E-Advising: Registration made EASY!

What is E-Advising?

- E-Advising is an integrated approach that allows advisors and students to plan and register for their degree requirements through Web Advisor.

How to use E-Advising?

- Log on to **"Web Advisor"** and follow the steps outlined in this guide to plan and register for your next semester.

Accessing E-Advising via Web Advisor:

DIAGRAM 1–Logging into Web

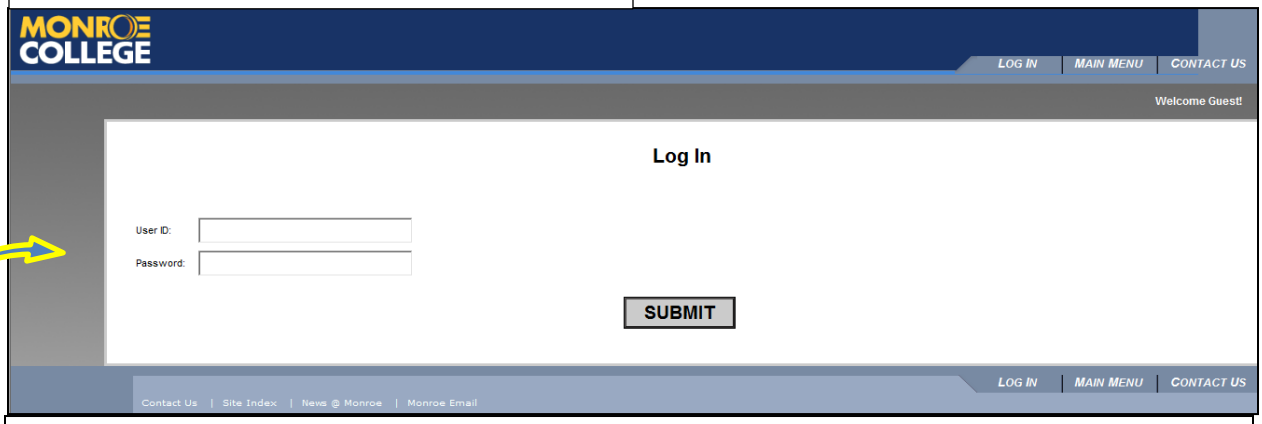
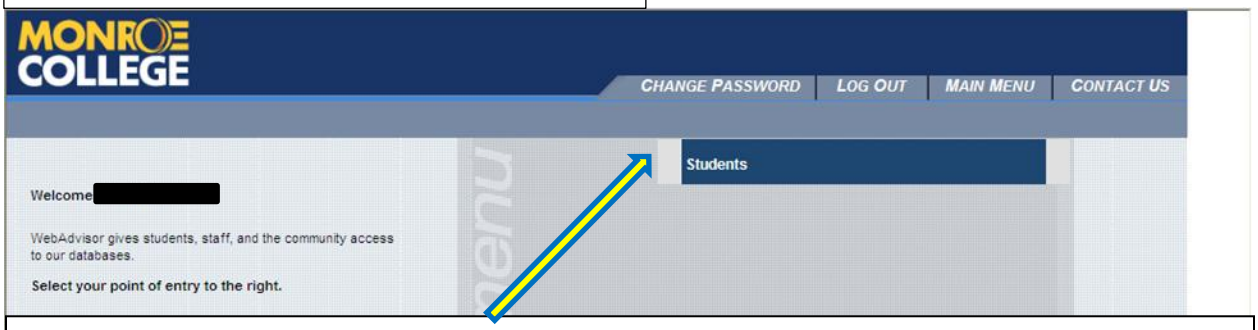


Diagram 1 shows the landing page for Web Advisor. Enter your username and password.

