



Advising Process with E-Advising

A Guide for Faculty

E-Advising is a Web Advisor tool that allows faculty advisors to evaluate and complete degree audits with students. The advising process should follow these basic steps:

1. Contact your students and provide instructions on E-Advising.
2. Print your list of advisees with student IDs.
3. Prepare for each advising appointment as students complete their Course Planning Worksheet:
 - a. Print the student's Degree Audit.
 - b. View the student's Test Summary.
 - c. Review the student's Transcript.
4. Meet with the student and update the plan as needed.
5. Re-print the Degree Audit if changes were made.
6. Lift the advising hold so students may use their plan to register online.

Detailed Instructions

1 Contact your students and provide instructions on E-Advising.

1. Login to Ramlink by navigating to <https://ramlink.txwes.edu> and clicking **Log In**.
2. Enter your Texas Wesleyan **User ID** and **Password** and click **OK**.
3. From the main menu that appears click **Faculty**.
4. From the *Faculty Information* section click **My Advisees**.
5. Enter the current date in both the **Start Date** and **End Date** fields to obtain the most current list of your advisees.
6. Click the **Send an E-mail to all students (If emails exist) in this advisee** link at the bottom of your list of advisees (Fig. 1).

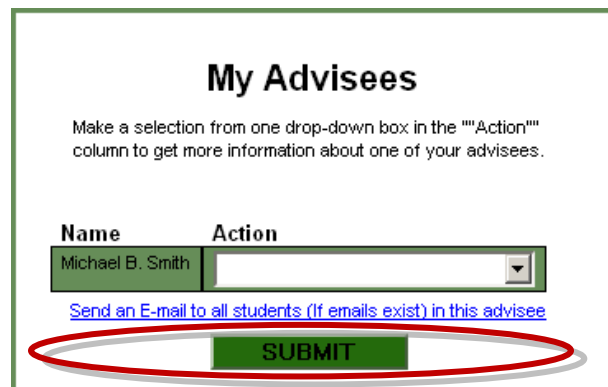


Fig. 1

This should open a new e-mail in Outlook with all of your advisees listed as recipients. You may write a personalized message to all of your advisees or use the standard template provided below:

Dear Students,
It's time to prepare for advising and registration for next semester. First, complete your course planning worksheet through Ramlink. Instructions can be found at <http://www.txwes.edu/titleiii/E-Advising.htm>. Then, please send me an e-mail when you are ready to schedule an appointment to review your Degree Audit and planned courses.

2 Print your list of advisees with student IDs.

You should receive an e-mail from your advisees when they have completed a worksheet and are ready to meet with you. This e-mail message will display the Student ID number for use in the next steps. If you didn't get the Student ID from the e-mail message, use the **Advisees** link to view a list of all your advisees with their Student ID numbers, and copy the information from there.

1. From the *Faculty Information* section, click **Advisees**.
2. Enter the current date in both the **Start Date** and **End Date** fields to obtain a list of advisees.
3. The list of advisees with *Student IDs* appears (Fig. 2).

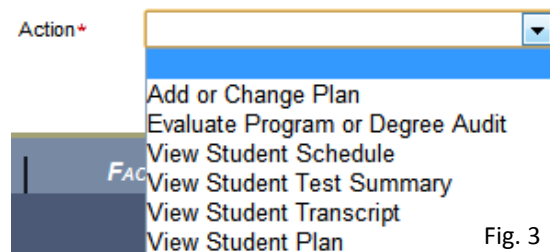
Student ID	Name	Access	Program	Cum GPA	Ungraded Credits	Att Creds	Earned Creds
1228104	Covington, Wesley D.			2.300	15.00	17.00	14.00
1228102	Demeter, Don			2.995	15.00	44.00	41.00
0516252	Gaynor, Suzanne			3.952	4.00	20.67	20.67
1228105	Mahaffey, Arthur L.			3.220		78.00	74.00
0644174	Sienkiewicz, John H.			2.963	7.00	109.00	119.00
1228352	Student, Jane			0.000	10.00	0.00	0.00
1228100	Student, Joseph C.			2.775	7.00	53.00	57.00
1228103	Taylor, Tony			3.471	6.00	7.00	19.00
1228101	Triandos, Gus			3.045	9.00	115.67	116.67

Note: If your students do not appear on this list, please instruct them to complete a **Change of Advisor** form through the Registrar's office. However, you may still advise the student as long as you have the Student ID.

