

# PowerCAMPUS IQ.Web for Students

*June 2006*

*Release 4.2*



**SUNGARD** HIGHER EDUCATION

What can we help you achieve?

## Confidential Business Information

---

This documentation is proprietary information of SunGard Higher Education and is not to be copied, reproduced, lent or disposed of, nor used for any purpose other than that for which it is specifically provided without the written permission of SunGard Higher Education.

Prepared By: SunGard Higher Education  
4 Country View Road  
Malvern, Pennsylvania 19355  
United States of America

© 2006 SunGard. All rights reserved. The unauthorized possession, use, reproduction, distribution, display or disclosure of this material or the information contained herein is prohibited.

In preparing and providing this publication, SunGard Higher Education is not rendering legal, accounting, or other similar professional services. SunGard Higher Education makes no claims that an institution's use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

Without limitation, SunGard, the SunGard logo, Banner, Campus Pipeline, Luminis, PowerCAMPUS, Matrix, and Plus are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. Third-party names and marks referenced herein are trademarks or registered trademarks of their respective owners.

## Table Of Contents

<b>INTRODUCTION TO IQ.WEB FOR STUDENTS .....</b>	<b>7</b>
<b>UNDERSTANDING THE SYSTEM .....</b>	<b>7</b>
SYSTEM.....	7
DOCUMENTATION .....	8
<b>IQ.WEB START PAGE .....</b>	<b>9</b>
<b>LOGGING INTO IQ.WEB.....</b>	<b>10</b>
<b>USING CREDIT CARD PAYMENT.....</b>	<b>10</b>
CREDIT CARD ENTRY .....	10
<b>STUDENT ACCESS.....</b>	<b>12</b>
ACADEMIC PLAN PAGE .....	13
ACCOUNT INFORMATION PAGE .....	15
APPLICATION STATUS .....	15
CAMPUS FORUM PAGE .....	16
EDIT FORUM PREFERENCES PAGE .....	18
FORUM - REQUEST PERMISSION PAGE.....	18
CHANGE DEMOGRAPHICS.....	18
CHANGE PASSWORD .....	18
CHANGE ROLES.....	19
CHECKLIST .....	19
FIND CONTINUING EDUCATION COURSES .....	20
CONTINUING EDUCATION - ADD COURSE .....	21
CONTINUING EDUCATION - COURSE FILTER.....	21
CONTINUING EDUCATION - IDENTIFY YOURSELF .....	21

## Table Of Contents

CONTINUING EDUCATION - VIEW CART .....	22
CONTINUING EDUCATION - STUDENT INFORMATION .....	22
COURSE CATALOG .....	24
COURSE HOME PAGE .....	24
ACTIVITY DETAILS PAGE (ACCESSED VIA COURSE HOME PAGE) .....	26
COURSE SCHEDULE.....	27
CURRENT BALANCE .....	27
DEGREE REQUIREMENTS.....	28
FAQ.....	28
FINANCIAL AID .....	28
FINANCIAL AID DETAILS.....	29
FIND COURSE SECTIONS.....	29
IQ.WEB HOME PAGE .....	30
INSTRUCTOR PERMISSIONS.....	31
LOG OFF .....	31
MAINTAIN ADDRESSES .....	31
MAINTAIN SPONSOR AGREEMENTS.....	33
MANAGE SPONSORSHIPS .....	33
OFFICIAL TRANSCRIPT .....	34
ONLINE DIRECTORY SEARCH .....	34
ONLINE DONATIONS .....	35
ONLINE INQUIRY.....	36
ONLINE APPLICATION .....	36
ONLINE PAYMENT.....	37

PERSONAL CALENDAR .....42

PREFERENCES.....42

SPONSOR ONLINE PAYMENT .....43

TRANSCRIPT REQUEST PAGE.....43

UNDERSTANDING DATE DRIVEN ADDRESSES IN IQ.WEB .....44

UNOFFICIAL TRANSCRIPT PAGE .....45

VIEW GRADES PAGE .....46

VIEW SPONSORSHIP STATEMENTS.....46

YOUR ADDRESS HIERARCHY .....46

PROCEDURE - REGISTERING ONLINE FOR TRADITIONAL COURSES (PAGE 1).....47

PROCEDURE - REGISTERING ONLINE FOR TRADITIONAL COURSES (PAGE 2).....48

PROCEDURE - REGISTERING ONLINE FOR CONTINUING EDUCATION COURSES (PAGE 1).....49

PROCEDURE - REGISTERING ONLINE FOR CONTINUING EDUCATION COURSES (PAGE 2).....50

PROCEDURE - REGISTERING ONLINE FOR CONTINUING EDUCATION COURSES (PAGE 3).....51

PROCEDURE - CREATING A WHAT IF ACADEMIC PLAN .....52

PROCEDURE - MANAGING SPONSORSHIPS .....53

WHAT IF.....54

**INDEX.....57**



# Introduction to IQ.Web for Students



IQ.Web is an internet-based front end to PowerCAMPUS administrative system, providing visitors, students, faculty, system administrators and other members of your institution's learning community with "anytime, anywhere" access to information services. Utilizing cutting-edge worldwide web technology, IQ.Web serves as a flexible, yet secure, interface to your institution's academic databases.

This manual focuses on how you, as a student, can use IQ.Web to broaden your academic experience, access information important to you, and communicate to others within your academic community. Using a standard web browser, you will be able to create academic plans, register for courses, access course materials, view your grades, participate in Campus Forum discussions, etc.



*The IQ.Web application has been developed and tested using Microsoft Internet Explorer version 5.5 or higher and Netscape version 6.2; however, PowerCAMPUS highly recommends the use of Microsoft Internet Explorer.*

*Procedure* and *What If...* sections are available to guide you in properly running the system and answering many of the questions that may arise.

## Understanding the System

In order to better understand the IQ.Web system and its documentation, there are a variety of standard features described in this section of the documentation.

### System

The menu bar, located on the left-hand side of the window, is broken down into various menu headings and pages. **For example**, after logging in, the **Change Roles**, **Home Page**, **FAQ** and **Log Off** pages may be available under the menu heading *Navigation*. Only the pages accessible to your security role will display.

## Documentation

An icon bar is located in the top left corner of the menu bar and consists of the following:



Select this icon to change roles.



Select this icon to view the FAQ, or frequently asked questions.



Select this icon to go to your home page.




Select this icon to log off and exit IQ.Web.



Select this icon to display a printable view of your current page.



*It is important to complete the logout procedure before exiting IQ.Web or leaving the computer. Otherwise, other people may gain access to your personal information.*

All date entries can be completed using the pop-up calendar feature  available to the right of any date field throughout the system. This simplifies the entry process and ensures that the correct date format is always used in date fields. The current month will display; the current date will be highlighted. Different months and years can be selected from the drop down list boxes at the top of the pop-up window. Any previous or future date can be selected by clicking on the appropriate day.

Soundex searching is available from all pages that include people searches. This type of search returns all entries that 'sound like' what you enter. In order to use Soundex search capability, you may enter the '#' (pound) symbol after the best guess that you can supply for the name of the person, city, etc. for which you are searching. **For example**, you may be searching for a person whose last name you cannot quite recall. If you remember that the name sounded something like Thompson, you could enter 'Thompson#' into the *Last Name* field of the people search. The search may then return people including 'Thompson, Bill', 'Tomkins, Edward', 'Tomlinson, Betty', and 'Thorrson, Josh' and the appropriate one can be selected.

## Documentation

For documentation purposes, there are a few symbols used throughout the material that signify certain types of information:

A tip for maximizing your use  
of the IQ.Web system.



An important note  
to keep in mind.



# IQ.Web Start Page

Open IQ.Web via the internet. This will bring you to the IQ.Web start page. The start page allows you to log into IQ.Web, access IQ.Web with your old PIN, access course catalog information, and view other general information.

The following areas are available from the start page of IQ.Web:

- **Visitors** - This link points to the **Visitor Home** page, listing all areas of IQ.Web that are non-secure and available to visitors.
- **Login** - This link points to the **Sign In** page, allowing you to access the secure areas of IQ.Web. This is the most common link that you will select from the start page. When logging into IQ.Web, the *Login Id* and *Password* determine which roles are available to you. The faculty role may include pages such as **Course Schedule** and **Gradebook**. The student role may include pages such as **Online Registration** and **View Grades**.
- **Request Access** - This link points to the **Request Access** page and gives three different options for visitors requesting access to IQ.Web's secure areas. The only one you may need is **Previous IQ.Student/IQ.Faculty User**. Selecting this link allows you to use the Id and PIN that you were assigned when your institution was using the IQ.Student/IQ.Faculty software (the precursor of IQ.Web) in order to gain access to IQ.Web for the first time. Once logged in with a PIN, you will be prompted to set up a new Id and password that complies with the standards of IQ.Web.
- **Course Catalog** - This link points to the **Course Catalog** page, allowing you to search the institution's course catalog. This page may also be accessed from the menu bar within most roles.
- **About** - This link points to the **About IQ.Web** page, providing basic information about PowerCAMPUS and the IQ.Web product.

## Logging into IQ.Web



Select **Login** to access the secure area of IQ.Web. A *Login Id* and *Password* must be entered in order to access the system. Enter the *Login Id* and *Password* that was provided to you and select the **Sign in** button.



*Passwords in IQ.Web are case sensitive.*

After you log in, the menu bar will display all of the pages available for this role. On the right of the window, tabs will display, enabling you to view a calendar, as well as your checklist, user-defined links and notes.

## Using Credit Card Payment

Tuition and/or fees associated with registering for courses, fees attached to applications and transcript requests, student account balances and cash donations can all be paid online with a credit card.



The system administrator will decide whether to apply a fee to forms such as the **Online Application** or the **Transcript Request**.



*Currently, online donations can ONLY be made with a credit card even if you select another payment option.*

## Credit Card Entry


The credit card information entry windows, available from the **Continuing Education - Online Registration** (Continuing Education - Complete Registration) , **Online Registration** (Complete Registration), **Online Payment**, **Sponsor Online Payment**, and **Online Donations** windows, as well as from any request forms that have been set up to allow online payment of a fee, require the selection/entry of several fields. These fields include card type, card number, expiration date, name on card, street address and zip code.



For validation of the credit card, the credit card processing agency requires the first line of the address that your credit card company has on file. The second and third address lines, the city and the state are not necessary and will not display in the *Address* field.

The security code may also be included as a required field on the credit card entry page. The system administrator will determine if all credit card transactions should require entry of the three or four digit security code located on the back of the credit card after the credit card number. Requiring that this code be entered proves that you physically have the card in your possession and provides an additional level of security for the institution.

Once entered the first time, card information will be stored in your institution's database so that future entry is unnecessary. If you have already used a credit card for online payments anywhere in the IQ.Web system, then that credit card information will default as selected. You can, if you wish, enter the information for an additional credit card and select to use it instead of the one that already exists in the system. Simply select the radio button to the left of the appropriate card and continue the transaction.

To edit the Name, Address, Zip Code, and Expiration Date for any card that exists in the system. To delete an existing card, select the  button next to the appropriate card. Deleting a credit card will not affect any past or pending transactions.



By law, security codes cannot be stored in a database, so you **WILL** need to enter this code every time that you make an online payment, if it is employed by your institution.

Once you have transmitted the credit card information in order to have the credit card payment validated, you will receive a confirmation or an error on the results page unless you are paying a fee for a request form or making an online donation. This results page will display a *Description* of the transaction result, as well as an *Invoice Number* and a *Transaction Id*.



If your institution is using online payment processing for request forms or online donations, the credit card transactions for any fees associated with these requests will not actually occur until the responsible person has reviewed the request and approved it.

You may receive any of the following messages:

- *Your transaction has been approved.*
- *Information entered was correct, but the transaction was declined.*



***If this message displays, you will need to enter information for a different credit card or use a different method of payment.***

- *IP Address setting has not been set up. Please contact administrator to report the problem.*
- *Connection to processor company is not active. Address attempted to connect to was: <IP Address>. Your transaction was not processed. Please contact administrator to report the problem.*
- *No response from processor company. Please contact administrator to report the problem and determine the status of your payment.*

## Credit Card Entry

- Another error message, directly from the credit card processing agency.



