Advising Roster Guide

Advising Roster Guide

The **S3 Advising Roster** enables advisors to view their advisees in the S3 Admin Console. This includes those who are advising students' additional majors and minors.

This guide provides an overview of the S3 Advising Roster, including common actions and searches performed by advisors.

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Accessing the Advising Roster
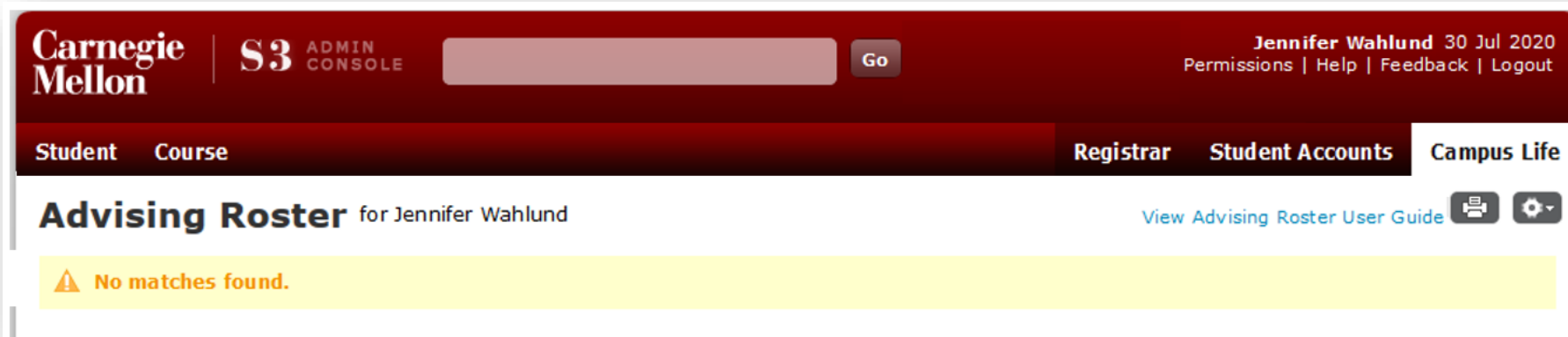
To access the advising roster:

- Log in to S3 using your Andrew ID and password
- Select the Campus Life tab
- In the Student Affairs box, you will see a blue Advising Roster link; click the link to access your roster
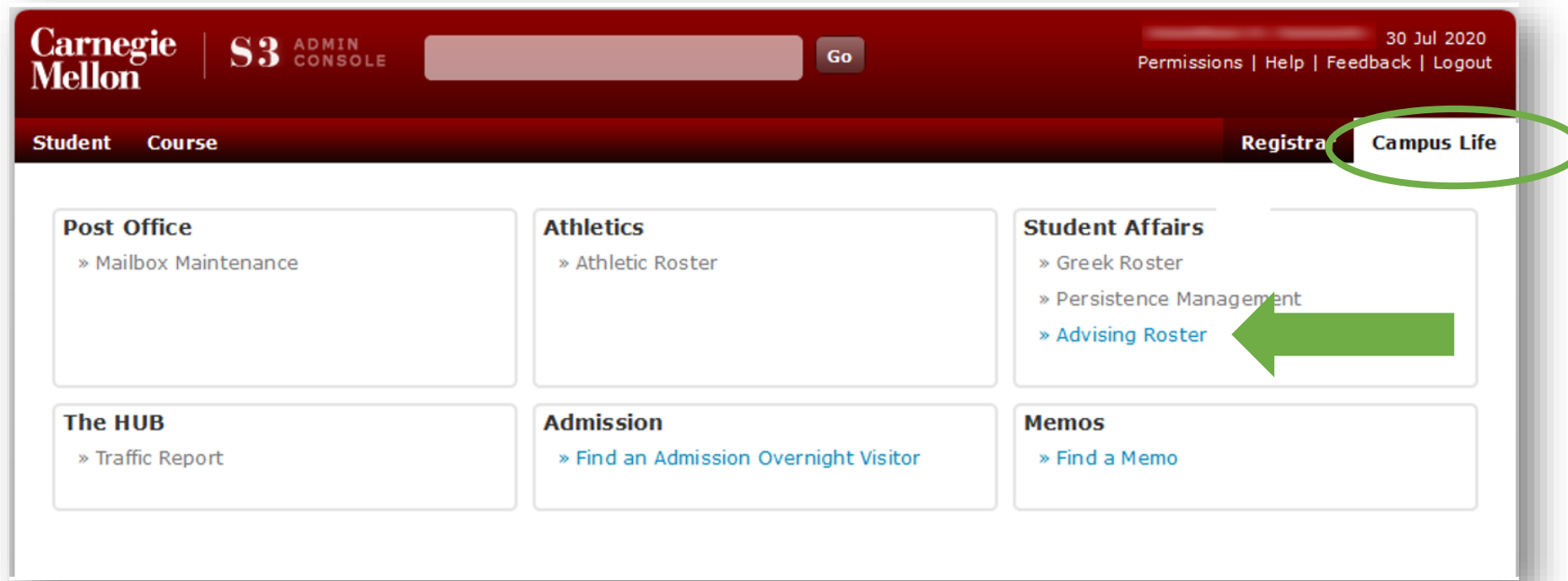
Navigating the Advising Roster

