

Advisee Management Quick Reference

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

The screenshot shows the top of the 'Advisee Management' page. It features the University of Idaho VandalWeb logo and the page title 'Advisee Management'. Below the title is a navigation menu with three items: '+ Add an Advisee', '+ Advisee List Instructions', and '+ Advisee List Filters'.

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	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
V00.....	Student, Joe B.	Active student	No	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
V00.....	Student, Joe C.	Active student	No	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes

Save Changes

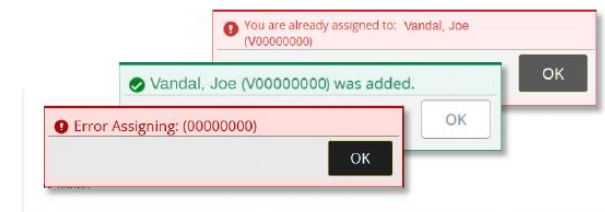
A. Add an Advisee

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.

The screenshot shows the 'Add an Advisee' form. It includes a title bar with a minus sign and the text 'Add an Advisee'. Below the title bar is a text box for the V-Number, containing 'V00.....', and the name 'Student, Joe D.' displayed above the 'Add Advisee' button. The button is circled in yellow. Instructions are provided: 'To add a student as one of your advisees, enter their V-Number into the text box below and click on the Add Advisee button.' and 'To add a graduate student please contact the College of Graduate Studies 5-2647.'

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 advisees.
 - **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 advisees 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	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
V00.....	Student, Joe B.	Active student	No	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
V00.....	Student, Joe C.	Active student	No	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> 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	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes
V00.....	Student, Joe B.	Active student	No	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes
V00.....	Student, Joe C.	Active student	No	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes

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 Advisee V-Number Filter Advisee Name Filter Advisor Hold Filter

- 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
- 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

- 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

- 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