

# VIRTUAL ADVISING GUIDE

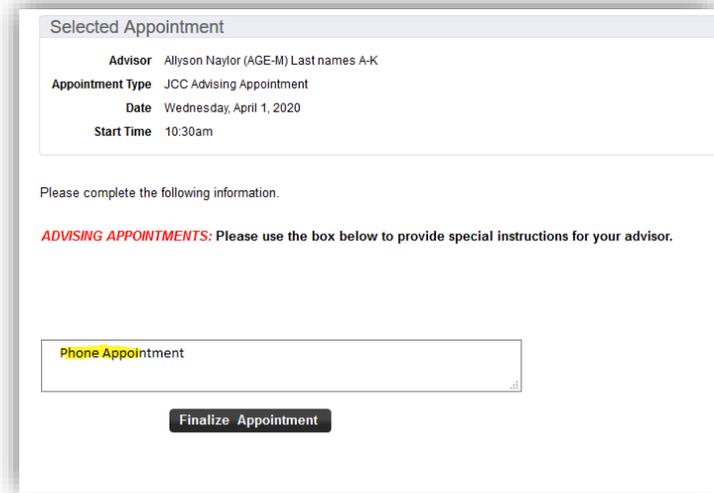
**Virtual Advising** is when you plan your semester with your advisor without an in-person meeting.

Advising can be done through E-Advising (an online form), an online video platform (like Zoom), or by phone.

**E-Advising** is a form that can be accessed on the JCC website. It is great for students that may already know what classes to take and do not need a one-on-one conversation. Since you will access the form online, an appointment is not needed for E-Advising.

Advising by **Zoom or phone** allows you to discuss your goals and plan your semester in real-time. You will make your appointment through **AppointmentPlus**, and indicate whether you want to have your appointment by video chat or phone in the comment box.

Below are some tips for you to make your Virtual Advising appointment a positive and productive experience!



The screenshot shows a web form titled "Selected Appointment". It contains the following information:

Advisor	Allyson Naylor (AGE-M) Last names A-K
Appointment Type	JCC Advising Appointment
Date	Wednesday, April 1, 2020
Start Time	10:30am

Below the table, it says "Please complete the following information." and "ADVISING APPOINTMENTS: Please use the box below to provide special instructions for your advisor." There is a text input box with "Phone Appointment" entered. At the bottom, there is a "Finalize Appointment" button.

## E-ADVISING

- Make sure your program is eligible to participate in e-Advising by clicking the link below. If your program is not listed, you will need to choose one of the other methods of virtual advising.
- Access the [e-Advising form on the JCC website \(Opens in New Window\)](#)**
  - Have your student ID# available.
  - Be familiar with your program requirements and have a good idea of what classes you would like to take.
  - List the classes you would like to take on the e-Advising form. You can use **WebAdvisor** to see which classes are offered.
  - If you have any questions, list those in the "Student Notes" section.
- Check your **JCC email** for the approved plan from your advisor. Read it carefully as your advisor may have left notes and attached program information. It will also include your registration date and payment deadlines.

**Note: You will not have phone or face-to-face contact with an advisor. e-Advising is not an instant form of communication with your advisor. Please allow 2 business days for processing your request.**

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## PHONE APPOINTMENT

- List your correct phone number on AppointmentPlus when scheduling your appointment! This is the number your advisor will call.
- Be available at your appointment time.**
  - Try to be in a quiet place, with limited distractions.
  - The number your advisor may call you from may show up as “Unavailable” or “Unknown Number”. Since advisors are working remotely, the call will not come from a normal JCC phone number. Please answer the phone when you are called at your appointment time.
  - Have a device available so that you can access WebAdvisor in case you need to review the course schedule.
  - Have pen and paper near you so that you can take notes.
- Check your **JCC email** after the session. Your advising plan will be emailed to you. It includes the courses you discussed, as well as comments from your advisor.

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## VIRTUAL APPOINTMENT

- Different program areas may use different **video chat platforms (like Zoom or Microsoft Teams)**. How you will access your advisor’s “Virtual Office” should be in the confirmation email you receive from AppointmentPlus. If you cannot find this information, contact your advisor.

*Note: You do not have to use video during your virtual appointment!*
- Familiarize yourself with the **virtual platform** prior to your meeting.
  - Check your audio and video capabilities. *Note: You do not have to use video during your virtual appointment, but your advisor does need to be able to hear you.*
  - Try to be in a location with a reliable connection to the internet.
- Be available at your appointment time.**
  - Make sure to have a phone available. If you or the advisor run in to technical issues, the meeting can always be moved to phone.
  - Try to be in a quiet place, with limited distractions.
- Your advisor may send you links through the chat feature. Go ahead and open those up before the session ends so that you can access them after the meeting.
- Check your **JCC email** after the session. Your advising plan will be emailed to you. It includes the courses you discussed, as well as comments from your advisor.

**Congratulations! You have successfully completed your advising for the semester!**