Your advising roster page automatically loads with a roster of your advisees for the most recent semester available:

- If you have advisees assigned to you, a green banner across the top of the page will display the total number of advisees assigned to you in a given semester
- If you do not have any students assigned to you, you will see a No Matches Found message in a yellow bar across the top of the page

Navigating the Advising Roster

Student   **Course**   **Registrar**   **Campus Life**

Advising Roster for Ororo Munroe

View Advising Roster User Guide

Semester
F21 - Fall 2021 [?]

Advisor Role

☑ Only display students who are Enrolled or who are Eligible to Enroll for the selected semester

✅ **194 matches found**

NOTE: The QPA Sem column indicates the semester value for which QPA data is shown for each student.
The MID QPA, TERM QPA, CUM QPA, and UNITS CARRIED filters return all values less than or equal to the entered number.
Click on either the Student First or Last Name hyperlinks to be taken to the student summary page or the CUM QPA hyperlink to be taken to the student QPA page.

☐ LAST NAME	PREF/FIRST NAME	USER ID	CLASS	ENR STAT	PROG	DEPT	DEGREE	MAJOR	QPA SEM	CUM QPA	UNITS CARRIED	GRAD SEM	STELLIC LINK

Checking this box allows you to select students and take bulk actions, like sending mass emails.

Click an underlined header to sort a column in ascending or descending order.

Icons:

Select Columns: Opens the Table Columns Select box, which allows you to select which columns will display on your page (see page 10).

Print: Prints the list of students displayed on the page; if you filter to a smaller number of students, only that subset will print.

Gear Wheel: Allows you to take multiple actions on the screen (see page 11).

Navigating the Advising Roster

The **Semester** box allows you to view your advisee list from current or past semesters. To change the semester, type the new semester into the box or click the question mark icon.

The **Advisor Role** drop-down filters the list of students by advisor role. This drop-down is pre-populated with the various roles assigned to the user.

The **checked box** restricts the students displayed to only those who are either enrolled or are eligible to enroll for the selected semester. To see all students, including those on a leave of absence, uncheck the box and the screen will reload.

Navigating the Advising Roster

Filter Boxes

- **Last Name, Pref/First, & User ID**: Used to perform a search; type in a letter or combination of letters to bring up advisees whose names or user IDs begin with that letter or letter combination.

- **Class, Enr Stat, Prog, Dept, Degree, & Major**: Used to narrow the selection of students displayed on the screen; click the drop-downs to display a list of values which will filter results to only those students matching the selected criteria.

