

WarriorWeb for Faculty – Advising Tools

Getting Started

1. Log on to WarriorWeb for faculty.
2. Choose the ‘Advising Tools’ link.
3. Choose a term to restrict your advising list to current students. Single click the ‘Submit’ button.
4. Find the advisee in your list, and use the ‘Choose One Option’ drop down box.

Transcript (TRANS)

- The Transcript feature will allow you to see all of the courses that any one of your advisees has taken. The data includes LC grades, credits, repeats, terms, and transfer credit (does not include any previous degrees earned at LC).

Schedule (SCHED)

- Using this feature will allow you to see your advisees’ class schedules - including times, days, instructors, and credits.

Test Summary (TESU)

- Test Summary offers you the scores for all admissions and placement tests that your advisees have taken (COMPASS, ACT, SAT).

Transfer Equivalency (TRER)

- The Transfer Equivalency Report lists the transfer college courses on the left and the LCSC equivalent courses on the right. All transfer work is evaluated by the Office of Admission and is applied to the General Education Core. Changes to the TRER for program (major, minor) requirements are done at the division offices and, in fact, must be done to allow the Program Evaluation (PREV) to work properly. As such, if an ELECT-999 course should be substituted for a required program course, the ELECT-999 code needs to be changed to the equivalent class so that the evaluation will recognize this requirement as being completed.
- To print the document with all of the “transfer” and “equivalent” columns intact, you must change the text size to 'smallest' (from your browser's toolbar, select 'View'-->text size-->smallest) and set the orientation to 'landscape' (from your browser's toolbar, select 'File' --> page setup-->change orientation to 'landscape' at the bottom left). These instruction also appear on-line prior to printing a report.

Student Profile (STRP)

- The Student Profile function provides a convenient snapshot of an advisee’s general information. You can access a student’s address, phone number, e-mail address (lcwarriormail), academic program, and advisor data.

Program Evaluation (PREV)

- The Program Evaluation (or Degree Audit) function is the primary utility for students and advisors to determine the student’s progress toward earning a degree. This tool can be used for an active program or a ‘What if’ scenario whereby the student or advisor can apply the student’s coursework to another major.
1. After logging in and choosing ‘Advising Tools’, select PREV – Program Evaluation for the student you want to review. Single click the ‘Submit’ button.
 2. The advisee’s active program will display. You may choose this program by checking the ‘Choose One’ box, or you may use the ‘What if I changed my program of study?’ option. To select ‘What if...’, click in the drop down box.
 3. When selecting the ‘What if’ option, a list of all of the available programs will appear. They are listed in order of the major code used on the Program Information Forms (PIF). Find the program you need. Single click the ‘Submit’ button.
 4. You will be directed to a page to select a catalog year for the program. Choose one Catalog. Single click the ‘Submit’ button and WAIT. The evaluation may take up to 30 seconds or more to appear on the screen. Once displayed, you may scroll up and down to view the document. Use your browser’s print option to print a paper copy.
 5. Troubleshooting: “No report was generated,” usually means that the student’s program does not have the coding completed or that the program is not a degree program. This message may also appear if the student does not have a catalog year assigned to their program.
 6. Refer to the [Program Evaluation Training Guide](#) for tips on how to read the evaluation.