



COIN Tips

Advising Students

Registration for Fall 2008 has begun!


Here are some steps to help you Advise students using COIN.

Preparation

Where do I begin?

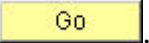
- Log into COIN Faculty Self-Service. On the Learning Management page, under Advisement, click View Advisee Information. The list of your assigned advisees will appear. It is recommended that you print this list so you can keep track of the students you have advised.

What if a student seeking my advise is not on my advisee list?

- You can access any student's information (whether or not the student is your assigned advisee) by clicking New/Drop-In Advisees under Advisement. If you know the student's ID (an 8-digit number that replaces the Social Security Number as the student's identification number), you can type it in, then press the <Tab> key on your keyboard. Otherwise, next to the ID field, click the magnifying glass  to look up the student. You can then search on the Name of the student. You will be able to view all of the same student information in the New/Drop-In Advisees page as you could in the View Advisee Information page.

Advising the Student

What kind of information can I view?

- Next to each student's name is a drop down menu, Student Details. Select an item from this menu and click . The Student Details drop down list includes the following information that may be helpful in advising the student:
 - *Class Schedule*
 - *Degree Progress:* Guide for advising students about course requirements not yet met (contact degreeprogress@umassd.edu with any questions about content)
 - *Enrollment Appointments:* Times during which a student is able to register (formerly known as "Invitation to Register")
 - *Grade Inquiry:* Grades by term, term and cumulative statistics
 - *Transfer Credit Report*





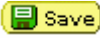
- *Unofficial Transcript*

If you have questions about how to access student information via COIN Faculty Self-Service, please see the COIN Faculty Information webpage for step-by-step guides: <http://www.umassd.edu/coin/faculty.cfm>

I've met with my advisee - how do I grant permission for the student to register for classes?

- The advisor is responsible for removing the Advising Negative Service Indicator (Hold) to let the system know that the student has been advised and is ready to register. The student will not be able to register until all holds that affect registration have been removed. Faculty advisors will only be able to remove the ADV (Advising) hold, but the ADV hold can be removed in the presence of other holds. For any other hold (Bursar, Health Office, Library, etc.), refer the student to the appropriate department. Students can also refer to COIN Student Self-Service to view their own holds.

How do I remove the Advising Negative Service Indicator (Hold)?

- Next to each student's name is a drop down menu, Student Details. Select Service Indicator from this menu and click . The Service Indicator page opens. Locate the ADV (Advising) Hold. Click the yellow minus sign  to remove the Advising Hold, and then click  in the lower left corner.
- From COIN Faculty Self-Service, click the Home link in the upper left-hand corner of the page. The Home link will take you to the Full-Service menu items you will use to remove the Advising hold. Click Build Community, Service Indicators (Student), Use, Service Indicator Data. Search for the student using one of the following search options: ID, National ID (Social Security Number), or Last Name and First Name. Locate the ADV (Advising) Hold. Click the yellow minus sign  to remove the Advising Hold, and then click  in the lower left corner.
- If you have questions about how to remove the Advising hold, please see the COIN Faculty Information webpage for a step-by-step guide: <http://www.umassd.edu/coin/faculty.cfm>

After the Advising hold is removed, all other holds that impact registration are removed, and the student's Enrollment Appointment arrives, the student is able to register for classes via COIN Student Self-Service.

Please Note: If you do not want students to register via COIN Student Self-Service and you plan to register students into classes yourself, you must attend the Enrollment Express class. Please take note of UMDNotifications announcing training dates, or check the following website: <http://www.umassd.edu/coin/training.cfm>