WebAdvisor & Student Planning Guide

My Progress: Graduate Students

Undergraduate, diploma and graduate students can select their courses online using any computer with internet access. Please read this guide and watch the videos to help you get started.
Overview
Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree planning with intuitive course search tools and registration in a new, easy to navigate online environment. To assist both new and returning students, a series of training videos and corresponding information sheets have been developed to help guide you through the most common features of Student Planning.

My Progress – Graduate Students
My Progress provides a detailed view of your program’s most common or recommended course work completion requirements. My Progress also clearly displays up-to-date information of your personal academic progress within your program.

2.1 Using your web browser, go to WebAdvisor at https://www.uoguelph.ca/webadvisor and click the “Access WebAdvisor” button.

2.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

2.3 Select “Student Planning”.

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Have a question? Ask Gryph
Ask your question here. Use two or more words!

Welcome to WebAdvisor for the University of Guelph, the Ridgetown Campus and the University of Guelph-Humber. WebAdvisor is an online system where applicants, students, faculty and staff can access important information.

Click the Access WebAdvisor button to get started. You can also click the Search for Courses button to view available courses; a login is not required.

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Hello, Welcome to WebAdvisor!
Choose a category to get started.

- **Account View**
  Here you can view your latest statement and make a payment online.

- **Tax Information**
  Here you can view/print your T2200 tax form.

- **Student Planning**
  Here you can track your academic progress, view your program and register for classes.

- **Course Catalog**
  Here you can view and search the course catalog.
2.4 This brings us to the **Planning Overview** page. This page offers you a summarized view of your courses once you begin course planning or course registration within the current term. Also displayed is your enrolled program title. From the Planning Overview page select the **Go to My Progress** option.

2.5 You’ve now reached the **My Progress** page:
2.6 When browsing **My Progress**, you see the general details of your enrolled program in the “**At a Glance**” section at the top of the page. These details include your overall cumulative GPA, total credits earned and degree and program title.

![My Progress At a Glance](image)

2.7 Within the “**Requirements**” section of My Progress, you can see your program’s most common detailed degree and major requirements as it applies to your planned, in-progress and completed course work.

- It is important to understand that My Progress displays the usual courses and provides a similar overview as in the Graduate academic calendar. Alternate courses are commonly approved for degree requirements at the graduate level and consultation with an advisor/Graduate program coordinator is required.

- Status indicators and standard colour coding are applied to each requirement and its related course work details to make it easy to see what course work is still outstanding. You will find this standard colour coding throughout the Student Planning system. The status of the requirement displays at the top of each section. For example, a **fully completed requirement** is displayed in **green**. A **partially completed or not started requirement** is displayed in **red**.

![Requirements Section](image)

2.8 Within each requirement are the course work details. At any time, you can click the **Show Details** option to expand the requirement and view the details.
2.9 Course work details within a requirement also use colour coding to make the details easier to interpret.

- The status of an *in-progress or completed course* displays in *green*.
- The status of a course that you have *planned* to take but have not yet registered in is displayed in *brown*.
- The status of a course that you have *not yet planned or registered* for is displayed in *red*.

**A. Required Courses**

Students must complete: POPM 6200, POPM 6220, POPM 6230, POPM 6240, POPM 6250, POPM 6260, POPM 6270, POPM 6290.

Complete all of the following items. 0 of 1 Completed. **Title Details**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>POPM 6200</td>
<td>W01</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Planned</td>
<td>POPM 6220</td>
<td>S21</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Planned</td>
<td>POPM 6230</td>
<td>F21</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>POPM 6240</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>POPM 6250</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.10 My Progress also acts as a **course search tool**.

- Each requirement offers a search feature and, when clicked, uses the Student Planning Course search to list all the courses that meet the requirement.

Additionally, you can click directly on the course name to search for the course.
At any time, you can click the “Back to My Progress” link to return to the My Progress page.

2.11 My Progress lets you see what your academic progress would look like if you were to change your program to a different program. Click the “View a New Program” button at the top of the page.

2.12 From the displayed list, select the program to which you want to apply your planned and completed course work and click “View Program” at the bottom.

Please note that changing programs requires an Application for Admission to the new program or Transfer Application in certain instances. Please refer to the Graduate Calendar.
2.13 Your personal My Progress details can be printed using the "Print" button located near the top of the My Progress page.

Questions?
Watch our Student Planning videos and read the FAQs on your campus's Student Planning website for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber.

- Student Planning website for Guelph and Ridgetown students
- Student Planning website for Guelph-Humber students