***If any message other than an acceptance or decline displays, you will need to contact the appropriate party at your institution, such as the Billing Office, to report the problem.***

Once your transaction is approved, you will be able to print a receipt from the window. Keep this for your records.

## Student Access



The student role enables you to view information designated for student access in IQ.Web. This role is broken down into various pages that allow you to review academic and billing information and complete various processes such as registering online and changing your address.

The following menu headings and pages may be available:

### *Navigation*

- ▶ **Change Roles**
- ▶ **Home Page**
- ▶ **FAQ**
- ▶ **Log Off**

### *My Account*

- ▶ **Personal Calendar**
- ▶ **Change Password**
- ▶ **Checklist**
- ▶ **Maintain Addresses**
- ▶ **Preferences**

### *Academic Research*

- ▶ **Course Catalog**
- ▶ **Find Course Sections**
- ▶ **Degree Requirements**
- ▶ **Continuing Education - Online Registration**

### *Online Submissions*

- ▶ **Online Application**
- ▶ **Application Status**
- ▶ **Change Demographics**
- ▶ **Transcript Request**
- ▶ **Official Transcript\***

### *Courses*

- ▶ **Course Schedule**
- ▶ **View Grades**
- ▶ **Online Registration**
  
- ▶ **Course Home Page**
- ▶ **Instructor Permissions**
- ▶ **Manage Sponsorships**

### *Degree Progress*

- ▶ **Academic Plan**
- ▶ **Unofficial Transcript**

### *Tuition and Fees*

- ▶ **Account Information**

### *Community*

- ▶ **Campus Forum**

- ▶ **Current Balance**
- ▶ **Financial Aid**
- ▶ **Financial Aid Details**
- ▶ **Online Payment**
- ▶ **Online Directory Search**

\* The functionality of this page is also available in the newer **Transcript Request** page. Therefore, your system administrator may determine not to include this "duplicate" page in this security role.

The system administrator will decide which menu headings and pages to employ within this security role. He will also determine what these should be entitled, so the labels may not match exactly what is above. Please refer to your system administrator with any questions about the pages available to you.

### See also:

Procedure - Registering Online for Traditional Courses

Procedure - Registering Online for Continuing Education Courses

Procedure - Creating a What If Academic Plan

What If...

## Academic Plan Page

This page allows you to view your chosen academic plan, create or review what if academic plans, and view the degree requirements for each program/degree/curriculum.

### View Academic Plan

Select this link to view any *Actual* academic plans. Select the appropriate radio button and then the **View Academic Plan** button in order to review the academic plan for an individual major or minor (program/degree/curriculum) or to *Show all Actual Academic Plans*.

The selected plans will display with folder icons to their left. *Min* (minimum) *Credits, Taken* and *To Do* totals will display for these plans. The different levels of the academic plans may be viewed by selecting the folder icons. Selecting the **Expand All Views** button will open the entire listing. The various degree requirements that have been completed, as well as those remaining, are listed. The completed requirements are indicated by red checkmarks.

At the most detailed level of the academic plans, links are available from the *Course Id* of each course to the corresponding entry in the **Course Catalog** page. When the course requirement has been set up with wildcard logic, selecting the link will retrieve all available courses that meet the criteria. **For example**, selecting the link on a course Id such as *ART2@* would return courses from the catalog such as ART20, ART250 and ART2345. Details of the course such as prerequisites, corequisites and fees may be reviewed here.

## Academic Plan Page

Also at the most detailed level of the academic plans, links are available from the *Progress* column for any courses that are *Complete*, *In Progress* or *Below Minimum*. Selecting the links available for these statuses will display further course information including the year/term/session it was taken and the grade that was received.

### Create New 'What If...?' Academic Plan

Select this link to create new *What If* academic plans and evaluate the pros and cons of changing majors or minors. These plans compare your current coursework against the degree requirements for a different major/minor.

Select the appropriate *Program/Degree/Curriculum* and *Matriculation Year/Term* from the drop down list boxes and then select the **Create new what if...?** button.

If the maximum number of *What If* academic plans has been reached, the existing plan(s) must first be removed by selecting the *Remove* checkbox to the left of the appropriate plan and then selecting the **Create New What If...?** button. Multiple plans can be removed at once.

The functionality for viewing *What If* academic plans by selecting this link is the same as with the **View Academic Plan** link.

### View 'What If...?' Academic Plan

Select this link to view any existing *What If* academic plans. Select the appropriate radio button and then the **View Academic Plan** button in order to review the academic plan for an individual major or minor (program/degree/curriculum). Whether or not the plan has been customized will display.

The functionality for viewing *What If* academic plans by selecting this link is the same as with the **View Academic Plan** link.

### View Degree Requirements

Select this link to view the general degree requirements for any program/degree/curriculum for a specific year/term.

The functionality for viewing degree requirements by selecting this link is the same as that of the **Degree Requirements** page. For more information, see *Degree Requirements*.



If you are on the Stop List for a reason that stops grades, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list, the stop list reason and a message that says that you may not view your degree requirements.

## Account Information Page

This page allows you to review your account activity for the selected year/term or year/term/session under Student access. This page can be accessed via the Account Information link in the navigation menu. After selecting the appropriate year/term and then the **Submit** button, account history will be listed in detail, including summary information for *Total Charges*, *Total Credits*, *Total Charges/Credits* and *Anticipated Aid*. Anticipated financial aid will be indicated by an asterisk (\*). Credits, Cash Receipts and Financial Aid will be displayed in red font.



The system administrator will determine whether you will be able to view all transactions, including reversals and adjustments, or only those transactions that do not cancel each other out. **For example**, a *Lab Fee* of \$10 for Fall 2003 charged on 05/31/03 and a *Lab Fee* of -\$10 for Fall 2003 charged on 06/01/03 will cancel each other out.

## Application Status

This page allows you to view the status of your application online. If your application request has been received, but your application information has not yet been processed, you will get the following message:

*There are currently no applications on record for this account. If you have submitted your application online or through the mail, it may not have been processed yet. Please check back later.*

If your application has been received and processed, you should be able to view your status, which will be displayed as follows:

Application Data	
<b>Name:</b>	Mr. Sean Victor Katt Jr.
<b>Application Receipt Date:</b>	Feb 28, 2003
<b>College Attendance:</b>	New student
<b>College:</b>	Science & Technology
<b>Program:</b>	Graduate Study
<b>Degree:</b>	Master of Science
<b>Curriculum:</b>	Computer Science
<b>Academic Year/Term/Session:</b>	2003/Fall/01 - Session
<b>Application Status:</b>	Reviewed
<b>Application Status Date:</b>	Mar 28, 2003

Application Data	
<b>Name:</b>	Mr. Sean Victor Katt Jr.
<b>Application Receipt Date:</b>	Feb 28, 2003
<b>College Attendance:</b>	New student
<b>College:</b>	Business
<b>Program:</b>	Graduate Study
<b>Degree:</b>	MBA
<b>Curriculum:</b>	Business
<b>Academic Year/Term/Session:</b>	2004/Spring/01 - Session
<b>Application Status:</b>	Interviewed
<b>Application Status Date:</b>	Mar 18, 2003

The *Application Status Date* is the date on which the status of the application has most recently been changed.

If you have submitted multiple applications, they will be displayed consecutively as above, sorted first by *Application Receipt Date* and then by *Academic Year*, *Academic Term* and *Academic Session*.



Application decision information may also display on this page if your system administrator has elected for it to do so. If this information is provided, three additional fields will display: *Admit Year/Term/Session*, *Application Decision* and *Application Decision Date*.

## Campus Forum Page

This page allows the entire campus community to take part in online discussions on various topics.

This page utilizes a hierarchical structure, so that a **Category** is made up of **Forums**, a Forum may contain one or more **Topics**, and a Topic may contain one or more **Postings**.

For example, University could create a Category called *Sports*. In the *Sports* Category, there could be *Baseball*, *Basketball*, and *Football* Forums. In the *Football* Forum, there could be various topics posted

by the campus community, such as a *Homecoming Game* topic, that a student has posted to generate an online discussion.

Forums are of three (3) types, namely, Public Access, Private Access and Private Course. Public Access forums are available to all registered IQ.Web users to view and participate. Private Access forums are non-course related forums available only to private groups. Private Course forums are course-related forums available to all registered participants in a course that have an IQ.Web account.



The **Type** column on the Campus Forum page will display the forum type, namely, Public Access, Private Access and Private Course. Forums that are of type Private Access (non-course related) or Private Course (course related) will be displayed with the lock icon .

To open a forum select the link in the **Forum** column on the Campus Forum page. If the forum is of type Private Access or Private Course, and if you are not a member of that forum, selecting that link will open up the Forum - Request Permission page so that you can request permission from the Moderator(s) to join the private forum.

To view the **Dossier** for any of the forum moderators, select the link for the desired moderator in the 'Moderator(s)' column.

To start a new topic select the **Start a new topic** link on the Forum page. To open a topic select the link in the **Topic** column. To post a reply select the **Post a reply** link on the Topics page.

Forum Users are of three (3) types, Moderator, User and Restricted User. A Moderator can add/close topics and add/edit/delete postings within a forum under their control. Users can add topics and add/edit/delete their own postings. A Restricted User is not allowed to view or participate in any forum.

There are essentially two types of folder icons, namely, and . The icon denotes that the forum is of type Public Access. If the Public forum is closed the icon will be displayed. The  icon denotes that the forum is of type Private Access or Private Course. If the Private forum is closed the icon will be displayed, whereas if new topics or postings are added the icon will display. On the Forum page, the icon denotes an open topic, whereas the icon denotes a closed topic.

Topics that have changed, i.e., new postings added, since your last visit to the Campus Forum will be displayed with purple folders . Unchanged topics display with yellow folders .

You can edit/delete your postings provided the forum or topic is not closed. Each post has an edit icon and a delete icon located at the top of the post. Simply click on either one of these icons to edit or delete the post. Only you have the ability to edit your posts, with the exception of the Moderator and Forum Administrator. Other users cannot change your posts. To view the Forum Profile for a user select the icon.

Forum Administrators administer all public and private forums via the Forum Admin page. Private Forum Administrators administer private non-course forums under their control via the Forum Admin (Private) page. Faculty administers private course forums under their control via the Forum Admin (Course) page.

## Edit Forum Preferences Page

This page allows you to edit your forum settings and forum profile. This page can be accessed via the **Campus Forum** link on the **Preferences** page.

In the **Forums Settings** section, you can update your **Posting Alias** (required field) and **Signature**. Your **User Level** will also be displayed in this section.

In the **Forum Profile** section, you can update your **Occupation**, **Interests**, **Public Email**, **Location**, **Home Page**, and **ICQ Number**.

## Forum - Request Permission Page

This page allows you to request permission from the Moderator(s) of a private forum by sending them an email. This page can be accessed via the forum link on the Campus Forum main page when you are not a member of a private forum.

The 'From', 'To', 'Subject' and 'Message' fields are required fields. The 'From' email address field is populated automatically with your email address and is read-only. The 'To' email address field is populated automatically with the email address of the private forum moderator(s) and is read-only. The 'cc' and 'bcc' email address fields are optional and you may enter any of your alternative email addresses if you wish. The 'Subject' field is populated automatically with the following text: 'Permission to join Forum: <Forum Name>' and is read-only. You must enter a message to the private forum moderator(s) in the 'Message' field. When you are done entering the required information, select the 'Send Email' button. You will receive a confirmation message on the following page that your message has been sent. It will also display any invalid email addresses. Select the 'Close this window' link to close the window and return to the Campus Forum main page.

## Change Demographics

This page allows you to request that demographic information, including *Religion*, *Marital Status* and *Citizenship*, be modified.

Once the request has been submitted, it will be flagged as *Completed* and will be ready for handling by the administrator or responsible person. The data is stored in a holding table until the responsible person reviews it.

## Change Password

This page allows you to change your password. You must know your current password in order to use this page. All passwords must be between 5 and 12 characters (letters and/or numbers) in length. Passwords are case sensitive. You should also enter an *Email Address* and *Forgotten Password Hint*. If you forget your password at any time, this password hint will be emailed to you.

The password for your account may also be changed by your system administrator, in which case you would be notified.

