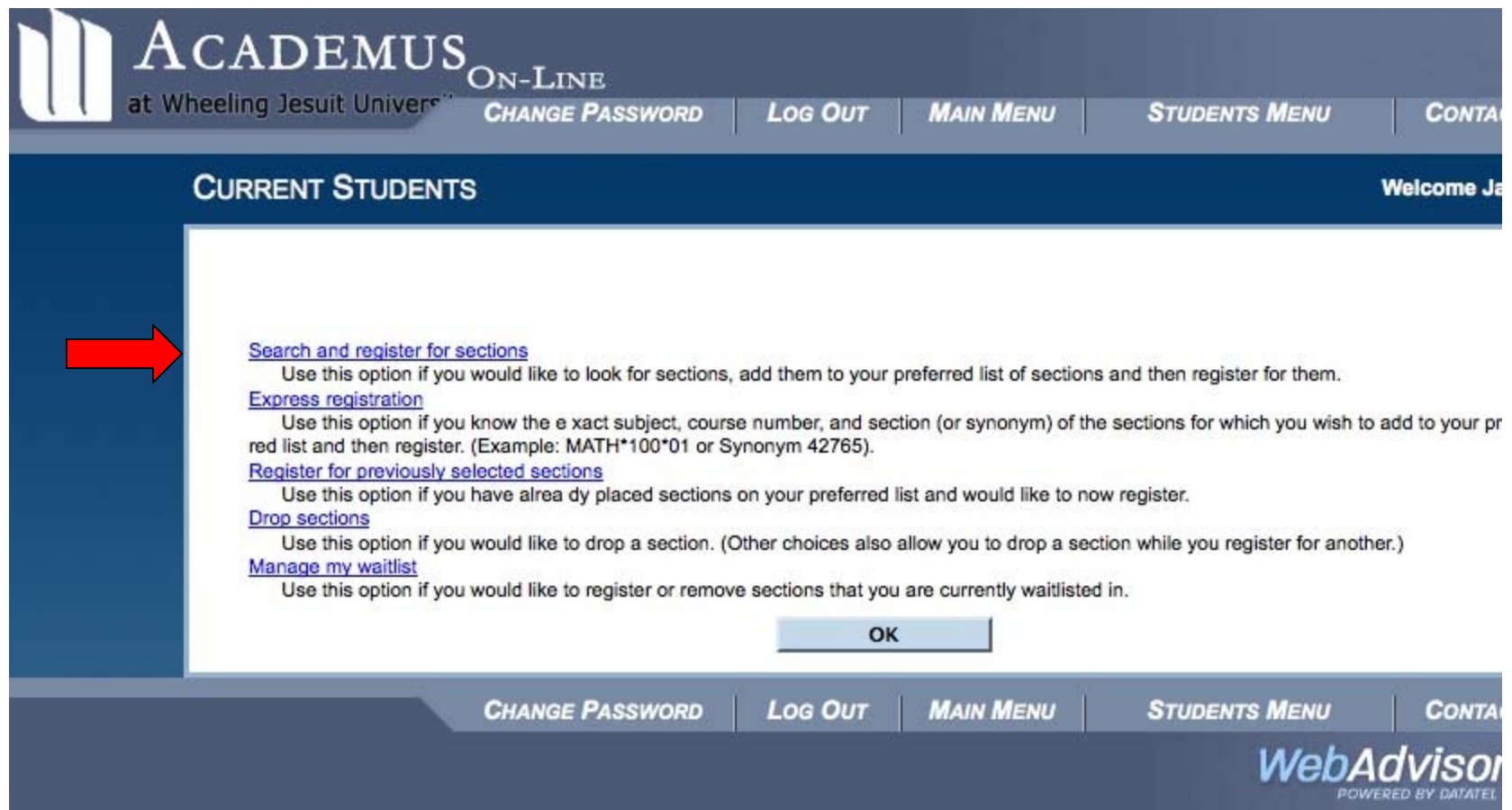
Appendix for Controlled Substance Use and Effect Chart

[View Controlled Substance Use and Effect Chart](#)



Registration Choices


Click on “Search and Register for Sections”



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CURRENT STUDENTS Welcome Ja

 [Search and register for 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*01 or Synonym 42765).

[Register for previously selected sections](#)
Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)
Use this option if you would like to register or remove sections that you are currently waitlisted in.

