

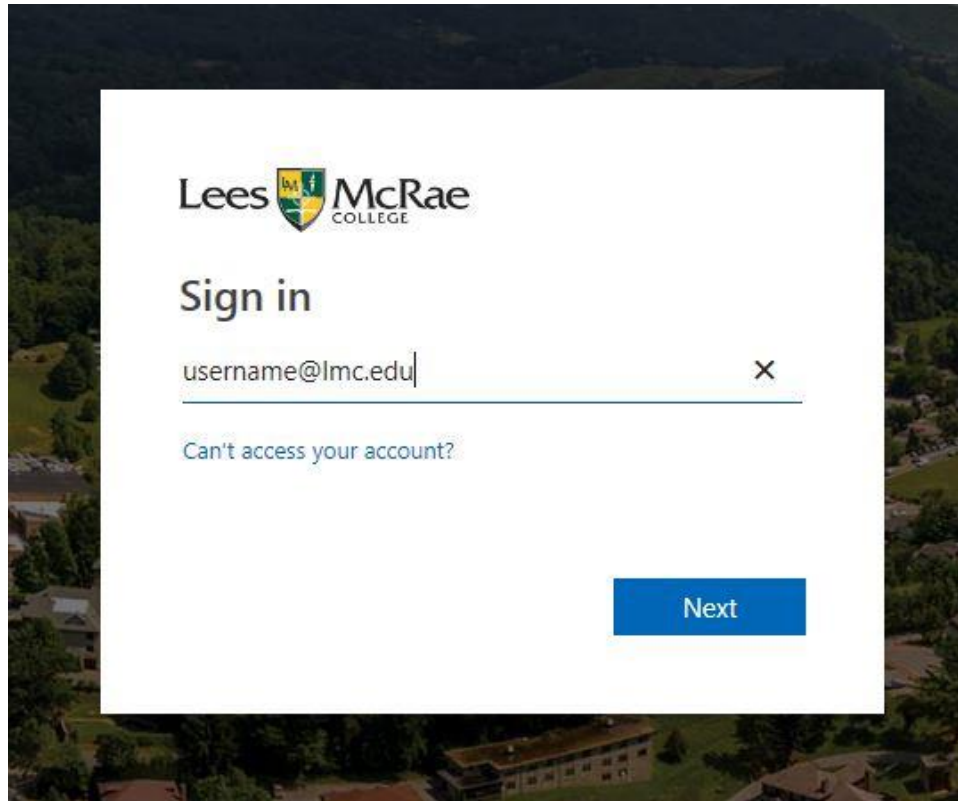
# Advising Students in Montibus



**Please note:**

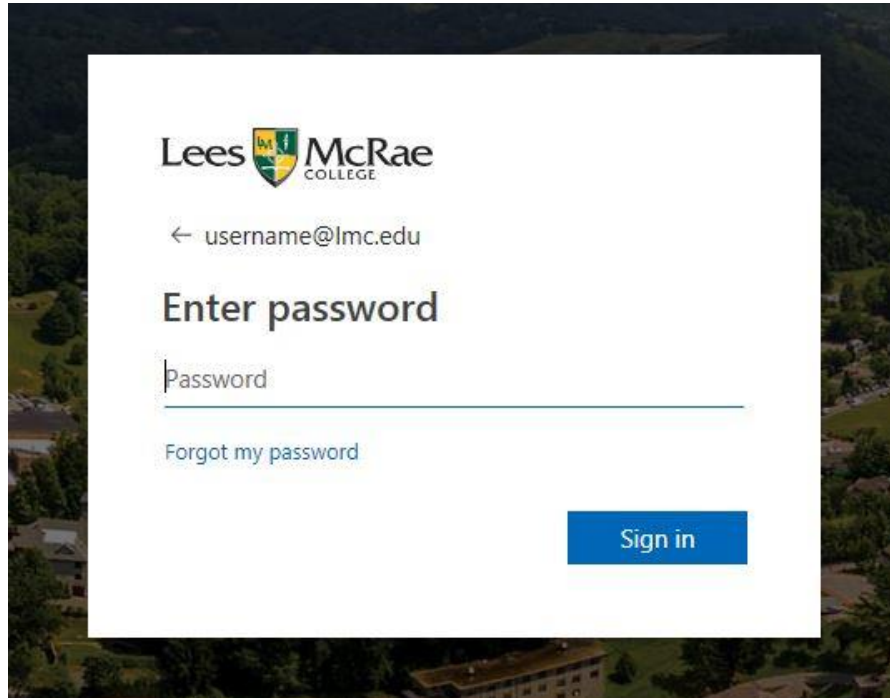
The screenshots in this document were made using live data. Any identifying markers have been blurred out to ensure privacy and comply with FERPA guidelines.

