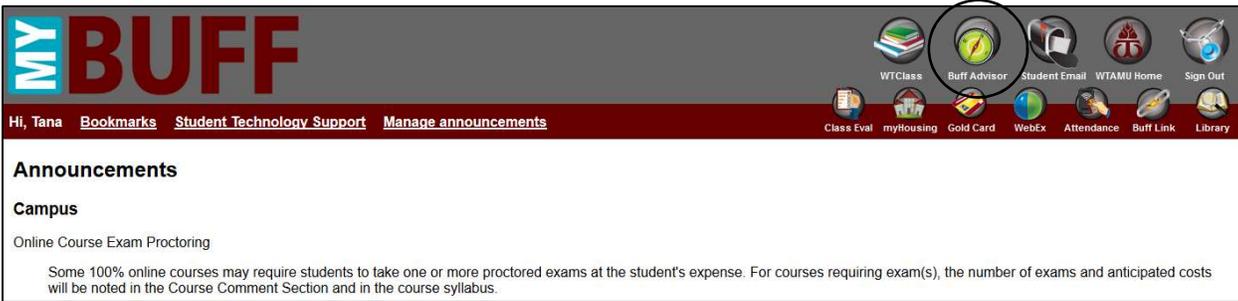


\*\*\*NEW\*\*\*

Greenlighting students for registration has changed. There is no longer a link directly in the Buff Advisor menu to "Greenlight My Advisees".

Faculty and Advisors will log into the MyBuff Portal and click on 'Buff Advisor'



The screenshot shows the MyBuff Portal navigation bar. The "MY BUFF" logo is on the left. On the right, there is a row of icons for various services: WTCClass, Buff Advisor (circled in red), Student Email, WTAMU Home, Sign Out, Class Eval, myHousing, Gold Card, WebEx, Attendance, Buff Link, and Library. Below the icons is a dark red navigation bar with the following links: Hi, Tana, Bookmarks, Student Technology Support, and Manage announcements.

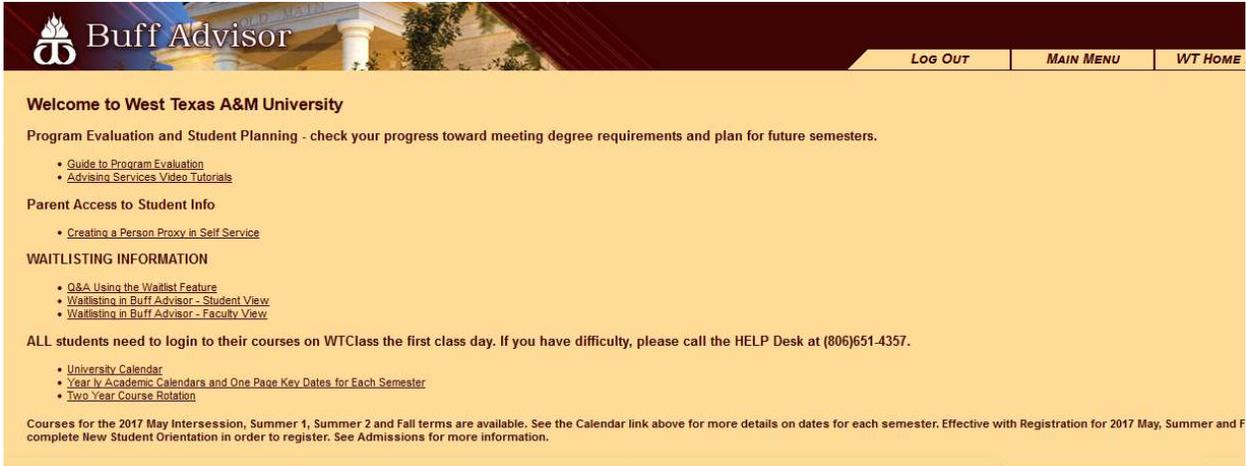
## Announcements

### Campus

Online Course Exam Proctoring

Some 100% online courses may require students to take one or more proctored exams at the student's expense. For courses requiring exam(s), the number of exams and anticipated costs will be noted in the Course Comment Section and in the course syllabus.

Once in Buff Advisor Click on the FACULTY Menu



The screenshot shows the Buff Advisor Faculty Menu. At the top left is the Buff Advisor logo. On the top right are links for LOG OUT, MAIN MENU, and WT HOME. The main content area is yellow and contains the following text:

**Welcome to West Texas A&M University**  
 Program Evaluation and Student Planning - check your progress toward meeting degree requirements and plan for future semesters.

