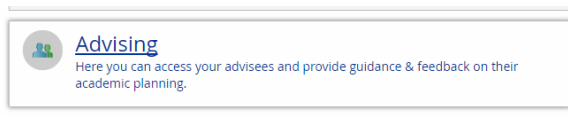


Self-Service Advisor Guide

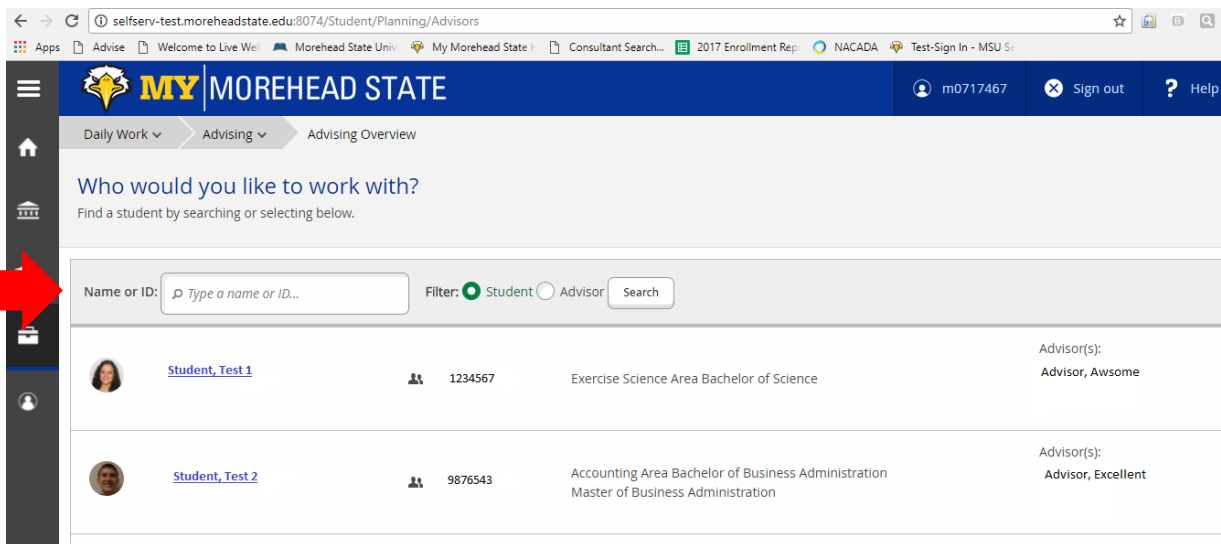
How to Access Advising:

- Log into your my.moreheadstate.edu, under the Self-Service Menu (WebAdvisor), select "Faculty/Advisor," then "Faculty Information," then " Self-Service."
- From the Self-Service main menu, click the "Advising" button.

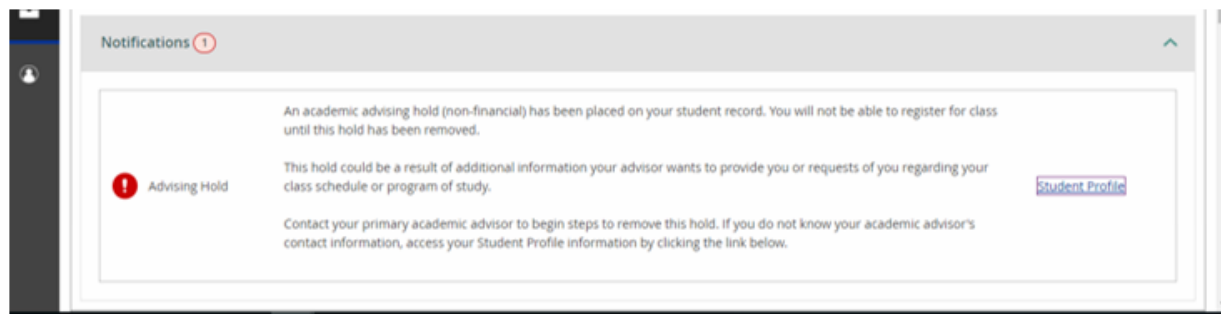


How to Search for an Advisee - There are three ways to search for an advisee:

- Scroll the list for their name (this is only for assigned advisees)
- Enter the advisee's student ID number
- Enter the advisee's name in the search box (first name, last name or vice versa)



Notifications - List of student's current holds.



Summary of Tabs

Course Plan - Lists the courses the student is currently enrolled in or has "planned" (in their shopping cart) for upcoming terms. Confirm that the correct term is displayed.

Notifications 0

Course Plan | Timeline | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Spring Term 2018 ← Planned: 0 Credits Enrolled: 12 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	✓ Registered	ART*160-303: Understand Visual Arts	3	Gritton, J	TBD	TBD

Timeline – Term-by-term view of student’s progress. List of courses that the student has completed, is currently enrolled in or has “planned” (in their shopping cart) for upcoming terms. Please pay special attention to the term being displayed.

Notifications 0

Course Plan | Timeline | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Spring Term 2017	Fall Term 2017	Spring Term 2018
<ul style="list-style-type: none"> ENG*100-006: Writing I Credits: 3 C MATH*091-001: Beginning Algebra Credits: 3 B 	<ul style="list-style-type: none"> ASTR*112-001: Introductory Astronomy Credits: 3 W ENG*200-006: Writing II Credits: 3 C MATH*093-003: Intermed Algebra Credits: 3 C 	<ul style="list-style-type: none"> ART*160-303: Understand Visual Arts Credits: 3 ✓ MATH*131-003: Gen Math Prob Solving Credits: 3 ✓ PSY*154-002: Intro to Psy Credits: 3 ✓ SOC*203-003: American Social Problems Credits: 3 ✓
GPA: 2.500 6 Enrolled Credits	GPA: 2.000 9 Enrolled Credits	12 Enrolled Credits

Course Catalog - Searchable version of the current course catalog for course description and times. Additional search features are available in Advanced Search.

Notes - Students and advisors can exchange notes regarding advising. This is a permanent note that cannot be edited and is viewable by the student and current and future advisors.

Plan Archive - ***This feature is not available at this time***

Test Scores - Student's standardized test and placement test scores.

Unofficial Transcript – Student's Unofficial Transcript.

Grades - Student’s midterm and final grades by term.