FACULTY ROLE

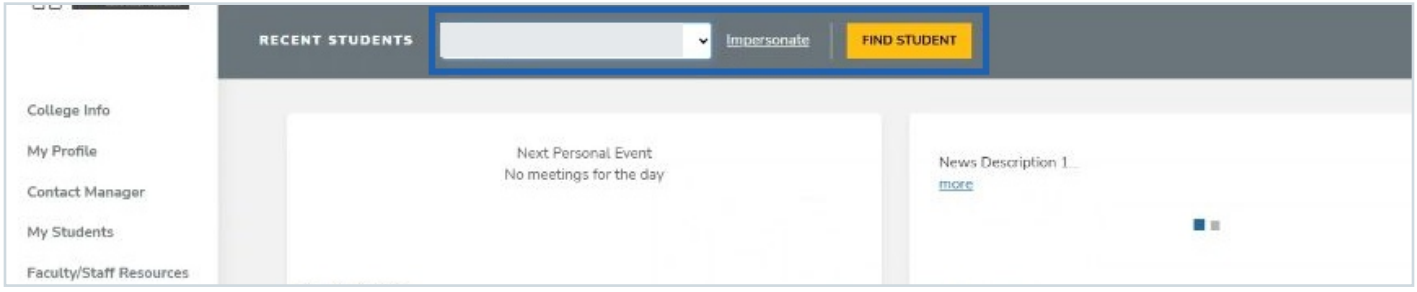
Support student registration

Advisor approval is no longer required. Students can register only for courses in their program of study. Faculty advisors identify students who need assistance, review degree progress and help students complete their own registration.

Faculty cannot register a student directly through the staff registration screens. During an advisee meeting, use student impersonation to assist with the student-facing registration process.

1. Open the Anthology portal, choose **Faculty Portal** and sign in with your **@mainecc.edu** account.

2. Use reports to identify your advisees and review spring registration before scheduling follow-up meetings.



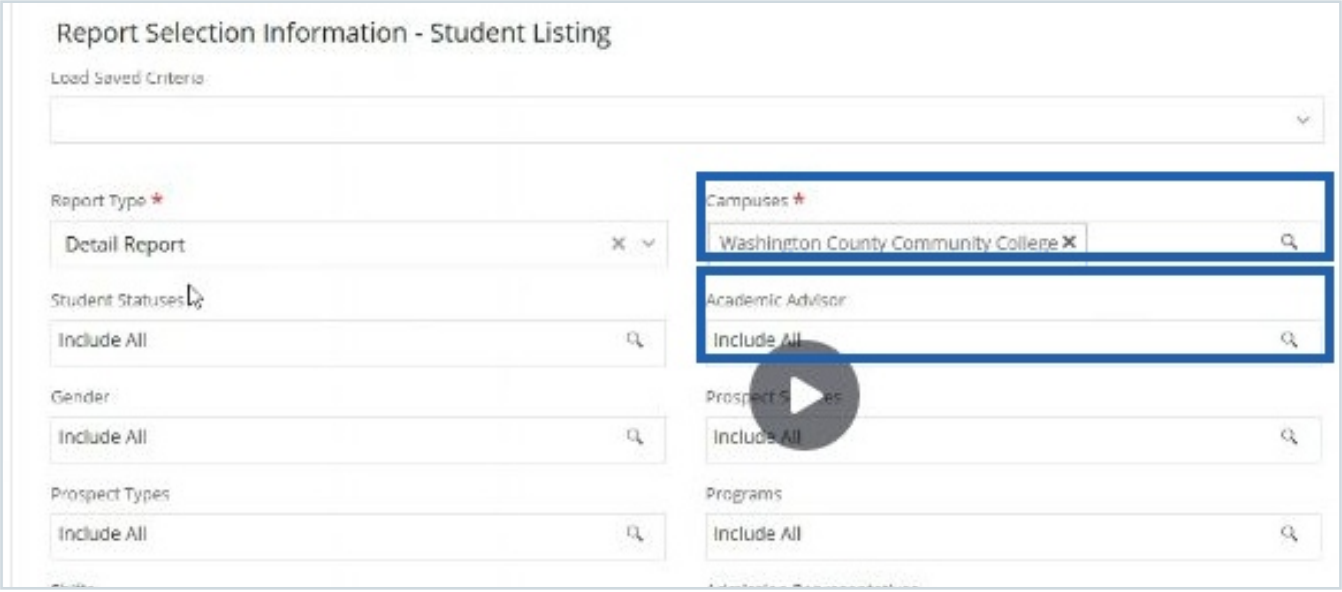
The Faculty Portal includes Find Student, Recent Students and Impersonate. Use these during advising meetings as described on page 4. Names have been removed from the training screenshot.

REPORTS | IDENTIFY ADVISEES

Build your advisee roster

1. Open **Reports** in Anthology Student. Under **Academic Records**, select **Student Listing**.

2. In **Report Selection Information**, select **Washington County Community College** for Campus and your name for **Academic Advisor**.



3. Use **Student Statuses** to select the population you intend to contact, such as matriculated students. Review other filters so they do not unintentionally exclude advisees.

