



How to View Advisee Class Schedules



The ISIS Application gives an Advisor an up-to-date view of classes in which an individual student has enrolled, dropped or waitlisted. Advisors can also use the **View Advisee Information** pages to view previous terms' Class Schedules for their advisees. This will help advise a student on future course enrollment and current issues with their Class Schedule.

- Step 1.** Log on to the ISIS application by entering your ISIS User ID and Password. Navigate to the **Advisee Class Schedule** 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) ▾
						Find View All First 1-26 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	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	
	00000002 Smith, Peter A	Undergraduate	Arts & Sciences	Transfer Credit Report	Go	
	00000002 Smith, Peter A	Undergraduate	Arts & Sciences	Unofficial Transcript	Go	
	00000019 Jones, Helen P	Graduate	Arts & Sciences	**Student Details**	Go	

- Step 2.** Locate the appropriate student.

- Step 3.** Select **Class Schedule** from the drop down menu for that student.



Step 4. Click

The **Advisee Class Schedule – Select Term** page opens.

Advisee Class Schedule

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

Step 5. Select the **Term** of the Class Schedule you wish to access.



The **Advisee Class Schedule** for that term opens.

Advisee Class Schedule

Class Schedule **2002 Spring**

00000025
Frances Jones
Undergraduate University of Mass Lowell

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes [Refresh Class Schedule](#)

42 296	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 19112	201	Recitation	History American Lit III	Graded	C	3.00	Enrolled
	12:00AM	12:00AM	Tues,Thurs Instructor: Coughlin, Brian W.	Location: TBA		01/23/2002 - 05/10/2002	
42 415	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 19127	201	Recitation	Young Adult Literature	Graded	ID	3.00	Enrolled
	12:00AM	12:00AM	Wed Instructor: Levine, Daniel B.	Location: TBA		01/23/2002 - 05/10/2002	
42 424	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 19128	201	Recitation	Shakespeare II	Graded	BC	3.00	Enrolled
	12:00AM	12:00AM	Mon,Wed,Fri Instructor: Coughlin, Brian W.	Location: TBA		01/23/2002 - 05/10/2002	
E1 371	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 16985	201	Recitation	Educational Psychology	Graded	AB	3.00	Enrolled
	12:00AM	12:00AM	Wed Instructor: Beaudet, Frank	Location: TBA		01/23/2002 - 05/10/2002	

[Cancel](#) [Printer Friendly Page](#) [Select a Different Term](#)



Note: Click the **Printer Friendly Page** link to open a page formatted for printing.



Note: Select / Unselect checkbox(s) to show / hide Enrolled, Dropped and Waitlisted classes. Click the [Refresh Class Schedule](#) button to update the page as selected.

Step 6. Click the **Calendar** button.



The **View My Schedule – Academic Calendar** page opens.

View My Schedule

Academic Calendar

Frances Jones 2002 Spring
Undergraduate Regular Academic Session

42	296	Section: 201	History American Lit III
Class Start Date:		Class End Date:	

Drop Deadlines

Drop - Delete Record:	A class dropped on or before this will be deleted from your academic record.
Drop - Retain Record:	A class dropped on or before this date will be retained on your academic record with a status of dropped.
Drop with Penalty:	A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.
Drop with Greater Penalty:	Last date to drop. A class dropped on or before this date will appear on your transcript and a severe penalty grade will be assigned to the class.

Cancel & Withdraw Deadlines

Cancel:	Classes within a session, canceled on or before this date will not appear
Withdraw without Penalty:	Classes within a session, withdrawn on or before this date will not appear on your transcript.
Withdraw with Penalty:	Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.
Withdraw with Greater Penalty:	Last day to withdraw from a session. Classes within a session, withdrawn on or before this date will appear on your transcript and a severe penalty grade will be assigned to the classes.

(Note: Academic Calendar dates are subject to change)

[Return to View My Schedule](#)



Note: The Academic Calendar Detail page contains Catalog detail specific to this class, i.e., drop and withdrawal deadlines and penalties.

Step 7. Click the **Return to View My Schedule** link.

Step 8. Click a **Course Number** link.



The **Student Study List - Class Detail** page for that Course opens.

Student Study List

Class Detail

Academic Institution: UMLOW University of Mass Lowell ☆ indicates an enrollment section.
Term: 1130 2002 Spring

Status: A class may be closed if students are on the wait list.
 Enrollment restrictions may apply to open classes.

[Course Catalog Detail](#) [Return to Student Study List](#)

Class Sections

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait
☆ 11649	42	296	201	History American Lit III	3	REC	Closed	13	0

Session: Regular

Time: TuTh **Room:** **Dates:** 01/23/2002 - 05/10/2002
Instructor: Lewis, Clifford L.

Class Type: Enrollment Section **Class Status:** Active
Auto Enroll Section 1: **Auto Enroll Section 2:**
Mode of Instruction: In Person **Wait List Capacity:** 0
Enrollment Capacity: 35 **Min Enrollment Req:** 0

Class Associations

Associated Class: 1 **Grading Basis:** Graded **Course Count:** 1.00
Requirement Designation: Gen Ed:Arts and Humanities Plus Diversity

Class Components

Recitation

Class Section

Start Date: 01/23/2002 **End Date:** 05/10/2002
Course Career: UGRD **Campus:** MAIN
Course ID: 005088 **Location:** SC
Course Offering Nbr: 1

[Course Catalog Detail](#) [Return to Student Study List](#)



Note: The Student Study List - Class Detail page contains for more information about that class, i.e., full class description, pre/co requisites, etc.

