

STUDENT 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, please be sure to 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 (My Academics>Academic Records Home) 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, My Academics, Student Life, etc.

The blocks located on the left side of the screen are the PAGES that are available to you on the MY ACADEMICS tab. You have 4 pages: Academic Records Home, Course Schedules and Registration, Degree Information, Graduation Information. Located on each PAGE are various PORTLETS (blocks).

The screenshot shows the Wilmington College My Academics portal. At the top, there is a green navigation bar with the college logo and the text "Welcome back: Cody Tester (Personal Info | Logout)". Below this are navigation tabs: HOME, FINANCIAL AID, MY ACADEMICS (highlighted), STUDENT LIFE, WC CINCINNATI, HELP, and MY PAGES. A breadcrumb trail reads "You are here: My Academics > Academic Records Home".

The main content area is divided into several sections:

- My Academics** (left sidebar):
 - Academic Records Home (selected)
 - Course Schedules and Registration
 - Degree Information
 - Graduation Information
- Academic Information** (main content):
 - Undergrad Program**
 - Faculty Advisors: Alexander, J. Wynn (Primary Advisor)
 - Intended Majors: Sport Management
 - First Conc: Allied Health
 - Degree: Bachelor of Science
 - Student Schedule-click for details**
 - Course Schedule for Cody Tester** (highlighted)
- Higher Learning Commission Accreditation Report** (right sidebar):
 - HLC Documents
 - HLC Assurance Report (.pdf, 1864K)
 - Assessment Timeline (.pdf, 196K)
 - Go to Main Screen
 - Calendars, Schedules & Resources - printable**
 - Academic Calendar and other Resources**
 - 2017 - 2018 Academic Calendar
 - Registration Dates
 - 2017 - 2018 Main Course Inventory

At the bottom left, there is a search bar and a "Quick Links" section with "My Pages" and "Wilmington Web Site".

For the purpose of these instructions, we will focus our attention on the MY ACADEMICS TAB which provides you access to all of your academic information/records.

Academic Records Home Page contains the following PORTLETS:

Wilmington College
HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI HELP MY PAGES

Welcome back **Cody Tester** ([Personal Info](#) | [Logout](#))

You are here: [My Academics](#) > [Academic Records Home](#)

My Academics

Academic Records Home
Academic Information
Student Schedule-click for details
Grade Report
GPA Projection
Unofficial Transcript
Forms and links
Higher Learning Commission Accreditation Report
Calendars, Schedules & Resources - printable

Course Schedules and Registration
Degree Information
Graduation Information

Search...

[Show search options](#)

Quick Links

My Pages
[Wilmington Web Site](#)

My Academics

Academic Information

Undergrad Program

Faculty Advisors: Alexander, J. Wynn [📧](#) [📞](#) Primary Advisor

Intended Majors: Sport Management

First Conc: Allied Health
Degree: Bachelor of Science

Student Schedule-click for details
[Student Schedule-click for details](#) > Student Schedule

Course Schedule for Cody Tester [View Details](#)

Fall - 2017 - All Divisions	Course	Title	Meets
No Courses to display.			

Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)

GPA Projection

Please select a Program for which to calculate your projected GPA.

Program:

Unofficial Transcript

Select a Program from the dropdown for which to view the unofficial transcript.

Program:

[View Unofficial Transcript](#)

Forms and links

Official Transcript - Order Form

[Click here to order an Official Transcript](#)

Forms

- [Course Authorization Form](#)
- [Course by Appointment](#)
- [Early Late Exam Request](#)
- [Grade Appeal](#)
- [Independent Study](#)
- [Major/Minor Amendment Form](#)
- [Petition for Administrative Action](#)
- [Petition to Academic Standard & Appeals](#)
- [Proficiency Exam Form](#)
- [Registration Planning Form](#)
- [Self-Designed Major Amendment Form](#)
- [Self-Designed Major Application](#)
- [Transient Student Application](#)

Higher Learning Commission Accreditation Report

HLC Documents

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

[Go to Main Screen](#)

Calendars, Schedules & Resources - printable

Academic Calendar and other Resources

- [2017 - 2018 Academic Calendar](#)
- [Registration Dates](#)
- [2017 - 2018 Main Course Inventory](#)
- [2016 - 2017 Catalog Addendum](#)
- [Self-Designed Major Guidelines](#)

Fall 2017

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

Reminder:

Last Day of Abbreviated Session I Classes - *Monday, October 9*
First Day of Abbreviated Session II Term - *Monday, October 16*

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

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

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, please email records@wilmington.edu or stop by College Hall 105 for assistance.

