



## How to View My Advisee Roster & a New/Drop-In Advisee Record



Advisors can use the **View Advisee Information** or **New/Drop-In Advisee** page in Faculty Self Service to find an Advisee record. The Advisor can use the View Advisee Information page review their Student Advisee Roster of assigned advisees for each Term.

For those students who are not on the Student Advisee Roster but who request advising, their information can be accessed through the New/Drop-in Advisee page. Both pages access advisee information including Advisee's Class Schedule, Degree Progress Report, Enrollment Appointments, Grades, Transfer Credit Report and Unofficial Transcript.

### PROCESS ONE – VIEW MY STUDENT ADVISEE ROSTER

- Step 1.** Begin by logging on to the ISIS application by entering your ISIS User ID and Password. Navigate to the **Student Advisee Roster** page.



**SA Self Service → Learning Management → Home → Learning Management → View Advisee Information →**



The **Student Advisee Roster** page opens.

**Student Advisee Roster**

Brian Coughlin University of Mass Lowell

Select from **\*\*Student Details\*\*** to view a Degree Progress Report, Enrollment Appointments, Unofficial Transcript, Transfer Credit Report, Term Grades or Class Schedule.

\*Sort By: Name (Last,First) ▾

		ID	Name and Email	Career	Program		
		00000001	Brady, Brendon S	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000020	Jones, Elijah G	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000010	Smith, Marissa A	Graduate	Arts & Sciences	**Student Details**	Go
		00000023	Jones, Thomas	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000013	Smith, Maria T	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000026	Jones, Dana O	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000004	Brady, Peter M	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000024	Jones, Oliver S	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000006	Brady, Marissa A	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000022	Jones, Maria F	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000005	Brady, Margaret A	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000025	Jones, Frances M	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000007	Brady, Paula S	Undergraduate	Arts & Sciences	**Student Details**	Go
		00000014	Jones, Martin P	Undergraduate	Arts & Sciences	Class Schedule	Go
		00000008	Brady, Jonah C	Graduate	Arts & Sciences	Degree Progress	Go
		00000021	Jones, Brian C	Undergraduate	Health Professions	Enrollment Appointments	Go
		00000002	Smith, Peter A	Undergraduate	Arts & Sciences	Grade Inquiry	Go
		00000019	Jones, Helen P	Graduate	Arts & Sciences	Transfer Credit Report	Go
						Unofficial Transcript	Go
						**Student Details**	Go

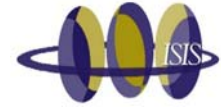


**Note:** The Roster displays all students assigned to you as advisees for this term. Use the **\*Sort By:**  drop down menu to sort the data by 'Career Name', 'Name Last, First' or 'Program Name'.

Each page will display up to 25 records. If you have more than that on your Student Advisee Roster use the    Page Navigational Tools to move between the pages of data or click  to see all advisee records.



**Note:** To print the Student Advisee Roster, select File Print from your browser window. Use landscape orientation to fit all the information on the page.



**Note:** Select from the **\*\*Student Details\*\*** drop down menu to view any of the following information for each advisee record: Class Schedule, Degree Progress (Academic Advisement Report), Enrollment Appointments, Grades (Grade Inquiry), Transfer Credit Report and Unofficial Transcripts. Click **Go**.

**PROCESS TWO – VIEW NEW/DROP-IN ADVISEE RECORD**

**Step 1.** Begin by logging on to the ISIS application by entering your ISIS User ID and Password. Navigate to the **New/Drop-In Advisee** page.



**SA Self Service → Learning Management → Home → Learning Management → New/Drop-In Advisees**

The **New/Drop-In Advisees** page opens.


The screenshot shows the 'New/Drop-In Advisees' page. At the top, the name 'Brian Coughlin' is displayed. Below that is a section titled 'New/Drop-In Advisee?' with the instruction 'Enter the Student ID below or use the Search function and select a process from \*\*Student Details\*\*.' There is a search input field containing '000000554' and a search button. To the right of the search field is a dropdown menu currently set to '\*\*Student Details\*\*'. The dropdown menu is open, showing options: '\*\*Student Details\*\*', 'Class Schedule', 'Degree Progress', 'Enrollment Appointments', 'Grade Inquiry', 'Transfer Credit Report', and 'Unofficial Transcript'. A 'Go' button is located to the right of the dropdown menu. A link 'Return to Learning Management' is visible at the bottom left of the form area.

**Step 2.** Enter a **Student ID**.

**Step 3.** Tab out of the **ID** field.

The students Name and ID will display.

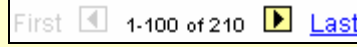


**Note:** Click the  **Look up** icon to search for a student ID.

The **Lookup Student ID** page opens.

Enter search criteria.

**Note:** Lists of 100+ results display in sections. To move through the list of results use the

 Page Navigational Toolbar.

To narrow the search, enter the Name (Last,First) or part of the Last Name or ID, i.e., Sm for Smith.

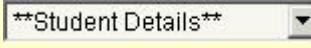
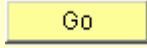
Click .

The **Search Results** page opens.

Click the **Name** link of the student record you want to access.

You will be returned to the **New Drop-In Advisees** page.



**Note:** Select from the  drop down menu to view any of the following information for each advisee record: Class Schedule, Degree Progress (Academic Advisement Report), Enrollment Appointments, Grades (Grade Inquiry), Transfer Credit Report and Unofficial Transcripts. Click .

**End Procedure**



**HOW TO VIEW MY ADVISEE ROSTER & A NEW/DROP-IN ADVISEE RECORD GLOSSARY**

**HEADER INFORMATION**

**Instructor** The name, (Last, First), of the Advisor assigned to these students.

**Institution** The Institution the Advisor is associated with.

\*Sort By:

Use the Sort By drop down menu to sort the Student Advisee Roster by Career Name, Name Last, First) or Program Name.

**Drop Down Menu**

**ICON DEFINITIONS** - The following icons may be displayed to the left of a student ID.

**Positive service indicator.**



Negative service indicator, usually in relation to a hold of some kind. Values include, Registration holds for reasons of outstanding bill, advising required, etc.



Student 'To do' list. Used to remind students of pending University business. Frequently used by the Financial Aid office, items may include Tax Return, FAFSA, etc.



Student information including Program, Career, Degree and Major. (Icon to the left of a student ID.)

**FIELD DEFINITIONS** - The following fields are displayed for each student.

**ID** An eight-digit unique identifier for all people (students, staff and faculty) in the ISIS Application. The ISIS Application assigns it arbitrarily.

**Name and Email** The name (Last, First) of the student record being viewed. Although the header is named Name and Email, the ISIS Application displays only the Name.

**Career** The track of all academic work by a student at an institution (e.g., GRAD- Graduate, UGRD- Undergraduate, CSCE- Continuing Education (Lowell Only))

**Program** The program to which a student applies, is admitted to, matriculates through and ultimately graduate from.

**Student Details Drop Down Menu** - Displayed for each student

**Class Schedule** Student's Class Schedule by Term.

**Degree Progress** Advisement Reports which display; how the student is progressing through their degree requirements, how their coursework to date would



apply if they changed Career, Program, Plan, or Sub-Plan, and what impact courses taken in the future would have on their degree progress.

<b>Enrollment Appointments</b>	Designated dates and times assigned to a student, during which they are eligible to enroll.
<b>Grade Inquiry</b>	Student's Grade detail by Term.
<b>Unofficial Transcript</b>	Student's Unofficial Transcript.
<b>Transfer Credit Report</b>	Student's Transfer Course and Test Credit (if applicable).