Log in to Montibus at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.






If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.

By clicking the Advising link on your start page in Montibus, advisors can access their advisees' records and provide guidance and feedback regarding their academic planning.

Click on the **Advising** tab or link to get started advising students.

Welcome to Montibus!  
Choose a category to get started.

|  |  |
|--|--|
|  <b>Banking Information</b><br>Here you can view and update your banking information.                             |  <b>Employee</b><br>Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. |
|  <b>Advising</b><br>Here you can access your advisees and provide guidance & feedback on their academic planning. |  |

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An alphabetical list of your first ten current advisees will be loaded. You can click on **Show More Results** at the bottom to see more students or just scroll to the bottom of the window to automatically load more advisees.


Select a student by clicking anywhere on the gray bar with their name or use the search box to search by name or ID. Please note: those working in the Registrar's Office will not have a list of names. Please search for a name or ID to work with a student.


[Daily Work](#) · [Advising](#) · [Advising Overview](#)









### Who would you like to work with?

Find a student by searching or selecting below.

Student  Advisor

Type a name or ID... 

 Email All My Advisees

|   | Name       | Review Requested | Assigned Advisee  | ID         | Program(s)                  | Date of last advisement           | Advisor(s) |
|---|------------|------------------|---|------------|-----------------------------|-----------------------------------|------------|
|    | [Redacted] |                  |    | [Redacted] | BS Pre-Veterinary Medicine  | Last advising date:<br><u>N/A</u> | [Redacted] |
|   | [Redacted] |                  |    | [Redacted] | BAAS Criminal Justice (ONL) | Last advising date:<br><u>N/A</u> | [Redacted] |
|  | [Redacted] |                  |  | [Redacted] | Undeclared                  | Last advising date:<br><u>N/A</u> | [Redacted] |
|  | [Redacted] |                  |  | [Redacted] | BS Pre-Veterinary Medicine  | Last advising date:<br><u>N/A</u> | [Redacted] |

Once you select a student, you will be taken to the student's Course Plan tab. You will see the student's name, student ID, and current program, along with their current and previous course loads listed per semester.

[Daily Work](#) · [Advising](#) · [Advising Overview](#)

### Advisee Details

[Back to Advisees](#)

Search for courses...

Program(s):  
BS Pre-Veterinary Medicine

Educational Goal: BS Degree

Advisor(s):

Advisement Complete

Review Complete

Notifications 1

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

< > Spring 2019 Semester +

Print

Planned: 0 Credits Enrolled: 20 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect

| ✓ | Approval | Course | Credits | Instructor | Time | Location |
|---|----------|--------|---------|------------|------|----------|
|---|----------|--------|---------|------------|------|----------|

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   Petitions & Waivers   Graduation Application

A < > Spring 2019 Semester B +

C Print

List   Calendar

Approve   Deny   Protect   Unprotect

| <input checked="" type="checkbox"/> | Approval | Course  | Credits   | Instructor | Time   | Location  |
|-------------------------------------|----------|---|-----------|------------|--|---|
| <input type="checkbox"/>            |          | BIO-353-01: Prn Hmn/Anim Nutr<br>✓ Registered | 3 Credits | Pyatte, C  | MWF 8:00 AM - 8:50 AM<br>1/14/2019 - 5/8/2019  | Main Campus<br>Bowman Science Bldg, 100<br>Lecture  |
| <input type="checkbox"/>            |          | BIO-361-01: Genetics<br>✓ Registered          | 4 Credits | Spears, E  | MWF 10:00 AM - 10:50 AM<br>1/14/2019 - 5/8/2019<br><br>F 2:00 PM - 3:50 PM<br>1/14/2019 - 5/8/2019 | Main Campus<br>Bowman Science Bldg, 121<br>Lecture<br><br>Main Campus<br>Bowman Science Bldg, 121 |