[Office of Academic Records - Staff Directory](#)

Academic Information – Information regarding your advisor, major(s)/minor(s) and your degree.

Wilmington College
HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI HELP MY PAGES

Welcome back **Cody Tester** ([Personal Info](#) | [Logout](#))

You are here: [My Academics](#) > [Academic Records Home](#)

My Academics

- Academic Records Home
 - Academic Information
 - Student Schedule-click for details
 - Grade Report
 - GPA Projection
 - Unofficial Transcript
 - Forms and links
 - Higher Learning Commission Accreditation Report
 - Calendars, Schedules & Resources - printable
- Course Schedules and Registration
- Degree Information
- Graduation Information

My Academics

Academic Information

Undergrad Program

Faculty Advisors: Alexander, J. Wynn (Primary Advisor)

Intended Majors: Sport Management

First Conc: Allied Health

Degree: Bachelor of Science

Student Schedule-click for details

Course Schedule for Cody Tester [View Details](#)

Fall - 2017 - All Divisions
Course Title Meets
No Courses to display.

Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

Higher Learning Commission Accreditation Report

HLC Documents

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

[Go to Main Screen](#)

Calendars, Schedules & Resources - printable

Academic Calendar and other Resources

- [2017 - 2018 Academic Calendar](#)
- [Registration Dates](#)
- [2017 - 2018 Main Course Inventory](#)
- [2017 - 2018 Catalog Addendum](#)
- [2016 - 2017 Catalog Addendum](#)
- [Self Designed Major Guidelines](#)

Fall 2017

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

Student Schedule – Schedule of your courses for the given term.

Wilmington College
HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI HELP MY PAGES

Welcome back **Cody Tester** ([Personal Info](#) | [Logout](#))

You are here: [My Academics](#) > [Academic Records Home](#)

My Academics

- Academic Records Home
 - Course Schedules and Registration
 - Degree Information
 - Graduation Information
- My Pages
 - Wilmington Web Site
 - WC OWA Email
 - Bookstore
 - WC Blackboard
 - WILpay

My Academics

Student Schedule-click for details - Schedule Details

[Student Schedule-click for details](#) > Schedule Details

Course Schedule for Cody Tester

Term Data is only available for current or pre-registered courses.

Choose a Term and Program

Term: Program:

FA 2017 - All Programs

Textbooks	Course	Title	Credits	Grading Type	Faculty	Meets	Dates	Room
No Courses to display.								

Grade Report – Please note that the Grade Report is only accessible for 2 weeks from the date that grades are released (the day after grades are due). After that time, you can view your grades through your unofficial transcript.

GPA Projection

The screenshot shows the 'My Academics' section of the portal. The main heading is 'GPA Projection'. Below it, there is a text box that says 'Please select a Program for which to calculate your projected GPA.' Underneath this is a dropdown menu labeled 'Program:' with 'Undergrad Program' selected, and a 'Go' button to its right. The left sidebar contains navigation links for 'My Academics', 'Quick Links', and 'Proxy Login Tools'.

Unofficial Transcript – An unofficial transcript of all courses and grades which also includes advisor, classification, major(s), minor(s), degree, and academic status.

The screenshot shows the 'Unofficial Transcript' page. The main heading is 'Unofficial Transcript' with a sub-heading 'Unofficial Transcript for: Tester, Cody'. The program is listed as 'Undergrad Program'. A summary table shows credit and GPA information for Transfer, Residential, and Cumulative. To the right, advisor and classification information is provided. Below the summary, there are two tables for course performance: '2002 Fall' and '2009 Fall'. The 2002 Fall table shows a Computer Competency Exam score of 55 and a CRS level of 146. The 2009 Fall table shows a course 'ENG101-M Writing II' with a grade of 'W' and a 'N' in the Repeat column.