- **QPA & Units Carried**: Type a number into the box above any of the QPA columns or the Units Carried column to view students with a value less than or equal to the number entered (entering a 3.0 into a QPA column returns all with a QPA of 3.0 or lower.)

Navigating the Advising Roster

Hyperlinks

Clicking the student's blue **last** or **first/preferred** name takes you to the advisee's Student Summary Page.

Clicking the student's **user ID** allows you to email the student.

Clicking the a blue **View in Stellic** hyperlink takes you directly to the student's Stellic page.

Clicking the a blue link in the **CUM QPA** column takes you directly to the grades page indicated in the QPA SEM column.

Setting Table Columns ▥⁺

Table columns determine what is displayed on your advising roster screen. To set table columns:
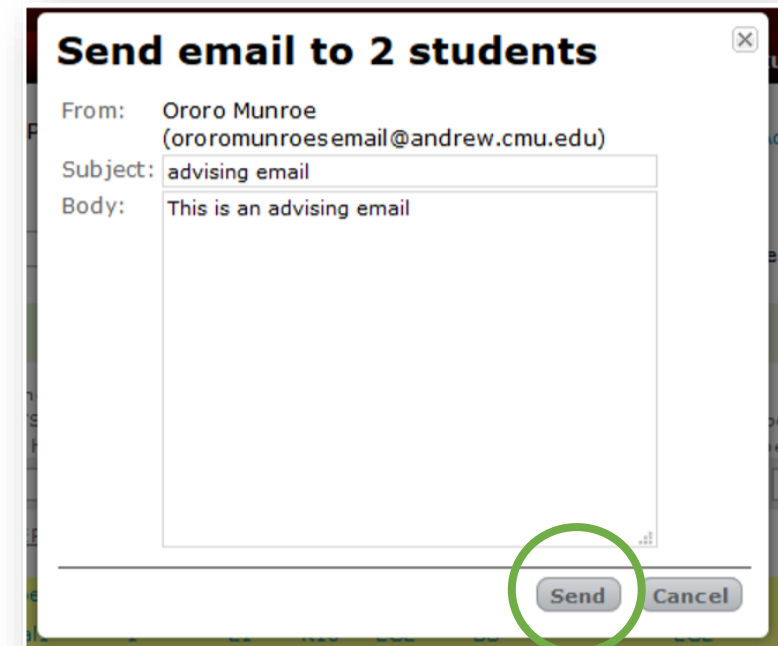
1. Select the **Table Columns** icon on the upper-right side of the page. ▥⁺
2. The Table Columns pop-up will open.
   a) The **Selected** box displays the page columns you have selected to view.
   b) The **Available** box displays all column options.
3. Select the columns you would like to view and click **OK**.
   a) Selecting too many columns to fit on the screen will cause the Too Many Columns pop-up to appear; once you have deselected enough columns, it will disappear.
4. To clear all selected columns, click **None**.
5. To revert to the default column display, click **Default**.
6. The most recent list of columns in the Selected box is saved as your preferred view and will display next time you view your advising roster screen.

Table Columns ⊗

Selected:

| ⊠ CLASS |
| ⊠ ENR STAT |
| ⊠ PROG |
| ⊠ DEPT |
| ⊠ DEGREE |

Available: (select: Default | None)

| ☑ CLASS |
| ☑ ENR STAT |
| ☐ REG HOLD |
| ☐ UNIV HOLD |
| ☑ PROG |
| ☐ COL |
| ☑ DEPT |
| ☑ DEGREE |

OK   Cancel

Too Many Columns

The selected table columns do not fit. Please deselect some columns.

