



# Welcome to Colby College's Web Portal!

**myColby** is a set of dynamic web pages which presents information to you based on your role(s) at the College. You can get to [myColby](#) from the College homepage in the grey navigation bar or via [my.colby.edu](#). Here are a few details to get started:

- Log in to see all of your options and tabs
- Guests only have access to the Home, Libraries, Parents, Campus Life, Feedback, and Help tabs
- The portal is maintained by several departments on campus including ITS, the Registrar's Office, Campus Life, Student Financial Services, Admissions, and Student Affairs
- The [myColby](#) tab includes all the news on the [www.colby.edu](#): College updates, College news, Directory search, etc.

| Faculty (Academics Tab)  | First Year Advisors Tab  | Advisors (Academics Tab)   | Department Chairs Tab   |
|--|--|--|---|
| <p><b>Course Lists &amp; Rosters</b>-includes:</p> <ul style="list-style-type: none"><li>• Course List (any term)</li><li>• Course Rosters – Past and Present</li><li>• Course Evaluation (forms &amp; results)</li><li>• Course Proposals</li><li>• Curriculum Search</li><li>• College Catalogue</li></ul> <p><b>Schedule and advisees</b>-is for faculty and advisors and has links to the following:</p> <ul style="list-style-type: none"><li>• My Courses-each course/section has a related "options" drop down. This drop down includes:<ul style="list-style-type: none"><li>○ Grade entry (if grade entry is open)</li><li>○ Roster (no photos)*</li><li>○ Roster (with photos)*</li><li>○ Photos (with name and class year)</li><li>○ Download roster</li><li>○ Email form</li><li>○ Email list</li><li>○ Registration history</li><li>○ Textbooks</li><li>○ Check for reserves</li><li>○ Moodle</li><li>○ Course Rules</li><li>○ Upload Curriculum Review</li></ul></li></ul> <p>*Academic warning and negligence: access is from Roster</p> <ul style="list-style-type: none"><li>• My Advisees (see next page for details)</li><li>• Clear to Select Courses</li><li>• Course Authorization</li><li>• IS-Honors-OCS Applications</li><li>• Off Campus Study Advisees</li><li>• Student Search</li></ul> | <p><b>Home</b>-FYAs have access to admission application data, preliminary course selection worksheets, and information specific to the FYA program. First year students can be retrieved in the My Advisees section on the Academic tab as well</p> <ul style="list-style-type: none"><li>• First Year Timeline</li><li>• First Year Advisee List<ul style="list-style-type: none"><li>○ Admission application data</li><li>○ Admissions interest data</li><li>○ Admissions Status history</li><li>○ Academic status history</li></ul></li><li>• Initial Advisee Meetings (when available)</li><li>• Placement Exam Cut-Offs for Languages</li><li>• Information Students Receive (Handouts)</li><li>• First Year Academic Links</li></ul> <p><b>Advising Recommendations by Department</b>-Displays the recommendations for each department/program being offered</p> <p><b>Advising Resources</b>-Considerations for advising pre-health students, Guidelines for placement in Foreign Language, Integrated Studies Program, and Resources for Physics Program &amp; Engineering Planning for first year students</p> <p><b>Clear to Select Courses</b>-Clear your advisees to select courses</p> <p><b>Course Authorization</b>-Control who gets into a course by issuing a "Course Authorization"</p> <p><b>Course Selection Info</b>-Displays course selection information, a guide to electing courses, the Foreign Language selection guidelines, Math</p> | <p><b>Schedule and advisees</b>-is the home page for faculty and advisors</p> <p><b>My advisees</b>-a quick way to display your advisees for the current session/year, or a specific class year. Options include:</p> <ul style="list-style-type: none"><li>• Download to Excel</li><li>• Advisee Email (list)</li><li>• Advisee Email (form)</li><li>• Advisee list (no photos)</li><li>• Full details (with photos)</li><li>• Photo gallery (by name, grad year)</li><li>• Distribution summary (summary of all advisees)</li><li>• Off Campus Study Advisees Details</li></ul> <p>Note: By clicking Show/Hide Filter Options you can filter by class year, major, minor, and advisor type. Advisor type allows you to view any student for which you are considered a 'special advisor'</p> <p>For each advisee displayed you can get the following information when you click their name:</p> <ul style="list-style-type: none"><li>• Photo, name, class year, email address, campus box, hometown/state, major(s) and minor(s), academic and advising deans</li><li>• Colby I will be... survey</li><li>• A list of all the courses you have had with this student (click the arrow button to expand)</li><li>• GPA, class rank</li><li>• Academic status history (click the arrow button to expand)</li><li>• Admissions application data-if student electronically applied (click the arrow button to expand)</li><li>• Admissions interest data-if student</li></ul> | <p><b>Academic Admin Assistants</b> have access to the same information and can view department level course evaluations based on permissions the Registrar has set</p> <p>The Dept Chairs Home page is a quick view to the resources listed below:</p> <p><b>Courses, Advisees, and Evaluations</b>-is the home page for department chairs and has the following links:</p> <ul style="list-style-type: none"><li>• Department Courses-lists the courses being taught within your department options include:<ul style="list-style-type: none"><li>○ Course description</li><li>○ Registration history</li><li>○ Class roster</li><li>○ Textbook history</li><li>○ Upload your curriculum review</li></ul></li><li>• Major and minor advisees-contains class year, status, major/minor, and their advisor(s). Click on the advisee name to view their photo and gain access to their academic record. There is an option to download to excel additional data such as email, campus box, gender, hometown/state, their nickname, first name and last name in separate columns</li><li>• Course evaluation results</li><li>• Course evaluation verification</li><li>• Preparation for 2021-22 (2022-23 when available)</li><li>• Registration History (any term)</li><li>• Student Search</li><li>• Curriculum Search</li></ul> |

