E-Advising via WebAdvisor – For Students

What is e-Advising?
E-Advising provides an integrated approach for registration through WebAdvisor; it allows advisors and advisees to plan and register for requirements as they relate to the student’s overall educational goals.

- Is based on the student’s Program Evaluation report, which contains all of the courses required for a student’s degree program;
- Shows which degree requirements have been completed so the student can target the courses still needed;
- Is based on the concept of a course planning worksheet. The worksheet is shared between the student and the adviser;
- The student builds the worksheet by selecting “e-Advising” in WebAdvisor, and then either the “Course Planning Wizard” or “Create/Add to Worksheet”;
- Once built, students email their adviser using the “E-Mail Advisor(s)” option;
- After the student’s plan has been approved by the adviser and the adviser lifts the student’s advisement hold, the student can use e-Advising’s “Register” option to register from the planned courses (during his/her registration appointment time).

How to use e-Advising?

- Plan Courses using “Course Planning Wizard” or “Create/Add to Worksheet”
- Register for classes using the “Register” feature
- Communicate with your adviser using the “E-Mail your Advisor” feature

Accessing the e-Advising module

To access the e-Advising module, click on the ‘eAdvising’ link under the ‘Academic Planning’ menu on the WebAdvisor for Students main menu.

Course Planning Wizard

- The ‘Course Planning Wizard’ lists your degree requirements from the ‘Program Evaluation’ report in a tree structure, so you can detail from the main requirement level to the course level and select courses to add to your plan (Requirements → Subrequirements → Groups → Courses). Click on the ‘Course Planning Wizard’ link to continue.
You will be asked to confirm your program and catalog year. It is very important to make sure that your correct program and catalog year are listed. If the program or catalog is incorrect, see the department of your academic major to have this corrected before moving any further.

The next step in the planning process is to select a requirement that need planning. Check the box and click ‘submit’.
Next, select a sub-requirement that needs planning, and click ‘submit’.

Then select a group that needs planning, and click ‘submit’. On this screen, please note the ‘What is Required’ block. This block details the requirements for this sub-requirement – i.e. describes the groups below.
Finally, you will be required to select courses to add to your plan, so this requirement is satisfied. Use the ‘Still to plan’ section on this screen to understand what else is required.

You can choose to add courses to your plan without a term by checking the ‘Select’ box and clicking ‘submit’, or you can add courses to your plan for a term by selecting a term under ‘Planned Term’ and clicking ‘submit’.
View Worksheet

The ‘View Worksheet’ option allows you to view your planned courses and any notes you have made.

Plan Courses

View Worksheet
Review your planned courses.

Course Planning Wizard
This wizard uses your program evaluation to help plan the courses you need to complete your program.

Create/Add to Worksheet
Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

Modify Worksheet
Remove courses, change the terms or credits of courses on your worksheet, or make notes.

You will be asked to confirm your program and catalog year. **It is very important to make sure that your correct program and catalog year are listed.** If the program or catalog is incorrect, see the department of your academic major to have this corrected before moving any further.

The “View Worksheet” option will simply show you a copy of your current course planning worksheet, but it will also provide links to various other functions. Your course planning worksheet will show all courses planned, what term they are planned for, and who added the course to the plan.
Create/Add to Worksheet

The ‘Create/Add to Worksheet’ option allows you to either create a course planning worksheet or add courses to your plan using the catalog search functionality.

Plan Courses

- **View Worksheet**
  Review your planned courses.
- **Course Planning Wizard**
  This wizard uses your program evaluation to help plan the courses you need to complete your program.
- **Create/Add to Worksheet**
  Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.
- **Modify Worksheet**
  Remove courses, change the terms or credits of courses on your worksheet, or make notes.
- **Program Evaluation**
  Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.
- **Register**
  Register for selected courses on your Course Worksheet.
- **E-Mail Advisor(s)**
  Request feedback from your advisor(s).
- **Advisor-approved Ed Plan**
  View the Student Educational Plan approved by your advisor.