D Planned: 0 Credits   Enrolled: 20 Credits   Waitlisted: 0

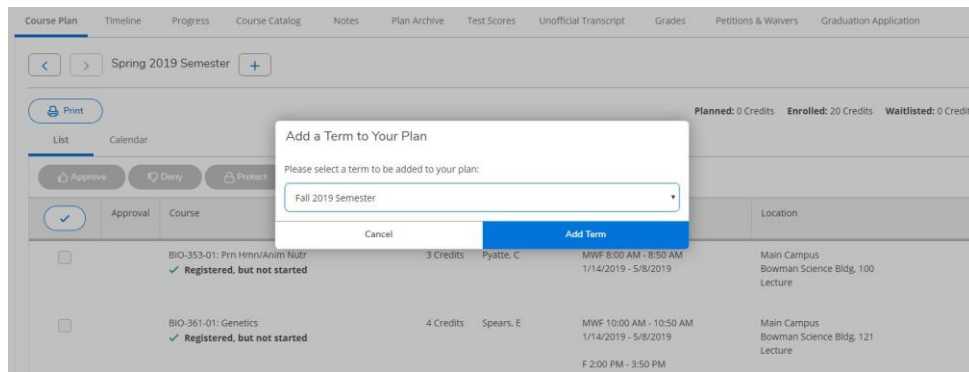
E

See descriptions on following pages.



**A.** Scrolling through the student's plan is as easy as clicking on the left and right arrows. Clicking the left arrow shows previous courses the student registered for. If the left arrow is grayed out, then there are no previous courses. Clicking the right arrow shows courses that the student is planning to take. If the right arrow is grayed out, then there are no future semesters on the student's plan yet.

**B.** To add future semesters to a student's plan, click on the + button. Select the desired semester from the pull-down menu to add to the student's Plan, then click Add Term.



**C.** Click the Calendar icon to switch to a calendar view that shows the student's academic week; This is helpful in the process of selecting sections for registration.

**D.** This Course Plan window also clearly shows the student's credit information; Planned credits lets you know whether the student has entered a plan and, if so, how much has been planned. Enrolled credits includes all credits for which the student enrolled in the current semester. NOTE: This number includes classes the student has completed (in the case of mini-sessions) as well as classes from which the student has been withdrawn. These courses will be listed as "Completed" because the student has a grade for the course, whether it is successful completion or not. You will also see the number of credits for which the student is waitlisted if registration is currently underway.

**E.** The current semester's classes in which the student is enrolled will show in a list. If the student is not currently enrolled, nothing will be listed. If the student planned to take a class in the current semester but did not register for it, that class will be listed as Planned. NOTE: If a student completed a class in the current semester (in the case of mini-session) or was withdrawn from a class in the current semester, these will display as "Completed" courses because the student has a grade for the course, whether it is successful completion or not.

The Timeline gives a visual perspective of what the courses the student has registered for each semester as well as what the student plans to do in future semesters. If the student is currently enrolled in classes, the current semester will be positioned on the left with future semesters to the right and previous semesters accessible by clicking on the left arrow on the left of the window. You can also see term GPA for completed semesters as well as totals of enrolled and planned credits each semester.

Notifications 1

Course Plan **Timeline** Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

[Add a Term](#)

|     | Fall 2018 Semester   | Spring 2019 Semester  | Fall 2019 Semester |
|-----|--|---|--------------------|
|     | <p><b>BIO-351-01: Cmptrv Vtebrte Antmy</b> A-<br/>Credits: 4 Credits</p> <p><b>BIO-375-01: Ldrshp Wldlf Rhbltn(H)</b> A<br/>Credits: 3 Credits</p> <p><b>MAT-117-01: Calculus I</b> A<br/>Credits: 5 Credits</p> <p><b>PHY-111-01: Gnrl Physics</b> A-<br/>Credits: 4 Credits</p> <p><b>PHYL-111-60: Gnrl Physics Lb</b> A-<br/>Credits: 0 Credits</p> | <p><b>BIO-353-01: Prn Hmn/Anim Nutr</b> ✓<br/>Credits: 3 Credits</p> <p><b>BIO-361-01: Genetics</b> ✓<br/>Credits: 4 Credits</p> <p><b>BIO-451-01: Animal Behavior</b> ✓<br/>Credits: 3 Credits</p> <p><b>BUS-101-01: Intro to Business</b> ✓<br/>Credits: 3 Credits</p> <p><b>BUS-102-01: Intro to Bus Computing</b> ✓<br/>Credits: 3 Credits</p> <p><b>PHY-112-01: Gnrl Physics II</b> ✓<br/>Credits: 4 Credits</p> |                    |
| its | GPA: 3.850      16 Enrolled Credits  | 20 Enrolled Credits   |                    |

You can also remove individual courses that are still in the planning stages from the Timeline tab. Simply click the X in the upper right hand corner of the class.