## Change Roles

If a user has access to multiple IQ.Web roles, this page can be used to select another role from those available. The currently selected role will be identified at the top of the page and highlighted in the list. A short description of each available role is provided here. After selecting the appropriate role from this list, the menu bar on the left side of the page will change to reflect the new role.

If '(Delegates Available)' displays next to a role name, then it is a delegate role. This role has been delegated in order to provide you with access to pages and information that you would not normally have. Selecting that role will automatically transition the current IQ.Web settings to those of the "account owner", the user that authorized you to represent him in the system. You will be able to act just as if you are that person; however, you will only have access to the pages assigned to the delegate role. If you are entrusted to represent multiple IQ.Web users, you should select the name of the appropriate *Account Owner* after selecting a delegate role.



You will have access to information relevant only to the account owner and will be viewing the system using the preferences that the account owner has set up.

## Checklist

This page allows you to view and complete your scheduled actions. Scheduled actions are assigned in PowerCAMPUS and may be completed in PowerCAMPUS or in IQ.Web. **For example**, you may be responsible for running a particular report, attending a meeting or making a phone call. The window displays the *Status* of each action, *Required* (indicating whether the action is required), the *Scheduled Date & Time* of the action, and the *Action* name.

The following statuses will display:

- *Canceled* - Indicates an action that has been flagged as canceled. A red X will display.
- *Complete* - Indicates an action that has been flagged as completed. A green checkmark will display.
- *Late* - Indicates an action that has a scheduled date prior to today's date and is not required. A yellow exclamation point will display.
- *Past Due* - Indicates an action that has a scheduled date prior to today's date and is required. A red exclamation point will display.
- *Pending* - Indicates an action that has a scheduled date after today's date.
- *Waived* - Indicates an action that has been flagged as waived. A red X will display.

## Find Continuing Education Courses



Any actions that are scheduled for today will display highlighted in yellow. All actions that were completed today will display today only. All required actions that are not completed, waived or canceled will always display. An action will not display if its scheduled date is over one week old and it is not required, waived or canceled.

To view details about a specific action or to flag it as *Canceled*, *Waived* or *Completed*, select the appropriate action link under the *Action* heading of the window. A canceled or waived reason, a completed date, and notes about the action may also be entered here. Selecting the **View Dossier** link will open the dossier of the person upon whom the action is being performed.



You must have complete access to the **Checklist** page in order to view or edit the detail regarding actions. If the **Checklist** page has been assigned 'View Only' rights, then you will not be able to update your checklist using IQ.Web.

## Find Continuing Education Courses

This page allows you to search for a specific continuing education course section and schedule information. The ability to search by keywords may be of assistance if you are not familiar with your institution's course catalog and section designations. *Medium Title* and *Long Title*, as well as section description will be searched for the keyword(s) entered. Wildcards can be used in the *Course* and *Keywords* criteria.

Select the **Advanced Search** tab in order to enter additional search criteria, such as *College*, *Program*, *Curriculum*, *Instructor*, *Campus*, *Meeting Days*, etc.

The number of *Results per page* is defaulted to 15, however, you can also select 5, 10, 20, 25. You can choose to sort the search results by *Date* or *Course Id*.

The search results will display information such as course name, department, schedule, location, instructor(s), course fees, etc. for each course. When no date criteria is entered only courses with a start date later than or equal to the current system date will be displayed in the search results. Detailed course descriptions, prerequisites (course/test score/instructor permission) and fees can be viewed by selecting the magnifying glass icon to the left of the course Id.

By selecting an instructor's name, his dossier can be viewed provided the system admin has enabled this feature. If you are accessing this page under Visitor role you may not be allowed to view the faculty dossier information. If there are any media objects, such as a syllabus or a required reading list, that are linked to specific course sections, they can be viewed here.

Select the **New Search** link to start a fresh course search. Select the **Refine Search** link to update the search criteria that you had selected. Select the **View Cart/Checkout** link to proceed to the **Continuing Education - View Cart** page.

It is recommended that this page be provided to the Visitor role.

## Continuing Education - Add Course

This pop-up page allows you to view the contents of the shopping cart or waitlist immediately after you have selected the 'Add to Cart' link or 'Add to Waitlist' link on the Course Search Results page.

Select the **Close this window** link at the bottom after you're done viewing the contents of your shopping cart/waitlist.

It is recommended that this page be provided to the Visitor and Student roles.

## Continuing Education - Course Filter

This page allows you to search for a specific continuing education course section and schedule information. The ability to search by keywords may be of assistance if you are not familiar with your institution's course catalog and section designations. *Medium Title* and *Long Title*, as well as section description will be searched for the keyword(s) entered. Wildcards can be used in the *Course* and *Keywords* criteria.

Select the **Advanced Search** tab in order to enter additional search criteria, such as *College*, *Program*, *Curriculum*, *Instructor*, *Campus*, *Meeting Days*, etc.

The number of *Results per page* is defaulted to 15, however, you can also select 5, 10, 20, 25. You can choose to sort the search results by *Date* or *Course Id*.

The search results will display information such as course name, department, schedule, location, instructor(s), course fees, etc. for each course. When no date criteria is entered only courses with a start date later than or equal to the current system date will be displayed in the search results. Detailed course descriptions, prerequisites (course/test score/instructor permission) and fees can be viewed by selecting the magnifying glass icon to the left of the course Id.

By selecting an instructor's name, his dossier can be viewed provided the system admin has enabled this feature. If you are accessing this page under Visitor role you may not be allowed to view the faculty dossier information. If there are any media objects, such as a syllabus or a required reading list, that are linked to specific course sections, they can be viewed here.

Select the **New Search** link to start a fresh course search. Select the **Refine Search** link to update the search criteria that you had selected. Select the **View Cart/Checkout** link to return to the **Continuing Education - Online Registration** page.

It is recommended that this page be provided to the Student role.

## Continuing Education - Identify Yourself


This page allows you to identify yourself as a New or Returning Student. If you have an IQ.Web account and have submitted your student information while trying to register for courses in the past, you must select the **Returning Student** option. If you have not registered for courses so far or have not submitted your student information, regardless of whether you have an IQ.Web account or not, you must select the

## Continuing Education - View Cart

**New Student** option. Select the **Continue Checkout** button to proceed with the checkout. If you need to make any changes to your shopping cart you must select the **Return to Continuing Education Shopping Cart** link at the bottom.


It is recommended that this page be provided to the Visitor role.

## Continuing Education - View Cart

This page displays the courses you have added to your Shopping Cart/Waitlist. Select the **Continue Checkout** link to proceed with the checkout. Select **Course Search** to search for additional courses. Select **Cancel** to empty your Shopping Cart and return to the Course Search page. Select  to remove a course from your Shopping Cart/Waitlist.

It is recommended that this page be provided to the Visitor role.

## Continuing Education - Student Information

This page allows you to enter your student information. The required fields are indicated with an asterisk (\*). For more information about creation of a User ID and Password select the **Help**  icon adjacent to the User ID field.

Select the **Reset** button to clear any unsaved changes. Select the **Submit** button to save the data and submit the form.

It is recommended that this page be provided to the Visitor role.

## Continuing Education Online Registration

This page allows you to register for continuing education courses when you are logged into IQ.Web under *Student* or *Guest Access*.

If you are a Visitor, have added continuing education courses to your shopping cart, checked out and submitted your new student information, you will be automatically brought to this page under *Guest Access*. The courses that you had checked out will display in the *Shopping Cart Contents* section and the *Add* check box will be selected by default.

If you are a current Student and have logged into IQ.Web under *Student* or *Guest Access* you can select the *Continuing Education - Online Registration* link from the navigation menu.

The *Continuing Education - Online Registration* page will display any courses that you have already registered for in the *Current Schedule* section. You can search for courses by selecting the *Course Search* link. This will open the *Continuing Education - Course Filter* page.

On the *Continuing Education - Course Filter* page you can search for courses using a number of different criteria such as course Id, start/end dates, start/end times, department, college, meetings days, instructor, campus, etc. Wildcards can also be used. You can choose to sort the search results by Date (Course Start Date) or Course Id.

On the search results page, select *Add to cart* or *Add to waitlist* (if applicable, for *Closed* courses) link adjacent to a course. A pop-up window will compile the selections made while searching for courses. Once all desired courses have been added to the Shopping Cart, close the pop-up window and select the *View Cart/Checkout* link at the top or bottom of the *Continuing Education - Course Filter* page.

Courses that have been selected for registration will display at the bottom of the page in the *Shopping Cart Contents* section. The *Add* check box adjacent to each course added to the Shopping Cart will be pre-selected. Depending upon how the registration options were set up, any courses that were selected as potential courses for registration but have a status of *Closed* may display in a separate section titled *Waitlist Contents*.



*Registration Options*, which determine how *Closed* courses will be displayed and whether waitlists will be allowed, are selected by the system administrator on the *Settings - Continuing Education Registration* page under *Global Settings/Registration Settings*.

The checkboxes to the left of each course can be used to either drop courses from your current schedule or add courses from the Shopping Cart into your current schedule. The availability of the *Drop* check box (on the *Settings - Continuing Education Registration* page under *Global Settings/Registration Settings*) will depend on the *Registration Drop Time* setting that the System Administrator has selected.

Select the *Empty Cart* link to remove all the courses from the *Shopping Cart* section.

If your institution has enabled the setting to allow student management of sponsorships, you may select the *Sponsorships* link to add a sponsor or change your default rank for existing sponsors. For more information, see the *Procedure - Managing Sponsorships*.

Once the appropriate checkboxes are selected, select the *Checkout/Update* link to continue with online registration. On the next page, you will have the option to *Continue Checkout* or *Make Sponsor or Military Code Changes*. Use the *Make Sponsor or Military Code Changes* link if you would like to go back and add a sponsor, change a sponsor, or change a course so that it is not sponsored. You also have the opportunity to change or update the military code if applicable.



The *Sponsorships*, *Make Sponsor Changes*, and *Military Code Changes* links will only appear on this page if your institution has elected to use them. If they do not appear, your system administrator has not enabled the appropriate settings.

Upon selecting the *Checkout/Update* link, the payment option(s) available will be indicated. If multiple payment options are listed, select the appropriate one.

- *Send Me a Bill* - You will be billed for the charges.
- *Pay with Credit Card* - The credit card information must be recorded. For more information, see *Using Credit Card Payment*. If you receive a transaction error on this window, the Registrar's Office should be notified so that the appropriate party can be contacted for troubleshooting.

If you select the *Send Me a Bill* option and select *Continue* you will be brought to the registration confirmation page. This page will display the current charges and your scheduled courses. You can

select the *Return to Online Registration* link to go to the main registration page. The courses that you successfully registered for will display in the *Current Schedule* section.

If you select the *Pay with Credit Card* option and select *Continue* you will be brought to the credit card entry page. This page will display your current charges and allow you to enter your credit card information. To terminate the transaction select *Cancel*. Selecting *Cancel* will remove the previously selected courses from the shopping cart. To proceed with the transaction enter your valid credit card information and select *Continue*. The next page will display your credit card information. At this point, you can select *Back* to return to the previous page and make any changes to your credit card information. To proceed with the transaction select *Continue*. If the credit card transaction is successful you will be officially registered, and you will see your invoice with charges/credits and your scheduled courses. You can select the *Return to Online Registration* link to go to the main registration page. The courses that you successfully registered for will display in the *Current Schedule* section.

If the credit card transaction was not successful you will be presented with an error message explaining why the transaction failed. You will not be registered for the selected courses and your transaction will be cancelled or rolled back, i.e., your shopping cart will be emptied. However, your academic and address information will be retained by the institution for their records. If you happen to encounter any failed transactions please report such incidents to the Registrar's Office.



If you are on the Stop List for a reason that stops registration, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list, the stop list reason and a message that says that you may not register for courses until this situation has been resolved.

## Course Catalog

This page allows you to search the institution's course catalog. The ability to search by keywords may be of assistance if you are not familiar with the course catalog. *Medium Title* and *Long Title*, as well as event and subtype descriptions will be searched for the keyword(s) entered. Wildcards can be used in the *Course* and *Keywords* criteria.

