

# ADVISING 101:

A message from Academic Advising

## WELCOME OWLS!



### SO WHAT IS OWLNET?

You'll hear us talk about OwlNet a lot. When you log into QuickLaunch, you'll note an option that reads, "OWLNET". This is how you can check your financial bill, accept scholarships, look at syllabi and assignments, find student forms, and register for classes (in the future).

*Hint: Not sure how to log into OwlNet?  
Email [helpdesk@williamwoods.edu](mailto:helpdesk@williamwoods.edu)*



### SO WHAT IS BRIGHTSPACE?

Brightspace is our learning management system. You will access coursework, upload assignments, and in some courses, submit exams through Brightspace. A guide to Brightspace can be found at [williamwoods.edu/NewStudents](http://williamwoods.edu/NewStudents).

### HOW DO I DECLARE A MAJOR?

Use the Intent of Major form. You can email the completed form to [registrar.office@williamwoods.edu](mailto:registrar.office@williamwoods.edu), mail it to the Registrar's Office, or drop it off on campus at the Registrar's Office in August (Academic Building).

*Hint: Your major will show on your schedule once this form is processed.*

### HOW DO I VIEW MY CLASS SCHEDULE?

Just follow these simple steps.

1. Log into QuickLaunch
2. Click on "OwlNET"
3. Choose the "STUDENTS" tab
4. In the main frame of the screen, click on the option that reads "Academics"

*Hint: Look for the area that reads, "All My Courses" and ensure the drop-down menu reads current courses. (If your courses do not appear, try switching the menu to read future courses.)*

### HOW DO I REGISTER FOR SPRING CLASSES?

Class registration for current students is a two-step process. First, in October, you'll meet with your advisor to discuss classes. In November, you'll be able to register for classes in OwlNet.

*Hint: Your adviser will be listed in your OwlNet account.*

**CLASSES BEGIN MONDAY, AUGUST 23**

**For more advising questions,  
contact the Director of Advising**

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