New Wingspan Cheat Sheet

Contents

Faculty/Staff

To view a student's profile/schedule/grades/transcript

1. Find the Faculty Self-Service card.

2. Click **OPEN FACULTY DASHBOARD**.

3. Select Student Advising.

4. Search for a student to view their profile. (Select a term if you want to see a specific term schedule.)

5. On the profile, select desired option from the menu on the left.

To view class rosters

- Find the Faculty Self-Service card.

- Click **OPEN FACULTY DASHBOARD**.

- Select Class Roster.

- Select term.

- Search for the class in the search box. Make sure you put a space between the subject and course number.

- Click on the subject (for example: PLSC 201,001) to bring up the roster. Clicking on other columns will pull up different information.

Subject		Course Title		CRN
PLSC 201, 001		American Government		10002

- You can hover over each student's name to view their major.
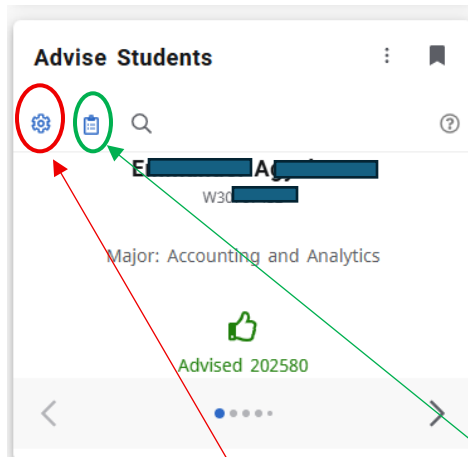
To view (and email) advisee list

- Find the Faculty Self-Service card.

- Click **OPEN FACULTY DASHBOARD**.

- Select Student Advising.

- Click on View My Advisee listing.

- To email, click on the icon. [Email All]

To Clear Students for Advising

- Find the Advise Students card

- Click the settings icon to select the term you're advising for.
- If you have just a few advisees, use the arrows at the bottom of the card to toggle between students. To see your advisee list, click on the clipboard icon.
- Click **ADVISE FOR [term]** to lift the student's flag. This message will change to **Advised [term]**.
- If clearing advising from the list, simply click Yes.

Students

[Wingspan Video](#)

Pinning cards

Click on the ribbon in the upper right corner to pin a card to your home page.

WU Alert Registration

Frequently Requested Informat... 🔖

- 🍴 Dining at Winthrop
- Ⓢ Meal Plan Account Balance
- Ⓟ Parking Permit Application
- 📷 Photo ID Roster
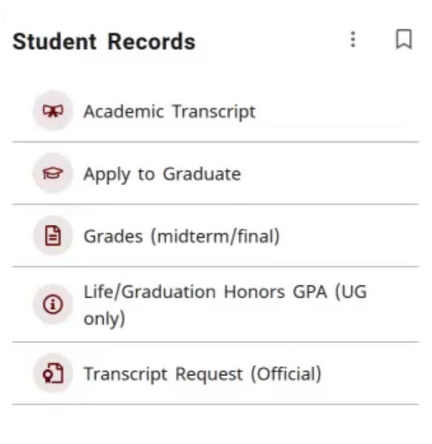- Username Change Request
- 📢 WU Alert Registration

Cultural Events card

Cultural Event Details 🔖

Attended 6 of 18 required events
Requirement in progress 33%

Student Records card

Unofficial Transcript

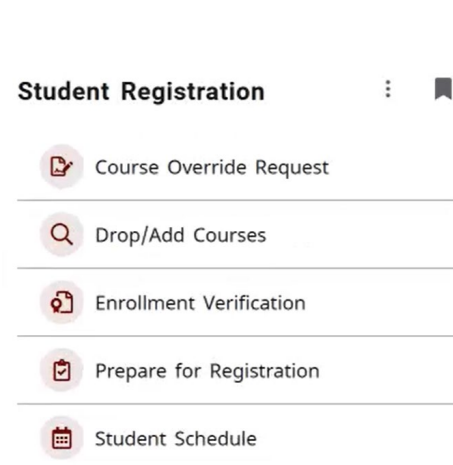Official Transcript request

Grades (midterm/final)

Application to Graduate

Life/Honors GPA - More information on the Records and Registration website.

Student Registration card

Prepare for Registration (holds, earned hours, curriculum, view overrides)
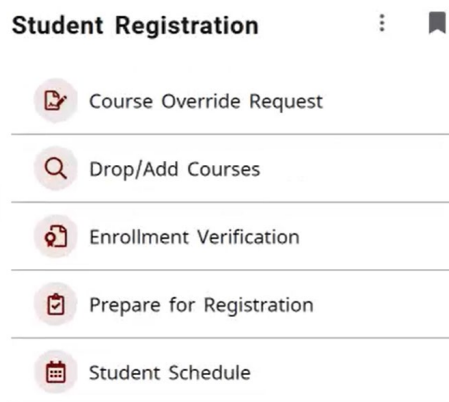
Override request form

Enrollment verification

View class schedule

Drop/Add Classes

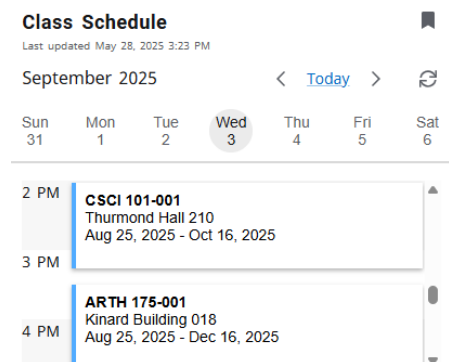## General Registration Video

Student Registration card

Drop/add classes

Detailed registration information

To view their schedule

Class Schedule card

Students can scroll and click on each class for more information. **Asynchronous classes do not show up on the Class Schedule card.**

Student Registration card

Select Student Schedule. This takes you to the Schedule in the Registration module.

Student Registration

- Course Override Request
- Drop/Add Courses
- Enrollment Verification
- Prepare for Registration
- Student Schedule

To change major/minor/catalog year

Undergraduate Student Curriculum Changes Instructions

To apply for graduation

Online Graduation Application Instructions