Select the **Advanced Search** tab in order to enter additional search criteria, such as *Curriculum*, *Credit Type*, *Department* or *Class Level*. The *Customized Display* checkboxes at the bottom of the window allow you to indicate whether or not you wish to retrieve course catalog information such as general or subtype description, corequisites and fees. The number of *Results per page* is defaulted to 15 (fifteen).



## Course Home Page

This page allows you to view all of the information relating to a specific course in one central location. Select the appropriate year/term/session and course. Course announcements, grade activities, collaboration center, private course forums, the course schedule, any media objects associated with the course, and your personal calendar for the week will display.



The content sections mentioned above will display only if the sections have been selected by the System Administrator in the 'Display Content' page setting for the Course Home Page.

The *Announcements* section of the page displays all the active course announcements.

The *Grade Activities* section of the page shows course activities that are due from today's date forward. To view all activities for the course, select the **View all activities...** link. Students can submit assignments related to course activities directly from this page by selecting the  icon in the **Submit** column. To view the details for any activity select the  (magnifying glass icon). This will open the **Activity Details** page.





If a grade activity is of type 'Perception Assessmnt', the Submit column will display the Questionmark icon link that will take the student to the Activity Details page.




Perception is a software product from Question Mark Corporation. Questionmark Perception is a tool to author, administer, deliver and report on computerized assessments.

The *Collaboration Center* section shows the messages that you have received relating to this course.



The Collaboration Center does not use email to send messages. Rather, these messages are stored in the database under the recipient's user account Id. When the recipient of a message next opens the **Course Home Page** page, IQ.Web will pull all messages for his account from the appropriate database table.

Using the Collaboration Center, you can send messages to and receive messages from other members of the community. A history of sent and unsent (draft) items is stored and can be accessed by selecting the appropriate tab. Messages can be deleted by selecting the checkbox to the left of the appropriate message and then selecting  **Delete Selected Message(s)**. To view a message, select  (magnifying glass icon).

Select the  **New Message** icon to compose a new message. An address book is available from the  icon to the right of the *To* field when composing messages. Enter the desired recipients, a subject for your message and the message text. By selecting the **Attachments** tab, media can be attached to postings in the Collaboration Center. To do this, select the  **Add** button, enter or browse for the appropriate file, enter a title and description for that file, and select the **Upload Media** button.

The *Private Course Forums* section of the page displays links to any available private course forums. This section also displays for each private course forum, the Status, Topic Count, Post Count and Last Post (Date/Time).


The *Course Schedule* section of the page shows the meeting days/times for the course and its location.

The *Personal Calendar* section shows scheduled events for the current week. All day events or activities that are not tied to a time will appear first for each day. The remaining events are ordered first by the start time and then alphabetically by name. Events such as courses, sports events, meetings and activities will display. The academic calendar for your institution, including dates for pre-registration and registration, will also display. To view event details, select the appropriate event's name.

The *Course Related Media* section shows any media objects associated with the course in general and not attached to specific activities. To view a media object, select the appropriate icon or the object's name. The 'Accessible From/Until' dates/times, if any, will also be displayed.

The *Competency Tracking* section will only be displayed if Transcript Competencies exist for the student for the course selected. For more information about competencies and tasks, see *Understanding Competency Tracking in Faculty Role*.

## Activity Details page (accessed via Course Home Page)

This page is accessible from the **Course Home Page** when you select "View all activities" link and then select the  (magnifying glass) icon under the **View** column for a course activity.

This page displays the details for a course activity such as Activity Type, Date Assigned, Due Date, Accessibility Dates/Times, etc.

This page behaves differently for the Faculty role and for the Student role.

When Faculty accesses this page, they can see only the Activity Information and Available Media (posted by the Faculty). If the Activity is of type Perception Assessment a Retrieve Grades link will be displayed under the Activity Information section.

When Students access this page, they can see the Activity Information, Grade Information, Available Media, and Media Posted by the student.

If access to the Activity Media is restricted, the Available Media section also displays accessibility dates/times for the Activity Media.



If the selected course activity is a Perception Assessment, in addition to the information displayed above, the page will also display a link to the assessment (Assessment Link), the maximum number of attempts (Attempts Allowed, range 1-99), the grading method (Grading Method - average/highest/last/median/total) and the number of times the student took the assessment (Times Taken). If the student has equaled the maximum attempts the link to the assessment will be disabled.



Perception is a software product from Question Mark Corporation. Questionmark Perception is a tool to author, administer, deliver and report on computerized assessments.

## Course Schedule

This page allows you to view your course schedule information. All year/terms in which you were enrolled will be available.



You can choose between a text or grid format for displaying your course schedule by selecting the appropriate *Style* radio button. If you choose to display the schedule in text format, you may also select the *Include waitlisted courses* check box to view courses in your Waitlist. If you choose to display the schedule in grid format, you may also select the *Include registration shopping cart on grid* check box to view courses in your Shopping Cart on the grid. For more information about the Shopping Cart and Waitlist, refer **Online Registration**.

Select a *Year/Term*, then select a viewing *Style* and finally select the **View** button.

If you selected the *Text Style*, the following page will display in tabular format the *Course Id, Title, Credits, Duration, Day/Time* and *Location* information grouped by *Session*. If you selected the *Include waitlisted courses* check box, the waitlisted courses will also be displayed in a separate *Waitlist* section and show the waitlist rank.

If you selected the *Grid Style*, the following page will display the course schedule in a grid format. You can view the schedule for any available session by selecting the appropriate *Session* tab at the top. You can also select a time period for the grid using the Start and End Time drop-down list boxes. The grid will display the days of the week in columns, and times of the day (in 30 minute intervals) in rows based on the start and end times you selected. The courses will be displayed as bars in the grid, positioned on the appropriate days and spanning down the appropriate time periods. If you selected the *Include registration shopping cart on grid* check box, the shopping cart courses will also be displayed in the grid in a different color.

## Current Balance

This page allows you to view summary information about your current account balances. Balances are broken down into the different summary types. The summary types display all unposted activity AND any posted activity in the current fiscal year. In order to view the details, links are available from **Balance Due** and **Anticipated Aid**.



Balances may be calculated as the total charges minus the total credits and anticipated aid, if any, OR just the total charges minus the total credits, depending upon how the system administrator has chosen to set it up.

## Degree Requirements


This page allows you to view your institution's degree requirements for a specific program, degree and curriculum in a designated matriculation year and term. After selecting the year/term and then the **Submit** button, the appropriate program/degree/curriculum should be selected from the *Curriculum* drop down list box.

Information describing the GPA and completion requirements will display at the top of the window. The different levels of the degree requirements may be viewed by selecting the folder icons. Selecting the **Expand All Folders** button will open the entire listing. Detail about the various courses that must be completed, including credits and minimum grades required, will display.

At the most detailed level of the degree requirements, links are available from the *Course Id* of each course to the corresponding entry in the **Course Catalog** page. When the course requirement has been set up with wildcard logic, selecting the link will retrieve all available courses that meet the criteria. **For example**, selecting the link on a course Id such as *ART2@* would return courses from the catalog such as ART20, ART250 and ART2345.

## FAQ


This page lists frequently asked questions. A variety of categories are currently available from the IQ.Web FAQs, including general information, as well as information about account setup, registration, campus forum, course communities, and searches.

Additionally, with the proper security access, FAQs are available by selecting the  icon from various locations throughout the system. Questions and answers can even be found on topics that are not listed on the main **FAQ** page. **For example**, system administrators can locate further information on the **Create a new request form** feature of the **Request Form Setup** page and on the **Maintain Transaction Types** and **Maintain Gift Transaction Types** features of the **Payment Setup** page. Faculty members can locate further information on the **Media** window of the **Course Setup** page. Students can locate further information on the **Online Registration** page.

## Financial Aid

This page allows you to review a summary of your financial aid activity, including the academic year/term/session, description and amount of disbursed and anticipated financial aid. Summary information displays for *Total Disbursed*, *Total Anticipated* and *Grand Total*.

## Financial Aid Details

This page allows you to review your financial aid detailed activity per academic year in real time, including *Documents*, *Packaging*, *Loans*, *Awards by Academic Term*, and *Messages*. Choose a year from the drop-down list box and select the  button. You may expand each section individually for more detail by selecting the arrow icon. To expand all sections at one time, select the **Expand All Views** button. When you do this, the button text will change to **Contract All Views** which you may select in order to contract all the sections on the page.

- *Documents* will allow you to view a list of submitted documents, Document Status, and Status Date.
- *Packaging* will allow you to view your total financial aid package for the year selected.
- *Loans* will allow you to view detailed loan information such as Loan Identifier, Interest Rate, Loan Requested, Lender Name, Status, Approved Amount, Number of Disbursements, Application Received, Signature Date, Lender Approved Date, Begin Period Date, and End Period Date.
- *Awards by Academic Term* section will allow you to view your Total Award Amount for that year separated by Academic Terms. For each term, you may view the Funds Name, Total Fund Amount, Scheduled Term Amount, and Status.
- *Messages* will allow you to view all Messages for the Academic Year selected.

## Find Course Sections

This page allows you to search for specific course section and schedule information. The ability to search by keywords may be of assistance if you are not familiar with your institution's course catalog and section designations. *Medium Title* and *Long Title*, as well as section description will be searched for the keyword(s) entered. Wildcards can be used in the *Course* and *Keywords* criteria.

Select the **Advanced Search** tab in order to enter additional search criteria, such as *College*, *Program*, *Credit Type* and information related to *Scheduling*. The number of *Results per page* is defaulted to 15 (fifteen).

Information such as course name, department, schedule, location, and instructor(s) will display for each course. Detailed course descriptions, prerequisites (course/test score/instructor permission) and fees can be viewed by selecting the magnifying glass icon to the left of the course Id. If the system administrator has enabled this feature during setup, students and prospective students can add courses to the **Online Registration** Shopping Cart, even if they do not have access to registration, by selecting the shopping cart icon. This allows you to go "shopping" for courses even before you have applied to the institution.

By selecting an instructor's name, his dossier can be viewed. If there are any media objects, such as a syllabus or a required reading list, that are linked to specific course sections, they can be viewed here.

## IQ.Web Home Page

This page displays several tabs, enabling you to view the campus calendar, as well as your checklist, user-defined links and notes. For administrators, there is a page setting entitled *Available Tabs* that may be set in order to determine what tabs will appear on the page. The available options are *Calendar*, *Checklist*, *My Links*, and *My Notes*.



### Calendar

A monthly campus calendar will display events from the Academic Calendar as well as Campus Events from the Master Calendar. By using the back and forward double arrows to either side of the month/year displayed, previous and future months may be viewed. Selecting a date on the calendar will take you to a daily view of your personal calendar.


### Checklist

This window allows you to view and complete your scheduled actions. Scheduled actions are assigned in PowerCAMPUS and may be completed in PowerCAMPUS or in IQ.Web. **For example**, you may be responsible for running a particular report, attending a meeting or making a phone call. The window displays the *Status* of each action, *Required* (indicating whether the action is required), the *Scheduled Date & Time* of the action, and the *Action* name. This window displays the same information and has the same functionality as the **Checklist** page. For more information, see *Checklist*.

### My Links

If you have secure access, you may configure your home page with links to the websites that you use most often. Selecting the plus sign at the top of the window will allow you to add a website. Selecting **Options** will allow you to change the sort and hide or change the display names of fields on the window. Selecting **Go** beside a particular *Web Site Address* will open the website in a new window. Selecting  will allow you to delete a website. Finally, selecting  will allow you to update the information about an existing website.



### My Notes

With the exception of , these same icons, with their corresponding functionality, are available on the **MyNotes** window. Personal and professional notes can be added, updated or deleted here.



If you are on the Stop List for any reason, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list, and the stop list reason.

## Instructor Permissions

This page allows you to view instructor permissions and enter comments for the selected year/term/session and course. This page can be accessed from the left navigation menu bar. Select a year/term/session from the drop down list box and then select the  (Go) button. The course drop down list box will be populated with valid courses in that year/term/session that have instructor permission as a prerequisite. Select a course and then select the  (Go) button.