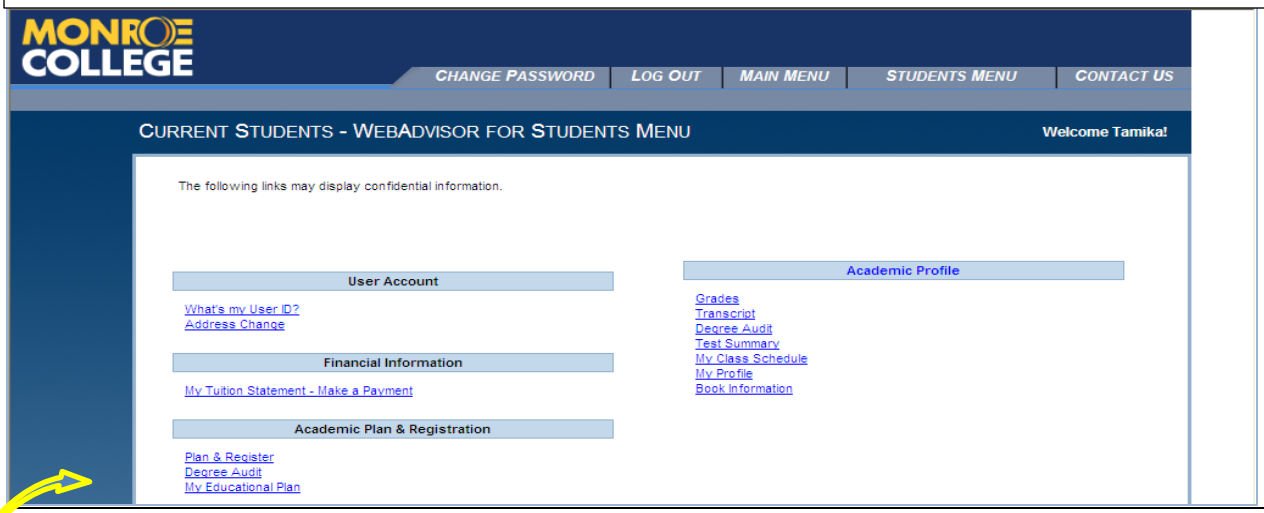
(Your username and password are the same as your Monroe email)

DIAGRAM 2 – Click on Students Tab



Click on the 'Students' tab to enter into your Web Advisor menu.

DIAGRAM 3 – Student Menu – View your Educational Plan



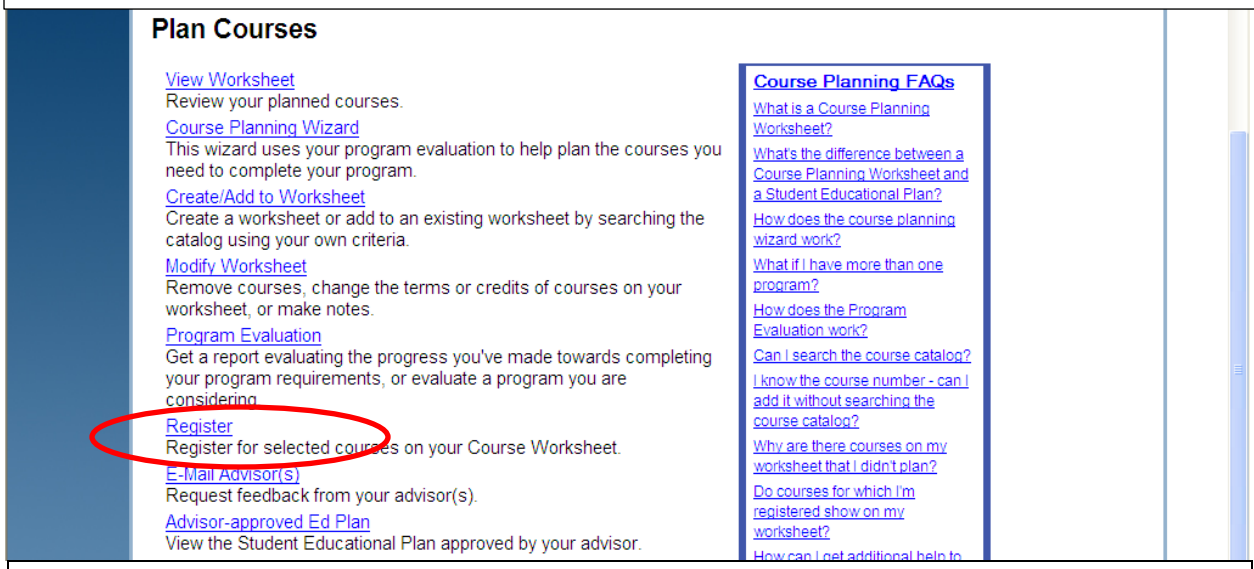
The above diagram shows the Students Menu which will allow you to view your:

- **Tuition Statement**
- **Grades**
- **Class Schedule**
- **Textbook Voucher**
- **My educational plan**
- **Degree Audit**
- **Transcript**
- **Profile**
- **Change your address**

View 'My Educational Plan' in the Academic Plan & Registration section:

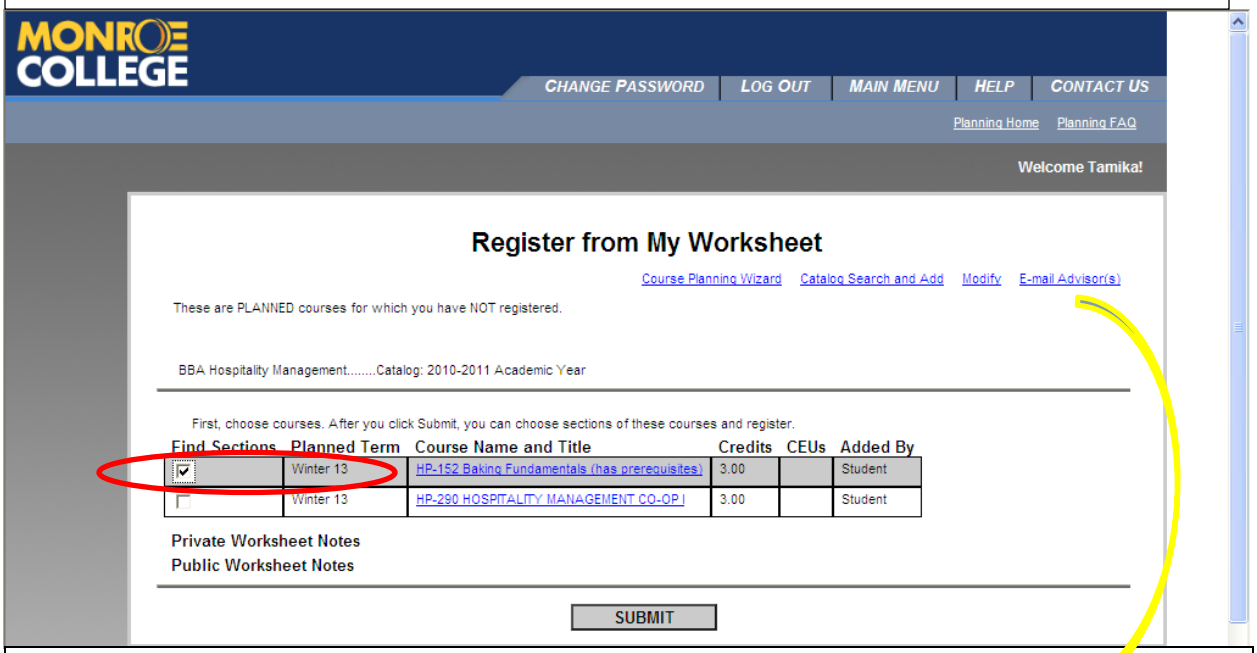
- **Click on My Educational Plan to view your approved courses for your Winter 2013 registration.**
- **Click plan courses or full plan**

