

# EMORY & HENRY COLLEGE



## eAdvising

### WHAT IS IT?

eAdvising is a module in WebAdvisor that allows students and their advisors to build a comprehensive educational plan that spans all or part of a student's academic career. Right now we are utilizing only the Worksheet function of eAdvising.

### The Worksheet Process

#### Creating a Worksheet

- The student (with or without their advisor present) selects courses to meet program requirements.
- Courses are attached directly to the student's active program.
- If the student is undecided or hasn't officially declared a major, the student should plan only a few semesters in advance.
- As the courses are chosen, they are added to the worksheet through the Student area of the worksheet.
- Any course that is listed in the course catalog can be added to the worksheet.
- The system does not check to see if the course is being offered during the chosen semester. Section selection is not completed until the registration process.

#### Fine-tuning the Worksheet

- Once the course master for the upcoming semester is available, the student should use the Section Planning Form (available on the Registrar's webpage) to choose sections of courses that are on their worksheet.
- This form is for advising purposes only, but the student and advisor are encouraged to keep a copy.
- If courses that the student and advisor have chosen are not offered, the student should look for alternative courses. The alternatives can then be added to the worksheet.
- The student can email their advisor directly from the worksheet screen.
- This is a good opportunity to point out any changes the student has made to the academic plan, and to set up an advising appointment.

Students should use the course master to do three things:

- 1) Ensure that the courses they have chosen for the semester are being offered
- 2) Ensure that there are no time conflicts in the sections that they have chosen.
- 3) Choose a section of a selected course (this speeds up the online registration process).

#### Approving the Worksheet

- The advisor and student meet to discuss the class selection for the upcoming semester.
- Even if there are courses for future terms on the student's plan, advisors should only approve courses for the upcoming term.

#### Registering Online from the Worksheet

- Since Emory & Henry uses priority registration, rules are set up that will prevent a student from registering before their assigned day.
- When the assigned day arrives, the student logs in to WebAdvisor and accesses the worksheet. Once there, the student can register for a section of any course that the advisor has approved.
- This is the first time that WebAdvisor looks at the individual section information.
- Once students submit their schedules, they will receive a system generated email that tells them to check their schedule through WebAdvisor.