

## Advisor Directions for IQ.Web

- To begin go to <http://registrar.georgian.edu/iqweb>
- Click the Login icon.
- Enter the Advisor Id in the User Id field and Password in the Password field. The Login ID will be the same 9 digit number that was used in the previous version of IQ.Web. The Password will be the same as well except an extension of gcc should be added to the end.  
For example, Login ID: 000012345  
Password: 4321gcc
- When finished, please remember to Log Off of IQ.Web. To do this use the Log Off link provided on the Advisor Menu.

### Advisor Menu Links

|                         |  |
|-------------------------|--|
| Navigation Group        | <p><u>Home Page</u> – Brings the user to the calendar page.</p> <p><u>About IQ.Web</u> - Offers a description of IQ.Web and the hardware requirements.</p> <p><u>FAQ</u> - Frequently asked questions about IQ.Web.</p> <p><u>Log Off</u> – This link will log the user out of IQ.Web. Please remember to log out of IQ.Web when finished.</p>   |
| Academic Research Group | <p><u>Course Catalog</u> – This link brings the user to the Online Course Catalog. Please keep in mind that the information in the computer catalog is generally accurate as of Fall 2002. Georgian Court University reserves the right to change courses, programs and fees or to make other changes deemed necessary or desirable, giving advanced notice of changes when possible.</p> <p><u>Find Course Sections</u> – This link provides a list of courses and their statuses being offered for a specific year and term.</p> <p><u>Using the Course Catalog or Find Course Sections</u></p> <ul style="list-style-type: none"> <li>• Select a year/term from the dropdown box.</li> <li>• For the course field,             <ul style="list-style-type: none"> <li>• Enter a course ID to view specific course.</li> <li>• Enter a course prefix to view all courses with that prefix.</li> <li>• Leave the field blank to view all courses, page by page.</li> </ul> </li> <li>• Click Submit.</li> <li>• The results page now shows.</li> <li>• For “Find Course Sections” each course has a magnifying glass next to it. Click this to view the catalog entry for that course. There is no magnifying glass in the Course Catalog.</li> <li>• Click on “Next Courses” to view the next set of courses, if applicable.</li> <li>• Click on “New Search” or “New Catalog Query” to start a new search.</li> <li>• Click on “Refine Search” to modify your current search parameters.</li> </ul> |
| Students                | <p><u>FERPA Rights</u> – Explains students’ Rights &amp; Privacy according to FERPA.</p> <p><u>Student Advising</u> – Advise department students. This link will take the user to a student information search screen. Enter criteria in any of the fields and click Search. From the Student dropdown menu pick the desired student.</p> <ul style="list-style-type: none"> <li>• Click View Grades to review the student’s grades. Click on the magnifying glass next to the desired year and term.</li> <li>• Click Unofficial Transcript to view the student’s transcript.</li> </ul>  |