DIAGRAM 4 – Register for your Winter 2013 Courses



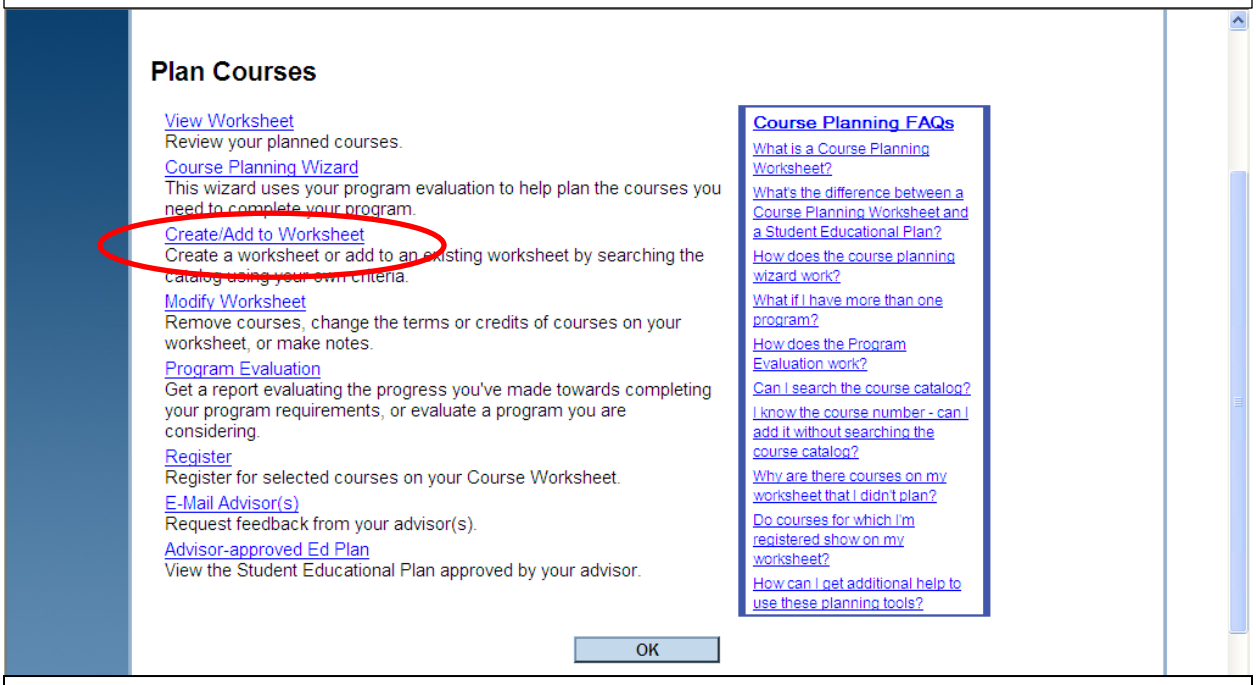
- **Please remember that you MUST register for a minimum of 12 credits to be considered a full-time student.**
- **You MUST check your HOLDS in My Monroe and visit the appropriate office/s to CLEAR your hold(s) in order to register.**

DIAGRAM 5 – Register for your approved courses from your Worksheet



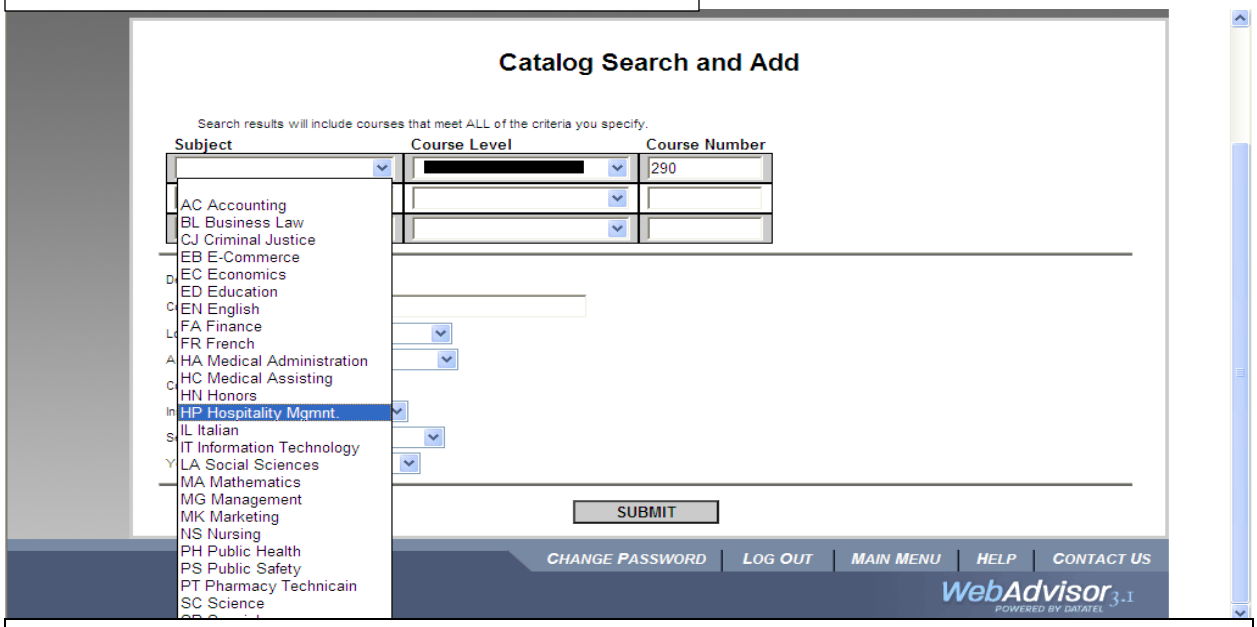
- Click **'Register'**
- **If you would like to make changes to your educational plan, please email you advisor by clicking E-mail Advisor(s).**