**Registrar News**-contains timely information updated by the Registrar's office

\*\*See the "general links" section (in the "Depart Chairs Tab" column)



Placement info, Health Professions Advising and general considerations. Link to Area Requirements and review special notes

**Curriculum Search/Query**-A quick way to search the curriculum by session/year, specific course number, area, department, instructor, and other options

#### Department and Program Contacts



**Information Technology Services**  
**101 Lovejoy**  
**Phone: 207-859-4222**  
**<https://www.colby.edu/its/>**  
**Email: [support@colby.edu](mailto:support@colby.edu)**

electronically applied (click the arrow button to expand)

- Admission status history (click the arrow button to expand)
- Academic record (full)
- Academic warning history
- Degree audit (testing)
- Distribution requirements checklist
- Incomplete course history
- Placement exams
- Schedule
- Clear to select (if open)
- Leave of Absence /Withdrawal form(s) (when applicable)

Note: Using the session specific links that appear on the lower right hand side, you may select any session/year and view the advisees:

- Graphic schedule
- Registration history
- Registration status

At the bottom of the advisee display portal:

- Add a new note viewable only to you
- Expand/Collapse All Comments

Note: You can view off campus study advisees' details as an advisor and a department chair

\*\*See the "general links" section



#### Reports

- Annual Reports
- Computer allocations-click on the Computer Allocations Page to view the status of your department's ITS computer allocations.
- Financial Reports (budgets)
  - Monthly budget report
  - YTD by month budget reports
  - Approved Budgets

#### Dates and Deadlines

\*\***General Links & Resources** are provided for all faculty, advisors, and department chairs

**Classroom schedule by building**  
**Colby Apps email and calendar**  
**College calendar & Critical dates calendar**  
**College catalogue**  
**Course descriptions by subject**  
**Current major and minor codes**  
**Curriculum reviews**  
**Curriculum search**  
**Department major and minor advisees**  
**Event planning**  
**Faculty resources**  
**Final exam schedule (basic) (When Open by Registrar)**  
**Final exam schedule (details) (When Open by Registrar)**  
**Major advisor assignments**  
**Major and minor codes**

We welcome your feedback! Please use the feedback form on the [myColby](#) portal or send us an email [mycolby@colby.edu](mailto:mycolby@colby.edu)

