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

7	Kelly A. McLaughlin					
18	Brittany H. Montgomery	REGTIME - Registration Time				
19	Rhiannon Morgan	TRAN - View Course Listing				
20	Merideth K Pangburn	EVAL - Evaluate Program				
21	Matthew C Rost	EXPREG - Express Register				
22	Brandon S. Schumacher	SRCHREG - Search and Register DROP - Drop Section				
23	Tim Selzler	STPR - View Student Profile REST - View/End Restrictions				
24	Tiaja N Snipes					
25	BreAnna R. Tiensvold					
26	Mysti A Woodall	<b>•</b>				
	SUBMIT					
	[]					
22	Brandon S. Schumacher	► I				
23	Tim Selzler	F				
24	Tiaja N Snipes	EVAL - Evaluate Program				
	BreAnna R. Tiensvold					
25						
25 26	Mysti A Woodall					

Press SUBMIT and you should see the following screen.

## **Program Evaluation**

You may select either an active program or a ""What if"" program. Disclaimer: Program Evaluations with a catalog year of 1998 or earlier may not reflect adjustments made to individual student programs. Please contact the Registrar's office for clarification.

\* = Required

Choose C	Dne Active Programs B.BGS.GENS BGS in General Studies		
What if I ch study?	hanged my program of		¥
What work	c do you want to include?* R - Registered/Prereg	istered 💌	
SI	UBMIT		
		Log Out   Main Menu   Faculty Menu   Help	Contact Us

Choose One Active Program and press SUBMIT

You should get the following screen.

State Onive	isity	log Out   Main Menu   Fa	culty Menu   Contact Us	
Faculty			Welcome Curtis!	
		Black Hills State University Academic Evaluation Report Date: 03/19/12		
Student: Tiaja N S Program: Catalog: Anticipated Completion Date:	Snipes (7111694) BGS in General Studies (B.BGS.GENS) 2011 05/15			
E-Mail Address:	Tiaja.Snipes@yellowjackets.bhsu.edu			

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.

Faculty

Welcome Curtis!

## Error

Advisor/advisee relationship must exist to use this form.

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