

Academic advising is an essential tool to help students with course selection and to enable them to graduate in a timely fashion. You can easily view all of the information you need to help your academic advisees online. Here's how:

### Degree Requirements

You will need to be familiar with the degree requirements for each student you advise. You can find links to advising worksheets for all bachelor's and master's degrees under the heading **Advising Worksheets** at the bottom of this web page:

<http://www.esm.rochester.edu/registrar/forms>.

The advising worksheet can be used as a checklist for both the advisor and the student as the student progresses toward graduation. Doctoral students should follow their individual approved program of study. Additional curricular information for each major can be found on the [Eastman Registrar's website](#) under the tabs marked **Curriculum - Undergraduate** and **Curriculum - Graduate**.

### Waivers and Substitutions

If a degree requirement is being waived or substituted for an individual student, the student must have written approval from their advisor (or the appropriate department chair) on file in the Registrar's Office. The student should complete the [Waiver/Substitution form](#) (which can be found on the Registrar's website under "Forms") and obtain the necessary signatures.

### Advisee Lists and Info

To view a list of your advisees and access information about them, go to the [Eastman Registrar's website](#) and click on **Access Plus System - Advisor**. Alternately, you can go directly to the following website: <https://corona-dmc-3.its.rochester.edu/access/adv.html>

The screenshot shows a web browser window displaying the University of Rochester myAccess portal. The page title is "UNIVERSITY OF ROCHESTER" and "UR ACCESS PLUS". The main content area is titled "Adviser Access Login" and contains the following fields and buttons:

- Adviser ID:  University ID Number or SSN
- PIN:
- LOGIN TO ACCESS

Below the login fields, there is a security reminder: "\*\* Security Reminder: Be sure to logout after you have finished by using the 'Logout' option. Logout and Exit the browser on public workstations." and contact information: "\*\* Comments and questions about UR ACCESS plus can be e-mailed to: registrar@mail.rochester.edu". At the bottom, it states: "\*\* This system is generally available 24 hours a day. It may occasionally be unavailable due to system or network maintenance. Please check the [Information Technology Services Home Page](#) for downtime and outage".

Enter your **University ID** (or social security number) and **PIN**. The PIN should be four characters long, including both letters and numbers.

Contact the Eastman Registrar's Office if you do not have a PIN, or need to have it reset. Please note that your PIN is different from an Instructor Permission Code. Never share your PIN with anyone.

Click the **LOGIN TO ACCESS** button. You will now see the **My Advisees** menu.

The **My Advisees** menu displays a complete list all advisees currently assigned to you. If you notice a student who is missing, or who should not be on your list please notify the Eastman Registrar's Office.

The **My Advisees** screen provides lots of information about your advisees, including:

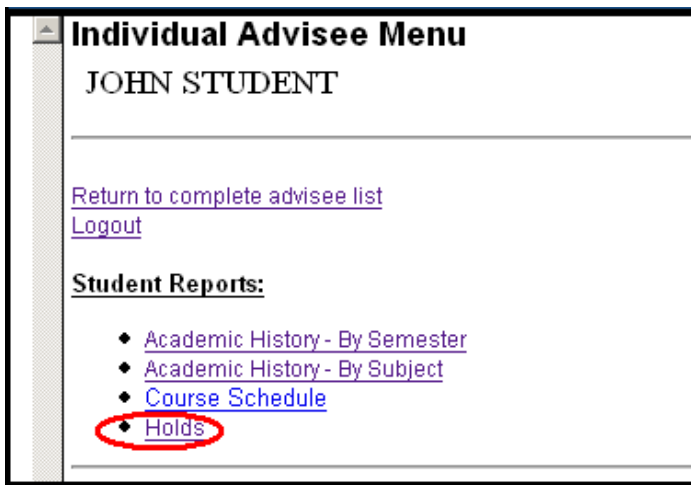
- Student ID number
- Name
- Class year (graduate students will have a class year of "G")
- Registration status for the most recent past semester and upcoming semester
- Phone number and email address
- Registration holds

<b>My Advisees</b>						
<u>Display Images</u>						
STUDENT ID	STUDENT NAME	CLS	STATUS FALL 2006	STATUS SPRING 2006	PHONE NUMBER E-MAIL	REG HLD
<a href="#">12345678</a>	DOE, JILLIAN	2007	REGISTERED	LEAVE OF ABSENCE	585-555-1234 <a href="mailto:eygels@mail.rochester.edu">eygels@mail.rochester.edu</a>	N
<a href="#">87654321</a>	STUDENT, JOHN	2007	NOT REGISTERED	REGISTERED	585-555-4321 <a href="mailto:azovsk@mail.rochester.edu">azovsk@mail.rochester.edu</a>	Y
<a href="#">76543218</a>	ROGER, DAN	2007	REGISTERED	REGISTERED	412-555-2481 <a href="mailto:an2@mail.rochester.edu">an2@mail.rochester.edu</a>	N

A student with a hold that prevents them from registering for classes will have a letter "Y" in the far right hand column marked "**REG HLD**" (registration hold).

