

Students can complete tasks, such as changing your schedule, checking grades, and requesting a transcript in WebAdvisor. See the FAQs listed below:

To View Your Student Ed Plan

- Log into My HUgo.
- Click on Academic Profile in the **WebAdvisor** folder. The Academic Profile Choices will open up.
- Click on My Educational Plan.
- Check box next to your program and choose a Format Option for the Whole Plan or Planned Courses Only.
- Click Submit and plan will display.

To View Your Academic Evaluation

- Log into My HUgo.
- Click on Academic Profile in the **WebAdvisor** folder. The Academic Profile Choices will open up.
- Click on Academic Evaluation.
- Check box next to your program.
- Click Submit and profile will come up.
- You can also look at what-if scenarios by choosing a different program than the one you are enrolled in. This will not change your major. Majors can only be changed with a Change of Major form from the Registrar's Office.

To Get Grades

- Log into My HUgo.
- Click on Academic Profile in the **WebAdvisor** folder. The Academic Profile choices will open up.
- Click on Grades.
- Choose Term and Click Submit. The grades will appear.
- Click OK when done.

To Request a Transcript

- Log into My HUgo.
- Click on the **National Student Clearinghouse** box.
- You will be automatically logged into your National Student Clearinghouse account.
- Click on Order or track a transcript and follow the ordering instructions.

To Request an Enrollment Verification

- Log into My HUgo.
- Click on the **National Student Clearinghouse** box.
- You will be automatically logged into your National Student Clearinghouse account.
- Click on Obtain and enrollment certificate and follow the instructions.

To View Your Statement or Make a Payment

- Log into My HUgo.
- Click on Student Account Information in the **WebAdvisor** folder.
- Click on View Account and Make Payments.
- The Make a Payment screen will open.
- Click on Account Activity to view Statement.
- Select a Term to View Statement.
- Close the tab when finished.

To Complete a Change of Major Form

- Log into My HUgo.
- Click on Academic Profile in the **WebAdvisor** folder. The Academic Profile choices will open up.
- Click on My Profile.
- Click on Change of Major Form
- Complete the required information.
- Submit the Form.

To View Academic History (Unofficial Transcript)

- Log into My HUgo.
- Click on Academic Profile in the **WebAdvisor** folder. The Academic Profile choices will open up.
- Click on Academic History.
- Choose Transcript Type and click Submit. Make sure that you choose the correct transcript type. Students who have completed work at the Associate and/or Bachelor's level should choose Undergraduate. Students who have completed work at the Master's level should choose Graduate. Students who have done both will need to look at the information separately for each level.
- Click OK when done.

To Complete Intent to Graduate Application

- Log into My HUgo.
- Click on Academic Profile in the **WebAdvisor** folder. The Academic Profile choices will open up.
- Click on Intent to Graduate Application.
- Choose the program that you are going to graduate from. Click Submit.
- Complete the information on the screen. Make sure that your name appears exactly how you would like it to appear on your diploma. Delete Mr. or Ms., if necessary. Add your middle name if you would like it to be on your diploma.
- Click Submit when done.

To View Your Course Attendance

- Log into MyHUgo.
- Click on Academic Profile in the **WebAdvisor** folder. The Academic Profile will open up.
- Click on Attendance.
- Click one of your current courses.
- Your attendance will display by date at the bottom of the screen.
- Click on Back to select a different course or click OK to return to the main menu.