3 Prepare for each advising appointment.

Before you meet with each student, take some time to gather notes about that student's needs for the upcoming semester. E-Advising includes several tools to help with that process.

1. From the *Faculty Information* section click **Student educational planning/E-Advising**.
2. Enter the **Student ID** in the field provided.
3. **To Print the Student's Degree Audit:**
 - a. Select **Evaluate Program or Degree Audit** from the Action drop-down list (Fig. 3), and click **Submit**.
 - b. Select the checkbox next to the student's chosen major and click **Submit**.
 - c. You may print the Degree Audit with your browser's print command or click **OK** to exit to the main menu.
4. **If the student lacks core courses, view the Student's Test Summary:**
 - a. Select **View Student Test Summary** from the Action drop-down list (Fig. 3), and click **Submit**.
 - b. You may print the Test Summary with your browser's print command or click **OK** to exit to the main menu.



Note: If you need an explanation of test scores, please see the list of contacts at the end of this guide.

5. **Review the student's Transcript:**
 - a. Select **View Student Transcript** from the Action drop-down list (Fig. 3), and click **Submit**.
 - b. Select the checkbox next to the student's chosen major and click **Submit**.

4

Meet with the student and update the plan as needed.

When you meet with the student you may approve the courses on her plan or make changes to the student's selection or order of courses. To view the student Course Planning Worksheet:

1. From the *Faculty Information* section click **Student educational planning/E-Advising**.
2. Enter the **Student ID** in the field provided.
3. Select **Add or Change Plan** from the Action drop-down list, and click **Submit**.
4. Select the checkbox next to the student's chosen major and click **Submit**.

The Course Planning Worksheet that appears (Fig. 4) includes several tools to help you approve, adjust, and communicate with your student on her educational plan.

Fig. 4

Modify a Plan

Name	Academic Program	Catalog	Ed Plan Changed By	Ed Plan Changed On
Meghan D. Foster	APR.BS Mass Communications, Adv/PR Concentration, B.S.	2009-2011		

The modifications you submitted on 03/03/2011 at 08:27AM have been made.

Planned Term	New Term	Course Name	Title	Credits	CEUs	Dele
2011 Fall Term	<input type="text"/>	HUM-2340	The Human Experience I	3.00		<input type="checkbox"/>

Term	Term Credits	Term CEUs
2011 Fall Term	3.00	

Suggested Courses

Proposed Term	New Term	Course Name	Title	Credits	CEUs	Added By	Appr
	<input type="text"/>	MAT-1324	Calculus I (has prerequisites)	3.00		Student	<input type="checkbox"/>
2011 Fall Term	<input type="text"/>	ENG-1302LC	Comp & Literature	3.00		Student	<input type="checkbox"/>

Quick Add - Use this table if you know the exact course numbers to add.

Additional Term	Course Subject	Number	Location	Course ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Educational Goal

Private Comments

Public Comments

Student Sheet Notes Hey advisor lady! Hurry up and remove my hold before that awesome Calculus class fills up!

E-mail Student	Student's E-mail Address	Advisor's E-mail Address
<input type="checkbox"/>	<input type="text" value="mfoster@txwes.edu"/>	<input type="text" value="mfoster@txwes.edu"/>

Student E-mail Text

E-mail Other Advisors

Alternative Advisor E-mail Text (leave blank to use the Student E-Mail Text in the Advisor e-mail)

Advisor Name	Advisor E-mail Address	Advisor Type	Program	Skip E-mail to This Advisor
Laurel S. Mayo	<input type="text" value="lmayo@txwes.edu"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Next Action

- A. Verify the student's **Academic Program** and **Catalog** year are correct.
- B. Check the **Approve** box next to a course to approve courses that the student has selected.
- C. Select a **New Term** from the drop-down box to change the proposed term for a course
- D. Check the **Delete** box next to a course to delete previously approved courses from the plan.
- E. Select an **Additional Term, Course Subject,** and **Number** to quickly add courses to the plan.
- F. Add **Private Comments** for advisors to see or add **Public Comments** for the student to review.
- G. Check the **E-mail Student** box and edit the **E-mail Text** field to send a message to the student.
- H. Check the **E-mail Other Advisors** box and edit the **E-mail Text** field to send a message to the student's other advisors if necessary.
- I. The **Next Action** drop-down list provides access several other tools such as **Evaluate Program** and **Test Scores**. It also allows you to use the student's E-Advising tools of **Catalog Search and Add** and **Course Planning Wizard** to complete the Student Educational Plan with the student.

