




Soldier Quick Start Training – Using the Auto Advisor Tool

General Instructions

This step-by-step instruction document addresses how to use the Auto Advisor tool to access recommendations for classes that are required by your degree plan. Auto Advisor then enables you to quickly enroll in one or more of these classes without searching the GoArmyEd Integrated Course Schedule.

Step-by-step instructions are provided for the task listed below. Click the name of the instruction to go directly to it. To return to this page, click the  arrow.

- [Use the Auto Advisor Tool](#)

You will need the following:

- Internet access
- Username and password for the GoArmyEd portal

Prerequisite: You should have successfully completed the **Soldier Quick Start Training** course.

Business Policies

- Use the Auto Advisor tool to access recommendations for classes that are required by your degree plan and to quickly enroll in one or more of these classes without searching the GoArmyEd Integrated Course Schedule.
- **Caution:** If you have transfer credits that have not yet been evaluated by your home college, check with your college before enrolling in a course recommended by the Auto Advisor. Your college can confirm that the course is not one that you have already completed.
- This feature is not available to “External Degree Plan” or “Other Degree Plan” Soldiers because Auto Advisor uses data from degrees that are fully set up in GoArmyEd to make its recommendations.



Step-by-Step Instructions - Use the Auto Advisor Tool

Use the following steps to use the Auto Advisor tool.

Note: Screen images in this document might vary slightly from the current GoArmyEd portal.

1. Log on to the GoArmyEd portal.



2. The GoArmyEd Homepage displays.

3. Click the **Enroll or Drop/Withdraw from a Course** link in the **My Virtual Education Center** section. Next, click the **Launch Auto Advisor** link.



Step-by-Step Instructions - Use the Auto Advisor Tool

4. The Auto Advisor Registration page opens in a separate window. Select the appropriate term for your course enrollment.

Enrollment

Auto Advisor Registration

Chester Online

To view your class schedule and/or modify enrollment information for a specific term, click on the term from the list below.

Term

[Apr - Jun 2006](#)

[Jan - Mar 2006](#)

5. A second Auto Advisor Registration page appears. Click the check box beside **Run the Auto Advisor Program** to generate a list of available courses that will advance you toward your approved degree plan.

Note: If no courses appear for your college, close the Auto Advisor enrollment window. To search for SOCAD courses that are offered at other colleges and that are accepted toward your degree requirements, follow the **How to Search the Integrated Course Schedule** steps in the Course Enrollment Guide. Before enrolling in a course from another college, check with your college to ensure that the course is part of your approved degree plan.

Auto Advisor Registration

Below you will find a detailed list of the requirements for the degree you are currently seeking. Please click on the "Auto Advisor" button to see which requirements you have satisfied and which are still outstanding. You will be provided a list of classes that are currently available for those requirements that are not met. To register for the class, simply click the "Enroll" button to continue. You may also see additional information regarding the class by clicking the "View Class Details" button.

Name: Chester Online
Home College: Troy University
Degree: Associate of Science in General Education (Criminal Justice)
Selected Term: Apr - Jun 2006

☐ Run the Auto Advisor Program

Click on the check box above to run the Auto-Advisor application. Please be patient as this process may take several seconds to complete.

Degree Map

Lower Division Major Courses

Units Required: 3.00

Subject	Catalog Nbr	Units	College	Title
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Step-by-Step Instructions - Use the Auto Advisor Tool

6. The courses displayed in the **Degree Map** section satisfy the degree requirements that you have not fulfilled. Click the **View Class Details** link to view the description and prerequisites for each course.

Important: The **Class Type** field indicates each way in which instruction is delivered for a particular class. These delivery options are:

- Classroom On-Post (TA) and Classroom Off-Post (TA)
- Distance Learning (TA): Classes that are delivered to Soldiers remotely through multimedia channels, including written correspondence classes, video, CD-ROM, DVD, television, or the Internet
- Online (eArmyU only): eArmyU online classes that can be completed via the Internet and whose class price includes all required course materials, Internet service provider (ISP) access, unlimited access to online tutoring, and all class fees

Auto Advisor Registration

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Degree Map

Lower Division Major Courses

Subject	Catalog Nbr	Units	College	Title	Status
CJ	1101	3.00	Troy University	Intro to Criminal Justice	Completed or in Progress

