

Using Web Advisor to Choose Classes

Web Advisor is an online tool that Emory & Henry uses for many purposes. You will be billed through Web Advisor (in fact, it's the only place you'll receive your bill—we do not send paper copies), receive midterm and final grades, submit your hours for on-campus jobs, and more. It is also the tool that you will use to decide what classes you will take this fall. This handout is designed to walk you through that process.

New to Web Advisor? Set your password!

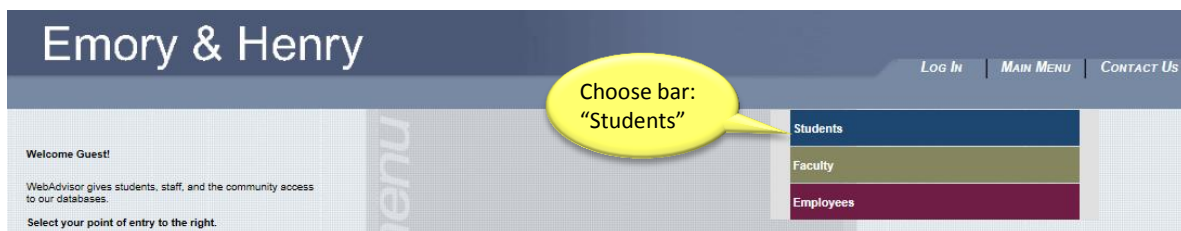
Start by going to this web address: <http://ehwalive.iceschools.org/>. Look for the tab that says Log In.



To log in, use the User ID and password that came in the letter we sent with your flash drive. After you enter your password, you will be prompted to set a new one. **Please make a note of your User ID and new password to bring with you when you meet with your advisor at Orientation.**

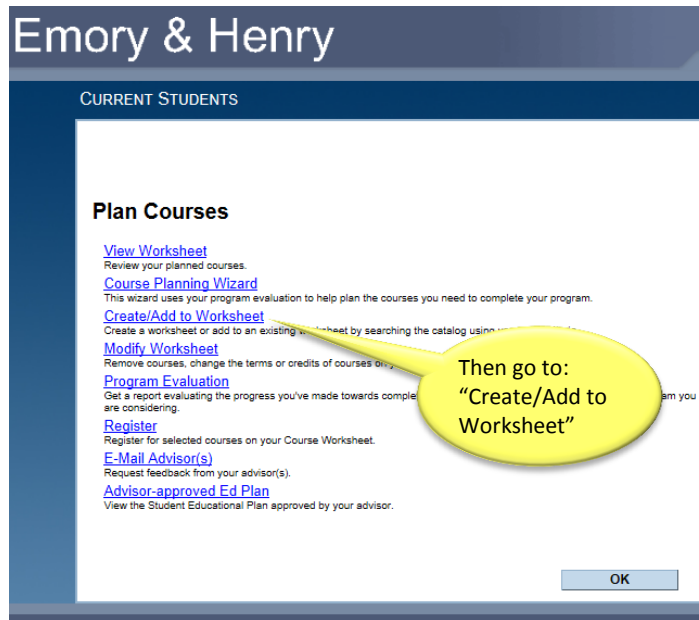
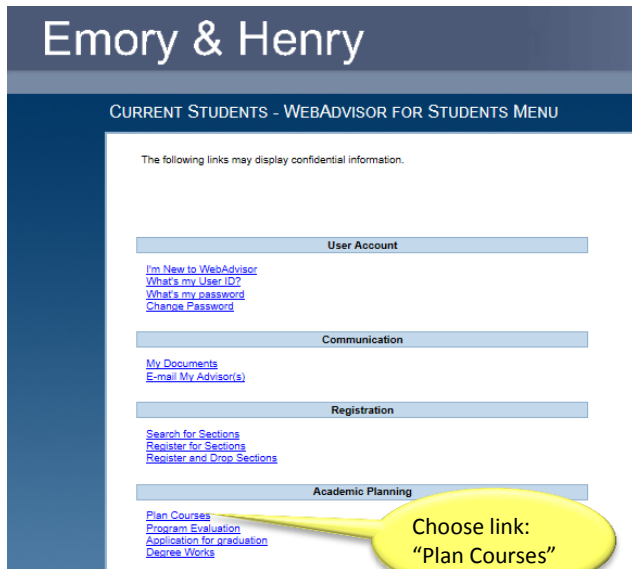
Find the "Students" Menu

Once you are logged in, find the "Students" menu.

