

FACULTY INSTRUCTIONS– ACCESSING & NAVIGATING THE PORTAL

The portal can be accessed on campus using the link available on the wc@home page located under “Strictly Business” or off campus via the Wilmington College website (www.wilmington.edu) using the “WC Portal” link which is located on the bottom of the page under Resources or by using the following URL: <https://wcportal.wilmington.edu>.

Enter your NETWORK login and password (login and password used when your computer boots up) If you run into any problems or have questions, please contact records@wilmington.edu or call Debbie Arneson in the Academic Records office ext. 464.

For security reasons, LOGOUT off the site before leaving your computer.

As you navigate through Portal, you need to make sure that you **do not use the back arrow** in your web browser. Instead you should use the “breadcrumbs” as needed. Please take note of the “You are here:” section (Faculty>Advising Information) that appears directly below the tabs as well as the additional breadcrumbs which are located within the portlet window itself.

TABS are located in the lower portion of the green top band – Home, Financial Aid, Faculty, WC Cincinnati, etc.

The blocks located on the left side of the screen are the PAGES available to you on the FACULTY tab. You have 3 pages: Faculty Information, Advising Information, and Announcements, Forms & Resources. Located on each PAGE are various PORTLETS (blocks).

The screenshot shows the Wilmington College Faculty Portal. At the top, there is a green header with the college logo and navigation tabs: HOME, FINANCIAL AID, FACULTY (selected), WC CINCINNATI, HELP, and MY PAGES. A user greeting reads "Welcome back Martha Hendricks (Personal Info | Logout)". Below the header, a breadcrumb trail indicates "You are here: Faculty > Advising Information". The main content area is divided into three columns. The left column contains a "Faculty" sidebar with links to "Faculty Information", "Advising Information" (highlighted), and "Announcements, Forms & Resources". Below this is a search box and "Quick Links". The middle column is titled "Advising Information" and includes sections for "Advisee Roster" with a "Set Options" button, a "Search for Advisee(s)" section with a text box, and a detailed instruction: "You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column." The right column contains "FileBound" with a link to <https://wilmington.filebound.com/LogOn.aspx>, "Course Schedules", and "Course Search". At the bottom of the right column, an alert states: "Alert: Student Registration is currently closed."

Wilmington College
HOME FINANCIAL AID FACULTY WC CINCINNATI HELP MY PAGES

Welcome back Martha Hendricks (Personal Info | Logout)

You are here: Faculty > Faculty Information

Faculty

Faculty Information

- Faculty Course Control
- Course Schedules
- Student Referral
- Grade Entry
- DFNI Grade Form
- Course Authorization

Advising Information

Announcements, Forms & Resources

Search...

Show search options

Quick Links

My Pages

- Wilmington Web Site
- WC OWA Email
- Bookstore
- WC Blackboard
- WILpay

Faculty Course Control

Course List for Martha Hendricks

[View More Options](#) [View My Faculty Schedule](#)

Course	Title	Go Directly To
ED130-M1	Foundations of Education	Select Area ...
ED130-M2	Foundations of Education	Select Area ...
ED130L-M1	Foundations of Education Lab	Select Area ...
ED130L-M2	Foundations of Education Lab	Select Area ...
ED132-M1	Reflective Pract Peaceful School	Select Area ...
ED160-M1	Beginning American Sign Lang I	Select Area ...
ED161-M1	Beginning American Sign Lang II	Select Area ...
ED162-M1	American Sign Language 3	Select Area ...
ED163-M1	American Sign Language 4	Select Area ...
ED199-M1	Independent Study Intro to Theories of Learning	Select Area ...

Course Schedules

Course Search

Alert: Student Registration is currently closed.

Student Referral

To refer a Student of Concern, please click on the link below:
https://wilmingtonaa.z1.qualtrics.com/ife/form/SV_6Wn4f87VUQzMR3n

Grade Entry

[View Course List](#)

DFNI Grade Form

[Review My Submissions](#)

[Information Report on D+, D, F, N and Incomplete Grades](#)

Course Authorization

Set Options

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: FA 2017

Program: All

Faculty: Martha Hendricks	Course	Catalog	Total Authorizations
	ED199-M1	UG17	0
	ED230-M1	UG17	5

Faculty Information Page contains the following PORTLETS:

Faculty Course Control – This can be used to access Course Details (day/time/location of classroom, etc.), Class List, and Grade Entry.

Course Schedules – You can access the course schedules or perform searches for available courses in a given term.

Student Referral – Refer a Student of Concern for academic assistance.

Grade Entry – This is an alternate way to access grade entry.

DFNI Grade Form – Here you can submit and review DFNI forms.

Course Authorization – To provide course authorizations for requirements, capacity, and schedule conflicts.

The screenshot shows the 'Advising Information' page for a faculty member. The page is divided into several sections:

- Faculty Information:** A sidebar menu with options like 'Advisee Roster', 'FileBound', 'Course Schedules', and 'Course Authorization'.
- Advisee Roster:** The main section, containing a 'Set Options' button and a 'Search for Advisee(s)' section. The search section includes a text box with instructions: 'You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.' Below this is a 'Show My Advisees' button.
- FileBound:** A section with a link to <https://wilmington.filebound.com/LogOn.aspx>.
- Course Schedules:** A section with a 'Course Search' button.
- Course Search:** A section displaying an alert: 'Alert: Student Registration is currently closed.' Below the alert, it shows 'Current Term: Fall - 2017' and 'Add Period Closed / Drop Period Closed'.
- Course Authorization:** A section with a 'Set Options' button and a text box: 'Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.' Below this, there are dropdown menus for 'Term: FA 2017' and 'Program: All'.

