

## WEB MODULE – STUDENT STATUS

### To Enter the Web

Log on to [www.Caldwell.edu](http://www.Caldwell.edu)

Click “For Current Students,” highlight & click [Registration, Course Search and Billing](#).

Enter your correct ID# and Web Password. You will see “Successful Login”.

### Some General Information

If you have a HOLD on your records, the type of hold it is will show up in the first screen dialog box you see, after entering your ID# and Password. **HOLDS** prevent students from registering on the Web, or seeing their grades from the Academics Tab.

Across the top of the page you will see the following Tabs

### Academics Tab

**My Schedule** – You will see your Class Status, Advisor & Major(s). (Based on “*Change Term*” tab setting, see instructions below on how to change term)

**My Grades** – Can be set for different divisions, terms, and final or midterm grades.  
Use of GPA Calculator

**Note:** If a student has a hold, grades cannot be seen

**Note:** A grade of “W” etc. will not show until grades become history which is usually at the end of the semester.

**Note:** Unofficial transcript can be printed provided there is no holds

**Course Search** – Sort by Division, Department, Number, Section.

By Division = All, or UG/GR, or Closed, or Open Classes.

By Department = All, or UG/GR, or Closed, or Open Classes.

(After choosing the desired sort, for example Bu, then go to the bottom of the screen to set for closed, open, etc.). Click “*Find Classes.*”

Once your search is complete – Click on a particular Course Number/Section and you will see the:

Maximum number of seats allowed in the class

Number of students enrolled in the class

Prerequisites and Corequisites

Comments

Please also note that you can make a printable version of your choice.

**Faculty List** – Click to see a Professor’s schedule. This includes E-mail address (if added by the faculty member). The faculty listed on the Web can be deceiving. Those listed are active but not necessarily in the “default semester” you choose. The list will show the faculty members for the present faculty.

**Change Term** - Double click on the desired term in order to do a course search, or to see your schedule for that particular term. The default is usually set to the active term. Change the default to the term of interest.

## Advising Tab

## My Profile Tab

**Change Password** – To change, click the red “**HERE**” link in the paragraph above your personal information.

**Personal Information** – Address, phone #, etc. From this personal information screen you have the ability to change your address, etc. Click the red “**Update**” link under your information. The change will be placed **in a temporary file**. This file is reviewed by the registrar before transfer to the permanent files.

“**My Schedule**” – (Based on the term that was set)

“**My Grades**” – (Based on the last term student received grades)

“**My Account**” – You will see the current balance on your account. If you wish to view the transactions, click on the “View Transactions” Button. At the end of the transaction history, you can pay your account online with a credit card, where it says “Click here to pay online”. If you have questions about your bill, you may email the Student Accounts Office at [studentaccounts@caldwell.edu](mailto:studentaccounts@caldwell.edu).

**Registration Information** – Advisor, Current Division, Planned Graduation Term, Career Credit Hours (how close the student is to graduation from the standpoint of credits), Career GPA.

## Financial Aid Tab

By choosing “Awards” from this tab, you can view the status of your financial aid awards and accept or decline them online. From this screen you can also contact the financial aid office if you have any questions, at [financialaid@caldwell.edu](mailto:financialaid@caldwell.edu).

## General Tab

**Contact Us** – Who to contact in various offices (A new screen window will pop up. When you want to close the new window, click on the Back Button if highlighted, if not, click on File and then on Close.)

- [Caldwell College Catalog](#)
- [Caldwell College Financial Aid](#)  
Also includes a Guide to the College Billing Statement & a Search Engine.

## To Print

- 1<sup>st</sup> Note the top right area in red **Print/ Help/ Logout**, click on **Print**
- 2<sup>nd</sup> A new window will open, now click on the Print Icon in the Tool Bar

\*\*\*\*\*REMEMBER TO **LOGOUT**\*\*\*\*\*