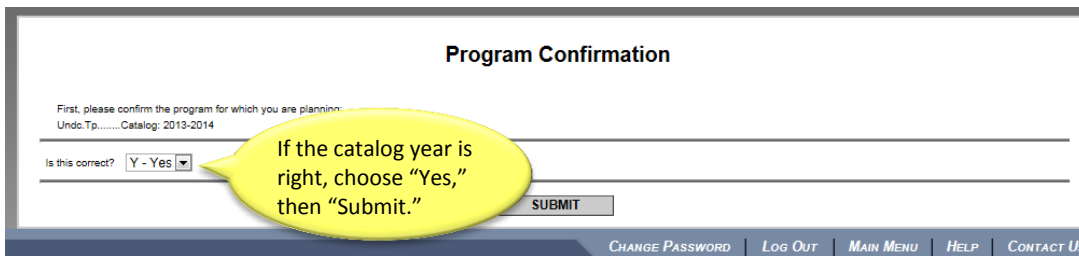


Make a Worksheet of Classes to Take

Take a minute to look at the Students menu. There's a lot you can do from here, including seeing your grades (under Academic Profile) and paying your bill (under Financial Information). If you want to get a jump on your planning your classes, you can create a class schedule worksheet. Start with the "Plan Courses" link listed under "Academic Planning." Then, on the following page, choose "Create/Add to Worksheet."



The next screen will ask you confirm the academic catalog year that you will be using. Web Advisor should guess correctly that you will need the catalog year that begins with the year you are starting at Emory & Henry. If so, select yes and then click the “Submit” button.



You should now see the Catalog Search and Add page. This is the page that you will return to again and again as you build a list of classes. To use this page, you first need to think about what classes you want to take. Here are some ideas:

- **ETLA 100**—Transitions 1 is required, but don't add it to your schedule—we will place you in a section based on your interests
- **Math**—It's a great idea to take math your first semester, but this is another one you can't add until after you take the Compass test at Summer Orientation.
- **A 100-level class in a major that interests you.** For lists of classes required for each major, you can take a look at the online academic catalog:
<http://www.ehc.edu/academics/resources/registrar/academic-catalogs>
- **Modes of Inquiry**—A series of four requirements for the core curriculum. These can be met by a wide variety of different classes but there are two important rules: 1) the class can't be in your major, and 2) no two Modes classes can be taken in the same subject area. For a full listing of Modes courses, use this link: <http://www.ehc.edu/academics/programs/core-curriculum>.

- **Religion**—There are four courses that meet the religion requirement: RELG 111 (World Religions), RELG 131 (Old Testament Survey), RELG 132 (New Testament Survey), or RELG 200 (Introduction to the Christian Faith)
- **Foreign Language**—We suggest taking a foreign language early, while the learning you did in high school is still fresh. Sign up for a LANG 101 course, or if you think you might test into a higher level, take the foreign language placement exam. Instructions for the placement exam are here: www.ehc.edu/sites/default/files/foreign_language_placement_testing_instructions.pdf

To find these and other classes, you first need to start with a Subject, as shown here:

Once you have selected a subject area, you can choose a “course level.” Generally 100-level classes are entry level, 200-level are closer to sophomore level, and 300-level and up tend to be advanced. As a freshman, you will want to take mostly 100-level courses. In some cases, taking a 200-level course may be appropriate. We advise against taking 300-level & up courses your first semester in college. Hit “Submit” when you are ready.

1. Click to check the box for courses you want to take.

2. Select the semester you are registering for.

3. Then submit.

You should now see a screen that shows ALL the courses offered in the subject area and course level you chose. Look them over to see what is offered. If you would like in-depth descriptions of classes, try the academic catalog (note: it is organized by subject area). (www.ehc.edu/academics/resources/register/academic-catalogs).

When you find a class you are interested in taking, put a check in the box to the left and choose a term (Fall of 2014 will be shown as 2014FA). Add the class to your worksheet by clicking "Submit."

You will then be shown your course planning worksheet. This worksheet will keep track of all the courses you want to take for any given semester. Each time you have added a course and want to return to add more, click the link "Catalog Search and Add."

Course Planning Worksheet

These are PLANNED courses for which you have NOT registered.

Undo.Tp.....Catalog: 2013-2014

RELG-111 World Religions has been added to your worksheet.

Planned Term	Course Name and Title	Credits	CEUs	Added By
Fall Semester	ETLA-100 Trans I: Engaging Liberal Arts	3.00		Student
Fall Semester	MATH-121 College Algebra	3.00		Student
Fall Semester	RELG-111 World Religions	3.00		Student

Private Worksheet Notes

Public Worksheet Notes

FYI, to take a class off your worksheet, use "Modify."

Use this link to return to the Subjects page to find more classes. Continue adding classes until you reach 15-18 credit hours. You won't take all the classes you choose (remember, you'll also have Transitions and maybe math) but this will be a good starting point for talking with your advisor.

Once your class list is complete, you are finished. You can log out. Your work has already been saved.

Try to sign up for 15-20 credit hours. You won't end up taking all the classes you have chosen—remember, you'll also need Transitions 1 and hopefully you'll take math too—but this will be a solid starting point for conversation with your advisor. Once you have finished making your worksheet, you can log out. Your work has already been saved. Your advisor will be able to access your worksheet and can talk with you about it when you meet. You and your advisor are now in a great position to make decisions together as you plan your first semester at Emory & Henry!