The *Section Title, Days, Times* and *Location* information for the selected course will be displayed on the same page. The name(s) of the instructor(s) who are required to grant permission will also be displayed. The table below will display the *Instructor Name, Permission Status, Status Date, Override Id, Override Date, Student Comments, Instructor Comments, and Override Comments*. The *Permission Status* column will display any one of the valid statuses, *Approved, Declined* or *Waiting*. The status of *Waiting* indicates that the instructor has received your request for permission but has not *Approved* or *Declined* your request yet. You can enter your comments in the *Student Comments* field and select **Save** when you are done.



You will **not** be able to register for the course till you have approval from the required instructor(s).

## Log Off


This page allows you to log out of IQ.Web and either log in again at a later time or return to the IQ.Web start page.



It is important to logout and close your browser when exiting IQ.Web or leaving the computer. Otherwise, other people may gain access to your personal information.

## Maintain Addresses

This page allows you to make changes to your existing addresses and add new ones. Only active addresses show on the **Maintain Addresses** page. If you would like to remove an address from the page, change the End Date to a date prior to the current date. This will inactivate the address and it will no longer appear on the **Maintain Addresses** page. Be careful when ending addresses because you must have at least one active address in the system or you may be put on stop list, depending upon your institution's settings.

Select the  icon to add new address. A new cell will appear at the bottom of the page for you to enter your address information. First select an Address Type, for example *Home* or *Work*, and enter a Start Date and End Date for the address. You may leave the address open-ended by leaving the End Date as *mm/dd/yyyy*. If the address is a recurring address, you must enter an End Date and select the *Recurring* checkbox. For example, if you move home each summer, you may have a recurring Home address with a Start Date of 06/01/2004 and End Date of 08/31/2004. Recurring addresses must be less than one year in length. Fill out the remaining address information and save your changes.

## Maintain Addresses

If your system administrator requires approval for new addresses or address modifications, your address will be noted as pending until the administrator approves the change. This means that during the pending time, any mailings or contact the institution may have with you will go to the original address. Once the administrator approves the change, your address records will immediately be updated. Pending addresses will be marked with the text, 'Pending Approval' until approval is verified. You will know that the address was approved when the address no longer is listed as 'Pending Approval'.

You may not have overlapping dates for any given address type. For example, you may not have a work address at 1234 Main Street, Malvern PA 19355 with a Start Date of 04/01/2004 and an End Date of 06/30/2004 and also another work address on file at 4321 Chestnut Street, Malvern PA 19355 with a Start Date of 06/01/2004 and an End Date of 12/31/2004. The Start Date of the latter address must be AFTER the End Date of the first address.

Select the 'Edit' icon to edit an existing address. You may edit any of the address information, including the Start Date and End Date, with the exception of the Address Type. If you would like to make an entry with a different address type, select the 'Add' icon to create a new address.

At the bottom of the page, you may see a link to the **Your Address Hierarchy** page if your system administrator has elected to display it. For more information on this page, see **Your Address Hierarchy**.

For more information on Date Driven Addresses see *Understanding Date Driven Addresses* and *Understanding Date Driven Addresses in IQ.Web*.



### ***In what order are addresses displayed on the Maintain Addresses page?***

The first address type listed on the **Maintain Addresses** page is your *Preferred Address*. If you would like to change the order, you may use the *Your Address Hierarchy* page if the system administrator has elected to grant access. Otherwise, you may contact your institution for assistance.



### ***What does the recurring flag do?***

The recurring flag allows you to mark a certain address to repeat at the same time each year. Examples may include a summer vacation home that you go to each year.



### ***How do I enter an open-ended address?***

When you are entering an address, simply leave the End Date blank (it will default to *mm/dd/yyyy*). This will denote that the address does not end. If you eventually move and you know when the end date is, you may come back and modify the End Date for that address.

## Maintain Sponsor Agreements

This page allows you to maintain sponsor agreements. You may add students to agreements and enter start and end dates, or modify students on existing agreements.

### Add Sponsored Students

Select this link to add students to existing, active sponsor agreements. First, select an active agreement from the drop-down list box and select the *Submit* button. The page will refresh and display sponsorship agreement information: Agreement Number, Reference Numbers, Agreement Start Date, and Agreement End Date. If there is no agreement end date, the agreement is considered open ended. You may add up to five students at one time. To add more students, complete the required information, select *Save* and the page will refresh allowing you to enter five additional students.

The start and end date for the student must be within the range of the start and end dates of the agreement. The start date on the page will default to the current date. You may not enter a date that is in the past. Retroactive dates must be done through PowerCAMPUS and you must contact the Institution for these changes to be entered into the system. Once new students are entered and the page has been submitted, a table will display confirming the students you added (names and date) and also their unique Sponsor Id. The Sponsor Id also appears on the **Maintain Sponsored Students** page.



An active agreement is an agreement where the end date has not passed.

### Maintain Sponsored Students

Select this link to maintain sponsored students on existing sponsor agreements. First, select an active agreement from the drop-down list box and select the *Submit* button. The page will refresh and display sponsorship agreement information as well as a list of students currently associated with the agreement.



An active agreement is an agreement where the end date has not passed.



A printed copy of this page is useful as a summary of the agreement. It can be used as a reference when you are communicating Sponsor Id's to your students.

## Manage Sponsorships

This page allows you to manage your sponsorships. You may manage existing sponsor agreements or enter new sponsorship Ids.

### Manage Existing Sponsor Agreements

This section allows you to manage existing sponsor agreements. If you have been added to an agreement through PowerCAMPUS by an administrator, your agreements will automatically display. Agreements

## Official Transcript

that are inactive are denoted by an asterisk (\*). You may change the rank order of your agreements by selecting an existing agreement and using the up and down arrows to the right of the text box. The agreement that defaults when you use online registration will be the agreement listed first on your individual rank list that fits the course criteria. For example, a student is sponsored by Jones Co. who will pay for any course that starts with 'ACC' and Smith Co. who will pay for any course at all. Now assume the students ranks them with Jones Co. first and Smith Co. second. If the student uses **Online Registration**, Jones Co. will be the default sponsor for all your 'ACC' courses because they are the highest ranking sponsor. However, they are not a valid sponsor for your ENG101 course. In this instance, Smith Co. will default as the sponsor for ENG101. You may always change your sponsors from the defaults. For more information about sponsorships and online registration, please see *Courses taken under a Sponsorship Agreement* in **Online Registration**.

## Enter New Sponsorship Ids

This section allows you to add a new sponsorship. Input the full sponsor code supplied by your sponsor, including any extra characters and any preceding zeroes, into the empty text box and select the 'Submit' button when you are finished. You will notice that the new agreement is now listed above in the Manage Existing Sponsor Agreements section.

## Official Transcript

This page allows you to request official transcripts from your institution. A series of requests can be created and, up until the point that they are processed, these can be edited or deleted here. The required information is broken down into specific categories. The information can be saved at any time to be completed at a later date.

Once the request has been submitted, it will be flagged as *Completed* and will be ready for handling by the administrator or responsible person. The data is stored in a holding table until the responsible person reviews it.



This page has been replaced in the system by the **Transcript Request** page and will be removed in a future release.

## Online Directory Search

This page allows you to locate personal information about faculty members, students, and/or alumni online. Any of these people can be researched by their first or last name. Additionally, faculty members can be located by *Department*, students by *Class Level* and alumni by *Class Year*. Select the desired tab, enter the appropriate criteria and select the **Search** button.



Access to these directories will be set up by the system administrator, such that not all three may be available here.

By selecting the magnifying glass icon next to the appropriate person on the search results page, you may view a dossier for that person. The faculty dossier may include information such as room information, educational background and office hours. The student dossier may include information such as the

student's advisor, email address and academic program/degree/curriculum. The alumni dossier may include information such as spouse information and email address.

You can indicate whether you wish to display in any or all of the three directories (*Faculty, Student and Alumni*) by selecting the appropriate option using the **Online Directories** feature of the **Preferences** page.

## Online Donations

This page allows you to make credit card donations/gifts to your institution online. With an IQ.Web account, a series of requests can be created and saved. Then, up until the point that they are processed, these can be edited or deleted here. You must first select your desired method of access to the gift form.

### Request an IQ.Web account

Select this link to request an IQ.Web account and, therefore, advance from the visitor role to the guest role. Your gift form will be saved under your new user Id.

### Use my existing IQ.Web account

Select this link to go to the **Sign In** page and log into IQ.Web. Your gift form will be saved under your existing user Id.

### Fill out the Online Gift Form without an IQ.Web account

Select this link if you do not wish to open an account at this time, keeping in mind that you must complete your gift form in one session and submit it or you will lose your work.



Currently, when you select this link, the system will assign you a temporary account that allows you to access the pages available in the guest role, including the **Campus Forum**. However, once you are "logged out", you will not be able to make changes to your gift forms, create additional posts under the same alias, or view any events that have been entered previously in the personal calendar.

## Online Donations

Enter the amount of the gift, as well as the *Gift Program* (the Advancement Office's program that is responsible for the gift) with which to associate it. To complete the donation, enter the necessary payment information, if any. For more information, see *Using Credit Card Payment in IQ.Web for Students*.



Currently, online donations can **ONLY** be made with a credit card even if another payment option is selected by the system administrator.

Once the request has been submitted, it will be flagged as *Completed* and will be ready for handling by the administrator or responsible person. The data is stored in a holding table until the responsible person reviews it.

## Online Inquiry

This page allows you to request further information about your institution or one of its programs online. With an IQ.Web account, a series of requests can be created and saved. Then, up until the point that they are processed, these can be edited or deleted here.

### Request an IQ.Web account

Select this link to request an IQ.Web account and, therefore, advance from the visitor role to the guest role. Your inquiry will be saved under your new user Id.

### Use my existing IQ.Web account

Select this link to go to the **Sign In** page and log into IQ.Web. Your inquiry will be saved under your existing user Id.

### Inquire without an IQ.Web account

Select this link if you do not wish to open an account at this time, keeping in mind that you must complete your inquiry in one session and submit it or you will lose your work.



Currently, when you select this link, the system will assign you a temporary account that allows you to access the pages available in the guest role, including the **Campus Forum**. However, once you are "logged out", you will not be able to make changes to your inquiries, create additional posts under the same alias, or view any events that have been entered previously in the personal calendar.

## Online Inquiry

The required information is broken down into specific categories. The information can be saved at any time to be completed at a later date.

Once the request has been submitted, it will be flagged as *Completed* and will be ready for handling by the administrator or responsible person. The data is stored in a holding table until the responsible person reviews it.

## Online Application

This page allows you to enter application information online. With an IQ.Web account, a series of requests can be created and saved. Then, up until the point that they are processed, these can be edited or deleted here. You must first select your desired method of access to the application.

### Request an IQ.Web account

Select this link to request an IQ.Web account and, therefore, advance from the visitor role to the guest role. Your application will be saved under your new user Id.

## Use my existing IQ.Web account

Select this link to go to the **Sign In** page and log into IQ.Web. Your application will be saved under your existing user Id.

## Apply without an IQ.Web account

Select this link if you do not wish to open an account at this time, keeping in mind that you must complete your application in one session and submit it or you will lose your work.



Currently, when you select this link, the system will assign you a temporary account that allows you to access the pages available in the guest role, including the **Campus Forum**. However, once you are "logged out", you will not be able to make changes to your applications, create additional posts under the same alias, or view any events that have been entered previously in the personal calendar.

## Online Application

A fee may be attached to the request form. The amount of the fee is determined by the *Fixed Payment Amount* associated with the form's transaction type by the system administrator. Fee information, if any, will display at the top of the page. Depending upon the payment options allowed by the system administrator, you may have the options of having a bill sent to you or paying this fee now with a credit card. For more information about paying the fee with a credit card, see *Using Credit Card Payment*.

The required information is broken down into specific categories. The information can be saved at any time to be completed at a later date.

Once the request has been submitted, it will be flagged as *Completed* and will be ready for handling by the administrator or responsible person. The data is stored in a holding table until the responsible person reviews it.

## Online Payment

This page allows you to view and make credit card payments towards your current account balances. The summary types display all unposted activity AND any posted activity in the current fiscal year. In order to view the details, links are available from **Balance Due** and **Anticipated Aid**.