**Add a Term**

Fall 2019 Semester

- ART-141-01: Fundtns Drwng & Dsgn** Credits: 3 Credits ✕
- RHE-101-02: Rhtrc & Cmpstnl (WI)** Credits: 3 Credits ✕
- ⚠ SSC-108 - Must be completed prior to taking this course.
- SPT-101-01: Intr Sprt Mgt** Credits: 3 Credits ✓

**3 Enrolled Credits, 6 Planned Credits**

The Progress tab allows a more comprehensive view of the student's progress through their chosen program. You will be able to scroll through Progress reports for a student who has more than one program on record.

The Progress screen is divided into two sections: At a Glance and Requirements. At a Glance shows the general overview of a student's program.

Notifications 1

Course Plan Timeline **Progress** Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

BS Pre-Veterinary Medicine (1 of 1 programs) View a New Program Load Sample Course Plan

### At a Glance

**Cumulative GPA:** 3.800 (2.000 required)  
**Institution GPA:** 3.800 (2.000 required)  
**Degree:** Bachelor of Science  
**Majors:** Pre-Vet Mdcne  
**Minors:** Biology; Wildlife Rehabilitat  
Business Administration  
**Departments:** Div. of Sci. & Math  
**Catalog:** 2017  
**Anticipated Completion Date:** 5/15/2020

**Description**  
Pre-Veterinary Medicine

**Program Notes**  
[Show Program Notes](#)

### Requirements

Program Completion must be verified by the Registrar.

**Progress**

**Total Credits** 131 of 120  
111 20

**Total Credits from this School** 125 of 36  
105 20

The Requirements section will list the required classes and the options available to the student to complete the requirements for their chosen credential. The chart will list the course prefix and course number, course title, student's course grade (if applicable), the semester in which the student took the course (if applicable), and the associated credit hours.

## Requirements

### General Education Core

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.807

Complete all of the following items. ✓ **13 of 13 Completed.** [Show Details](#)

### Pre-Veterinary Medicine Concentration

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.683

Complete all of the following items. ⚠ **2 of 4 Completed.** [Hide Details](#)

#### A. Core (70 hrs)

Take BIO-113 BIO-114 BIO-115 BIO-121 BIO-211 BIO-311 BIO-351 BIO-353 BIO-361 BIO-499 CHM-111 CHM-112 CHM-211 CHM-212 CHM-311 MAT-117 MAT-215 PHY-111 PHY-112

2.000 Minimum GPA Required. Current GPA: 3.705

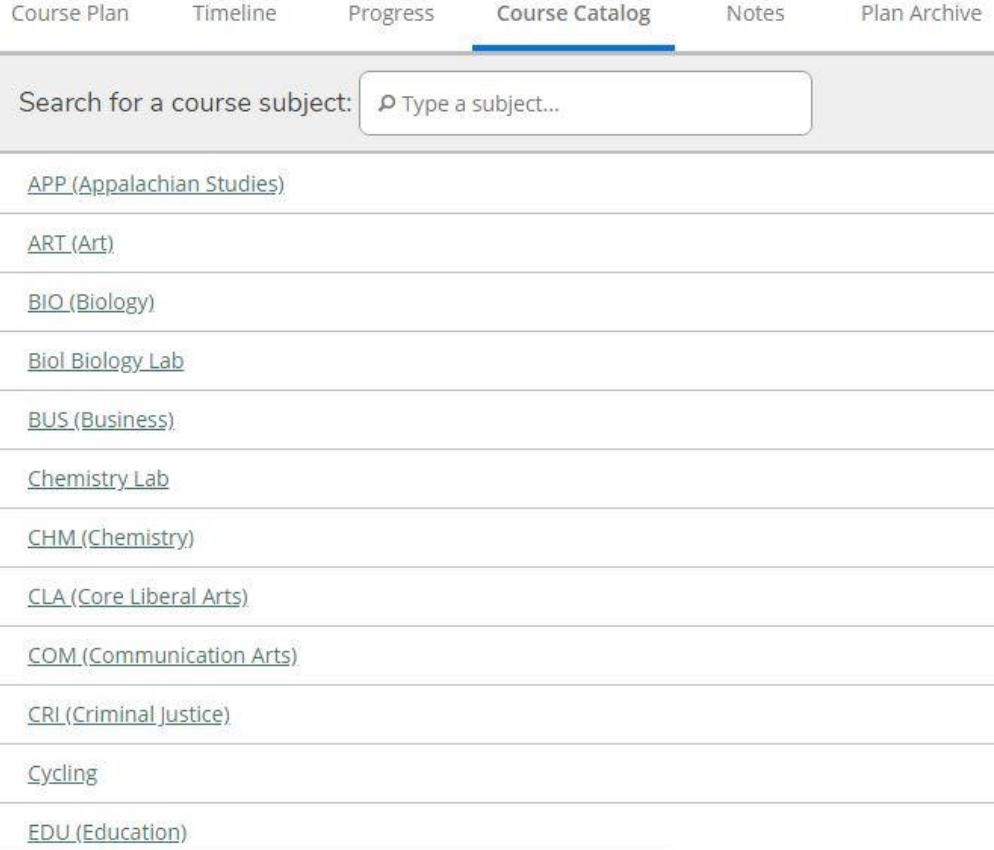
Complete all of the following items. ⚠ **0 of 1 Completed.** [Hide Details](#)

