



## Advisee Roster

Click on [View My Advisees](#) from the Faculty Center to access the Advisee Roster—your tool for emailing advisees, releasing advising holds, and viewing advisees’ Student Centers.

- 1 Click [View Student Details](#) to see an advisee’s Student Center, where you can access tools like [My Planner](#), [Enrollment Requests](#), and [Advisement Reports](#).
- 2 If required by your school or department, an Advising Hold will be placed on your advisees at the start of each Spring and Fall advising and pre-enrollment period. Click [Release Advising Hold](#) to permit a student to register for classes.
- 3 You can email an advisee or a select group of advisees by clicking the check box next to their name and clicking the [Notify Selected Advisees](#) button. You can email all advisees on the Advisee Roster by clicking the [Notify All Advisees](#) button.

my advisees
student center
general info
transfer credit
academics

### View My Advisees

#### Advisee Roster

[View FERPA Statement](#)

Find   View All    First 1-5 of 5 Last								
	Notify	ID	Name	Advisee Type	Description	Class Year	Advisor Hold	View Student Details
1	<input type="checkbox"/>	2051329	<a href="#">Abbott, Shirley</a>	Advisor	Undeclared	Second-Year	RELEASE HOLD	<a href="#">View Student Details</a>
2	<input type="checkbox"/>	2051330	<a href="#">Bass, Richard</a>	Advisor	Biology (BA), Philosophy (BA-2mj)	Fourth-Year	RELEASE HOLD	<a href="#">View Student Details</a>
3	<input type="checkbox"/>	2051332	<a href="#">Flint, Wilma</a>	Advisor	Mathematics-Graduate Prep (BA)	Third-Year	RELEASE HOLD	<a href="#">View Student Details</a>
4	<input type="checkbox"/>	2051333	<a href="#">Gale, Florence Dorothy</a>	Advisor	African American Studies (BA)	Third-Year		<a href="#">View Student Details</a>
5	<input type="checkbox"/>	2051331	<a href="#">Malone, Kevin</a>	Advisor	Anthropology (BA)	Second-Year		<a href="#">View Student Details</a>

notify selected advisees
notify all advisees

From the Advisee Roster screen, click the View Student Details link next to a student's name to access these features in the Student Center:

- 1 View an advisee's pending Enrollment Requests of class prior to enrollment.
- 2 View an advisee's Planner.
- 3 View an advisee's class schedule.
- 4 View any holds on an advisee's record.
- 5 View an advisee's Enrollment Appointments.
- 6 Find your advisee's contact information.
- 7 From the drop-down menu, you can also:
  - View an Advisement Requirements report (or degree audit) of an advisee's academic requirements.
  - View the Course History for an advisee.
  - View an advisee's final exam schedules.
  - View an advisee's grades.
  - View an advisee's unofficial transcript.
  - View a detailed listing of an advisee's transfer credit.

**Faculty Center**  
**Shirley Abbott** ID: 2051329

my advisees student center general info transfer credit academics

**Shirley's Student Center**

**Academics**

1 My Class Schedule  
 Enrollment Requests  
 My Planner

2 other academic... >>

Deadlines URL Gradebook

**This Week's Schedule**

Class	Schedule
BIOL 106-5613 LEC (12251)	MoWeFr 1:00PM - 1:50PM Room: TBA

3 weekly schedule ▶

**Personal Information**

Demographic Data  
 Emergency Contact

**Contact Information** 6

<b>Permanent Home Address</b> 123 Rossignol Way Hot Springs, AR 71909	<b>Current Mailing Address</b> None
<b>Primary Phone</b> 501/443-2801	<b>U.Va. Email Address</b> rossy@virginia.edu

**Holds** 4  
 Advisor Hold details ▶

**To Do List**  
 No To Do's.

**Enrollment Dates** 5  
 Open Enrollment Dates

**Advisor**  
**Program Advisor**  
 Mary Stinson

Advisor view of an advisee's Student Center

7 other academic... >>

- Academic Requirement
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

Other Academic dropdown box



## Enrollment Requests, My Planner, Course History

The Enrollment Requests, My Planner, and Course History features allow advisors to see their advisee's past, present, and future enrollment plans.

### Enrollment Requests

The Enrollment Requests displays the class(es) in which a student wants to enroll, prior to the enrollment request being submitted. Students can begin placing classes in their Enrollment Requests prior to their advising hold being removed and before their Enrollment appointment begins. After a class is successfully added, it appears in the class schedule section.

