

CORNERSTONE UNIVERSITY

WebAdvisor Users Guide

View Grades and Transcripts

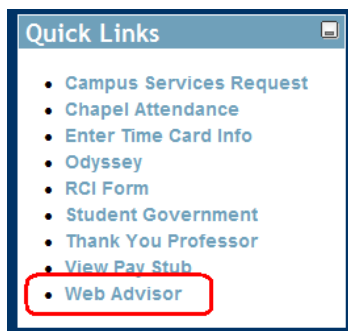
In order to view grades and transcripts in WebAdvisor, you must have a current user name and password. The user name is the first initial of your first name plus your student ID number (i.e. g0002000).

To set or reset your password:

- Go to www.cornerstone.edu
- Quick Links
- University Offices
- Information Systems
- Network On-Line Password Reset

To View Grades or Transcripts follow these steps:

1. Go to www.cornerstone.edu on the web and select “Quick Links”
 - Current Students
 - Registrar’s Office
 - WebAdvisor
2. (You can also access WebAdvisor through the campus portal called “Eagle’s Nest.” Simply link to WebAdvisor using the Quick Link box on the opening page.)

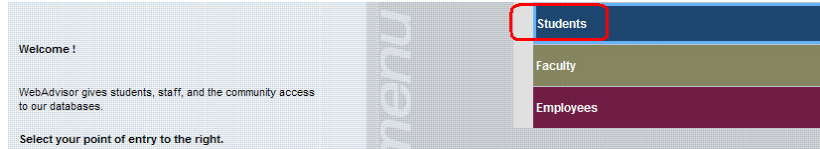


3. Click "Log In". Log in using your user name (first initial of first name + id # - g0002000 and password.) The system is **case sensitive**.

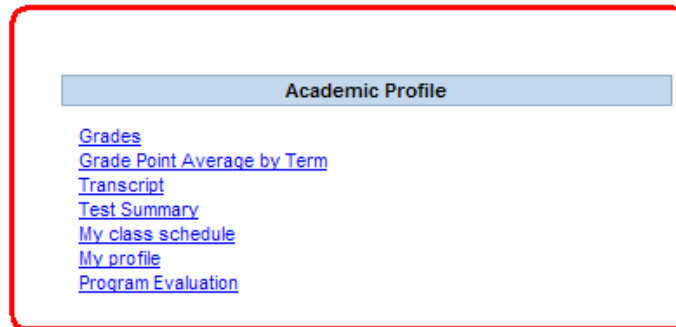


(If you have problems with the log in, contact Technology Support at 222-1510.)

4. Select "Students" in WebAdvisor



5. Select any item under the "Academic Profile" heading.

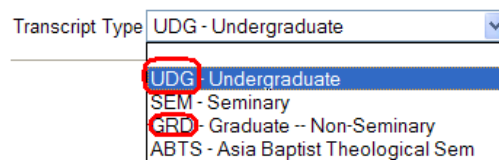


6. When selecting "Transcript", you must choose a transcript group:

UDG – PGS undergraduates/Traditional undergraduates

SEM - GRTS students only (excluding Ministry Leadership)

GRD – PGS graduates/Traditional graduates (includes Ministry Leadership)



7. When selecting "Grades", click inside the box under "Choose One" to select a term.

Grades

Choose One	Term	Description	Start Date	End Date
<input type="checkbox"/>	TRANS	Transfer Courses	01/01/40	12/31/29
<input type="checkbox"/>	FA99SEM	Fall 1999 Seminary	08/25/99	12/17/99
<input type="checkbox"/>	GRMT01	GRMT01	01/20/97	06/15/98
<input type="checkbox"/>	WKND	WKND	01/01/90	12/31/29
<input type="checkbox"/>	FA83UDG	Fall 1983 Undergraduate	08/31/83	12/22/83

SUBMIT

To find your Academic Advisor and Major/Minor Information follow these steps.

1. Choose “My profile” from the Academic Program Selections

Academic Profile

[Grades](#)
[Grade Point Average by Term](#)
[Transcript](#)
[Program Evaluation](#)
[Test Summary](#)
[My class schedule](#)
[My profile](#)

2. View advisor information from this screen under “Academic Information.”

Academic Information

Counselor Name	Type	Phone Number	Extension	E-mail Address
None Specified				
Advisor Name	Type	Phone Number	Extension	E-mail Address
None Specified				

Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing

3. View major/minor information under Academic Program information.

Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization
Master of Business Administration PGS	Graduate	MBA	12/08		Business Administration			

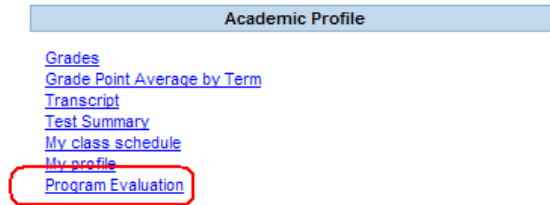
To find your Class Schedule

1. Simply click on “My Schedule” and select the term.

Academic Profile

[Grades](#)
[Grade Point Average by Term](#)
[Transcript](#)
[Test Summary](#)
[My class schedule](#)
[My profile](#)
[Program Evaluation](#)

To run a Program Evaluation – graduation completion worksheet which shows all course requirements and how you are progressing toward graduation!



1. Simply click on “Program Evaluation”
2. Select your active program by clicking in the box to the left of the program code.
3. Select “submit.”
4. You can also run a “what if” evaluation if you are considering a new major. (New minor information is not available in this option, so use your catalog as a guide.)
 - Select a new program code from the drop down list.
 - Select the catalog year in which you began at CU.
 - Select “submit.”