Balances may be calculated as the total charges minus the total credits and anticipated aid, if any, OR just the total charges minus the total credits, depending upon how the system administrator has chosen to set it up.

After reviewing the information, you can enter the amount you wish to pay in the *Amount to pay* field and select the **Submit** button. The page that displays next can be used for entering credit card information. For more information, see *Using Credit Card Payment*.

## Online Payment



The amount that you are paying is subtracted from your total current balance. You will not be able to specify a particular fee or charge to which you want this payment applied.

## Online Registration Page

This page allows you to register for coursework from a list of available courses for the year/term. The list of courses can be filtered using a number of different criteria, including course Id, session and campus.



Depending upon the *Registration Authorization* setting selected by the system administrator, you may need to be included in an authorized web registration group in order to successfully register online. An additional setting requiring advisor authorization may also be set for each web registration group. Check to make sure that you have the proper authorizations before proceeding.

On the first page, select the appropriate year/term.



If you do not have access to **Online Registration** for a particular year/term, the reason will display in the *Status* column. Reasons for not being allowed to register online may include, current date not being within the registration period for that year/term, being on a registration stop list, not belonging to an authorized web group or the current date not being within the registration period for the web group.

The current course schedule for the selected year/term will display. Courses that have been selected for registration will display at the bottom of the page in the Shopping Cart. Depending upon how the registration options were set up, any courses that were selected as potential courses for registration but have a status of *Closed* may display between the *Current Schedule* and the *Shopping Cart Contents* in a separate section titled *Waitlist Contents*.



*Registration Options*, which determine how *Closed* courses will be displayed and whether waitlists will be allowed, are selected by the system administrator.



You can view your current schedule and courses at any time by selecting the **View Grid** link.

**Online Registration** in IQ.Web has been set up so that you can select a number of courses from the institution's course catalog to be added to your Shopping Cart. You then have the option of adding courses from your Shopping Cart into your current schedule. In order to add courses to the Shopping Cart, select the **Course Search** link. Many different search criteria are available and the ability to search by keywords may assist these searches. *Medium Title* and *Long Title*, as well as section description, will be searched for any keyword(s) entered. Wildcards can also be used. Select **Add to cart** or **Add to waitlist** (if applicable, for *Closed* courses). A pop-up window will compile the selection(s) made while searching for courses. This window can be positioned anywhere on the screen.



Courses may already have been added to the **Online Registration** Shopping Cart from within the **Find Course Sections** page even before you had access to registration. For more information, see *Find Course Sections*.

Once all desired courses have been added to the Shopping Cart, close the pop-up window and select the **Back to Registration** link at the top or bottom of the **Registration Add to Web Basket** page.

The checkboxes to the left of each course can be used to either drop courses from your current schedule or add courses from the Shopping Cart into your current schedule. Once the appropriate checkboxes are selected, select the **Process** link to continue with online registration. Upon selecting the **Process** link, you may receive a confirmation email at the email address you have provided for your IQ.Web account, if the system administrator has elected to use this feature. If this feature is in use, this message will display here: "An email has been sent to the following address to confirm your most recent registration activity: <your email address><your name>." The confirmation email will display the courses for which you have registered, as well as any that may be remaining in your Shopping Cart or on your waitlist, with relevant days/times and locations.




*Registration Validations*, which determine the checks that will be run at this time, are selected by the system administrator.

Any errors that occur while processing will display. These must be corrected in order to proceed. Depending upon what these are, you may need to consult your Registrar for help in correcting them. Select **Make Schedule Changes** to go back and alter the selected courses. Once there are no existing conflicts or errors with the selected schedule and it is complete, select **Finalize Schedule** to complete the registration process.

### Courses with Instructor Permission as a prerequisite

If the system administrator has selected the 'Allow Student to obtain Instructor Permission' page setting on the **Online Registration Main** page, any courses that require the Instructor Permission prerequisite will display the following two links below the course listing in the Shopping Cart:

 [View Prerequisites](#)

 [View Instructor Permissions](#)

Selecting the **View Prerequisites** link will pop up the **Course Section Details** page so that you can view the Prerequisites.

Selecting the **View Instructor Permissions** link will pop up the **View Instructor Permissions** page so that you can view the status of the permission requests, if any.

When you initially try to add the course with the Instructor Permission prerequisite to the Current Schedule you will receive an error message and the following link will be displayed below the course listing in the Shopping Cart:

 [Request Instructor Permission Online](#)

## Online Payment

Selecting the **Request Instructor Permission Online** link will pop up the **Compose Email** page where you can send a message to the Instructor requesting permission to register for the course.

When your request for permission is pending, or if you have approval/denial from one or more Instructors but not all required Instructors, the following information will be displayed below the course listing in the Shopping Cart:

Instructor permission pending from: <Instructor Name(s), who has/have received request from student>

Instructor permission granted by: <Instructor Name(s), who has/have approved the student>

Instructor permission denied by: <Instructor Name(s), who has/have denied permission to student>

### Student Schedules that Require Advisor Approval

If your schedule requires Advisor Approval, you will see a **Submit for Approval** button rather than the **Process** button. The regular registration procedure should be followed first and then you simply select the **Submit for Approval** button to alert your Advisor(s) that your schedule needs review. If a course requires Instructor Permission, you must attain permission prior to submitting the course for approval. As with standard registration, all validations including prerequisites and corequisites must be achieved in order to proceed with the approval process.

Once the schedule has been submitted for Advisor Approval, it will appear on the Online Registration page in the Schedule Pending Advisor Approval section. While the schedule is pending approval, you may not change the schedule that was sent for approval or drop any of the proposed courses. You may add additional courses and use the **Submit for Approval** button to submit them to your advisor. When your request for approval is pending, the following information will be displayed below the course listing in the Shopping Cart:

\*Advisor Approval pending from: <Advisor Name>

Once the schedule has been reviewed by the advisor, all approved courses will appear on your course schedule. You may select the **View Advisor Approval Details** link to view details regarding each course including the Status, the Status Date and Time, and Comments from the instructor. If your institution assesses charges when online registration occurs, you will not be assessed any charges until the course has been approved by the Advisor and the course is finalized on your schedule. You will not be assessed when you first submit the schedule for approval.



If you register for a course(s) for which you are required to obtain Advisor Approval and you are approved for the course and then subsequently choose to drop it, you will not be able to register online for the same course(s) again. You must contact your Registrar for assistance.



If your institution chooses not to assess charges at the time of Online Registration, you will not see the **Finalize Schedule** button. Instead, you may use the **Make Schedule Changes** button to complete your online registration.



If you wish to change the *Credit Type* for any course in the current schedule, select **Make Schedule Changes** and then select the appropriate one from the drop down list box of allowed credit types. You will need to **Process** the schedule again with the new credit types.

A page will display stating your current balance.



Balances may be calculated as the total charges minus the total credits and anticipated aid, if any, OR just the total charges minus the total credits, depending upon how the system administrator has chosen to set it up.

Links will be available to view or print a statement and/or schedule from a separate pop-up window. The payment option(s) available will also be indicated. If multiple payment options are listed, select the appropriate one.

- *Send Me a Bill* - You will be billed for the charges.
- *Pay with Credit Card* - The credit card information must be recorded. For more information, see *Using Credit Card Payment*. If you receive a transaction error on this window, the Registrar's Office should be notified so that the appropriate party can be contacted for troubleshooting.

Once the payment option is selected and the necessary information, if any, is entered, you will be officially registered. Again, links will display allowing you to view or print a statement and/or schedule. If you wish to make changes to your schedule at this point, you will need to contact the Registrar's Office.



If you are on the Stop List for a reason that stops registration, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list, the stop list reason and a message that says that you may not register for courses until this situation has been resolved.

### Courses taken under a Sponsorship Agreement

If your institution enables student management of sponsorships, you will see a link entitled *Sponsorships* on the Online Registration page. If you select this link it will take you to the **Manage Sponsorships** page. To take a course under a sponsorship agreement, you must first access this page to either set up or rank your sponsors. For more information on managing your sponsorships, see *Procedure - Managing Sponsorships*.

Once you have sponsors listed on the **Manage Sponsorships** page and you have added courses to your schedule, use the *Make Schedule Changes* button if you'd like to change your sponsor for any of your courses. You may select any sponsor that appears in the *Sponsor(s)* drop down list-box or select the *Do not sponsor* option. Once you make your changes, select the *Process* button again and then *Finalize Schedule*.



If a sponsor does not appear in the drop down list-box, it could be that the agreement is inactive and may have already ended, or you are registering for a course that is not covered by the sponsor's agreement. A course may not be covered at all or it may not fall within the dates on the sponsorship agreement.

## Personal Calendar

This page allows you to display a customizable event calendar, including personal events, course section events, campus events, and academic calendar events. Course activities may also display here. The settings for this calendar, including the view that defaults upon opening the page, the time interval used, and which types of events will display, are maintained by selecting the **Personal Calendar** link from the **Preferences** page.

**Day**, **Week**, **Month** and **Year** buttons are available at the top left of the page, enabling you to look at both short-term and long-term time periods. The **Graphic** and **List** links allow you to switch between a grid format and a listing of your events.



The *Year* view only provides a calendar in grid format and does not display specific events.

The **Add Event** button at the top right of the page can be selected to add personal events to your calendar. Event titles, locations and times can be entered/selected. Even for recurring events, event information needs to be entered only once.

From the calendar, the link for a specific event can be selected to display more detailed information about that event. For personal events, this information can then be edited or the event can be deleted. For course section events, a page that does not allow editing will display the course section details.

## Preferences

This page allows you to set preferences for your accounts, the Campus Forum, your personal calendars and the online directory search.

### Account Information

Select this link to edit your nickname, email address and password hint.




Any changes that are made here affect your login, so be cautious when using this feature.

### Campus Forum

Select this link to open the **Edit Forum Preferences** page to maintain **Campus Forum** information such as your occupation, interests, location, and home page address.

### Personal Calendar Preferences

Select this link to edit settings for your personal calendar. These settings include the type of view to display when you open the **Personal Calendar** page, as well as its start and end times. Any period of time from a day to a year may be selected and displayed in either a grid or list format (excluding *Year*). You can select the time interval to sub-divide the grid or list. You can also select the different types of campus

events that you wish to display. By selecting the appropriate checkboxes, courses that relate to you individually, the academic calendar for your institution, campus events, and meeting events, and the due dates for associated course activities can be displayed on your calendar. You can delete all personal events from the calendar at once by selecting  **Delete all personal events.**

## Online Directories

Select this link to specify the online directories in which you wish to appear. You may opt to appear in all of the directories, none of the directories, or only particular directories. If you wish to appear in select directories only, select the checkbox(es) next to the appropriate one(s).



Even if you select *Always* or multiple directories, the actual directories in which you can display may be limited for your security role by the system administrator.

## Sponsor Online Payment

This page allows sponsors to make an online payment toward their current balance. The balance displayed reflects amounts for all of the Sponsor Agreements for the current year and term. Sponsors may view Total Charges, Total Credits, and the Total Current Balance at the bottom of the page.

Sponsors may make a payment toward the current balance using a credit card, up to the maximum dollar amount of the Total Current Balance. For more information about making payments, please see *Using Credit Card Payment*.

## Transcript Request Page

This page allows you to request official transcripts online.

A fee may be attached to the request form. The amount of the fee is determined by the *Fixed Payment Amount* associated with the form's transaction type by the system administrator. Fee information, if any, will display at the top of the page. You may select to have a bill for this fee sent to you or to pay this fee now with a credit card. For more information about paying the fee with a credit card, see *Using Credit Card Payment*.

Enter information about where the transcript should be sent. The recipient's name, address, city, state and zip code are all required. You may wish to request a copy of your transcript for your own records or to have a copy sent to another institution or an employer. Each request must be entered individually. After entering the information, select the **Submit** button and a confirmation page will display. At this point, the information on the form can be reviewed and the *Notify me of Status Changes* checkbox can be selected if you would like an email sent to you when the request is accepted (or denied). Selecting the **Submit** button is equivalent to your signature.

Once the request has been submitted, it will be flagged as *Completed* and will be ready for handling by the administrator or responsible person. The data is stored in a holding table until the responsible person reviews it.