⚠ **7 of 19 Courses Completed.** [Show Details](#)

You have three ways to search this list:

1. You can select a discipline from the list by clicking on it. This will return a list of all courses with that prefix.
2. You can type a subject in the Search for a course subject box above the list. This will return a list of disciplines with that prefix or containing those letters in the discipline name.
3. You can use the Search for Courses box at the top of the screen. This will return a list of disciplines with that prefix or containing those letters in the discipline name.

NOTE: If you are searching for a specific course, be sure to capitalize the course prefix and use a hyphen between the course prefix and the course number.



The screenshot shows a navigation menu at the top with the following items: Course Plan, Timeline, Progress, Course Catalog (highlighted with a blue underline), Notes, and Plan Archive. Below the navigation is a search bar with the text "Search for a course subject:" followed by a text input field containing "Type a subject...". Below the search bar is a list of disciplines, each on a separate line and underlined:

- [APP \(Appalachian Studies\)](#)
- [ART \(Art\)](#)
- [BIO \(Biology\)](#)
- [Biol Biology Lab](#)
- [BUS \(Business\)](#)
- [Chemistry Lab](#)
- [CHM \(Chemistry\)](#)
- [CLA \(Core Liberal Arts\)](#)
- [COM \(Communication Arts\)](#)
- [CRI \(Criminal Justice\)](#)
- [Cycling](#)
- [EDU \(Education\)](#)

When you select a discipline, you will return a list in numerical order of all classes in that discipline.

Course Plan   Timeline   Progress   **Course Catalog**   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   Petitions & Waivers   Graduation Application

[← Back To Course Catalog](#)

### Filter Results

**Availability** ^

Open Sections

**Subjects** ^

ART (Art) (32)

**Locations** ^

Main Campus (20)  
 Online Programs (1)

**Show All Terms** ^

Spring 2019 Semester (12)

**Days of Week** ^

Sunday (12)

Filters Applied: **ART (Art)** x

**ART-121 Fndtns of Dsgn (3 Credits)** [Add Course to Plan](#)

This course is a non-digital studio course that focuses on the foundations of design and graphic design. Emphasis will include basic skills, tools and techniques and how they relate to the elements and principles of design. Additional fee required. (F,S)

**Requisites:**  
None

[View Available Sections for ART-121](#) v

**ART-135 Rnssnce-Imprssnsm(WI) (3 Credits)** [Add Course to Plan](#)

This course is designed to explore art forms from the Renaissance period through Impressionism. Discussion will focus on distinctive styles, works of major artists, historical context and diversity. Information will be presented thematically based upon time period, specific art styles, and major achievements.

**Requisites:**  
None

**ART-141 Fndtns of Dsgn & Dsgn (3 Credits)** [Add Course to Plan](#)



## Add Course to Plan

Use this option if you simply want to add a course to a future semester in a student's plan. This option will present a window with Course Details, such as the course description, number of credits, and any prerequisites. Select the semester from the pulldown menu, and then select Add Course to Plan.

Course Details

**ART-135 Rnssnce-Imprssnsm(WI)**  
This course is designed to explore art forms from the Renaissance period through Impressionism. Discussion will focus on distinctive styles, works of major artists, historical context and diversity. Information will be presented thematically based upon time period, specific art styles, and major achievements.