[OK](#)

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WebAdvisor
POWERED BY DATATEL

Search for Sections

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CURRENT STUDENTS Welcome James!

Search/Register for Sections

Term:

Starting On/After Date: Ending By Date:

Subject	Course Level	Course Number	Section
<input type="text" value="History"/>	<input type="text" value="First Year"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After: Sections Ending Before:

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sunday ☐

Course Title Keyword(s):

Location: Academic Level:

Instructor's Last Name:

Choose desired term

Choose desired subject

Be as specific as you like

Section Results

Check Times, Credits, and Capacity

Check box if you would like to add that course to your list

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Co-requisite classes that do not meet your selection criteria may be displayed.

CURRENT STUDENTS Welcome James!

Section Selection Results

Narrow my search ☐

Re-sort my results


Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	2010 Spring Semester	Open	HIS-120-01 (15886) Historical Methods	Main Campus	01/20/2010-05/10/2010 Lect Monday, Wednesday, Friday 11:00AM - 11:50AM, Ignatius Hall, Room 107	J. Rutherford, L. Liedel	2 / 25 / 0	3.00	
<input type="checkbox"/>	2010 Spring Semester	Open	HIS-120-02 (15887) Historical Methods	Main Campus	01/20/2010-05/10/2010 Lect Monday, Wednesday, Friday 12:00PM - 12:50PM, Acker Science Ctr., Room G02	D. Weimer, L. Liedel	1 / 25 / 0	3.00	
<input checked="" type="checkbox"/>	2010 Spring Semester	Open	HIS-120-03 (15888) Historical Methods	Main Campus	01/19/2010-05/11/2010 Lect Monday, Wednesday, Friday 10:00AM - 10:50AM, Ignatius Hall, Room 107	J. Rutherford, L. Liedel	4 / 25 / 0	3.00	
<input type="checkbox"/>	2010 Spring Semester	Closed	HIS-120-04 (15889) Historical Methods	Main Campus	01/19/2010-05/11/2010 Lect Tuesday, Thursday 12:10PM - 01:25PM, Acker Science Ctr., Room G04	L. Liedel	-3 / 25 / 0	3.00	
<input type="checkbox"/>	2010 Spring Semester	Open	HIS-120-05 (15890) Historical Methods	Main Campus	01/20/2010-05/10/2010 Lect Monday, Wednesday, Friday 01:00PM - 01:50PM, Acker Science Ctr., Room G02	D. Weimer, L. Liedel	1 / 25 / 0	3.00	
<input type="checkbox"/>	2010 Spring Semester	Open	HIS-120-06 (15891) Historical Methods	Main Campus	01/19/2010-05/11/2010 Lect Tuesday, Thursday 01:35PM - 02:50PM, Donahue Hall, Room 129	J. Skeen, L. Liedel	1 / 25 / 0	3.00	
<input type="checkbox"/>	2010 Spring Semester	Open	HIS-120-07 (15892) Historical Methods	Main Campus	01/19/2010-05/11/2010 Lect Tuesday, Thursday 12:10PM - 01:25PM, Donahue Hall, Room 129	J. Laker, L. Liedel	3 / 25 / 0	3.00	

SUBMIT

Register and Drop Sections

➡ Place choice for each course in drop down

➡ This action will apply to all if used

 **ACADEMUS**
at Wheeling Jesuit University

ON-LINE

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IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS

Welcome James!

Register and Drop Sections

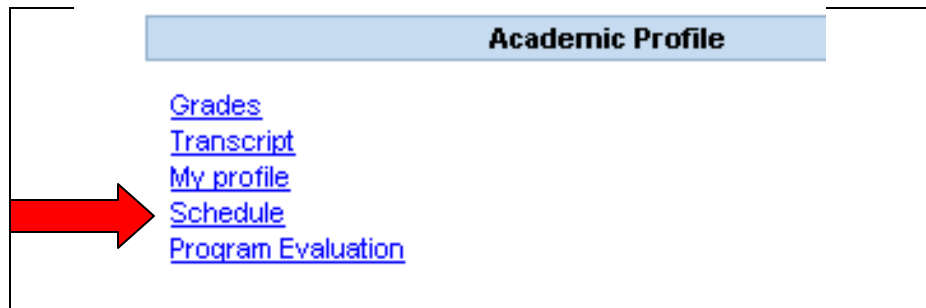
➡ Action for ALL Pref. Sections (or choose below)

