



Students Enrollment Appointments “Column View”



This is an overview of new Faculty Self Service functionality added to ease the advising process.

1. Navigate to Faculty Self – Service and Click on the “View Advisee Information”

Learning Management



Management

Review your class schedule information, view your class rosters and enter grade information.

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[Access Class Roster](#)

[Record Grades](#)



Security Settings

Maintain your personal identification numbers, and set personal directory restrictions.

[User Preferences](#)

[Password and Personalization](#)



Advisement

Review advisee information, transcripts and degree progress reports

[View Advisee Information](#)

[New/Drop-In Advisees](#)

[Student Summary - All Terms](#)

[Student Summary - One Term](#)



Course Catalog and Schedule

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

2. Navigate to **Sort By** area and click on the drop down to view the different sorts. By clicking on the Next Appt, Name a new view of student enrollment appointments will display.

Student Advisee Roster

John Doe

Select from ****Student Details**** to view Addresses, Class Schedules, Degree Progress Report, Email Addresses, Emergency Contacts, Enrollment Appointments, Grades, Send an Email, Service Indicators, Telephone, Transfer Credit Report or Unofficial Transcripts.

In addition, you can also use the blue hyperlink to 'Email to all Advisees'.

As of Nov 2008, there are links to the Student Data Summary pages and to the ****Sort By:**** we added a 'Next Enrollment Appointment' option.

[Email to all Advisees](#)

The screenshot shows a web interface for a student's advisee roster. At the top, there is a blue navigation bar with a 'Find | View All' search box and 'First 1 of 1 Last' pagination. Below this is a table with the following columns: ID, Name, Next Appt, Career, and Program. The 'Next Appt' column shows '2008-11-14 2009 Sprng' and the 'Program' column shows 'Undergrad Engineering'. A 'Sort By' dropdown menu is open, showing options: 'Next Appt, Name', 'Career, Name', 'Name (Last,First)', 'Next Appt, Name', and 'Program, Name'. The 'Next Appt, Name' option is highlighted. Below the table, there is a 'Return to Learning Management' link and a 'Go' button next to the '**Student Details**' dropdown.

[Return to Learning Management](#)



University of Massachusetts Lowell

3. The enrollment appointments are sorted and displayed by the earliest appointment then by last name.

Student Advisee Roster

Sheila Riley-Callahan

Select from ****Student Details**** to view Addresses, Class Schedules, Degree Progress Report, Email Addresses, Emergency Contacts, Enrollment Appointments, Grades, Send an Email, Service Indicators, Telephone, Transfer Credit Report or Unofficial Transcripts.

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[Email to all Advisees](#) ***Sort By:** Next Appt, Name

ID	Name	Next Appt	Career	Program
[Redacted]	[Redacted]	2008-11-14 2009 Sprng	Undergrad	Engineering

[Return to Learning Management](#)

- **Student Details**
- Address Info
- Class Schedule
- Degree Progress
- Email Address
- Emergency Contacts
- Enrollment Appointments
- Grade Inquiry
- Send Email to Student
- Service Indicator
- Student Summary - All Terms
- Student Summary - One Term
- Telephone
- Transfer Credit Report
- Unofficial Transcript

4. In addition to the appointments column, we added the jumps to the Student Summary Data for all terms and one term (which provides information from grades, classes to test and transfer credits).

Student Advisee Roster

Sheila Riley-Callahan

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[Email to all Advisees](#) ***Sort By:** Next Appt, Name

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