OK
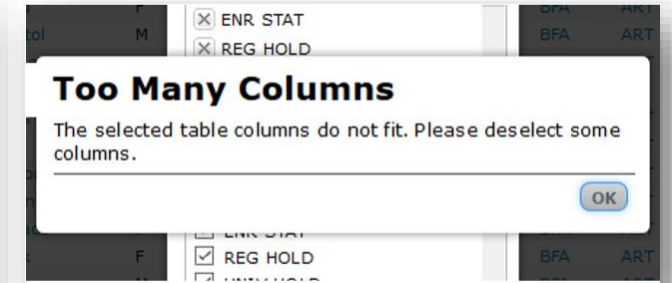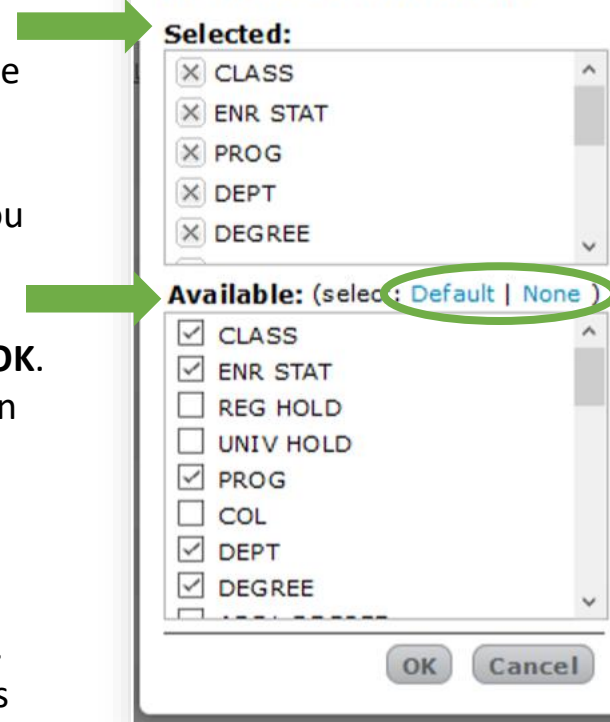
Using the Gear Wheel

Email Students

1. Check the boxes next to the names of the students you would like to email; to email all students, select the box at the top of the columns next to Last Name.
2. Click the **Gear Wheel** icon on the upper-right corner of the page.
3. Select **Email Selected Students** from the drop-down menu.
4. Enter the subject and text of your email and click **Send**.
5. You will receive a copy of the email, as will each student you have selected.

LAST NAME

WARHOL

ROMERO

Email Selected Students

Download CSV Roster

Download Photo Roster
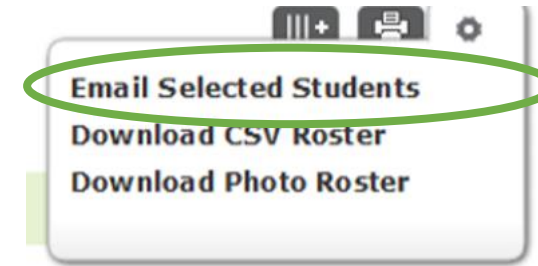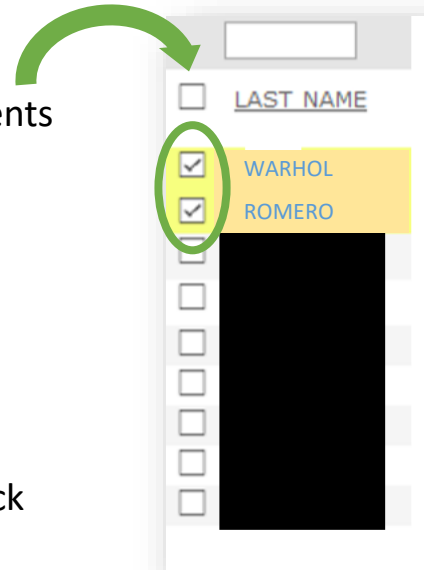
Send email to 2 students

From: Ororo Munroe
(ororomunroesemail@andrew.cmu.edu)

Subject: advising email

Body: This is an advising email

Send   Cancel

Using the Gear Wheel ⚙▾

Download Rosters
1. Click the **Gear Wheel** icon on the upper-right corner of the page. ⚙▾
2. You may download a **CSV roster**, which can be saved as an Excel sheet and includes all data columns for all students in the selected semester.
3. You may also download a **photo roster** as a PDF. The photo roster includes all students in the selected semester.