DIAGRAM 6 – Select/Add a class to your Educational Plan for Approval



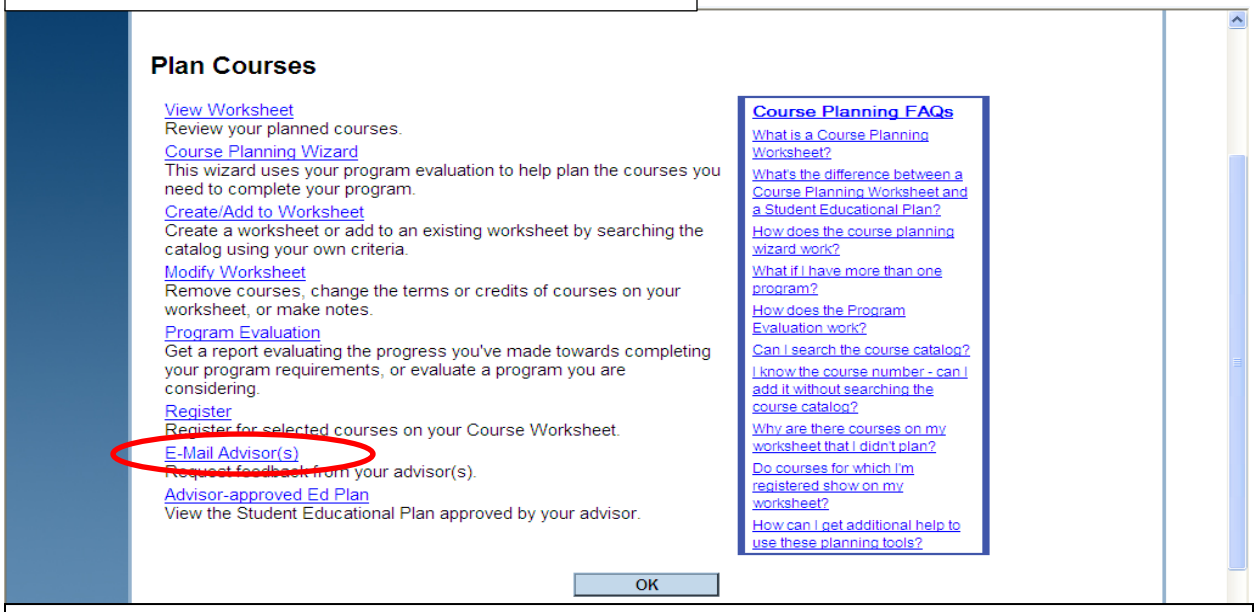
- Click **'Create/Add to Worksheet'. Please confirm your program, catalog year and then click submit.**
- **Follow the steps in Diagram 7 and e-mail your advisor with the course(s) you would like to register for.**