Preferred Sections

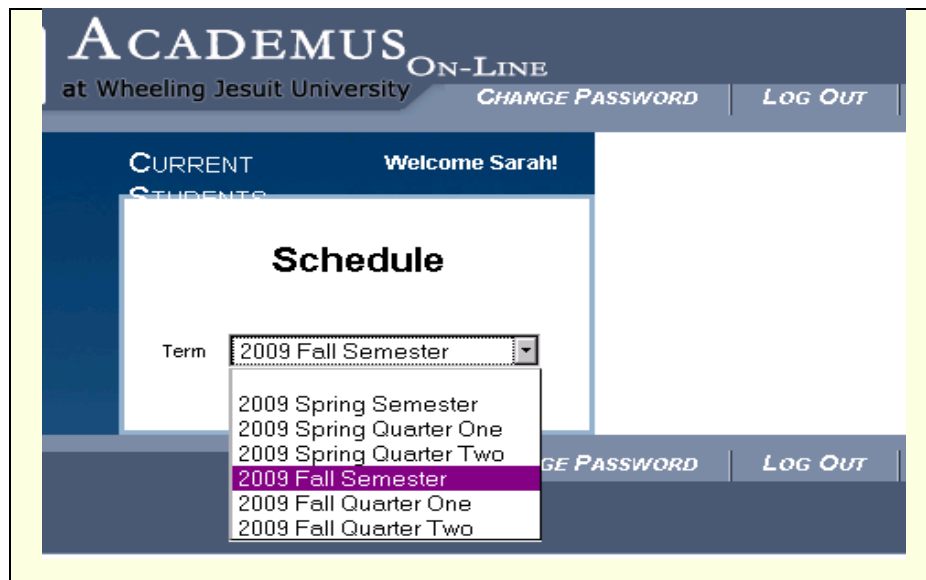
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
➡ Register	2010 Spring Semester	HIS-120-03 (15888) Historical Methods	Main Campus	01/19/2010-05/11/2010 Lect Monday, Wednesday, Friday 10:00AM - 10:50AM, Ignatius Hall, Room 107	J. Rutherford, L. Liedel	4 / 25 / 0	3.00	

Access Your Schedule

To access your schedule, click on the “schedule” link under “Academic Profile” on the main student menu



Then choose your term to view your schedule



Schedule

Term

2009 Fall Semester

Total Registered Credits 12.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
BIL-999-01 (16440) Billing Crse.	New	08/31/2009-12/19/2009 Lect Days to be Announced, Times to be Announced, Room to be Announced	3.00			08/31/09
SSC-488-03 (16149) Senior Seminar & Thesis	New	09/01/2009-12/15/2009 Lect Tuesday 03:00PM - 06:00PM, Room to be Announced	3.00			08/31/09
PSY-425-01 (16137) Topics in Gender	New	08/31/2009-12/18/2009 Lect Monday, Wednesday, Friday 10:00AM - 10:50AM, Acker Science Ctr., Room G04	3.00			08/31/09
POS-361-01 (16151) POLITICAL ISSUES	New	09/01/2009-12/17/2009 Lect Tuesday, Thursday 09:25AM - 10:40AM, Donahue Hall, Room 338	3.00			08/31/09
You are on the following waitlist(s):						
GSC-135-01 (15505) Science of Health	Active	09/01/2009-12/17/2009 Lect Tuesday, Thursday 01:35PM - 02:50PM, Acker Science Ctr., Room 213				08/31/09
POS-228-01 (16147) LAT.AM.IN 20TH CENT	Active	08/31/2009-12/18/2009 Lect Monday, Wednesday, Friday 11:00AM - 11:50AM, Ignatius Hall, Room 108				08/31/09

Buy Books Online From Follett

OK

CHANGE PASSWORD

LOG OUT

MAIN MENU

STUDENTS MENU

HELP

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WHEELING JESUIT UNIVERSITY

Points to Remember

- You will need a course petition form to:
 - Register for a class that is CLOSED
 - Lack the Pre-Requisite
 - Taking an Evening Division Course '99'
 - Taking over 18 hours and have under a 3.0 (This would be all first semester freshman. They have no GPA yet)
- You need permission to register for an online course (Undergrad)
- You will need to contact the Registrar's Office to Add/Drop a course
- You will be placed into an FYE class over the summer (Fresh Only)