**Credits** 3

**Locations Offered** TBD

**Requisites** None

**Term**

[Close](#) [Add Course to Plan](#)

## Add Section to Schedule

This option will only be available if registration is underway. If sections are available, you will see the option to View Available Sections. Selecting that option allows you to see the current sections with available seats as well as all of the necessary section information, including the number of seats currently available.

[View Available Sections for ART-135](#)

Fall 2019 Semester

[Rnssnce-Imprssnsm\(WI\) 01](#) [Add Section to Schedule](#)

| Seats | Times  | Locations  | Instructors |
|-------|--|--|-------------|
| 20    | T/Th 11:30 AM - 12:30 PM<br>8/19/2019 - 12/13/2019 | Main Campus, North Carolina Bldg<br>202<br>Lecture | Sabbides, J |

Click the check box (or the large Check button above the sections to select them all) and click **Approve** once their upcoming list of classes has been approved. Or click **Deny** on any individual course or all courses if that is needed.

**Please note: If duplicate classes have been added, only one will be able to be denied. If you choose it and deny it, both will be denied and the proper course can be added to the student's schedule.**

**A student cannot register unless their courses have been approved.**

< > Fall 2019 Semester - + Remove Planned Courses

Print Planned: 6 Credits Enrolled: 0 Credits Waitlist

List Calendar

Approve Deny Protect Unprotect

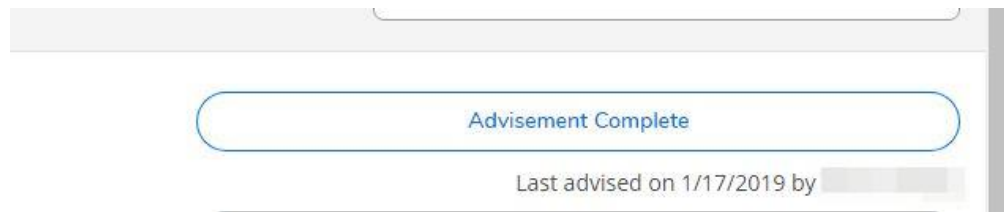
| <input checked="" type="checkbox"/> | Approval | Course                                | Credits   | Instructor          | Time                | Location            |
|-------------------------------------|----------|---------------------------------------|-----------|---------------------|---------------------|---------------------|
| <input type="checkbox"/>            |          | ART-211: Sktchbks:Rsrch, Cmp, Crt(WI) | 3 Credits | No Section Selected | No Section Selected | No Section Selected |
| <input checked="" type="checkbox"/> |          | ART-241: Art and Society              | 3 Credits | No Section Selected | No Section Selected | No Section Selected |

Once a student's upcoming classes have been reviewed and approved, they can be cleared for registration.

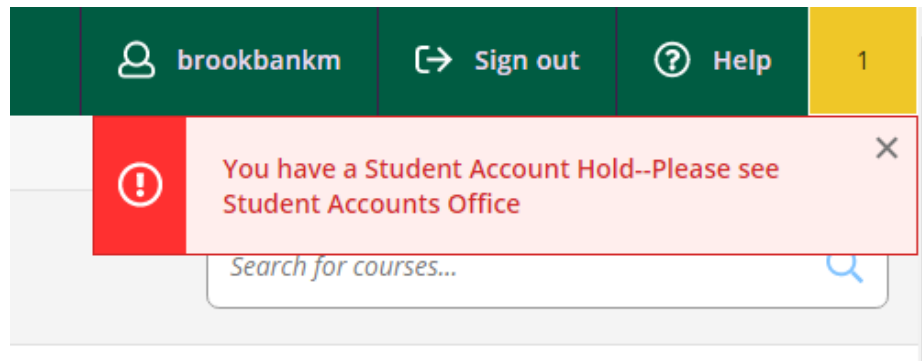
**Note: Advisors must go into each advisee's record to clear them for registration before each semester.**

Each student will have a "Last Advising Date:" on the advising overview page. This date indicates the last time that student was cleared to register. If you see "N/A" instead of a date, then the student has not been cleared for registration and will be blocked from making any schedule changes.

To clear students for registration, you must click on the student in the advising view to see their academic information. On the top right of the screen, you will see the "Advisement Complete" button. After meeting with the student and reviewing their plan, clicking that button will release the hold and the student will be able to register.