### **Registration Holds**

From the **My Advisees** menu, click on the student's **Student ID number** (in the far left column) to go to that student's **Individual Advisee Menu**. Then click on **Holds**.



The **Holds** screen will tell you about any holds that are on this student’s account. It will also tell you who the student needs to contact to have the hold removed, and whether an existing hold will prevent the student from registering for classes and/or receiving a transcript.

There are several types of registration holds that will prevent the student from registering. These include financial holds and advisor holds. In the following example, the student must see both his academic advisor and the Bursar’s Office to have holds removed before he can register.

Holds				
HOLD TYPE	OFFICE TO CONTACT	TELEPHONE	ABLE TO REGISTER	ABLE TO RECEIVE TRANSCRIPT
ADVISOR HOLD-PROGRAM 1 MAJOR 1	CONTACT YOUR ACADEMIC ADVISOR		NO	YES
FINANCIAL-BURSAR HOLD	OFFICE OF THE BURSAR BURSAR@ADMIN.ROCHESTER.EDU	585-275-3931	NO	NO

[Remove Advisor Hold to permit web registration](#) ←

The only type that an academic advisor can remove is an advisor hold. Advisor holds are placed on freshman student accounts, and also on all undergraduate music education majors regardless of class year. It is possible that none of your advisees will have advisor holds. If one of your advisees does have an advisor hold, they must meet with you to discuss their course selection and have the hold removed before they can register. Once you have met with the student, you can remove the advisor hold by the following means:

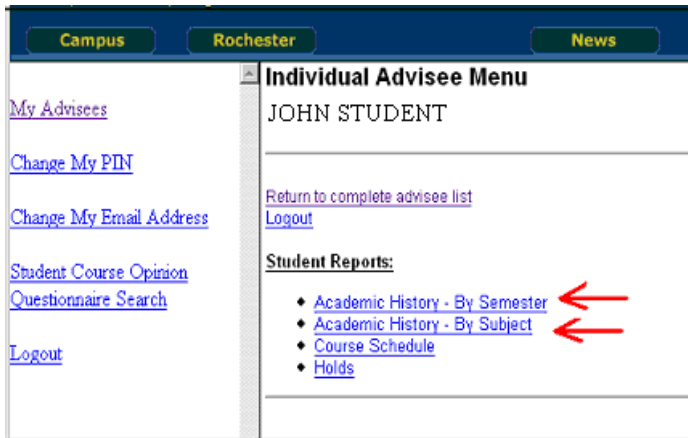
Click on “**Remove Advisor holds to permit web registration**” at the bottom of the student’s **Holds** screen (see example above). This screen also gives you the ability to place a hold on your advisee’s account if you want him/her to meet with you before registering for classes. In some instances a student will have more than one advisor, and they may need to have an advisor hold removed by their other advisor(s).

Once you are finished with the **Holds** screen, navigate back to the **My Advisees** menu using the link on the left side of your screen.

## Viewing Student Transcripts

From the **My Advisees** menu, click on an individual student's ID number (in the far left column) to go to the **Individual Advisee Menu** for that student.

Next, choose whether you would like to see the student's transcript organized **By Semester** (chronologically) or **By Subject** (alphabetically). Click your selection.



The academic transcript will display information about the student's degree and major, along with course titles, grades and credits for each course. It also shows courses that are not yet completed. Compare the student's transcript carefully to their degree requirements to ensure that they will be able to graduate.

The screenshot shows a transcript window with the following content:

**CURRENT PROGRAM(S) OF STUDY**

CLASS	SCHOOL	MAJOR	INSTRUMENT	DEGREE
2007	ESM	AMU	VLN	BM

COURSE	COURSE TITLE	CR HRS	GRADE	POINTS	TOT PTS
6PCL101	<a href="#">PIANO CLASS-D</a>	02.0	A	4.00	08.00
6TH101	<a href="#">MUSIC THEORY I</a>	03.0	A-	3.70	11.10
6CHB181	<a href="#">INTRO STRING QUARTET SEM</a>	01.0	A	4.00	04.00
6VLN160	<a href="#">PRIMARY VIOLIN - KRYSA</a>	04.0	A	4.00	16.00
6ENS100	<a href="#">LARGE INSTRUMENTAL ENSEMBLE</a>	02.0	A	4.00	08.00
6HUM101	<a href="#">WESTERN CULTURAL TRADITION</a>	03.0	C	2.00	06.00
6EIC101	<a href="#">EASTMAN COLLOQUIUM</a>	01.0	P	0.00	00.00

	HRS. EARNED	HRS. IN	GPA	POINTS	GPA
FALL 03					
CURRENT	016.0	015.0	053.1	3.54	
CUMULATIVE	016.0	015.0	053.1	3.54	

Scroll to the bottom of the transcript to view placement exam results and individual comments for this student. When you are finished, be sure to **log out** using the link on the left-hand side of the screen.

**If you have any questions or problems, please contact the Eastman Registrar's Office.**