	Attempted Credits	Earned Credits	Pass Credits	GPA Credits	Quality Points	GPA
Transfer	0.00	0.00	0.00	0.00	0.00	0.00
Residential	80.00	77.00	1.00	76.00	260.01	3.42
Cumulative	80.00	77.00	1.00	76.00	260.01	3.42

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	Pass Credits	GPA Credits	Quality Points	GPA
Term Totals:				0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Totals				0.00	0.00	0.00	0.00	0.00	0.00

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	Pass Credits	GPA Credits	Quality Points	GPA	Notes
ENG101-M	Writing II	W	N	3.00	0.00	0.00	0.00	0.00	0.00	

Forms and Links – Order an Official Transcript through the link provided. Here you can access forms that would normally be obtained from the Academic Records office, your advisor, or the Student One Stop Center. These forms can be printed and completed and returned to the appropriate office as indicated on the form.

The screenshot shows the 'My Academics' page on the Wilmington College website. The header includes the college logo and navigation links: HOME, FINANCIAL AID, MY ACADEMICS, STUDENT LIFE, WC CINCINNATI, HELP, MY PAGES. A user greeting reads 'Welcome back Cody Tester (Personal Info | Logout)'. Below the header, a breadcrumb trail indicates 'You are here: My Academics > Academic Records Home'. The left sidebar contains 'My Academics' with sub-links for Academic Records Home, Course Schedules and Registration, Degree Information, and Graduation Information. A search bar and 'Quick Links' section are also present. The main content area is titled 'My Academics' and features a 'Forms and links' section. A prominent blue bar highlights 'Official Transcript - Order Form' with a link to 'Click here to order an Official Transcript'. Below this, a 'Forms' section lists various documents with download icons: Course Authorization Form, Course by Appointment, Early Late Exam Request, Grade Appeal, Independent Study, Major/Minor Amendment Form, Petition for Administrative Action, Petition to Academic Standard & Appeals, Proficiency Exam Form, Registration Planning Form, Self-Designed Major Amendment Form, Self-Designed Major Application, and Transient Student Application.

Higher Learning Commission Accreditation Report

This screenshot shows the 'My Academics' page with the 'Higher Learning Commission Accreditation Report' section highlighted. The layout is identical to the previous screenshot, but the main content area now displays a 'Higher Learning Commission Accreditation Report' section. Underneath, there is a 'File Tools' bar and a list of 'HLC Documents' including 'HLC Assurance Report (.pdf, 1864K)' and 'Assessment Timeline (.pdf, 196K)'. The left sidebar and header remain the same.

Calendars, Schedules & Resources – printable – View Academic Calendars, Registration Dates, Main Course Inventory, Class Schedules etc.

Course Schedules and Registration Page contains the following PORTLETS:

Course Schedules and Registration – Add/Drop Courses – During your registration period (registration, drop/add period) you will use this portlet to register for your classes and make changes to your schedule during the drop/add period. You can register for classes by “Add by Course Code” or “Course Search”.

Degree Information Page contains the following PORTLETS:

The screenshot shows the 'Degree Information' page within the 'My Academics' section of the Wilmington College portal. The page features a green header with the college logo and navigation links. A breadcrumb trail indicates the user is in 'My Academics > Degree Information'. On the left, a 'My Academics' sidebar lists various options, with 'Degree Information' selected. The main content area is titled 'Degree Information' and includes a sub-section for 'Advising Guideline - Advising Guideline Summary' with a link to an 'Advising Guideline PDF'. Below this is a section for 'Major Exploration and What If Scenarios' which contains a form with 'Major' and 'Minor' dropdown menus and a 'View' button. A 'Course History' section on the right provides a 'View Course History' link. A search bar and 'Quick Links' are also visible on the left side.

Advising Guideline – Advising Guideline Summary – An advising guideline pdf document that shows everything you have completed and what is still remaining to be completed in order to graduate. This document is also available to your advisor.

This screenshot is identical to the one above, showing the 'Degree Information' page. The 'Advising Guideline - Advising Guideline Summary' section is highlighted with a blue underline, and the 'Advising Guideline PDF' link is clearly visible with a PDF icon. The rest of the page layout, including the sidebar and navigation, remains the same.