Once you have completed the advisement of your advisee, you also have the option to register your advisee for one or all of their approved sections. Please note that if there are any holds on the student's account, you will not be able to register this student. When working with a student with holds on their account, you will see a prompt similar to the one on the right that lets you know what the student needs to do to proceed.



To register your advisee, click on the **Calendar** view in their **Course Plan**.

To register an individual section, click on the blue **Register** button beneath that approved section

The screenshot displays a user interface for a course plan. At the top left, there are two tabs: 'List' and 'Calendar'. The 'Calendar' tab is selected and highlighted with a blue underline, and this entire tab area is circled in black. Below the tabs, the date range '8/19/2019 to 12/12/2019' is shown. A section titled 'Meeting Information' is expanded, revealing a large blue button labeled 'Drop'. Below this, there is a link 'View other sections'. A second section, titled 'ORM-101-01: Intr Otdr Rcrtn', is also expanded. It features a green bar with a thumbs-up icon and the word 'Approved', and a yellow bar with a checkmark icon and the word 'Planned'. Below these bars, the following details are listed: 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Wall, K', '8/19/2019 to 12/12/2019', and 'Seats Available: 3'. A 'Meeting Information' link is present below the details. A large blue button labeled 'Register' is positioned below the 'Meeting Information' link and is circled in black. At the bottom of this section, there is another 'View other sections' link.

To register your advisee for all approved courses, click the blue **Register Now** button in the upper right of the course plan. Please note you still need to be in Calendar view for the button to show. Once they are registered, the student will receive an email regarding the completed registration.

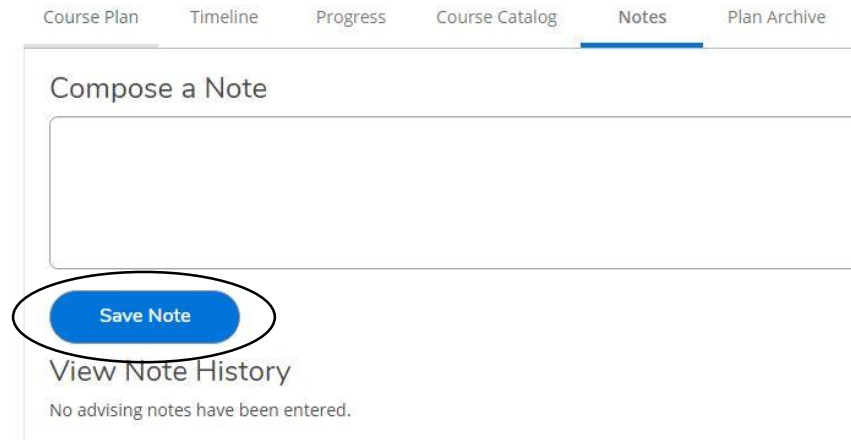
Course Plan last reviewed on 9/24/2019 by Brookbank, Melanie D.

res   Unofficial Transcript   Grades   Petitions & Waivers   Graduation Application

Register Now

**Planned:** 3 Credits   **Enrolled:** 9 Credits   **Waitlisted:** 0 Credits

The Notes section allows you to send a note to an advisee or review previous notes left between you and the advisee. The notes will be saved with a time stamp indicating who wrote the note and the date and time. The student and advisor can both see all notes left here. Simply type your note and hit **Save Note**.



Course Plan Timeline Progress Course Catalog **Notes** Plan Archive

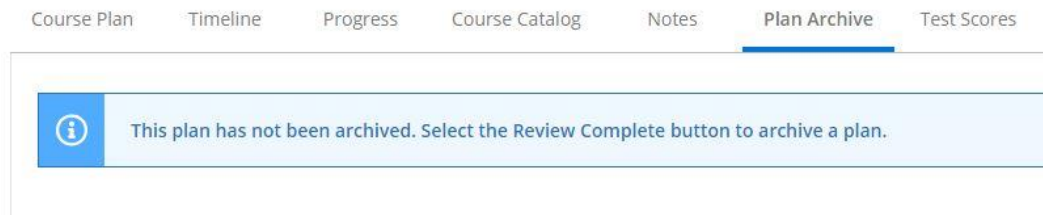
Compose a Note

[Save Note](#)

View Note History

No advising notes have been entered.

The Plan Archive allows you to view previous plans that an advisor has approved and archived for this student.