Email Selected Students
Download CSV Roster
Download Photo Roster
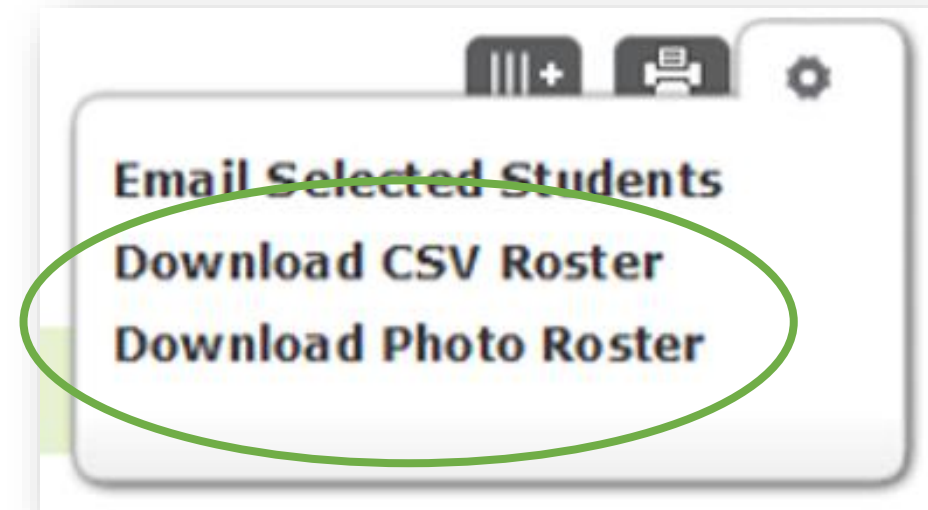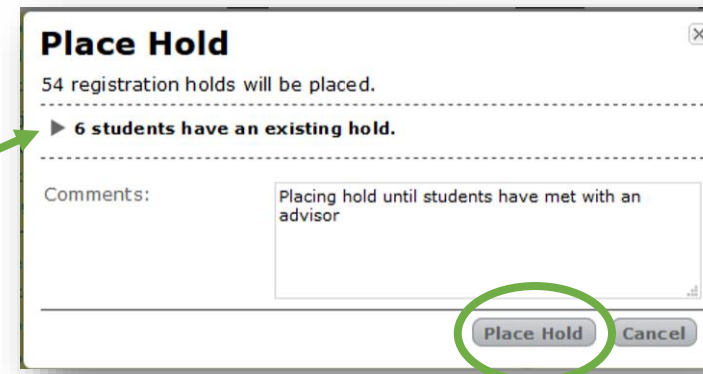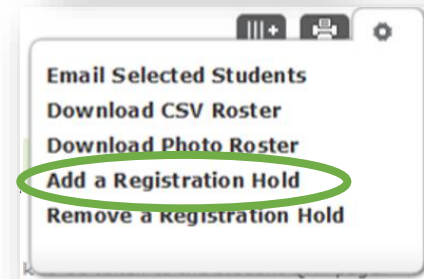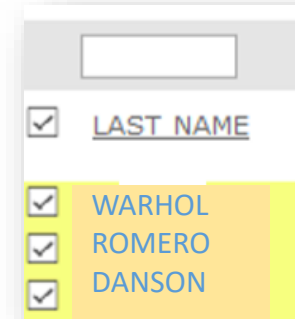
Using the Gear Wheel ⚙️▾

Registration Holds

Users who have permission to add or remove registration holds placed on students will have additional gear wheel actions allowing them to add or remove holds in bulk.