You will be asked to confirm your program and catalog year. **It is very important to make sure that your correct program and catalog year are listed.** If the program or catalog is incorrect, see the department of your academic major to have this corrected before moving any further.
You will be presented with the standard catalog search page, which will allow you to search for a specific course in which you would like to add to your course plan. Enter the appropriate variables and click submit to search for the desired course.

After clicking “Submit” you will be presented with a results page that shows all courses (if any existed) that met your criteria. Once you select the course(s) you would like to add to your plan click “Submit” and you will be brought back to the “View Worksheet” screen to confirm that everything was added correctly.

From the “View Worksheet” screen you can navigate to any other section of E-Advising or return to the main menu by clicking “Ok”

Modify Worksheet

The ‘Modify Worksheet’ option allows you to edit your course planning worksheet by deleting courses, changing planned terms, or adding public and private notes.
You will be asked to confirm your program and catalog year. It is very important to make sure that your correct program and catalog year are listed. If the program or catalog is incorrect, see the department of your academic major to have this corrected before moving any further.

You will be presented with a view of your course planning worksheet. You will see areas where you can select to remove courses from your plan, change planned terms, and add or change public or private notes. Clicking “Submit” will finalize these changes.
Program Evaluation

The ‘Program Evaluation’ option allows you to run a program evaluation for either your current program or a what-if analysis on any other program or catalog year. To generate the evaluation either select your current program or choose a program from the drop-down list (Note: To do a what-if on your current program just under a different catalog year you must select your current program from the drop-down menu).

Plan Courses

View Worksheet
- Review your planned courses.

Course Planning Wizard
- This wizard uses your program evaluation to help plan the courses you need to complete your program.

Create/Add to Worksheet
- Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

Modify Worksheet
- Remove courses, change the terms or credits of courses on your worksheet, or make notes.

Program Evaluation
- Get a report evaluating the progress you’ve made towards completing your program requirements, or evaluate a program you are considering.

Register
- Register for selected courses on your Course Worksheet

E-Mail Advisor(s)
- Request feedback from your advisor(s).

If you select the “What-If” choice the following screen will ask you to select a catalog year. Please consult your adviser as to which catalog years are available to you to choose from.
Once you click submit you will be presented with your program evaluation. Once you have either examined or printed your evaluation you may return to the main menu via the tab at the top of the page.

**Register**

The ‘Register’ option allows you to register for previously planned courses.

**Plan Courses**

- **View Worksheet**
  Review your planned courses.
- **Course Planning Wizard**
  This wizard uses your program evaluation to help plan the courses you need to complete your program.
- **Create/Add to Worksheet**
  Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.
- **Modify Worksheet**
  Remove courses, change the terms or credits of courses on your worksheet, or make notes.
- **Program Evaluation**
  Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

You will be asked to confirm your program and catalog year. It is very important to make sure that your correct program and catalog year are listed. If the program or catalog is incorrect, see the department of your academic major to have this corrected before moving any further.
Once you have entered the ‘Registration’ screen you will be presented with your Planning Worksheet. You may then choose the courses for which you would like to register.

Once you select the courses you will receive a results screen similar to the “Search for Sections” results you see in the normal registration process. Select the classes you would like to register for and click Submit. This will add those classes to your Preferred Sections.

From this point you simply choose the sections you would like to register for and click Submit. This is the same screen you use during the regular registration process.
E-Mail Advisor(s)

You can use the “E-Mail Advisor(s)” option to send a message to your adviser, whether you need additional help planning for the upcoming term, or would like to simply notify them that your planning is complete.

Plan Courses

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- Create/Add to Worksheet
  Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

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  Remove courses, change the terms or credits of courses on your worksheet, or make notes.

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  Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

- Register
  Register for selected courses on your Course Worksheet.

- E-Mail Advisor(s)
  Request feedback from your advisor(s).

The E-Mail Advisor(s) screen allows you to email one or more advisers, including a subject line and an email text. Once you have entered the required information click “Submit” to send the email.