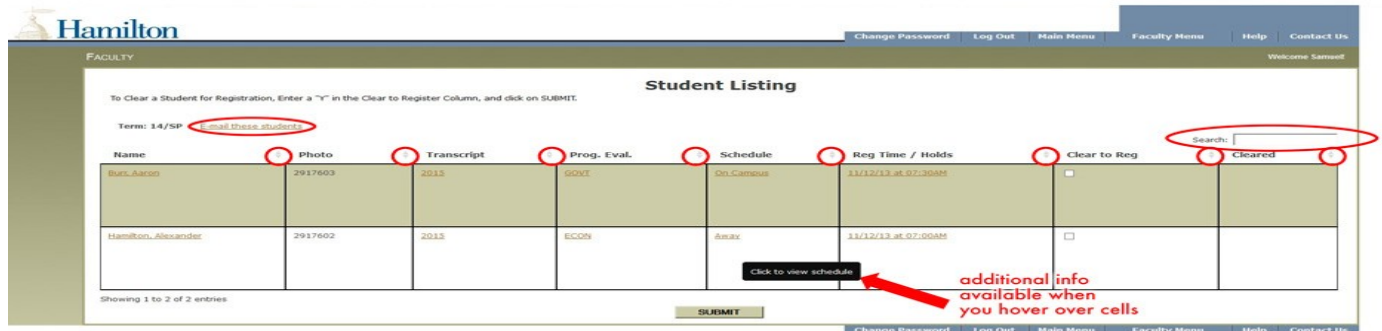


New My Advisee and Department Chair Screen Changes

We made some changes to the My Advisees and Department Chair Majors screens. Below are descriptions of the new features and functions. As always, if you have any questions or need assistance, please contact the Registrar's Office.



When you first access My Advisees or the Department Chair Majors/Minors screens, you MUST select a term. The term selected will determine what data is returned for the group of students. For example, if you select Fall 2014, you will see a student's Fall 2014 Schedule.

Each item you open for a student will open in a new browser window. This way, you can open multiple documents at the same time. It is important that you use the CLOSE WINDOW button at the bottom of these windows when you are finished with the students.

New Features and Functions – see the image above to locate the item.

1. **E-mail these students** link – You now have the ability to email one or all of your advisees/majors from a WebAdvisor E-mail tool. This is the same tool found on course rosters.
2. **Search** Box – You can now search the screen to easily find any student or piece of information. As you type, the screen automatically re-displays the items that match the search. Clear out the search box to return to the full screen.

3. **Sortable Columns** – Each of the columns can now be sorted to make the lists easier to use.
4. **Hover Help** – When you hover over a column, a help box will appear to provide more information about what data you will find in the column.

New Column Headings – What do they mean?

We replaced the old Action box with information now available in columns. Here is a summary of what you will find in each column. The Column heading is in **bold**.

Name – This column displays the student name. Clicking on the name will take you to the Student Profile Page. The Profile Page provides address, email and phone numbers, along with major and advisor details.

NEW – You now have access to the students AP Exam data in the Test Summary link at the bottom left of the Profile Page.

NEW – Access the Electronic Advising File by clicking on the View Documents link. You will need to login to the documents system. When you use this feature, the system will display any documents that are part of the students Electronic Advising File. (More details about this system will be sent soon. Please report and problems with the Electronic Advising File to the Registrar's Office. This is a new system and we need feedback on problems)

Photo – This column contains the student Photo and ID number. Double click in the column to collapse/expand the photo to change the size of your list.

Transcript – The column displays the students current Class Year. Clicking on the Class Year will take you to the student's "transcript" page. This page displays all completed and in-progress courses with grades, units and terms, as well as a unit/GPA/Rank.

Prog. Eval. – This column displays the student's current major. Clicking on the major will take you to the Program Evaluation. New students may not have a major listed during Orientation, but an Undecided major will appear for them soon.

Schedule – This column tells you if the student is On Campus or Away from Campus and if registered, lets you see their schedule for the term selected.

On- Campus – Clicking on On Campus will display the student schedule for the term

Away – The students is on a Study Away Leave

Hamilton Programs - France, Spain, China, India, NYC & DC

Not Enrolled – The student is on a non-academic Leave of Absence

Reg Time/Holds – This column displays the Registration Day and Time for upcoming Registration periods. Clicking on the day/time will take you to the My Registration Information screen where you can see the Registration Day/Time, if the student is cleared to register, and if there are any Holds that will prevent the student from being able to register.

Clear to Reg and Cleared – Still work the same way. To Clear a student, place a check in the box, scroll to the bottom of the page, and click SUBMIT. A student who is cleared will have a Y displayed in the Cleared column. A student who has not been cleared will have an N or a Blank.

Department Chair Major/Minors Pages

The Department Chairs Major page has been changed to incorporate the items above. Additionally, Chairs can now access lists of Minors. The selections screen will ask you to select the population (Major or Minor) and the term. Term is important because it will determine which information is returned.