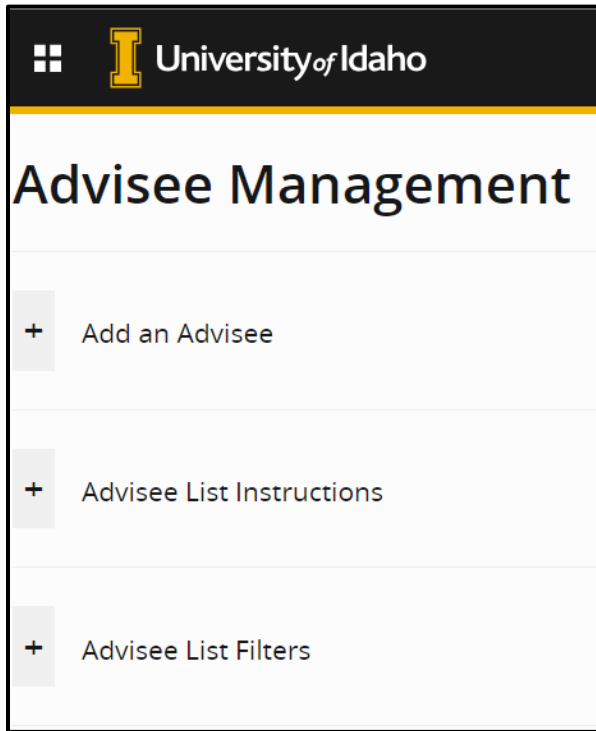# Advisee Management Quick Reference

Use this page to add advisees, remove advisor holds, or drop advisees

To add a student as one of your advisees, click the **+** next to **Add an Advisee**.
To view page instructions, click the **+** next to **Advisee List Instructions**.
To filter your Advisee List, click the **+** next to **Advisee List Filters**.

Sample Advisee List:

V-Number	Name	Status	Has Advisor Hold	Remove Advisor Hold	Drop Advisee
V00......	Student, Joe A.	Active student	Yes	◯ No ◯ Yes	◯ No ◯ Yes
V00......	Student, Joe B.	Active student	No	◯ No ◯ Yes	◯ No ◯ Yes
V00......	Student, Joe C.	Active student	No	◯ No ◯ Yes	◯ No ◯ Yes

Save Changes

A. Add an Advisee

Enter the student's V-Number into the text box and click the **Add Advisee** button. Include the initial V.

The student's name appears above the Add Advisee button.
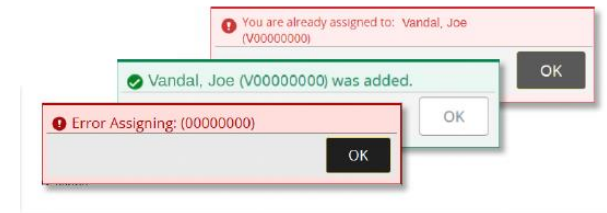
Feedback is displayed in the upper right

B. Page Instructions

− Advisee List Instructions

Use the list below to remove an **Advisor Hold** from one or more of your advisees, or to **Drop** one or more students as advisees.

- Use the **Remove Advisor Hold** radio button for one or more students to **remove** their Advisor Hold:
  - Select **Yes** for one or more students.
  - Then click the **Save Changes** button.
- Use the **Drop Advisee** radio button for one or more students to **drop** them as one of your advisees:
  - Select **Yes** for one or more students.
  - Then click the **Save Changes** button.

To drop a graduate student please contact the College of Graduate Studies 5-2647.

Expand the **Advisee List Filters** section to **filter** your advisee list:

- Use the **Term** drop down list to list all of your advisees as of that term.
- Use the **Status** drop down list to list all of your advisees with that status.
  - **All** will list all of your advisees regardless of their status.
  - **Active** will list all of your active advisess.
  - **Inactive** will list all of your inactive advisees.
  - **Graduated** will list all of your graduated advisees.
- Entering a full or partial **V-Number** or **Name** in the spaces below will select matching students.
- Use the **Advisor Hold Filter** drop down list to filter your advisees by whether or not they have an advisor hold.
  - Selecting **All** will select all of your advisees, regardless of their AV hold status.
  - Selecting **Yes** will select all of your advisess with an advisor hold.
  - Selecting **No** will select all of your advisees without an AV hold.

The filters can be used together if desired to further restrict your list of advisees.

C. Remove Advisor Hold

Select the radio button for **Yes** under **Remove Advisor Hold** for one or more advisees. Set only those you wish to change.
Click **Save Changes.**

V-Number	Name	Status	Has Advisor Hold	Remove Advisor Hold	Drop Advisee
V00......	Student, Joe A.	Active student	Yes	○ No ● Yes	○ No ○ Yes
V00......	Student, Joe B.	Active student	No	○ No ○ Yes	○ No ○ Yes
V00......	Student, Joe C.	Active student	No	○ No ○ Yes	○ No ○ Yes
Save Changes					

D. Drop Advisee

Select the radio button for **Yes** under **Drop Advisee** for one or more advisees. Set only those you wish to change.
Click **Save Changes.**

V-Number	Name	Status	Has Advisor Hold	Remove Advisor Hold	Drop Advisee
V00......	Student, Joe A.	Active student	Yes	○ No ○ Yes	○ No ○ Yes
V00......	Student, Joe B.	Active student	No	○ No ○ Yes	○ No ● Yes
V00......	Student, Joe C.	Active student	No	○ No ○ Yes	○ No ○ Yes

Save Changes

E. Filter Advisee List

The advisee list can be filtered by Term, Status, V-Number, Name, or Hold. Multiple filters can be used together.

− Advisee List Filters

Term [⌄] Status [All ⌄] Advisee V-Number Filter [ ] Advisee Name Filter [ ] Advisor Hold Filter [All ⌄]

    a. Select a **Term** to see your advisees as of that term.

Term [⌄]
Spring 2023
Fall 2022
Summer 2022
Spring 2022

    b. Select a **Status** to see your advisees with that Status: **All, Active, Inactive, or Graduation App Approved**.
Active advisees may or may not be registered. Inactive advisees must re-apply for admission.

Status [All ⌄]
All
Active student
Inactive student
Graduation App Approved

c. Enter a full or partial **V-Number** to look for a specific advisee. Include the initial V.

Advisee V-Number Filter V0012

d. Enter a full or partial **Name** to look for a specific advisee. "Drew" returns names like "Andrews". "S" returns all names containing an "s" or "S".

Advisee Name Filter Drew

e. Select an **Advisor Hold Filter** of **All, No, or Yes** to list all advisees, only advisees **without** Advisor Holds, or only advisees **with** Advisor Holds.

Advisor Hold Filter All
All
No
Yes