General Ed Core Courses

Subject	Catalog Nbr	Units	College	Title	Status
ENG	1101	3.00	Troy University	Composition I	Not Taken or Unsuccessful
ENG	1102	3.00	Troy University	Composition II	Not Taken or Unsuccessful
IS	2241	3.00	Troy University	Computer Concepts & Applications	Completed or in Progress
MTH	1110	3.00	Troy University	Finite Mathematics	Not Taken or Unsuccessful
MTH	1112	3.00	Troy University	Pre-Calculus	Not Taken or Unsuccessful
TROY	1101	1.00	Troy University	University Orientation	Completed or in Progress

Available Classes

Enroll	Class Nbr	Start Date	End Date	Section	Class Type	DL - Online	Mode of Instruction	View Class Details
	1343	05/22/2006	07/26/2006	0675	eArmyU Course		Online	

Humanities

Subject	Catalog Nbr	Units	College	Title	Status
ART	1133	2.00	Troy University	Visual Arts	Not Taken or Unsuccessful

Available Classes

Enroll	Class Nbr	Start Date	End Date	Section	Class Type	DL - Online	Mode of Instruction	View Class Details
	1321	05/22/2006	07/26/2006	0675	eArmyU Course		Online	

| WJS | 1131 | 2.00 | Troy University | Music | Not Taken or Unsuccessful |

History

Subject	Catalog Nbr	Units	College	Title	Status
HIS	1101	3.00	Troy University	Western Civilization I	Not Taken or Unsuccessful

Available Classes

Enroll	Class Nbr	Start Date	End Date	Section	Class Type	DL - Online	Mode of Instruction	View Class Details
	1381	05/22/2006	07/26/2006	0675	eArmyU Course		Online	



Step-by-Step Instructions - Use the Auto Advisor Tool

7. On the Class Details page, review the description, prerequisites, class start and end dates, cost, class type, and mode of instruction.

Click the **Return** button to return to the Auto Advisor page.

Class Details**Class Information**

Class Nbr	Subject	Catalog Nbr	Sect	Description	Units	Class Type	Campus
1343	ENG	1101	0675	Composition I	3.00	eArmyU	Troy University

Mode of Instruction

DL - Online

Course Level

1st & 2nd Year

Subject Group

English

Course ID

000501

Class Status

Active

Maximum Seats

145

Seats Available

114

Start Date

05/22/2008

End Date

07/28/2008

Last Day to Register

05/09/2008

Program Community

Arts & Humanities

☐ Proctored Class**Class Cost/Unit**

\$250.00

Class Total Cost

\$750.00

Course Description

This course is an introduction to college level writing. Focuses on organization of ideas in well-developed expository and argumentative essays; with stress on grammar, punctuation; and vocabulary development. A grade of "C" or better is required for credit. Must be completed within first 30 hours of enrollment.

Course Prerequisites

Placement test or ENG 0091 (1100) with a minimum of "C" or better.

Supplemental Course Materials:

None

Additional Class Comments

None


Return

Step-by-Step Instructions - Use the Auto Advisor Tool

8. The Auto Advisor Registration page displays. Click the **Enroll** button for the course in which you want to enroll.

Auto Advisor Registration

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Name: Chester Online

Home College: Troy University

Degree: Associate of Science in General Education (Criminal Justice)

Selected Term: Apr - Jun 2006

☒ Run the Auto Advisor Program

Click on the check box above to run the Auto-Advisor application. Please be patient as this process may take several seconds to complete.

Degree Map

Lower Division Major Courses

Units Required: 3.00 **Requirements not met**

Subject	Catalog Nbr	Units	College	Title	Completed or In Progress
CJ	1101	3.00	Troy University	Intro to Criminal Justice	Completed or In Progress

General Ed Core Courses

Units Required: 16.00 **Requirements not met**

Subject	Catalog Nbr	Units	College	Title	Not Taken or Unsuccessful
ENG	1101	3.00	Troy University	Composition I	Not Taken or Unsuccessful

Available Classes

Enroll	Class Nbr	Start Date	End Date	Section	Class Type	DL - Online	Mode of Instruction	View Class Details
	1343	05/22/2006	07/26/2006	0875	eArmyU Course			

Subject	Catalog Nbr	Units	College	Title	Not Taken or Unsuccessful
ENG	1102	3.00	Troy University	Composition II	Not Taken or Unsuccessful
IS	2241	3.00	Troy University	Computer Concepts & Applications	Completed or In Progress
MTH	1110	3.00	Troy University	Finite Mathematics	Not Taken or Unsuccessful
MTH	1112	3.00	Troy University	Pre-Calculus	Not Taken or Unsuccessful
TROY	1101	1.00	Troy University	University Orientation	Completed or In Progress