Adding registration holds:
1. Check the boxes next to the names of students to whom you intend to add the registration hold; to select all students, click the box at the top of the columns next to Last Name.
2. Click the **Gear Wheel** icon and select **Add a Registration Hold**.
3. Add the reason for the hold in the **Comments** box; comments must be entered in order for holds to be placed.
4. Click the **Place Hold** button.
5. If any of the selected students have an existing hold, they will not be updated.
   a) Tip: Click the disclosure arrow to see the names of students who have an existing registration hold.

Using the Gear Wheel ⚙️▾

Removing registration holds:

To remove registration holds, select Remove a Registration Hold in the gear wheel menu and follow the same steps you would to add a hold.

If any of the students selected do not have an existing registration hold no changes will be made to their record.

Tip: You can see whether or not students have registration holds by selecting the REG HOLD column option in the Column Tables box. A "yes" indicates that a registration hold exists.
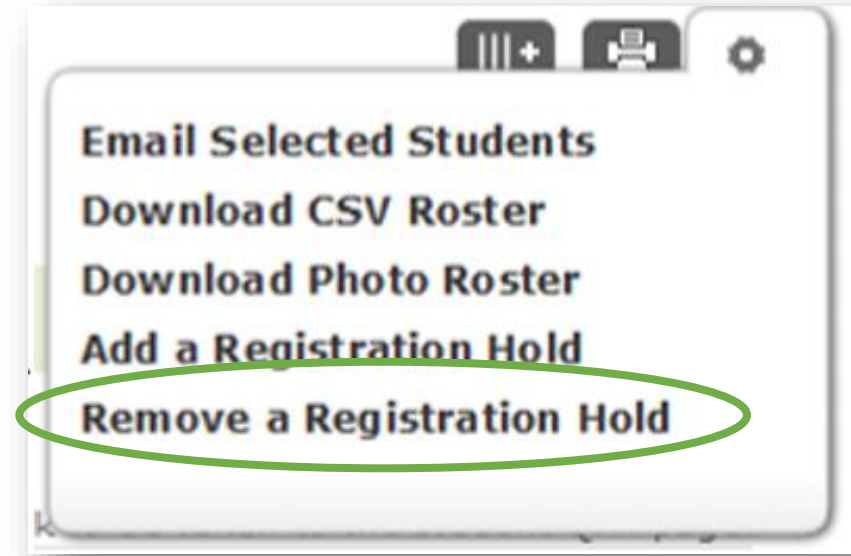
Advising Roster Columns Index

This section contains definitions of columns displayed and whether or not the displayed data contains a hyperlink, Smart Label (with an explanation of displayed data) or neither.

Displayed Name	Full Name	Data Type	Hyperlink/Smart Label?
LAST NAME	Last Name	Student's last name	Hyperlink to student's summary page.
PREF/FIRST NAME	Preferred/First Name	Student's preferred name (if entered), otherwise the official first name.	Hyperlink to student's summary page.
USER ID	User ID	Andrew ID	Hyperlink, creates an email to student.
CLASS	Class Year	The class designation by number (0-5, 10, 20).	Smart Label
ENR STAT	Enrollment Status	The enrollment status for the selected semester.	Smart Label
REG HOLD	Registration Hold	Displays whether a Registration Hold is currently in place (Yes or No).	None

Advising Roster Columns Index

Displayed Name	Full Name	Data Type	Hyperlink/Smart Label?
UNIV HOLD	University Hold	Displays whether or not a University Hold is currently in place (Yes or No). A University Hold is placed when there is a university obligation—either financial or community–that remains unfulfilled. This hold prevents a possible return or continued enrollment and receipt of official services (including documents). The HUB should be contacted with any questions regarding an individual hold.	None
PROG	Program Code	The program code is the selected semester. The three-character code identifies the academic program and determines the tuition rate.	Smart Label
COL	College	The home college in the selected semester.	Smart Label
DEPT	Department	The home department in the selected semester.	Smart Label

