The SEAS server is at http://seas.engr.uno.edu/SEAS/login.jsp

Enter your username and password. Your username should be your UNO LAN ID unless you changed it.

If you don't know your username and password, GO HERE!
When you log on you will see your profile data. You will also have the opportunity to change your password.

There are 4 tabs: Profile, Advising, Schedule, and Checklist.
To create a schedule during the advising process pick “Advising.”
To see how you stand in your curriculum requirements pick “Checklist.”
If you click on the tab “Schedule” you can see your previous advising schedule. Click on the “+” to expand a list.
If you click the tab “Checklist” then

make sure the curriculum and year are correct!

You must click on the “Change” button to change them.

Then you can see:
the courses you have taken (they are gray and have a line through them),

the courses you need to take: They are blue if they are being offered during the coming semester or black if they are not.

If you click on a course that is blue, it will be added to your advising schedule.
When you click on the “Advising” tab make sure that “Spring 2010” appears in the drop down box on the right (where it says “Semester”). If not, “Change” it.

To add courses, click on “Add Courses”
In the drop down box, pick the area of study and then click on “Search.”

Pick the courses you want by the Checkbox and then click on “Add.”
The course will now appear in the list. Continue until you have a list of spring 2010 courses that your advisor will consider for approval.

When you complete a proposed schedule, log off and SEAS will save your entries (you may want to print the page for a record).

**THEN GO SEE YOUR ADVISOR FOR SCHEDULE APPROVAL!!**
You and your advisor should discuss the proposed schedule.

Your advisor should resolve any concerns of PRE-REQUISITE violations. PRE-REQUISITES WILL BE ENFORCED!

When your advisor has completed his/her assessment, he/she will give you a copy of the final SEAS advising page. It will have his/her user ID and on the line of each course that she/he has approved.

Take that sheet to one of the administrative assistants in EN 910. They and only they will lift your advising flags in WebSTAR. At that point you may enroll in the courses that have been approved.

SEAS does not enroll you in courses.

YOU AND ONLY YOU CAN ENROLL YOURSELF IN COURSES. ADVISORS CANNOT DO THAT. ADMINISTRATIVE ASSISTANTS CANNOT DO THAT.