Step 9. Click the **Course Catalog Detail** link.



The **Student Study List** – Catalog Detail page for that Course opens.

Student Study List

Catalog Detail

Institution: UMLOW University of Mass Lowell

Subject: 42 English

Course Offering

42	296	History American Literature III
3 units		
" A study of the historical development of American literature from World War I to the present. "		
Course Component		
Recitation		Required
Enrollment Requirement Group		
42.101 and 102 pre-req		
Course Attributes		
Arts and Human. Plus Diversity		



Note: The Student Study List – Catalog Detail page links the Student’s Class Schedule directly to other related course information maintained in the overall Course Catalog including any Course Attributes and/or Pre/Co Requisites required.

Step 10. Click .

The **Student Study List - Class Detail** page for that Course opens.



Note: Use the links to return to the Advisee Roster. The ‘Back’ button is not recommended for use in Faculty Self Service.

End Procedure



HOW TO VIEW ADVISEE CLASS SCHEDULES GLOSSARY



Calendar Button:

Catalog detail specific to this class, i.e., drop and withdrawal deadlines and penalties.

**Cancel & Withdrawal
Deadlines:
(Date and Description)**

Institutions' class cancellation and withdrawal policies that apply to this class.

Career:

The track of all academic work by a student at an institution (e.g., GRAD- Graduate, UGRD- Undergraduate, CSCE/CNCE- Continuing Ed).

**Catalog Nbr:
(Number)**

The Catalog Number associated with the overall course in the catalog. The unique identifier that designates the course in the Course Catalog. Generally paired with the Subject Area code within a department. *Do not confuse Catalog Nbr with Class Nbr.*

Class Start Date:

The start and end dates of instruction for the course.

Class End Date:

The start and end dates of instruction for the course.

Course Attributes:

Course attributes are used primarily for Institutional Research and Reporting purposes and print in the Course Catalog and Schedule of Classes. *See Class Attributes.*

Course Component:

Identifies the type of class being offered, i.e., Lab, Lecture, Seminar or Studio. Some courses contain multiple components, i.e., lecture and lab.

**Course Offering Nbr:
(Number)**

The course offering number from the Course Catalog. Distinguishes courses that are held by multiple careers (Graduate, Undergraduate, and Continuing Education) or multiple departments (cross listed courses).

Course Title:

The title of the course offered by the Institution. The Course Title is described in the Course Catalog and listed in the Schedule of Classes.

Days:

The days of the week the class is held.

Description:

The description of the course offered by the Institution. It includes a description of the course content as well as misc/lab notes, pre/co requisites, and general notes. The description is listed in the course catalog.

**Drop Deadlines:
(Date and Description)**

Institutions' drop policies that apply to this class.

**Filter Options:
Show Enrolled Classes:
Show Waitlisted Classes:
Show Dropped Classes:
(Checkboxes)**

Select / Unselect checkbox(s) to show / hide Enrolled, Dropped and Waitlisted classes.

Grading Option:

1. The basis of how the student is graded.
2. This determines what grades are valid for any particular student.
3. Classes are designated as GRADED (default), PASS/NO PASS, credit no/credit



(CNC) or satisfactory/unsatisfactory (SUS).

4. The student may have the option to take a class as Pass/Not Pass vs. Graded. For those students, the Pass/Not Pass Basis would be listed.

Grade:	The grade saved on the student's record upon grade posting.
Grade Inquiry:	Student Grade detail by Term.
ID:	An eight-digit unique identifier for all people (students, staff and faculty) in the ISIS Application. The ISIS Application assigns the ID arbitrarily.
Institution:	The highest level of academic structure. Each Institution (UMass Boston UMBOS, UMass Dartmouth UMDAR, and UMass Lowell UMLow), offers different careers and programs and processes differently than other Institutions running on the same database.
Instructor:	The name, (Last, First), of the Instructor assigned to the class.
Location:	The location (building / room) in which the class is being held.
Name:	The name (Last, First) of the student record being viewed.
Refresh Class Schedule	The Refresh Class Schedule button updates the page as selected through selection / de-selection of the checkboxes.
Requirement Designation:	A requirement designation can be extra work that has to be done for a course, i.e., Design Credit, or can specify a special type of a course to use in a course list for Advising, i.e., Thesis Choice.
Sect: (Section)	A specific offering of a course component within an academic term. Some courses, for example, freshmen writing, have many sections while others such as senior seminars - have only one section. The section number of the class the instructor is teaching.
Session:	Periods of instruction within a term. Each term has at least one session. Some terms, such as the Summer Term have multiple sessions in which classes are offered.
Start Time / End Time:	The start and end time of the class as well as days of the week.
Start Date / End Date:	The start and end dates of instruction for the course.
Status:	The status of the class for registration, i.e., open or closed.
Subject: (Subject Area Code)	The subject area of the course or the code used to represent a subject or area of instruction.
Term:	The term in which the class is offered. The description includes term and year, i.e., Spring 2004 (Also displays as 2004 Spring).
Units:	The number of units by which a student is billed against, and towards which the degree is earned. (Also known as credits)