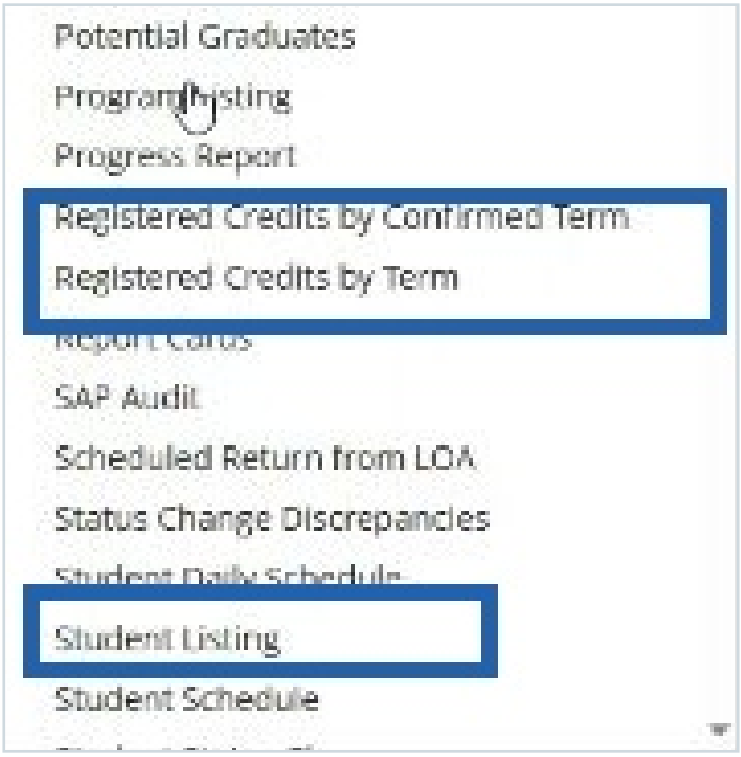
4. Generate the report in **Report Preview**. Review the roster and export it using the preview toolbar if needed for follow-up.

Use this roster as your starting list. It identifies advisees; compare it with spring registration information to determine who still needs assistance.

REPORTS | SPRING REGISTRATION

Identify students who need follow-up

1. In **Reports > Academic Records**, use **Registered Credits by Term** to review registration for the spring term you are checking. The report menu also includes **Student Schedule** for checking individual schedules.



2. Compare the spring report with your **Student Listing** advisee roster. Flag advisees who are absent from the spring registration output or show no registered spring credits.

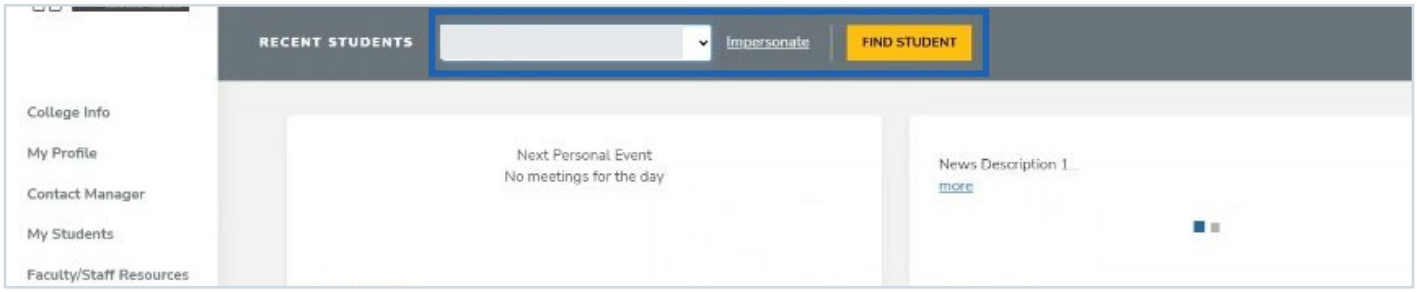
3. Check the student's schedule before concluding they have not registered. Confirm the correct spring semester and any relevant spring sessions.

Follow up with unregistered advisees: invite them to an advising meeting, review remaining requirements and identify any registration issue. Recheck the report after the meeting to confirm progress.

ADVISING MEETINGS

Assist through student impersonation

1. In the **Faculty Portal**, select **Find Student** to locate the advisee. Confirm the correct student, select them in **Recent Students** and choose **Impersonate**.



2. With the student, open **Academics > Degree Audit**. Select the correct program and review completed courses, remaining requirements and the proposed spring schedule.

3. Assist the student using either student registration method:
• **Quick Register:** choose Register beside a needed course in Degree Audit, select the spring term and class, then use Quick Register.
• **Registration screen:** open Academics > Registration, choose the program and spring term, add classes and complete the final registration action.

Confirm completion: review **Academics > My Class Schedule** together. Verify the correct spring courses and sections. Faculty assist through the student-facing process; they do not register students directly in staff course screens.

After the meeting, leave the impersonated student view before working with another advisee. Record any follow-up needed and recheck registration reports.

WCCC Registration Resources | Faculty training video: reports begin around 8:40