- [Guide to Program Evaluation](#)
- [Advising Services Video Tutorials](#)

**Parent Access to Student Info**

- [Creating a Person Proxy in Self Service](#)

**WAITLISTING INFORMATION**

- [Q&A Using the Waitlist Feature](#)
- [Waitlisting in Buff Advisor - Student View](#)
- [Waitlisting in Buff Advisor - Faculty View](#)

**ALL students need to login to their courses on WTCClass the first class day. If you have difficulty, please call the HELP Desk at (806)651-4357.**

- [University Calendar](#)
- [Yearly Academic Calendars and One Page Key Dates for Each Semester](#)
- [Two Year Course Rotation](#)

Courses for the 2017 May Intercession, Summer 1, Summer 2 and Fall terms are available. See the Calendar link above for more details on dates for each semester. Effective with Registration for 2017 May, Summer and F complete New Student Orientation in order to register. See Admissions for more information.

Welcome Tana!

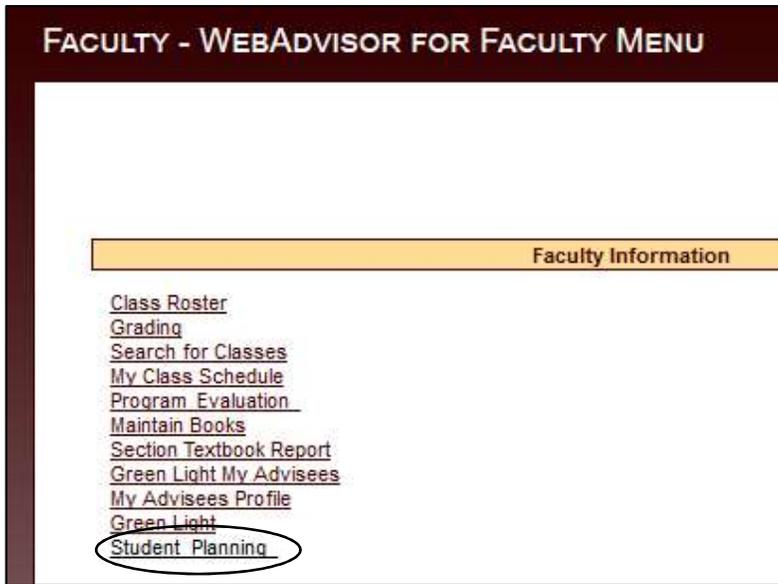
BuffAdvisor gives students and faculty access to a multitude of services related to class schedules, registration, billing and financial aid.

Please login to access student and faculty menu options. Then click the menu box that appears to the right.

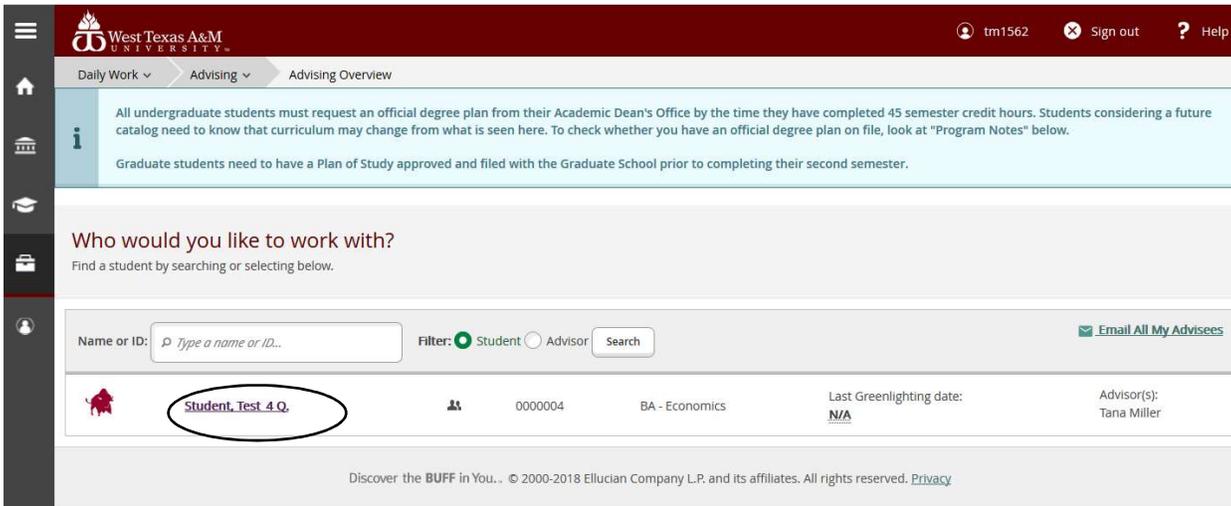
[Accessibility Statement](#)  
[University Contacts](#)  
[Privacy Statement](#)

Students
Faculty
Parents
Vendors
Staff
Continuing Education

On the Faculty Menu, choose Student Planning.



From your Advising Overview, choose your advisee you want to work with. Click on their name to open that student's information.