## Understanding Date Driven Addresses in IQ.Web



If you are on the Stop List for a reason that stops grades, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list, the stop list reason and a message that says that you may not request an official transcript.



If you are on the Stop List for a reason that stops registration, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list and the stop list reason, however, you will be able to proceed with the request.

## Understanding Date Driven Addresses in IQ.Web

Date Driven Addresses enable you to maintain multiple addresses of the same type and set certain addresses as recurring. By using the **Maintain Addresses** page, you may make changes to existing addresses and also add new ones. You may have more than one address for each address type as long as the date ranges do not overlap. For example, if you know you are moving on May 1, you may have a home address from 09/01/2000 - 04/30/2004 of 123 Maple Street and another home address from 05/01/2004 - (open ended) for 789 Cherry Street. This would signify that your home address is changing on May 1 and you will be there indefinitely.

Another feature of the **Maintain Addresses** page is the recurring flag. You may use this if you want a certain address to repeat at the same time each year. For example, if you know that you would like your home address to be 121 Beach Lane each summer, you may set up the address for 06/01/2004 - 08/31/2004 and check the recurring checkbox. This means that each year from June 1 - August 31 your active address will be 121 Beach Lane.

Only active addresses will appear on the **Maintain Addresses** page. If an address has expired (and is not recurring), it will no longer appear on the page. Active addresses are those where the current date is before or the same as the end date of the address.

The first address type listed on the **Maintain Addresses** page is your *Preferred Address*. If you would like to change the order, you may use the **Your Address Hierarchy** page if the system administrator has elected to grant access. Otherwise, you may contact your institution for assistance.

### General Rules for Date Driven Addresses:

- All address types **MUST** have a start date.
- The start and end dates of active address of the **SAME** type **MAY NOT** overlap.
- All recurring addresses **MUST** have an end date.
- The difference between the start and end date for recurring addresses **CANNOT** be longer than one year.

- When ALL addresses are about to expire or have expired, a stop list and/or an email may be automatically created. Be sure to always keep your address records up to date. IQ.Web users may be notified that they are on stop list via the stop sign icon that will display on the IQ.Web home page.



### ***In what order are addresses displayed on the Maintain Addresses page?***

The first address type listed on the **Maintain Addresses** page is your *Preferred Address*. If you would like to change the order, you may use the *Your Address Hierarchy* page if the system administrator has elected to grant access. Otherwise, you may contact your institution for assistance.



### ***What does the recurring flag do?***

The recurring flag allows you to mark a certain address to repeat at the same time each year. Examples may include a summer vacation home that you go to each year.



### ***How do I enter an open-ended address?***

When you are entering an address, simply leave the End Date blank (it will default to *mm/dd/yyyy*). This will denote that the address does not end. If you eventually move and you know when the end date is, you may come back and modify the End Date for that address.

## **Unofficial Transcript Page**

This page allows you to view your complete academic history at the institution. All coursework, credits and GPA information is displayed, sorted by academic year and term.

The following optional information may also display on the unofficial transcript:

- *Honors* - transcript honors (below the name, Id, program/degree/curriculum, and graduation date information)
- *Course Comments* - comments specific to each course (after the course details)
- *Final Grade Comments* - final grade comments specific to each course (after course comments)
- *Awards* - transcript awards (between the course and credit information)
- *Year/Term Notes* - notes specific to the year/term for this transcript sequence (below the credit information)
- *General Notes* - notes not specific to the course or the year/term (at the bottom of the transcript directly above test scores, if applicable)
- *Test Scores* - test scores (SAT, ACT, etc.) in tabular format (at the bottom of the transcript)

## View Grades Page




In order for course information to display for the current year/term/session, either a GPA must already have been calculated for this session or the system administrator must have selected for the courses in progress to display.



If you are on the Stop List for a reason that stops grades, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list, the stop list reason and a message that says that you may not view your unofficial transcript until this situation has been resolved.

## View Grades Page

This page allows Students to view their grades. This page can be accessed via the 'View Grades' link in the navigation menu. One row for each year/term that you have been enrolled will display, listing credit and GPA information. In order to view detailed information for a particular year/term, select the  (magnifying glass) icon. All course sections taken in that year/term will display with credit and grade information. Grade information may also include any midterm and/or final grade comments that the instructor may have entered for the student. Any awards that you may have received for the Term and Overall will also be displayed.



If you are on the Stop List for a reason that stops grades, you will see a stop sign icon (provided it has been enabled for the stop list reason via PowerCAMPUS), the date you were put on the stop list, the stop list reason and a message that says that you may not view your grades.

## View Sponsorship Statements

This page allows sponsors to view their statements online. Select a **Sponsor Agreement** and a **Year/Term** and then select the (go) button to submit the page. Sponsor Agreements that are marked with an (\*) asterisk are inactive agreements. Sponsors will see their charges and credits listed and may view their Total Charges, Total Credits, and Total Current Balance for the specified Year/Term at the bottom of the page.



For the specific student name to appear under the *Student* column for section fees, the setting entitled *Sponsors Considered Financial Aid Providers Regarding Information Disclosure* (Global Settings: Miscellaneous Sponsor Billing Settings) must be selected OR the student must have a signoff marked in PowerCAMPUS.

## Your Address Hierarchy

This page allows you to set up your Address Type Hierarchy. This page can be accessed via the Maintain Addresses page. You may select an Address Type from the drop-down list box and use the Up/Down arrow buttons to move it up and down. The Address Type of your preferred address should be listed first in the drop-down list box.

## Procedure - Registering Online for Traditional Courses (Page 1)

Use this procedure to "shop" or to register for courses in a particular Year/Term using the **Online Registration** page.

Courses may already have been added to the **Online Registration** Shopping Cart from within the **Find Course Sections** page even before you had access to registration.

1. Select the **Online Registration** link from the menu bar.
2. Select the link for the appropriate Year/Term.



*If you do not have access to Online Registration for a particular year/term, the reason will display in the Status column. Reasons for not being allowed to register online may include being on stop list, not belonging to an authorized registration web group, or the current date not being within the registration period for that year/term.*

3. The current course schedule for the selected year/term will display at the top of the page. Any courses that have been selected for registration but not yet added to your schedule will display at the bottom of the page in the Shopping Cart.
4. In order to add courses to the Shopping Cart or your Waitlist, if applicable, select the **Course Search** link. Many different search criteria are available and the ability to search by keywords may assist these searches. Wildcards can also be used. Select **Add to cart** or **Add to waitlist** (if applicable, for *Closed* courses). A pop-up window will display your ongoing selections. When you are finished selecting courses for the Shopping Cart (or Waitlist), close the pop-up window and select the **Back to Registration** link at the top or bottom of the page.



*If you are only shopping for courses, you may return to continue with registration later or you may proceed to make sure that your selected courses will not create any conflicts or errors during registration. DO NOT, however, select Finalize Schedule until you wish to actually register for the selected courses.*

## Procedure - Registering Online for Traditional Courses (Page 2)

If you wish to take one of your selected courses Pass/Fail or to audit it, select **Make Schedule Changes** and then select the appropriate *Credit Type* from the drop down list box of allowed credit types for that course. You will need to **Process** the schedule again with the new credit types.

5. Select the checkbox to the left of any course you wish to drop from your schedule, or add from the Shopping Cart into your schedule, and select the **Process** link to continue. If your schedule must be submitted to your advisor for approval first, you will see the **Submit for Approval** link instead of the **Process** link.



*Once your course schedule has been submitted for approval, you cannot alter your selections. You may add additional courses and submit them for approval, or you may choose to wait until after the approval process has been finalized and add/drop courses from your schedule.*



*Once your course schedule has been reviewed, all approved courses will be added to your official course schedule. To view details regarding the courses you have submitted for approval, select the **View Advisor Approval Details** link on the **Online Registration page**.*





*If you are sponsored for a course and also require advisor approval, you must first submit your course schedule for approval and then return to **Online Registration** to verify or make changes to your sponsorships. For more information about managing your sponsorships, see **Procedure - Managing Sponsorships**.*

6. A series of registration validations will occur. Any errors that arise while processing will be displayed, and must be corrected in order to proceed. Depending on what these are, you may need to consult your registrar for help in correcting them. Select **Make Schedule Changes** to go back and alter the selected courses, if desired. You will need to select **Process** again if you make any changes. If you are sponsored for any courses, you may select a different sponsor from the drop-down list box. Once there are no existing conflicts or errors with the selected schedule and it is complete, select **Finalize Schedule** to process the registration records.
7. Your current balance and available payment option(s) will display. Once the payment option is selected and the necessary information is entered, registration is complete. Select the appropriate link to view or print a statement and/or schedule.

## Procedure - Registering Online for Continuing Education Courses (Page 1)

Use this procedure to search and register for Continuing Education courses.

1. Access IQ.Web as a Visitor and select the Find Continuing Education Courses link from the navigation menu.
2. Enter search criteria on the Search or the Advanced Search tab and select the **Search** button.
3. On the search results page, select the **Add to cart** or **Add to waitlist** (if applicable, for *Closed* courses) link adjacent to the course. A pop-up window will display your selection.
4. To view the course details select the magnifying glass icon  next to the course.
5. When you are finished selecting courses for the Shopping Cart (or Waitlist), close the pop-up window and select the **View Cart/Checkout** link at the top or bottom of the page.
6. On the Continuing Education - View Cart page, remove any courses that you do not want to checkout by selecting the  (remove) icon next to the course.
7. If you wish to add more courses to your Shopping Cart (or Waitlist) select the **Course Search** link at the top or bottom of the page.
8. Select the **Continue Checkout** link to proceed with the checkout. If you wish to cancel your transaction and return to the main course search page select the **Cancel** link.
9. On the Continuing Education - Identify Yourself page, select the **New Student** option if you have not previously registered for courses or have not submitted your information. If you have successfully registered for courses in the past, please select the **Returning Student** option.

## Procedure - Registering Online for Continuing Education Courses (Page 2)

Use this procedure to search and register for Continuing Education courses.

10. If you select the **New Student** option and select **Continue Checkout**, you will be brought to the Continuing Education - Student Information page.
11. Enter the required student information and select the **Submit** button.
12. This process may take a while for your new account to be created. You will then be brought to the Continuing Education - Online Registration page.
13. If you select the **Returning Student** option and select **Continue Checkout**, you will be brought to the IQ.Web Login page. Enter your Login Id and Password, and select the **Sign In** button to log into IQ.Web. You will then be brought to the Continuing Education - Online Registration page.
14. The courses in the Shopping Cart Contents section will have the **Add** check box selected by default. You may deselect the **Add** check box for any courses that you do not wish to checkout.
15. If you wish to empty your shopping cart select the **Empty Cart** link. Select the **Course Search** link to search for more courses.
16. Select the **Checkout/Update** link to proceed with the checkout.
17. On proceeding with the checkout, you will be brought to the Continuing Education - Complete Registration page that displays your itemized and total charges. Depending on how this page is configured by the institution, you may either be successfully registered for the selected courses and be billed later, or you may be able to choose between the **Send me a Bill** or **Pay with Credit Card** options.

## Procedure - Registering Online for Continuing Education Courses (Page 3)

Use this procedure to search and register for Continuing Education courses.

18. If you select the **Send me a Bill** option and select **Continue**, you will be successfully registered for the selected courses and a bill will be sent to your address later.
19. If you select the **Pay with Credit Card** option and select **Continue**, you will be brought to the credit card entry page where you will be able to enter your credit card information.
20. Enter the required credit card information and select the **Continue** button.
21. The next page will allow you to review the credit card information you just entered.
22. You can select the **Back** button to go back to the credit card entry page to make any changes to the credit card information. If you wish to terminate the transaction and return to the main online registration page select **Cancel**.
23. Select **Continue** to proceed with the credit card payment.
24. If the credit card transaction is successful your online registration process is now complete and you are registered for your selected courses. The registration confirmation page will display your statement and your schedule.
25. If the credit card transaction fails for any reason, you will **not** be registered for your selected courses. You will need to terminate the transaction and start over again or contact the Registrar's office for further assistance.
26. If the transaction failure is due to a connection problem with the credit card processing company you may want to report such incidents to the Registrar's office.

