TUSCULUM
UNIVERSITY — ESTABLISHED 1794 —

Faculty and Advisor Access to WebAdvisor and Self-Service

Faculty and Advisors will use Ellucian WebAdvisor and Self-Service to manage their rosters, to submit grades and attendance and to work with their advisees to develop and to approve the student registration plans. Students cannot register for a course without approval from their designated academic advisor.

FACULTY ACCESS

Faculty members may access information for students who are on enrolled in their course sections.

Both mid-term and final grades for students in their courses should be submitted via WebAdvisor or Self-Service. Instructions for submitting grades can be found on the IS Resources page at https://www3.tusculum.edu/is/resources/

ADVISOR ACCESS

Faculty members serving as advisors as well as professional advisors may access information for their advisees within Ellucian Self-Service via the Student Planning module.

Advisors will collaborate with their advisees to develop the student's course plan for each term. Academic advisors (both faculty and professional) have access to student transcript history and test sources required to advise successfully and to develop the student's course plan.

Students will use this course plan as their registration guide. Students may not register for a course that their advisor has not approved.

HELP DESK

Access to WebAdvisor and Ellucian Self-Service is linked to the Tusculum username and password. Faculty members and advisors should contact the Help Desk if they have any problems logging into either system or if they have other issues with their accounts or access.

Call 423-636-7346 from off-campus. Or Ext. 5346 from on-campus. Or email: tdis@tusculum.edu for assistance.

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