Advising Roster Columns Index

Displayed Name	Full Name	Data Type	Hyperlink/Smart Label?
DEGREE	Degree in Progress	Displays the current Primary (first) Degree. Always displays current information, including when viewing previous-semester rosters.	Smart Label
ADDL DEGREE	Additional Degree	Displays a blue i-circle if there is more than one degree in progress.	Blue i-circle, if clicked, displays all other degree information.
MAJOR	Major	Displays the current declared major. Always displays current information, even when viewing previous-semester rosters.	Smart Label
ADDL MAJOR	Additional Major	Displays the additional major(s), if any are declared. Always displays current information, including when viewing previous-semester rosters.	Smart Label
MINOR	Minor	Displays the minor(s), if any are declared. Always displays current information, even when viewing previous-semester rosters.	Smart Label

Advising Roster Columns Index

Displayed Name	Full Name	Data Type	Hyperlink/Smart Label?
QPA SEM	QPA Semester	Indicates the semester value for the QPA data displayed.	Smart Label
MID QPA	Mid-Semester QPA	Displays the mid-semester QPA for the semester indicated by the QPA Semester Column.	Smart Label
TERM QPA	Term QPA	Displays the term (or semester) QPA for the semester indicated by the QPA Semester column.	None
CUM QPA	Cumulative QPA	Displays the cumulative QPA for the semester indicated by the QPA Semester column.	Hyperlink to the student's Grades page for the semester indicated by the QPA Semester column.
UNITS CARRIED	Units Carried	Displays the number of units carried in the selected semester.	None
GRAD SEM	Expected Graduation Semester	The semester of expected degree certification for the primary degree. Always displays current information, including when viewing previous-semester rosters.	None

Advising Roster Columns Index

Displayed Name	Full Name	Data Type	Hyperlink/Smart Label?
US CITZ	US Citizen?	Displays United States citizenship status.	Smart Label
VISA	Visa Type?	Displays visa type (if applicable).	Smart Label
CTZN CTRY	Country of Citizenship	Displays country of citizenship (if indicated).	Smart Label
ATHL	Athletic Affiliation	Indicates roster athletes and the affiliated sport.	Smart Label
GREEK AFFIL	Greek Affiliation	Indicates Greek Chapter affiliation.	Smart Label
CAMPUS RESIDENT	On-Campus Resident?	Indicates whether or not student is in university housing (Yes or No).	None
ADVISOR	Academic Advisor	Displays Primary Major Academic Advisor.	Hyperlink, creates an email to the advisor.
MY ADVISOR ROLE	My Advisor Role	Displays the advising relationship between the student and the advisor. This relationship will depend on the declared degree, major, additional major and/or minor of the student.	None

Advising Roster Columns Index

Displayed Name	Full Name	Data Type	Hyperlink/Smart Label?
STUDENT AFFAIRS	Student Affairs Liaison	Displays the Student Affairs Liaison. Either a Housefellow (if the student lives in university housing) or the Student Affairs College Liaison.	Hyperlink, creates an email to the Student Affairs Liaison.
STELLIC LINK	Link to Stellic Degree Audit Application	Displays a link with the words "View in Stellic."	Hyperlink to the student's Stellic Degree Audit page.
TIME ZONE	Time Zone Information	Displays the self-reported time zone in which the student is residing for the displayed semester. If no time zone has been reported, the space is left blank.	Smart Label

Thank you for your support of the Student Services Suite (S3). For additional questions or comments, please contact Kathy Sloan at

egrades@andrew.cmu.edu

or (412) 268 1949.

Be sure to stay tuned to the S3 Updates webpage for release summaries, user documentation, training sessions, and more.

Follow **@CarnegieMellonS3** on Facebook and Instagram, or @S3CMU on Twitter, for news and updates!