Humanities

Units Required: 2.00 **Requirements not met**

Subject	Catalog Nbr	Units	College	Title	Not Taken or Unsuccessful
ART	1133	2.00	Troy University	Visual Arts	Not Taken or Unsuccessful

Available Classes

Enroll	Class Nbr	Start Date	End Date	Section	Class Type	DL - Online	Mode of Instruction	View Class Details
	1321	05/22/2006	07/26/2006	0875	eArmyU Course			

Subject	Catalog Nbr	Units	College	Title	Not Taken or Unsuccessful
MUS	1131	2.00	Troy University	Music	Not Taken or Unsuccessful

History

Units Required: 3.00 **Requirements not met**

Subject	Catalog Nbr	Units	College	Title	Not Taken or Unsuccessful
HIS	1101	3.00	Troy University	Western Civilization I	Not Taken or Unsuccessful

Available Classes

Enroll	Class Nbr	Start Date	End Date	Section	Class Type	DL - Online	Mode of Instruction	View Class Details
	1381	05/22/2006	07/26/2006	0875	eArmyU Course			

Step-by-Step Instructions - Use the Auto Advisor Tool

9. The Enrollment Request Information page displays. Review the information about the cost of your selected course.

Note: You can be responsible for all or a portion of the cost, depending on your tuition ceiling and semester hour cap. Credit card payments for eArmyU courses can be processed directly through GoArmyEd only if the **Student Amount** field shows a balance. The college bills you directly if you owe any tuition that is not paid by GoArmyEd. Always check the **Student Amount** field to determine whether you must self-pay for a portion of the class cost.

Enrollment Request Information

The information below will tell you about the cost of this course and whether you will be personally responsible for all or a portion of it.

Description: Eng 1101 Composition 1

College: Troy University

Course Nbr: 1343

Semester Hours:	3.0	Student Amount:	0.00
Cost per Semester Hour:	250.00	GoArmyEd Amount:	750.00
Total Amount:	750.00	Total Amount:	750.00

[Click here for information on tuition calculation](#)

[Tuition Info](#)

[Click here for current Financial and Residency Information](#)

[Financial Info](#)

[Process Enrollment](#)

[Cancel Request](#)

10. To proceed with the enrollment, click the **Process Enrollment** button. Otherwise, click the **Cancel Request** button to cancel the class registration.

[Process Enrollment](#)

[Cancel Request](#)

11. The View My Class Schedule page appears. Review your schedule to ensure that the course you selected is listed. If **Enrolled** displays in the **Enrollment Status** column, your enrollment was successfully submitted for registration, pending final approval from the institution offering the course. Click the **Access Auto Advisor** link again to register for additional courses.

Enrollment**View My Class Schedule****Apr - Jun 2006**

Chester Online

Go to: [Return to Term Search](#) [Add Classes](#) [Drop Classes](#)

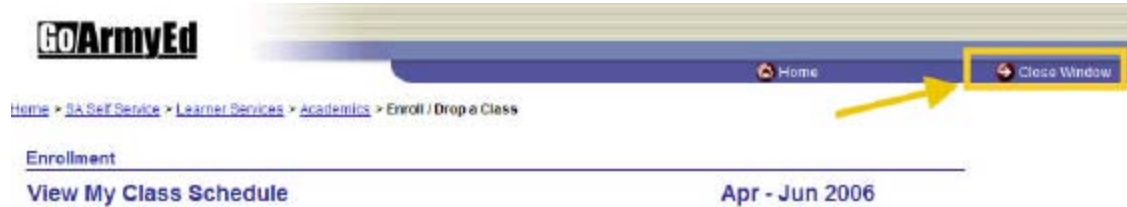
[Access Auto Advisor](#)

College	Course Title	Type	Grade	Units	Enrollment Status	Start Date	End Date
Troy University	Composition I	eArmyU		3.0	Enrolled	05/22/2006	07/26/2006



Step-by-Step Instructions - Use the Auto Advisor Tool

12. Click the **Close Window** link to return to your GoArmyEd Homepage.

**Key Points to Remember**

- If your previous transcripts have not been evaluated, contact your college before enrolling in a course that appears in Auto Advisor. Your college can confirm that the course in which you want to enroll is required for your degree plan.
- A course can have a variety of class types (e.g., TA Online, Classroom, and eArmyU) that specify delivery options. Be sure to view the class details for each course before you enroll.
- Always check the **Student Amount** field to determine whether you must self-pay for a portion of the cost of the class.