DIAGRAM 7 – Catalog Search and Add



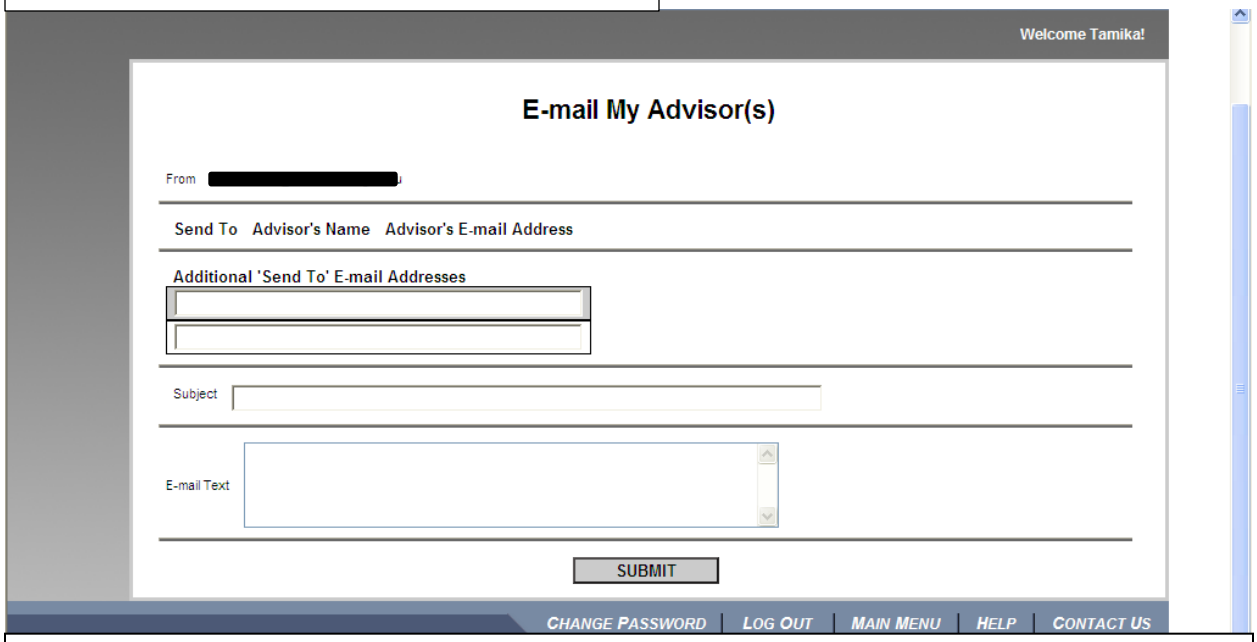
- **The above is an example of how you search for a course(s). Eg. Hospitality Management (Under Subject), Year 1 (Under Course Level) and 290 (Under Course Number).**
- **Click Submit.**

DIAGRAM 8 – E-mail Your Advisor



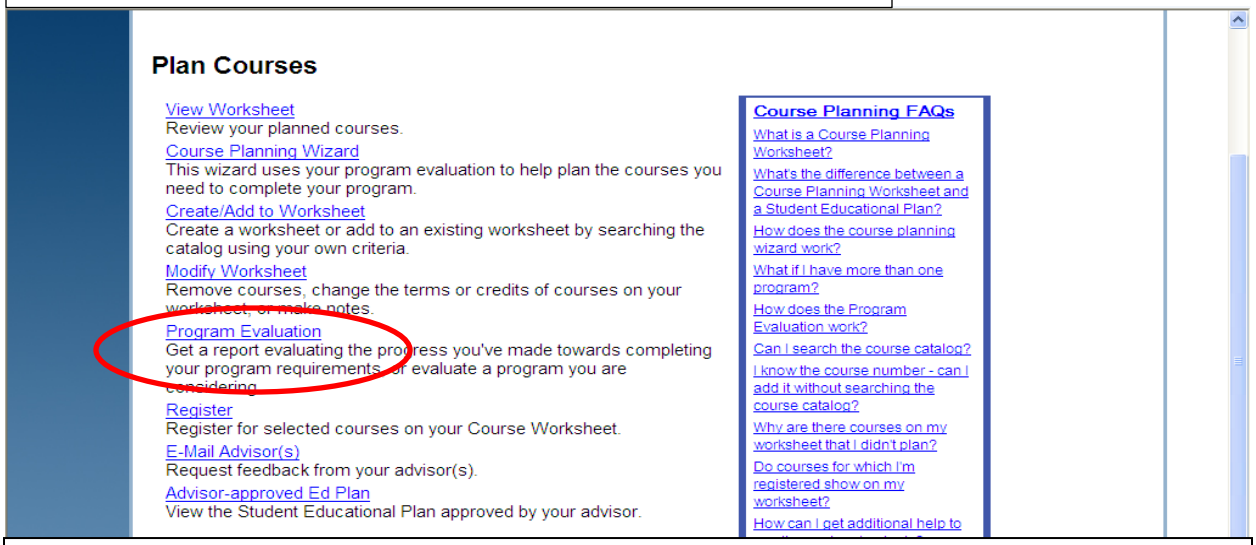
If there are course(s) that you are interested in taking, please email your advisor to have registration approval. You can also stop by your Student Services Office.