## Procedure - Creating a What If Academic Plan

Use this procedure to create new *What If* academic plans and evaluate the pros and cons of changing majors or minors.

You can return to view any *What If* academic plans later, if preferred, by selecting the **View 'What If...?' Academic Plan** link from the **Academic Plan** page.

1. Select the **Academic Plan** page from the menu bar.
2. Select the **Create New 'What If...?' Academic Plan** link.
3. Select the appropriate *Program/Degree/Curriculum* and *Matriculation Year/Term* from the drop down list boxes and then select the **Create new what if...?** button.



*If the maximum number of What If academic plans has been reached, the existing plan(s) must first be removed by selecting the **Remove checkbox** to the left of the appropriate plan and then selecting the **Create New What If...?** button. Multiple plans can be removed at once.*

4. The process will compare your current coursework against the degree requirements for the selected *What If* major (program/degree/curriculum). The *What If* academic plan you have created will display. Select the **Expand All Views** button to see a list of the various degree requirements that have been completed, as well as those that are remaining. The completed requirements, if any, are indicated by red checkmarks.
  - To view details of a course, such as prerequisites, corequisites and fees, select the appropriate *Course Id*. When the course requirement has been set up with wildcard logic, selecting the course Id will retrieve all available courses that meet the criteria. For any courses that are *Complete, In Progress* or *Below Minimum*, selecting this status from the *Progress* column will display further course information, including the year/term/session that you took it and the grade that you received.
5. You can now determine whether changing your major would be a viable option for you and whether you would like to proceed with doing so. If you have decided that you would like to make changes to your academic plan, please contact your dean or advisor for further assistance.

## Procedure - Managing Sponsorships

Use this procedure to add sponsors and change their rankings which will be used during Online Registration.

1. Access the **Manage Sponsorships** page.




*The Manage Sponsorships page will either be a link on your menu bar or you may access it from within Online Registration. If you are in Online Registration, you may access the page by using the Sponsorships link, provided that your institution enabled the setting to allow student management of sponsorships.*

2. If you have no existing sponsors listed on the **Manage Sponsorships** page, enter the Sponsor Agreement Id that was assigned to you and select the *Submit* button when you are finished. It is important that you enter the code exactly, including all preceding zeroes and/or dashes.
3. Once you have sponsor agreements listed, you may use the Manage Existing Sponsor Agreements section of the **Manage Sponsorships** page. You may select any agreement and use the up and down arrows on the right to rank your sponsors. The agreement that is listed first on this page will be the agreement that defaults when you use online registration. For example, you are sponsored by Jones Corp. who will pay for any course that starts with 'ACC' and Smith Corp. who will pay for any course at all. Now assume the you ranks them with Jones Corp. first and Smith Corp. second. For all courses that start with 'ACC', Jones Corp. will default as your sponsor, but since your 'SCI' course does not fit the criteria for the Jones Corp. sponsor agreement, Smith Corp. will default for that course.



*You always have the opportunity to change your the sponsor from the defaulted option or select the option to not have the course sponsored.*

4. When your sponsorships have been added to the **Manage Sponsorships** page, continue to the **Online Registration** page and complete the *Procedure for Online Registration*.

<p><b>What If...</b></p>	<p>These 'What If...' scenarios are designed to help with common problems or situations that may arise while using the student pages of the IQ.Web system.</p>
<p></p>	<p></p>
<p><i>... you have forgotten your password?</i></p>	<p>If you forget your password at any time, select  <b>What if I forget my password?</b> on the <b>Sign In</b> page. From the instructions for how to proceed, select the <b>Request Password Assistance</b> link and you will be prompted to enter your login Id. By selecting the appropriate button, you may request to have either the <i>Forgotten Password Hint</i> that you selected for your account using the <b>Preferences</b> page or a brand new password emailed to you. For security reasons, your existing password will not be sent.</p>
<p><i>... you have recently changed your email address using the Change Address form but have not received any IQ.Web-composed emails since?</i></p>	<p>When an email address change is requested on the <b>Change Address</b> form, it will not update the email address stored on the <b>Preferences</b> page for the account. That must be changed separately. Emails from faculty regarding coursework, request form acceptance/denial notifications, password information, etc. will still be emailed to the email address set using the <b>Account Information</b> feature of the <b>Preferences</b> page.</p>
<p><i>... you cannot locate the action for which you are searching using the Checklist page?</i></p>	<p>An action will not display if its scheduled date is over one week old and it is not required, waived or canceled. An action will also not display after it has been completed, except for the day on which it was completed. Verify that your action does not fall into either of these categories. Scheduled actions are assigned in PowerCAMPUS and may be completed in PowerCAMPUS or in IQ.Web. Therefore, if you cannot locate your action here, you may wish to search for it using the Checklist Workflow in PowerCAMPUS. For more information, see the <i>Action Scheduling</i> manual of the documentation for PowerCAMPUS.</p>
<p><i>... you cannot view or edit the detail for your scheduled actions?</i></p>	<p>You must have complete access to the <b>Checklist</b> page in order to view or edit the detail regarding actions. If the <b>Checklist</b> page has been assigned 'View Only' rights, then you will not be able to update your checklist using IQ.Web.</p>

<p><i>... you do not have access to registration but you wish to "shop" for prospective courses anyway?</i></p>	<p>If the system administrator has enabled this feature during setup, you can add courses to the <b>Online Registration</b> Shopping Cart from the <b>Find Course Sections</b> page by selecting the shopping cart icon next to each appropriate course.</p>
<p><i>... you receive a message saying that 'You are not eligible to register at this time' when opening the Online Registration page?</i></p>	<p>In order to have access to <b>Online Registration</b>, you must have an active student (academic) record in PowerCAMPUS. For more information, contact your Registrar's Office.</p>
<p><i>... you receive an error when trying to select a year/term using the Online Registration page?</i></p>	<p>If you do not have access to <b>Online Registration</b> for a particular year/term, the reason will display in the <i>Status</i> column. Reasons for not being allowed to register online may include being on stop list or not belonging to an authorized web registration group. Depending upon the <i>Registration Authorization</i> setting selected by the system administrator, you may need to be included in an authorized web registration group in order to successfully register online. An additional setting requiring advisor authorization may also be set for each web registration group. For more information, contact your Registrar's Office.</p>
<p><i>... you wish to register online to either audit a course or take one pass/fail?</i></p>	<p>Process your course schedule as if you are registering for courses for credit and letter grades. Then, if you wish to change the <i>Credit Type</i> for any course in the current schedule, select <b>Make Schedule Changes</b>. If available, select either <i>Audit</i> or <i>Pass/Fail</i> from the drop down list box of allowed credit types for that course. You will need to <b>Process</b> the schedule again with the new credit types. When you are finished, select <b>Finalize Schedule</b> to complete the registration process.</p>
<p><i>... your current balance appears to be different than what you expected?</i></p>	<p>Balances may be calculated as the total charges minus the total credits and anticipated aid, if any, OR just the total charges minus the total credits, depending upon how the system administrator has chosen to set it up. If anticipated aid is/is not included, is your current balance correct? If this still does not account for the difference in calculations, contact your Billing Office with your concerns.</p>
<p><i>... you wish to apply a credit card payment to a particular charge/fee?</i></p>	<p>When using the <b>Online Payment</b> page, the amount that you are paying is subtracted from your total current balance. You will not be able to specify a particular fee or charge to which you want this payment applied. In order to specify the charge/fee, you will have to make your payment in person, via telephone or via mail.</p>

What If...

<p><i>... you are assigned an activity that uses anonymous grading but you do not know the pseudo Id to use when you submit this activity?</i></p>	<p>You can find your assigned pseudo Id for anonymously graded activities using the <b>Course Home Page</b>.</p>
<p><i>... you receive the error message 'You are not an active member of this community' when trying to access a specific course using the Course Home Page?</i></p>	<p>Contact your professor for that course and notify him of the problem.</p>
<p><i>... you wish to view your unofficial transcript for the current year/term/session, but it will not display?</i></p>	<p>In order for course information to display for the current year/term/session, a GPA must already have been calculated for this session. Try again at the end of the session, once grades have been entered.</p>
<p><i>... a faculty member has made you a teaching assistant and you wish to enter information pertaining to the course(s) to which you were assigned?</i></p>	<p>Go to the <b>Change Roles</b> page and select the teaching assistant role from the list. If multiple faculty members have made you their teaching assistant, you will need to select the appropriate one from the <i>Account Owner</i> drop down list box. After your role has been changed, you will be able to access the system as the selected faculty member. Use the course management pages to enter grades, attendance, course activities, etc.</p>
<p><i>... you wish to search for an alumnus, student or faculty member using the Online Directory Search page but the related search tab is not displaying?</i></p>	<p>Access to these directories will be set up by the system administrator, such that not all of them may be available here.</p>
<p><i>... you do not wish to display in the online student directory?</i></p>	<p>You can indicate whether you wish to display in any or, if applicable, all of the online directories (<i>Faculty, Student, and Alumni</i>) by selecting the appropriate option using the <b>Online Directories</b> feature of the <b>Preferences</b> page. Even if you were to select <i>Always</i> or multiple directories, the actual directories in which you can display may be limited for your security role by the system administrator. Select the <i>Never</i> radio button and then <b>Save</b>.</p>

# Index

<hr/>	
<b>A</b>	
Academic Plan page.....	13
academic plans	
creating what if scenarios for .....	52
Account Information page .....	15
accounts	
information about.....	15
Activity Details page.....	26
addresses/maintaining .....	31
Application Status page.....	15
Approve Course Schedule page .....	16
<hr/>	
<b>B</b>	
balances	
current .....	27
<hr/>	
<b>C</b>	
Campus Forum page .....	16
Change Address page.....	18
Change Demographics page.....	18
Change Password	
page .....	18
Change Roles page.....	19
Checklist	
page.....	19
components of	
IQ.Web.....	7
Continuing Education - Add Course page .....	21
Continuing Education - Course Filter page .....	21
Continuing Education - Identify Yourself page.....	21
Continuing Education - Student Information page.....	22
Continuing Education - View Cart Page.....	22
Continuing Education Online Registration page .....	22
Course Catalog page .....	24
Course Home Page.....	24
Course Schedule page	
for students.....	27
courses	
catalog of.....	24
creating	
what if academic plan .....	52
credit card payment	
using.....	10
Current Balance page.....	27

Index

---

<b>D</b>		introduction.....7
Date Driven Addresses		IQ.Web start page .....9
understanding..... 44		
Degree Requirements page ..... 28		
<hr/>		
<b>E</b>		<b>L</b>
Edit Forum Preferences page ..... 18		Log Off page.....31
<hr/>		
<b>F</b>		logging into
FAQ page ..... 28		IQ.Web.....10
Financial Aid Details page ..... 29		
Financial Aid page ..... 28		
Find Continuing Education Courses page..... 20		
Find Course Sections page ..... 29		
Forum - Request Permission Page ..... 18		
<hr/>		
<b>H</b>		<b>M</b>
Home Page ..... 30		maintain addresses .....31
<hr/>		
<b>I</b>		Maintain Sponsor Agreements.....33
instructor permissions ..... 31		Maintain Sponsorships.....33
introduction		
IQ.Web for Students ..... 7		
IQ.Web		
components ..... 7		
for students..... 7		
IQ.Web for Students		
<hr/>		
		<b>O</b>
		Official Transcript page .....34
		Online Application page .....36
		Online Directory Search page.....34
		Online Donations page.....35
		Online Inquiry page .....36
		Online Payment page .....37
		Online Registration page.....38
<hr/>		
		<b>P</b>
		Personal Calendar page.....42
		Preferences page .....42
		Procedure - Managing Sponsorship .....53
<hr/>		
		<b>R</b>
		registering

online..... 47

registering/online for continuing education  
 courses..... 49, 50, 51

---

**S**

Sponsor Online Payment..... 43

student access..... 12

---

**T**

Transcript Request  
 page ..... 43

---

**U**

understanding

    Date Driven Addresses..... 44

    IQ.Web components..... 7

    system..... 7

Unofficial Transcript page ..... 45

user accounts

    information about.....15

using

    credit card payment.....10

---

**V**

View Grades page.....46

View Sponsorship Statements.....46

---

**W**

what if academic plans

    creating.....52