Be sure to click the **Submit** button to save any of your changes on the page.

Note: Courses which are added, changed, or approved by an advisor are no longer editable by the student and become a permanent part of the Student Educational Plan.

5 Re-print the Degree Audit if changes were made.

If you made any changes to the Student Educational Plan, then you should re-print the Degree Audit to ensure all requirements are still fulfilled.

1. From the *Faculty Information* section click **Student educational planning/E-Advising**.
2. Enter the **Student ID** in the field provided.
3. Select **Evaluate Program** from the Action drop-down list, and click **Submit**.
4. Select the checkbox next to the student's chosen major and click **Submit**.
5. Print the Degree Audit with your browser's print command or click **OK** to exit.

The Degree Audit report contains several sections outlining the degree requirements for your student's program as well as her current progress towards fulfilling those requirements. The program status section displays current credits earned as well as credits anticipated through the planning process. Be sure to verify the student has enough credits for graduation (Fig. 5).

Program Status: In Progress				Anticipated(*)		Fig. 5
	Required	Current Earned	Remaining	Additional	Remaining	
Institutional Credits:	45.00	0.00	45.00	28.00	17.00	
Institutional GPA....:			Met			
Combined Credits:	124.00	32.00	92.00	28.00	64.00	
Combined GPA....:	2.000	4.000	Met			

(*) Anticipates completion of in-progress and registered and planned courses

Check each section of the degree audit to ensure all requirements have been met or planned (Fig. 6). Also look for horizontal straight lines indicating requirements that have not yet been met.

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Statuses: W=waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
=====
I) 1: GEC Language Literacy
  > Take the following courses:
  Credits: 9
  I) TAKE ENG-1301 AND ENG-1302
    Credits: 6
    ENG-1301..... 09/SP    ___ (    3) *IP
    ENG-1302.....          (    3) *PLR
  N) TAKE ONE OF THE FOLLOWING COURSES: ENG-2301,
    > ENG-2302, ENG-2311, ENG-2312, ENG-2321, OR ENG-2322
    ENG-2302.....          (    3) *PLR
  N) TAKE HUM-2340 OR HUM-2341
  _____ 3 credits needed
  
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Fig. 6

The Notes section includes a legend for each of the status notes next the courses. Fig. 7 includes a sample of some of the status notes you may see on your Degree Audit.

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                                NOTES

*INC  Incomplete grade
*IP   In Progress
*PL   Planned - not yet registered.
*PLD  Planned under a different requirement, but evaluation applied it
      here. Not yet registered.
*PLR  Planned under this requirement - not yet registered.
*RA   Replacement attempt - this course is a repeat attempt
  
```

Fig. 7

Lift the advising hold.

6 Once you and your student are satisfied with the Student’s Educational Plan, e-mail your department’s point person to lift the advising hold for that student. The student can then use the approved plan to quickly and easily register for the next semester’s classes.

Please use the table below to find answers to common questions or issues:

<h2>Contact Information</h2>	
E-Advising Program:	April May Title III Advising Specialist x4255, aplmay@txwes.edu
Degree Audit:	Twyla Gills New Student Academic Counselor, Office of Student Records x7596, tgills@txwes.edu
Placement Scores in Math, Reading and English:	Blair Ensign Moore Coordinator of New Student Programs, Academic Success Center x4923, bmoore@txwes.edu
Transfer Credit:	Phyllis Gaston Transcript Evaluator, Office of Student Records x5844, pgaston@txwes.edu
E-Advising Liaisons	Business: Merlene McCord mmccord@txwes.edu , x 4846 Education: Gail Stewart gstewart@txwes.edu , x4953 Kinesiology: Gayle Anderson gganderson@txwes.edu , x4950 Sciences: Charity Strickland chstrickland@txwes.edu , x7587 Arts & Letters: Elizabeth Hennessey, ehennessey@txwes.edu , x4900