Advising Information Page contains the following PORTLETS:

Advisee Roster – You can access your advisee list, search for a name or ID, access student schedule, grant registration clearance, etc.

FileBound – Click here to access student information for advising.

Course Schedules – You can access the course schedules or perform searches for available courses in a given term. (Also available on the Faculty Tab).

Course Authorization – To provide course authorizations for capacity, requirements, permission, etc. (Also available on the Faculty Tab).

You are here: Faculty > Announcements, Forms & Resources

Faculty

- Faculty Information**
- Advising Information**
- Announcements, Forms & Resources**
- Announcements
- Higher Learning Commission Accreditation Report
- Resources and Forms
- Class Schedules and Registration Information - Printable

Search...

[Show search options](#)

Quick Links

My Pages

- [Wilmington Web Site](#)
- [WC OWA Email](#)
- [Bookstore](#)
- [WC Blackboard](#)
- [WILpay](#)

Proxy Login Tools

- [Re-Login As Current User](#)
- [Log Back Into Original User](#)
- [Show Replacement Values](#)

Announcements, Forms & Resources

Announcements

What's coming up next?

The last day to drop Abbreviated Session II classes is Monday, November 13.

Important Dates

Final Drop Date for Abbreviated Session II Classes - [Monday, Nov. 13](#)
 Final Full Semester and Abbreviated Session II Grades Due to Academic Records - [Friday, Dec. 15, 9:00 a.m.](#)

For more information, please click on the academic calendar in the column to the right.

Class Schedules and Registration Information - Printable

Fall 2017

- [FA17 MAIN Campus Schedule](#)
- [FA17 Abbreviated Drop/Add Schedule](#)
- [FA17 MAIN Exam Schedule](#)

Spring 2018

The time has been changed for EQ435 Equine Event Management for SP18. The new time is 1:50-2:50p MWF.

AG485-6 AG Practicum: Logistics has been cancelled. Students should register for AG350-8 Operations Management instead.

ED240 has been moved to Monday 6:00-9:00p. with J. Cohen.

CA131 Media for Social Change has been moved to Monday, 6:00-9:00p.

- [SP18 Schedule for Web Registration Time Table](#)
- [SP18 Advising Guidelines](#)
- [SP18 MAIN Schedule of Classes](#)
- [SP18 Abbreviated Drop/Add Schedule](#)
- [SP18 MAIN Final Exam Schedule](#)

Summer 2018

Registration for summer classes begins October 17.

All students can register on a first come, first served basis, provided they have been cleared for summer registration by their advisor.

[SU18 MAIN Schedule of Classes](#)

Campus Building Abbreviations

[SU18 MAIN Schedule of Classes](#)

Campus Building Abbreviations

BAIL	Bailey Hall
BCAC	Boyd Cultural Arts Center
CH	College Hall
CSA	Center for Science & Agriculture
CSS	Center for Sport Sciences
EQS CTR	Equestrian Center
FIFE	Fife Building
HC	Hermann Court
KEL	Kelly Center
RCC	Robinson Communication Center

For Campus Map, click [HERE](#)

Need Help?

Welcome to WCportal. If you any problems or questions regarding the Faculty tab, you may contact ext. 464, email records@wilmington.edu or stop by College Hall 105 for assistance.

For the Office of Academic Records Staff Directory, click [HERE](#)

Higher Learning Commission Accreditation Report

- HLC Documents**
- [HLC Assurance Report \(.pdf, 1864K\)](#)
- [Assessment Timeline \(.pdf, 196K\)](#)

[Go to Main Screen](#)

Resources and Forms

Academic Calendars and other Dates

- [Academic Calendar 2017-18](#)
- [Academic Calendar 2018-19](#)
- [Registration Dates for 2018](#)

Resources

- [Main Course Inventory 2017-18](#)
- [Self-Designed Major Criteria and Guidelines](#)
- [2017 - 2018 Catalog Addendum](#)
- [2016 - 2017 Catalog Addendum](#)

Forms

- [Blanket Major/Minor Amendment Form](#)
- [Course Authorization Form](#)
- [Course by Appointment](#)
- [DENT Grade Form](#)
- [Early Late Exam Request](#)
- [Education Department Waiver Form](#)
- [Grade Appeal](#)
- [Honors Program Exception Form](#)
- [Independent Study](#)
- [Major/Minor Amendment Form](#)
- [Course Proposal Form](#)
- [Petition for Administrative Action](#)
- [Petition to Academic Standard & Appeals](#)
- [Physical Education Waiver Form](#)
- [Proficiency Exam Form](#)
- [Registration Planning Form](#)
- [Self-Designed Major Amendment Form](#)
- [Self-Designed Major Application](#)
- [Transient Student Application](#)
- [WISE Program Exception Form](#)

Commencement Information

TBA

Announcements, Forms & Resources Page contains the following PORTLETS:

Announcements – Check this page often for What’s coming up next? and Important Dates.

Higher Learning Commission Accreditation Reports

Resources and Forms – View Academic Calendars, Registration Dates, Main Course Inventory, Self-Designed Major Criteria and Guidelines, and other forms. Here you can access and print forms that would normally be obtained from the Academic Records office or the Student One Stop Center. Return completed forms to the appropriate office as indicated on the form. Check here for upcoming commencement information.

Class Schedules and Registration Information – Printable – View Main Schedule of Classes, Abbreviated Schedules, Exam Schedules, Web Registration Time Tables, Advising Guidelines etc. Need directions?...campus building abbreviations and campus map can be found here. Need help?...find contact information here for the records office.