



How to View Advisee Enrollment Appointments



Advisors can use the View Advisees' Information pages to view an advisee's enrollment appointments.

Students receive an Enrollment Appointment each Term that allows them to register for classes. Advisors can view the Enrollment Appointment detail for their Advisees. The appointment detail will include the date and time period in which the student is allowed to register online, as well as the specific unit or credit controls that are in place for this student, i.e., audit or waitlist unit limits.

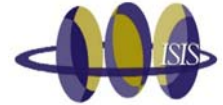
- Step 1.** Begin by logging on to the ISIS application by entering your ISIS User ID and Password. Navigate to the **Student Advisee Roster** page.



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

The **Student Advisee Roster** page opens.

Student Advisee Roster					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: <input type="text" value="Name (Last,First)"/>	
					Find View All First <input type="text" value="1-25 of 27"/> Last	
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	**Student Details**	Go	
00000008	Brady, Jonah C	Graduate	Arts & Sciences	**Student Details**	Go	
00000021	Jones, Brian C	Undergraduate	Health Professions	**Student Details**	Go	
00000002	Smith, Peter A	Undergraduate	Arts & Sciences	**Student Details**	Go	
00000019	Jones, Helen P	Graduate	Arts & Sciences	**Student Details**	Go	



Step 2. Locate the specific student record.

Step 3. Select **Enrollment Appointments** from the ****Student Details**** drop down menu for that student.

Step 4. Click **Go**.

The **Advisee Enrollment Appointment – Select Term** page opens.

Advisee Enrollment Appointments

Select Term

Frances Jones

Term	Academic Career	Institution
2005 Spring	Contin. Studies & Corp. Educa	University of Mass Lowell
2000 Summer	Contin. Studies & Corp. Educa	University of Mass Lowell
2000 Winter	Contin. Studies & Corp. Educa	University of Mass Lowell
1999 Summer	Contin. Studies & Corp. Educa	University of Mass Lowell
2005 Spring	Undergraduate	University of Mass Lowell
2002 Spring	Undergraduate	University of Mass Lowell
2001 Fall	Undergraduate	University of Mass Lowell
2001 Spring	Undergraduate	University of Mass Lowell
2000 Fall	Undergraduate	University of Mass Lowell
2000 Summer	Undergraduate	University of Mass Lowell
2000 Spring	Undergraduate	University of Mass Lowell
2000 Winter	Undergraduate	University of Mass Lowell
1999 Fall	Undergraduate	University of Mass Lowell
1999 Summer	Undergraduate	University of Mass Lowell
1999 Spring	Undergraduate	University of Mass Lowell
1998 Fall	Undergraduate	University of Mass Lowell

Cancel

Step 5. Select the **Term** of the Enrollment Appointment you wish to view.



The **Enrollment Appointment – View Details** page opens.

Enrollment Appointment			
View Details			2005 Spring
Frances Jones		University of Mass Lowell	
Undergraduate			
Session:	1 Regular Academic Session	Appointment Nbr:	0001
Start Date/Time:	10/04/2004 - 8:00AM	End Date/Time:	01/25/2005 - 5:00PM
Units Limits	For the Term	For this Session	For this Appointment
Maximum	18.00	18.00	12.00
No GPA Units	18.00	18.00	12.00
Audit Units	18.00	18.00	12.00
Waitlist Units	18.00	18.00	12.00
Select a Different Term			
<input type="button" value="Cancel"/>			



Note: Enrollment Appointment detail includes the Date and Time period in which the student is allowed to register for classes, as well as the specific Unit (credit) controls (type and number) that are in place for this student, i.e., Audit or Waitlist unit limits.

End Procedure



**HOW TO VIEW ADVISEE ENROLLMENT APPOINTMENTS
 GLOSSARY**

- Academic Career:** The track of all academic work by a student at an Institution (e.g., GRAD- Graduate, UGRD- Undergraduate, CSCE- Continuing Ed (Lowell Only)). See also *Career*.
- Appointment Nbr: (Number)** The system generated number for this Enrollment Appointment or group of appointments.
- Audit Units:** The maximum number of units that the student can register for with an Audit grading basis during the specified Session, Term or Enrollment Appointment.
- End Date/Time:** The date and time the Enrollment Appointment ends, in hours and minutes including AM/PM, i.e., 9:30am or 1:00pm.
- Institution:** The highest level of academic structure Each Institution (e.g. UMass Boston UMBOS, UMass Dartmouth UMDAR, UMass Lowell UMLow) offers different careers and programs and processes differently than other Institutions running on the same database.
- Maximum:** The Maximum number of units that the student can take for the specified Enrollment Appointment, Session, or Term.
- Name:** The name (Last, First) of the student record being viewed.
- No GPA Units:** The maximum number of units that the student can register for with a No GPA grading basis during the specified Session, Term or Enrollment Appointment.
- Session:** The Session of this Enrollment Appointment. Sessions are periods of instruction within a term. Each term has at least one session, some terms; such as Summer Term have multiple sessions in which classes are offered. Values include Regular and CE sessions.
- Start Date/Time:** The date and time the Enrollment Appointment starts, in hours and minutes including AM/PM, i.e., 9:30am or 1:00pm.
- Term:** The term of this Enrollment Appointment. The description includes term and year, i.e., Spring 2004. (Also displays as 2004 Spring).
- Unit Limits:
 For this Session
 ...Term
 ...Appointment** Column headings designating values for the number of units that the student can register for during the specified Session, Term or Enrollment Appointment.
- Waitlist Units:** The maximum number of units that the student can register on the Waitlist for during the specified Session, Term or Enrollment Appointment.