

All freshmen, all undergraduate Music Education students, and all undergraduate Applied Music-Voice students are required to obtain advisor permission before registering. The Registrar's Office will place an advisor hold on the appropriate student accounts prior to registration. After discussing the student's proposed schedule with the student, the advisor should to log onto "Advisor Access" (<https://informer.uis.rochester.edu/access/adv.html>) to remove the hold. Advisor Access is also available through the Registrar's web site (<http://www.rochester.edu/Eastman/registrar/>).

Login: Use your University ID and PIN to log into advisor access. Note that in the "My Advisees" window, the registration hold flag appears on the right-hand side of the screen. Students with a "Y" (yes), have an advisor hold and cannot register until the hold is removed by the advisor.

My Advisees

STUDENT ID	STUDENT NAME	CLS	STATUS FALL 2003	STATUS SPRING 2003	PHONE NUMBER E-MAIL	REG HLD
11111111	SMITH, JOE	2001	NOT REGISTERED	NOT REGISTERED	999-555-1212 abcde@mail.server.com	Y
22222222	BROWN, MARY	2003	NOT REGISTERED	REGISTERED	999-555-1212 abcde@mail.server.com	Y
33333333	DOE, JOHN	2004	REGISTERED REASSIGNED TO NEW ADVISER	REGISTERED	999-555-1212 abcde@mail.server.com	Y
44444444	STUDENT, JOE	2005	REGISTERED	REGISTERED	999-555-1212 abcde@mail.server.com	Y
55555555	DOE, JANE	2005	LEAVE OF ABSENCE REASSIGNED TO NEW ADVISER	LEAVE OF ABSENCE	999-555-1212 abcde@mail.server.com	Y

To remove the hold, click on the appropriate student ID number on the left side of the "My Advisees" window. Next, click on "Holds".

Individual Advisee Menu

JOE SMITH

[Return to complete advisee list](#)

[Logout](#)

Student Reports:

- [Academic History - By Semester](#)
- [Academic History - By Subject](#)
- [Course Schedule](#)
- [Holds](#)

Click on "remove advisor hold...", then return to advisee list.

[Return to complete advisee list](#)
[Return to individual advisee menu](#)
[Logout](#)

SMITH, JOE

Holds

HOLD TYPE	OFFICE TO CONTACT	TELEPHONE	ABLE TO REGISTER	ABLE TO RECEIVE TRANSCRIPT
ADVISOR HOLD-PROGRAM 1 MAJOR 1	CONTACT YOUR ACADEMIC ADVISOR	585-274-1220	NO	YES

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

Note that the advisee hold flag changes to an "N" meaning there is no hold.

My Advisees

STUDENT ID	STUDENT NAME	CLS	STATUS FALL 2003	STATUS SPRING 2003	PHONE NUMBER E-MAIL	REG HLD
11111111	SMITH, JOE	2001	NOT REGISTERED	NOT REGISTERED	999-555-1212 abcde@mail.server.com	N

It is also possible to add an advisee hold to prevent a student from registering until consulting with his/her advisor.

[Return to complete advisee list](#)
[Return to individual advisee menu](#)
[Logout](#)

JOE SMITH

Holds

You do not have any holds at this time

[Add Advisor Hold to prevent web registration](#)

Log-out when finished.

October 2003