Student Academic Services

Student Academic Services is where you access your student schedule, grades, grade report request, academic record, degree audit, financial aid information, registration, GPA projection, statement and online payments, order parking tags, and access the course schedule online. It is accessed by first logging into your Connections Account.

Accessing Student Academic Services

1. To log in, go to [http://www.webster.edu](http://www.webster.edu) and click the Connections Login link as shown in the illustration below.

2. You are now at the Secure Access Login for Your Webster University Connections Account. Enter your user name and password to log in.
Once you are logged into your account click on the tab marked **Student**.

You are now on the Student tab. Located at the top of the middle column, you will see a box marked Student Academic Services. Click the **here** link located in the

**Click here to access Student Services (grades, advising, schedule).**
You will receive a log in box requesting your log in information.

5 Enter the same user name and password you used to log into Connections. After entering the required information, click the OK button.

You have now successfully logged into Student Academic Services.
The Current Option Settings box must be set for the correct program, session and year in order to view the correct information for the term in question. You can change this by clicking on the Set Options button.

6 Select the program (Graduate or Undergraduate), choose the session (fall, spring or summer) and enter the year. Then, click Submit Options.
Biographical Information

In the Student Biographical Information screen, you are able to review and update your address, phone number and graduation date. You may also view:

- Holds on your account
- Active addresses
- Webster Employment Record
- Exam records
- Education Information
- Housing Services Info

1. Click Biographical.

2. If you need to update your address, phone number and graduation date click the Update Address link located at the top of the Biographical page.
3 Make the necessary changes in the fields shown. Then, click **Submit**.

4 To view any of the other information, click the corresponding link in the Student Biographical Information box. To exit a page, click the **Back** button or choose a different link.
To access the active holds information, click **Holds**.

To view your Active Address information, click **Other Address**.
To view your Employment Records information, click Employment.

To view your Exam Records information, click Exams.
To view your Education Information, click Education.

To view your Housing and Services Information, click Housing and Services.
Student Schedule

Your student schedule will list all of your courses for the specified term. This information is affected by the Current Option Settings. Please be sure that you have set your options for the correct Program, Session and Year in order to ensure you are seeing the correct information.

Grades

Your grades will be posted in the system within two weeks of course completion. Please be sure that you have set your options for the correct program, session and year in order to ensure you are seeing the correct information.
## Grade Key

<table>
<thead>
<tr>
<th>Grade/Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C, D and F</td>
<td>Standard letter grades</td>
</tr>
<tr>
<td>CR</td>
<td>Work that is performed as satisfactory graduate work (B– or better). A grade of “CR” is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>ZF</td>
<td>An incomplete that was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal.</td>
</tr>
<tr>
<td>NC</td>
<td>Unsatisfactory graduate work (School of Education only).</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn from the course.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete work.</td>
</tr>
<tr>
<td>IP</td>
<td>In progress.</td>
</tr>
</tbody>
</table>
Grade Report Request

If you need to obtain an official copy of your grade report, you may request it here. You may also view any outstanding or completed grade report requests.
Your Academic Record functions as an unofficial transcript. It will give a detailed breakdown of every course you have taken in sequential order according to the start date of your program of study.
Degree Audit

The Degree Audit category offers a breakdown of your courses according to each course category. The Degree Audit is excellent for tracking and figuring out what courses to take.
Financial Aid

You can access your Financial Aid award information in the Financial Aid folder. You may also view a list of documents needed if any information has been requested from you.

Financial Aid - Main Screen

Click any of the following:

- **Main**: View general and departmental contact information.
- **Aid Awarded**: Scholarships, Grants, Loans, Work-study Awards or any other aid received will be posted here under Aid Awarded.
- **Documents Needed**: If the Financial Aid Office is requesting you to submit more information, then the documents that they are requesting will be listed here.

Illustrations of each Financial Aid screen are provided below.
Financial Aid - Aid Awarded Screen

You can access your Financial Aid Award Information here. You may also view your Documents needed if any information has been requested from you.

Financial Aid - Documents Needed Screen

If the Financial Aid Office is requesting you to submit more information, then the documents that they are requesting will be listed here.
Registration

By clicking on the registration link, you will be able to register for classes. You will only be able to do so if your advisor has already given you clearance to register online. Please be sure to check that you have set your options for the correct Program, Session, and Year. You may also click on the link below for more detailed instructions on how to register online.

http://www.webster.edu/shared/shared_advising/addaids/selfenrollment.pdf

GPA Projection

Click GPA Projection to see what your resulting GPA would be based on grades you may receive. Just enter a grade for each course for the given session and year.

Statement/Pay Online

Your statement is listed here in detail and will display all charges and payments in real time. To make a payment, click Make an Online Payment. You will be linked with the online payment system. Instructions are provided in the system. For more information about statements and payments, visit the Bursar’s web site at http://www.webster.edu/bursar.
Parking Tags

You can order parking tags for use at the main Webster Groves Campus and the Downtown Campus. The tags will be billed to your student account and mailed to your address on file.

1 Click Parking Tags.
2. Enter your vehicle details in the form provided.
3. Click Submit.

Allow 10 business days from date of purchase for arrival.

**Course Schedules Online**

Current Course schedules are posted on the Webster web site. Choose Course schedule from Quick Links on the home page.

For your convenience, a link to course schedules is provided in Student Academic Services.

1. Click Course Schedule Online.
2. Course Schedule is presented in a new browser window.

**Feedback**

This option allows you to give feedback about the Student Academic Services. This information is routed to the Registrar via current staff email.
Print

You can use the print option located at the bottom of the menu, to print out a paper copy of any of the information viewed in the Student Academic Services.

Getting Help

Still have questions? Please feel free to contact the Webster University Help Desk for further assistance.

- **Telephone**: 314-968-5995 or toll-free at 1-800-435-7270
- **Email**: support@webster.edu