MY_EADVISOR
STUDENT MANUAL
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1. **WHAT IS MY _EADVISOR_?**

_My_eAdvisor_ provides you and your advisor with immediate feedback with regard to your progress on **Major Maps**, the semester-by-semester academic plan designed for a timely graduation. _My_eAdvisor_ alerts you and your advisor if you are off track. This tool also provides you with opportunities to plan courses that will put you back on track. _My_eAdvisor_ includes a record of advising notes that both you and your advisor may view at any time.
2. NAVIGATE TO DASHBOARD

Dashboard Home and any new messages
3. DASHBOARD OVERVIEW

- Interactive Major Map
- Alerts Received
- Send or view messages from advisor
- View notes created by advisor
- View or request appointment with advisor
- Links to PDA and other useful sites

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**Fall Term 2012**

**Critical Indicators**
- Cumulative GPA: 2.560
- Cumulative Hours: 9
- Term GPA: 2.320
- Term Hours: 14

<table>
<thead>
<tr>
<th>Requirement Description</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Description</th>
<th>Units Taken</th>
<th>Course Notes</th>
<th>Critical Indicator</th>
<th>Add to Cart</th>
<th>Official Grade</th>
<th>Requirement Status</th>
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## 4. INTERACTIVE MAJOR MAP OVERVIEW

### Major Map Career Path

### Term specific critical indicator(s)

### View all terms at once

### Term specific notes

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### Fall Term 2012

**Critical Indicators**

- Cumulative GPA: 2.330
- Term GPA: 2.330
- Term Hours: 14

**Official Assessment**

- Cumulative GPA: 2.560
- Cumulative Hours: 9

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### Requirement Description

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<thead>
<tr>
<th>Requirement Description</th>
<th>Subject</th>
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<tr>
<td>Required Courses</td>
<td>EGN</td>
<td>1100</td>
<td>Intro To Engineering</td>
<td>2.00</td>
<td></td>
<td></td>
<td>[Select a Course]</td>
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## 5. INTERACTIVE MAJOR MAP IN-DEPTH

<table>
<thead>
<tr>
<th>Button</th>
<th>Screen</th>
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</thead>
</table>
| **Courses not picked up by the Major Map** | ![Additional Course(s) Taken](image)  
Additional Course(s) Taken  
Courses not picked up by the Major Map |
| Displays notes pertaining to the course | ![Message](image)  
Message  
* MAC2311 pre-requisite: MAC1105 + MAC1140 + MAC1114 or MAC2147 (0,0)  
OK |
| **Critical Indicator Grade** | ![Critical Indicators determine what grade you should get to be on track.](image)  
Critical Indicators determine what grade you should get to be on track. |
| **Official Grade** | ![Message](image)  
Message  
Course: ENC 1101 Writing and Rhetoric I  
Term Taken: Fall Term 2012  
Course Type: TR (0,0)  
OK |
Add a course to your Shopping Cart

Select a Course

Allows you to select a course from a list and add to your Shopping Cart
View full details of the courses needed to fulfill the requirement

**UCC English Composition**

Status: Satisfied

Completed the following courses:

<table>
<thead>
<tr>
<th>Term Taken</th>
<th>Subject</th>
<th>Catalog #</th>
<th>Description</th>
<th>Official Grade</th>
<th>Units Taken</th>
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<tbody>
<tr>
<td>Fall Term 2012</td>
<td>ENC</td>
<td>1101</td>
<td>Writing and Rhetoric I</td>
<td>A</td>
<td>2.00</td>
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<tr>
<td>Fall Term 2012</td>
<td>ENC</td>
<td>1102</td>
<td>Writing and Rhetoric II</td>
<td>B</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Courses

- Required: 2.00
- Used: 2.00
- Needed: 6.00

Please see your PDA for further details.
6. ALERTS

1. Click on the “Alerts” Tab.

2. Alerts received will be placed here.
   Filtering information:
   Pending – Alert has had no action taken.
   Override – Advisor manually removed the alert.
   Resolved – The system automatically removed the alert.
   Action taken – advisor has contacted the student, through a note
   or message from the “Alerts” tab, in reference to the alert.
   The “Details” icon will display more information regarding
   the nature of the alert.
   “Comments” will only show when the alert has been overridden. It
   will display the reason the advisor gave for why the alert was removed.

   Shows why the alert was resolved.
7. MESSAGES

1. Click on the “Messages” Tab.

2. If the Messages tab has a number, this indicates the number of new unread messages.
   a. Click on the message to view its content.

3. Send a message by clicking new message.

4. Choose a subject and type a message to your advisor.
   Once done, click submit.
8. ADVISOR NOTES

1. Click on the “Advisor Notes” Tab.

2. To view a message click under the “View” column. Other semester terms can be viewed by check marking “View Past Terms.”

3. To contact the advisor regarding this particular note, click .

To go back to the dashboard, click .
9. APPOINTMENT REQUEST

1. Click on the “Appointment Request” Tab.

2. This screen shows you pending appointments, if any.
   To cancel an appointment, checkmark the appointment and click **Cancel Appointment**.

3. To request an appointment, click “Request an appointment with my advisor.”

4. Filter by date, if necessary.
   Please Note: The availability will display up to 14 days.
   Checkmark the appointment to reserve and click **Reserve Appointment** at the bottom of the screen.
5. Click “Yes” to confirm appointment.

<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you sure you want to reserve the appointment on Monday, 8/6/2012 at 9:30 AM? (25550.9)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

6. Enter a reason for visit (optional).

   Click **OK** when finished.

   Please Note: Students are allowed to request up to two appointments within a 14 day period.

   Students are allowed a max of two no shows per calendar year.

<table>
<thead>
<tr>
<th>Reason for visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need to discuss my future class schedule.</td>
</tr>
</tbody>
</table>

   OK | Cancel
10. **Resources**

2. **Click on the “Resources” Tab.**

3. **This tab provides different links to use resources.** Many resources are within [My.FIU.edu](http://My.FIU.edu) or to other external FIU websites.