Major Exploration and What If Scenario

Wilmington College

Welcome back **Cody Tester** ([Personal Info](#) | [Logout](#))

HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI HELP MY PAGES

You are here: [My Academics](#) > [Degree Information](#)

My Academics

- Academic Records Home
- Course Schedules and Registration
- Degree Information**
- Course History
- Advising Guideline
- Major Exploration and What If Scenarios
- Graduation Information

Search...

Show search options

Quick Links

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

Degree Information

Major Exploration and What If Scenarios

Select a program from the Major/Minor drop down for which to view the requirements. Press the 'View' button.

Major: +

Minor: +

Course History – A list of all courses and grades, similar to unofficial transcript without the GPA information.

Wilmington College

Welcome back **Cody Tester** ([Personal Info](#) | [Logout](#))

HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI HELP MY PAGES

You are here: [My Academics](#) > [Degree Information](#)

My Academics

- Academic Records Home
- Course Schedules and Registration
- Degree Information**
- Graduation Information

Search...

Show search options

Quick Links

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- WC OWA Email
- Bookstore
- WC Blackboard
- WILpay

Proxy Login Tools

- Re-Login As Current User
- Log Back Into Original User
- Show Replacement Values

Degree Information

Course History

[Course History](#) > [Course History Detail](#)

Course History for Cody Tester

2009 Fall						
Course	Title	Program	Catalog	Credits	Grade Type	Grade
ENG101-M	Writing II	Undergrad Program	UG09	3.00	Withdrew From Course	W
ENG101L-M	Writing II Lab	Undergrad Program	UG11	0.00	Non Print	LAB
HPE192-M	First Aid and CPR	Undergrad Program	UG09	1.00	Letter Grade	B
HPE222-M	Intro to Wellness & Sport Mgmt	Undergrad Program	UG09	3.00	Letter Grade	A
HPE230-M	Principles Of Coaching	Undergrad Program	UG09	3.00	Letter Grade	A
IDS125-M	Seminar: Global Iss/Awareness	Undergrad Program	UG11	3.00	Letter Grade	B+
MTH120-M	Algebra II	Undergrad Program	UG11	3.00	Letter Grade	A-

2010 Spring						
Course	Title	Program	Catalog	Credits	Grade Type	Grade
BIO125-M	Human Nutrition	Undergrad Program	UG09	4.00	Letter Grade	A-
BIO125L-M	Human Nutrition Lab	Undergrad Program	UG09	0.00	Non Print	LAB
ENG201I-M	Varieties of Literature	Undergrad Program	UG09	3.00	Letter Grade	B+
ENG201IW-M	Var of Lit Writing Component	Undergrad Program	UG09	0.00	Pass/No Pass	P
HPE105-M	Volleyball	Undergrad Program	UG09	1.00	Letter Grade	A
MUS100-M	Introduction to Music	Undergrad Program	UG09	3.00	Letter Grade	A
PSY100-M	Introduction to Psychology	Undergrad Program	UG09	3.00	Letter Grade	B

Graduation Information Page contains the following PORTLETS:

Degree Application – Link for Degree Application, Graduating Seniors RSVP Forms, and Commencement 2018 Information

The screenshot shows the 'My Academics' section of the Wilmington College website. The header is green with the college logo and navigation links: HOME, FINANCIAL AID, MY ACADEMICS, STUDENT LIFE, WC CINCINNATI, HELP, MY PAGES. A user is logged in as 'Cody Tester'. The breadcrumb trail is 'My Academics > Graduation Information'. The main content area has three portlets: 'Degree Application' with a table of deadlines (Fall 2017: October 2, Spring 2018: January 22, Summer 2018: January 22) and a link to the application; 'Graduating Seniors RSVP Forms' with 'Information TBA'; and 'Commencement 2018 Information' with 'Information TBA'. A left sidebar contains 'My Academics' links (Academic Records Home, Course Schedules and Registration, Degree Information, Graduation Information), a search bar, and 'Quick Links' (My Pages, Wilmington Web Site, WC OWA Email, Bookstore, WC Blackboard, WILpay).