#### Enrollment Requests

2009 Spring | Undergraduate | University of Virginia [change term](#)

Permissions: Open Closed Wait List Pending Granted Denied

2009 Spring Enrollment Requests						
Class	Days/Times	Room	Instructor	Units	Status	Expiration Date
<a href="#">BIOL 106-03D4 (12249)</a>	MoWeFr 1:00PM - 1:50PM	New Cabell Hall 141	D. Taylor	3.00		03/01/2009

#### My 2009 Spring Class Schedule

My 2009 Spring Class Schedule						
<input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed						
Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">BIOL 106-5613 (12251)</a>	Principles of Nutrition (Lecture)	MoWeFr 1:00PM - 1:50PM	TBA	R. Garrett, A. Moore, M. Stinson	3.00	
<a href="#">FREN 101-003D (13751)</a>	Elementary French (Lecture)	MoTuWeThFr 10:00AM - 10:50AM	TBA	C. Gates	4.00	

The advisee's Enrollment Requests

### My Planner

The Planner is a tool students can use to identify courses from the Course Catalog that they may wish to take in the future. Courses can be identified as desired for a particular term in the future, or unassigned. Advisors and students can use the Planner to plan and record a proposed course of study. When enrolling for a particular semester, students can search for available sections, if any have been scheduled, of courses previously placed in their Planner.

### Course History

The Course History screen is where you can view a list of all courses the student has transferred, taken, or in which they are currently enrolled. It is a condensed version of the unofficial transcript.

#### My Planner

Select Institution / Career: University of Virginia > Undergraduate [change](#)

Unassigned Courses		
Course	Description	Units
ACCT 201W	Intro Acct I	0.00
ECON 201	<a href="#">Principles of Econ: Microecon</a>	3.00
ENAM 210	Early Amer Lit	0.00

2009 Spring		
Course	Description	Units
NUIP 441	<a href="#">Clin Applic of Pathophysiology</a>	3.00
NUIP 445	<a href="#">Spirituality in Nursing</a>	3.00

2009 Fall		
Course	Description	Units
NURS 495	<a href="#">Distinguished Majors Seminar I</a>	3.00

2010 Spring		
Course	Description	Units
NURS 496	<a href="#">Distinguished Majors Sem II</a>	2.00

The advisee's My Planner

#### My Course History

Select Display Option:  Hide courses from My Planner  Show courses from My Planner

Sort results by:  Then by:  [sort](#)

<input checked="" type="checkbox"/> Taken <input type="checkbox"/> Transferred <input type="checkbox"/> In Progress					
Course	Description	Term	Grade	Units	Status
ANTH 228	<a href="#">Intro To Medical Anthropology</a>	2006 Fall	A-	3.00	
ARTS 3110	<a href="#">Intermediate Photography I</a>	2009 Fall		3.00	
BIOL 106	<a href="#">Principles of Nutrition</a>	2009 Spring		3.00	
BIOL 121	<a href="#">Human Biology &amp; Disease</a>	2006 Fall	A	3.00	
BIOL 206	<a href="#">Human Physiology And Anatomy I</a>	2007 Spring	A-	3.00	
BIOL 206L	<a href="#">Human Anatomy &amp; Physiology Lab</a>	2007 Spring	B+	1.00	
BIOL 207	<a href="#">Anatomy &amp; Physiology II</a>	2007 Fall	C+	3.00	
BIOL 207L	<a href="#">Anatomy &amp; Physiology Lab</a>	2007 Fall	A-	1.00	
CHEM 292	<a href="#">Race Health Care &amp; New Genomics</a>	2008 Spring	A	3.00	
ECON 201	<a href="#">Principles Of Economics I</a>	2008 Fall		3.00	
EDHS 324	<a href="#">Cont Peer Health Ed</a>	2007 Fall	A	3.00	
ENWR 110	<a href="#">Accelerated Academic Writing</a>	2006 Fall	B+	3.00	
ENWR 1506	<a href="#">Academic Writing II</a>	2008 Fall	TE	0.00	
FREN 101	<a href="#">Elementary French</a>	2009 Spring		4.00	
FREN 105	<a href="#">Accelerated Elementary French</a>	2008 Fall		4.00	

The advisee's Course History