How to get a student’s Program Evaluation in Web Advisor

Choose “My Advisees” from the Faculty Menu.

Choose 2012SP term.

When the list of advisees displays, under the “Action” column, select “EVAL – Evaluate Program from the drop down box for the appropriate student

Press SUBMIT and you should see the following screen.
Choose One Active Program and press SUBMIT

You should get the following screen.
If you see the following, then you are no longer a valid Advisor for this student. If you should be the Advisor, contact your college secretary and she can fix this.

Error

Advisor/advisee relationship must exist to use this form.