DIAGRAM 9 – E-Mail Your Advisor



You can use the 'E-Mail Advisor(s)' option to send a message to your advisor, whether you need additional help planning for the upcoming term, or would like to simply notify your advisors that your planning is complete. The E-Mail Advisor(s) screen allows you to email one or more advisors, including a subject line and an email text. Once you have entered the required information click "Submit" to send the email.

DIAGRAM 10 – Program Evaluation – Degree Audit



- **Use your 'Program Evaluation' to view the course(s) that you are currently registered for, have completed or transferred in. You will also be able to view your pre-registered courses for the Winter 2013.**
- **Confirm your program and catalog year and then click submit.**
- **You can now print your Winter 2013 schedule in Web Advisor under your Academic Profile.**

Glossary of Registration Terms:

You MUST clear your hold(s) to complete your 'Winter 2013' registration using Web Advisor.

List of Registration Holds/Offices:

AM–Admissions **BU – Bursar's Office** **OCA–Office of Career Advancement**

TR–Transcript **IM–Immunization** **RE–Registrar** **SS–Student Services**

FA-ETA–FP–FS–PL–TP–EI–NT–Financial Aid

English / Math Placement Codes on your EVAL (Located in the Other Class Section):

The Math/English equivalencies or placement codes (see guide below) will appear on a student's degree audit (EVAL). They will be accepted as the prerequisite for the course that they are placed into. Any questions, contact your Advisor in the appropriate Student Services Office.

Math Equivalency Codes:

MA-001	Placement in MA 038
MA-002	Placement in MA 140
MA-003	Placement in MA 127, MA 130
MA-004	Placement in MA 040
MA-006	Placement in MA 142
MA-007	Placement in MA 145
MA-008	Placement in MA 242

English Equivalency Codes:

EN-001	Placement in EN 068
EN-002	Placement in EN 109
EN-003	Placement in EN 110
EN-004	Placement in EN 070

English Sequence: **Follow this order for English courses:**

- **EN070 ⇒ EN109 ⇒ EN110 ⇒ EN205 or EN068 ⇒ EN109 ⇒ EN110 ⇒ EN205**

Math Sequence (MUST begin by 3rd semester):

- **Math course sequence for CJ, Culinary, Hospitality, Medical Administration and Medical Assisting majors:**
  MA 038 or MA 040 ⇒ MA 127 ⇒ MA 135
- **Math course sequence for Accounting, Business Administration and Information Technology majors:**
  MA 038 or MA 040 ⇒ MA 130 ⇒ MA 140 ⇒ MA 145

Pre-requisite: A course that is required prior to taking an advanced course (i.e. CJ 101 - pre-requisite for CJ 200).

Major Requirements: Course(s) in your major area of study that MUST be successfully completed for completion of your major degree requirements.

Major Area Electives: Courses that are directly related to the major area of study in a specific program. For example, for Criminal Justice students ONLY CJ courses are acceptable as major area electives.

Liberal Arts Electives: Courses that cover subject matter that is theoretical without practical applications. Their content is general knowledge as opposed to professional or vocational skills.

ALL Social Sciences, Humanities and Natural Science are Liberal Arts classes.