



BOSTON COLLEGE

EagleApps

Advisor Clearance User Guide for Students

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What is in the Guide

The following sections are included:

- Advisor Clearance Overview
- Help and Support
- Steps in the Agora Portal and EagleApps

- Accessing the Advising Module
- Cleared for Registration
- Not Cleared for Registration
- Advisor Clearance for Students Studying Abroad

Advisor Clearance Overview

Prior to registering for courses in the upcoming semester, students in each of the four undergraduate day schools (**MCAS, CSOM, LSEHD, CSON**) must meet with their assigned **Academic Advisor** and review their proposed courses for the upcoming semester and determine how their planned courses fit into their overall academic plan.

All Boston College undergraduate students in the schools of **MCAS, CSOM, LSEHD, and CSON** have an assigned Academic Advisor in the Academic Department of their **Primary Major**.

For additional information about Advising in specific schools, refer to the following resources:

- **MCAS: Freshmen students** are assigned Advisors through the [Academic Advising Center](#); **MCAS students who are sophomores, juniors, and seniors** and have a declared Major should consult their Academic Department.
- **CSOM:** [CSOM Advising](#)
- **LSEHD:** [LSEHD Advising](#)
- **CSON:** [CSON Advising](#)

Help and Support

If you have an issue or require access to EagleApps, please open a help ticket using the EagleApps Help/Incident Request Form, and production support/subject matter experts will contact you directly and also set up time with you (if that helps). The following table provides the relevant links for help and support of EagleApps.

Form	Purpose	Who Should Use These Forms
EagleApps Help/Incident Request	This form is to be used to submit application or data issues encountered when using any of the EagleApps Modules, including Enrollment (CMCO), Student Accounts, Institutional Awards, or Financial Aid.	Only those users who actively use EagleApps and have an EagleApps account.
Student Services Systems Access Request	This form should be used to submit requests for access to any of the applications and data supported by Student Services.	Boston College Community/Public that are authorized to use these applications per their job requirements and duties. These users must also be approved by the respective business owners of each application to ensure they have the clearance to view and/or modify the corresponding data.

Steps in the Agora Portal and EagleApps

Listed below are the steps that students need to follow for Advisor Clearance.

Agora Portal	EagleApps
1. View your assigned Academic Advisor.	1. View the Advisor Clearance indicator at the top of the Student Registration screen.
2. Meet with your assigned Academic Advisor and make a note of your meeting at the top of the Student Registration screen.	2. See the Registration Calendar for registration dates for your class year. You will receive an individual Registration Appointment.
3. NOTE: Advisor Clearance is required in order to register at your assigned Registration Appointment time.	

Accessing the Advising Module

NOTE: Google Chrome is the recommended browser.

1. Log in to the Agora Portal using your BC credentials.
2. Select the option for **Academic Advisor**.

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Agora Portal SEARCH MY FAVORITES

My Services
Please call the BC Help Center at (617) 552-4357 (2-HELP) if you need assistance.

Academics and Courses

- Canvas Learning Management System
- Career Services
- Course History (EagleApps)
- Courses and Grades
- EA Degree Audit
- EagleApps Course Information and Schedule
- EagleApps Planning & Registration for Students
- Enrollment Certification Request
- Exam Schedule
- My Grades (EagleApps)
- Navigate Academic Support
- Transcript Request and Status
- Tutoring - Connors Family Learning Center
- iClicker@bc

Account and Personal Info

- Academic Advisor**
- Address/Phone/Emergency Contact
- Campus Loans
- Change BC Password
- Change Challenge Questions
- Change Secondary Password (for BC Email)
- Demographic
- Eagle One Card - Add Funds
- Eagle One Card Activity Summary
- Eagle One Card Deactivate (Lost/Stolen)
- Email Services
- Grant Third Party (Proxy) Access to My Account
- Medical Insurance Waiver
- My Bill
- Parking Permits and Citations

Common Services

- BC Email Account
 - Address/Alias Settings
- Campus Groups
- ClockWorks (Off Campus requires Eagle VPN)
- Directory Search
- Event Space Reservation System
- Event/View Available Study Space
- My Favorites
- MyBC
- Voicemail Services

IMPORTANT: You should reach out to your assigned Advisor and you should review your Degree Audit and attempt to determine a Registration Plan for your upcoming Academic Semester.

Cleared for Registration

After you have met with your assigned Academic Advisor and you are cleared for registration, your Student Registration page will display an Advisor Clearance confirmation message similar to the following example.

EagleApps Student Registration

Course Offering: Spring 2023 Classes Begin: 01-17-2023 Classes End: 05-04-2023 Registration Appointment: Appointment not found

Planned Courses: 0 Credits: 0.0 Registered Courses: 0 Credits: 0.0

My Schedule Search Courses **Advisor Cleared** Print Schedule Course Syllabi Search Course Evaluations

Student selects the Registration Term **If student has received Advisor Clearance, this message displays.**

Student Schedule

Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading
Swap Sections Drop Selected Change Grading Option									

Student Registration Plans

Priority	Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading	Status
Add Plan Edit Plan Name Remove Plan Remove Selected Verify Plan											

NOTE: You can begin to add courses to your Registration Plan, but you will **not** be able to register until the time of your Registration Appointment.

Not Cleared for Registration

If you have not received Advisor Clearance, the following message will display and you will **NOT** be able to register for courses.

The screenshot shows the EagleApps Student Registration interface. At the top, it displays 'Spring 2023' as the selected term, with 'Classes Begin: 01-17-2023' and 'Classes End: 05-04-2023'. The user's planned courses are listed as 1 course with 3.0 credits. A yellow error message with a warning icon states: 'Student has not met with an advisor and is not cleared for registration.' Another yellow error message with a warning icon states: 'Not Advisor Cleared'. Red arrows point from these messages to explanatory text: 'Student selects appropriate term.' and 'When a student does not have Advisor Clearance, these are the messages that display'. Below the error messages, there is a table for 'Student Registration Plans' with columns for Priority, Section, Course Title, Format, Days, Time Slot, Building, Room, Instructors, Credits, Grading, and Status. The table contains one entry for 'BSLU1021 01' with a status of 'Letter' and a warning icon.

Priority	Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading	Status
<input type="checkbox"/>	BSLU1021 01	Law I—Introduction to Law and Legal Process	Lecture	T Th	10:30 AM - 11:45 AM	Fulton Hall	260	Spooner, Rachel S	3.0	Letter	

Advisor Clearance for Students Studying Abroad

Students on Foreign study are strongly encouraged to contact their advisors for guidance, but they will automatically be cleared for registration by Student Services.