Course Plan Timeline Progress Course Catalog Notes **Plan Archive** Test Scores

*i* This plan has not been archived. Select the Review Complete button to archive a plan.

The Test Scores tab lists Placement Tests the student has taken and their scores.

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Grades](#) [Petitions & Waivers](#) [Graduation Application](#)

### Admission Tests

No tests of this type have been recorded.

### Placement Tests

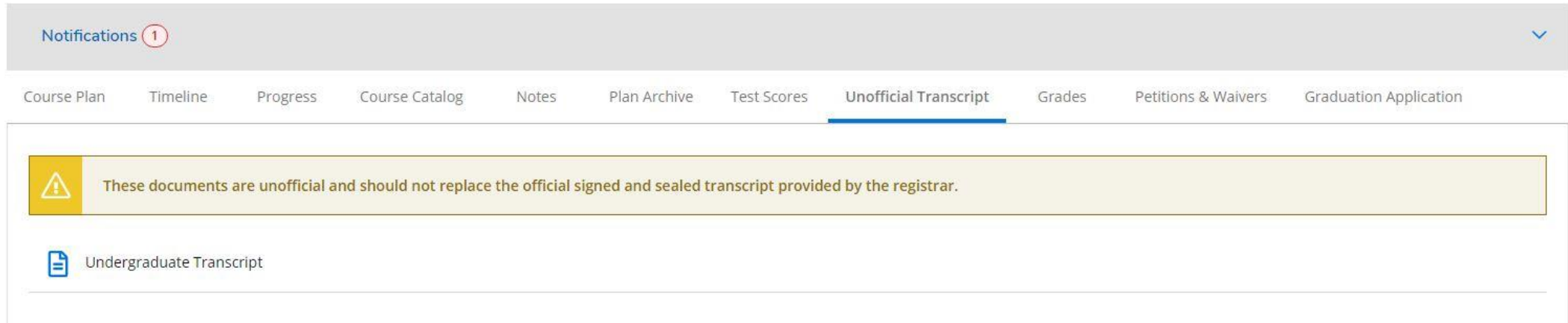
| Test                       | Date Taken | Score      | Percentile | Status | Status Date |
|----------------------------|------------|------------|------------|--------|-------------|
| College Math 111 Placement | 8/30/2016  | 100 of 100 |            |        |             |
| Math 112 Placement         | 8/30/2016  | 95 of 100  |            |        | 8/30/2016   |
| Reading Placement          | 8/30/2016  | 66 of 100  |            |        | 8/30/2016   |
| Writing Placement          | 8/30/2016  | 70 of 100  |            |        | 8/30/2016   |

### Other Tests

No tests of this type have been recorded.



The Unofficial Transcript tab allows advisors to view and print an advisee's unofficial transcript.



The screenshot shows a navigation bar with the following tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript (highlighted with a blue underline), Grades, Petitions & Waivers, and Graduation Application. A grey notification bar at the top left contains the text "Notifications" followed by a red circle with the number "1". A yellow warning banner with a triangle icon contains the text: "These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar." Below the banner, there is a document icon and the text "Undergraduate Transcript".

The Grades tab shows the student's grades for all previous semesters.

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) **[Grades](#)** [Petitions & Waivers](#) [Graduation Application](#)

[Spring 2019 Semester \(1/14/2019-5/8/2019\)](#)



[Fall 2018 Semester \(8/20/2018-12/13/2018\)](#)  
Term GPA: 3.850



[Summer Term 2018 \(5/14/2018-8/17/2018\)](#)  
Term GPA: 4.000



[Spring 2018 Semester \(1/8/2018-5/2/2018\)](#)  
Term GPA: 3.867



[Fall 2017 Semester \(8/14/2017-12/7/2017\)](#)  
Term GPA: 3.844



[Spring 2017 Semester \(1/9/2017-5/3/2017\)](#)  
Term GPA: 3.755



[Fall 2016 Semester \(8/15/2016-12/8/2016\)](#)  
Term GPA: 3.586



The Petitions and Waivers tab shows any current and previous petitions, consents and waivers for this student.

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   **Petitions & Waivers**   Graduation Application

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**Student Petition(s)**  
No existing petitions

**Faculty Consent(s)**  
No existing faculty consents

**Requisite Waiver(s)**  
No existing waivers


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The Graduation Application tab shows if this student currently has an application in for graduation.

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   Petitions & Waivers   **Graduation Application**

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 Advisee currently does not have any Graduation Application.