You will notice various tabs where you can see information on the student. You can see the

- Course Plan, if the student has looked at what they need to take.
- Timeline of what they have taken along with what they have planned for future semesters.
- Progress tab will show you what requirements the student has completed, has planned and has yet to complete for their particular major program.
- Notes made by other advisors, the student and/or yourself,
- Test Scores such as TSI, ACT, etc,
- an Unofficial Transcript which will include WT course numbers for transferred work
- student's Grades by semester.

You'll notice this student has a red popup alert indicating "You have not been green lighted. See your Advisor". Just below that there is a new button labeled "Greenlight". You will click on that button to greenlight the student confirming your advising conversation and making them eligible to register.

The screenshot displays the 'Advising Overview' page for a student named 'Student, Test\_4 Q.'. At the top right, a red alert box states: 'You have not been green lighted. See your Advisor.' Below this, a search bar is visible. The student's details are listed: Student ID: 0000004, Program(s): BA - Economics, and Advisor(s): Tana Miller. A 'Greenlight' button is circled in black, and a 'Review Complete' button is also visible. The course plan for the 2018 Fall Semester shows 'No Courses Selected For This Term'. The page footer includes the text: 'Discover the BUFF in You... © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

When you click the Greenlight button you will get a popup box asking you to confirm that you want to mark the student as having completed advisement along with today's date. The advisement date must be after the 20<sup>th</sup> class day of the current semester (Fall/Spring) for the student to satisfy the registration rule.

The screenshot shows the same 'Advising Overview' page for 'Student, Test\_4 Q.'. A modal dialog box titled 'Complete Advisement?' is open in the center. The dialog text reads: 'Are you sure you want to mark this student's advisement complete as of 9/19/2018?'. Below the text are two buttons: 'Cancel' and 'Continue'. The background page is dimmed, showing the student's details and the 'Greenlight' button.

You can now see that the student was “Last Greenlighted on 9/19/2018 by Miller, Tana J.”. This will allow you to see when the student was last greenlighted and by whom. Every time the “Greenlight” button is clicked, it will update the date and advisor information. This isn’t a problem and can be a good way to confirm the student is greenlighted for registration by the appropriate date.

The screenshot shows the West Texas A&M University Colleague interface. At the top, the university logo and name are on the left, and user information (tm1562), sign out, help, and a notification bell (2) are on the right. Below the header, there are navigation tabs: Daily Work, Advising, and Advising Overview. A red notification banner states: "You have not been green lighted. See your Advisor." Below this is a green banner: "Student advisement marked complete". The main content area is titled "Advisee Details" with a "Back to Advisees" link. It features a red bull icon and the student's name "Student, Test\_4 Q.". Student information includes: Student ID: 0000004, Program(s): BA - Economics, Advisor(s): Tana Miller, and email: tqstudent1@buffs.wtamu.edu. On the right, there is a "Greenlight" button, and text indicating "Last Greenlighted on 9/19/2018 by Miller, Tana J." and a "Review Complete" button. At the bottom, it says "Course Plan last reviewed on 3/23/2018 by Miller, Tana J.". A navigation bar at the very bottom contains tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Grades.

If you don't see the student you are working with because they are new and haven't yet been officially assigned to you as their advisor in Colleague using the “Change of Major/Advisor Form”, then your Department Secretary (who typically have the appropriate access) can still assist you in that process by logging into Colleague (Datatel) and going to the XADV screen.

## Using XADV in Colleague

In this example, Test W Student, 0000003, has never been greenlighted using the new process. On the box where it says "Update Date Green Lighted", enter a Y and then "Save".

West Texas A&M UNIVERSITY

XADV: Student Advising

Student, Test W 0000003

9876 Home Address Cell Phone: Birth Date: 06/01/1977 Where Used: FOR,MAI,PE...  
Canyon TX 79015 L/H Phone: 806-651-2170 ImageNow: Student, Test W. UIN:  
Email: rduncan@wtamu.edu Class: Freshman Hrs O-0 C-0

XADV - Student Advising

Last Green Lighted By [ ]

Date Last Green Lighted [ ]

Time Last Green Lighted [ ]

Update Date Green Lighted

You will get a popup box. Click Update.

Update record, Cancel record or Return to editing

Update Cancel Return

Update Date Green Lighted Yes

If you go back into the student on XADV, you can see the updated information. This information updates also when a student is greenlighted from Student Planning.

Student, Test W 0000003

9876 Home Address Cell Phone: Birth Date: 06/01/1977 Where Used: FOR,MAI,PE...  
Canyon TX 79015 L/H Phone: 806-651-2170 ImageNow: Student, Test W. UIN:  
Email: rduncan@wtamu.edu Class: Freshman Hrs O-0 C-0

XADV - Student Advising

Last Green Lighted By Tana J Miller

Date Last Green Lighted 09/19/18

Time Last Green Lighted 16.21

Update Date Green Lighted