

## Advisee Roster Format-- Your Advisee Roster is similar to your class rosters.

- **Photos:** To see photos of your advisees, select the button labeled “Include photos in list”—**Arrow #1.**
- Select the **Customize** link to reduce the number of visible columns—**Arrow #2.**
- Be sure to select **View All** —**Arrow #3--** if the chart is displaying only a portion of the total number of records--**Arrow #5.**
- To **download** the chart information to Excel, select the checkerboard symbol. **Arrow #4**
- Be sure to **scroll across the bottom** to see all available columns.
- To sort the information on the chart by a column title, select the **blue** column title you wish to use. Click twice to reverse the order—low/high or A/Z.

#1 Select to see photos

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Students by Major/Minor](#) | [Learning Assessment](#)  
[my advisees](#) | [student center](#) | [general info](#) | [transfer/test credit](#) | [test scores](#) | [academics](#)

### My Advisees

Select display option:  Hide Photos  Include photos in list

[View Course Progress Archive](#)

NEW DROP-IN ADVISEES

Customize   Find   View All   [Print]   [Grid]												
Notify	ID	Name/Link to Email	View Student Details	Level	Expected Graduation	Deg	Majors	Minors	Credits	Cell	FY Letter	Language Placement
1	<input type="checkbox"/>	5658685 <a href="#">Palmer, Kelsey Arnold</a>	<a href="#">View Student Details</a>		Spring, 2015	BA	Undeclared			917/582-0933		
2	<input type="checkbox"/>	5662689 <a href="#">Petroulias, Andrew John</a>	<a href="#">View Student Details</a>		Fall, 2014	BA	Undeclared			631/566-6228	<a href="#">5662689Dear_Advisor.docx</a>	

Send Notifications

Send Notifications

notify selected advisees

notify all advisees

PRINTER FRIENDLY VERSION

#2 Customize

#3 View All  
#4 Download

#5 Total number of records

## Using your Advisee Roster

- **Email** To send an email to ONE advisee, just select the student's name; to send an email to SOME but not all, check the boxes in the [Notify](#) column at the left and select the “notify selected advisees” button at the bottom; to send an email to ALL your advisees, just select the button at the bottom labeled “notify All Advisees.”
- **View Student Details:** in addition to the information on the roster, use this link to reach each advisee's Student Center page where you can see information in the same way the student sees it: **Class Schedule, Degree Requirements, Unofficial Transcript, Transfer/AP/Test report, cell phone numbers**, etc.
- **Progress Report Archive** Since all progress reports your advisees have received are contained in this archive, there is no need to store the initial email messages you receive notifying you that a report has been logged.
- The **Language Placement** column also contains a notation if the student has been **exempted** from the **First Year Writing Requirement**.
- FY student **Advisor Letters** are available from the roster AND from the student's own Student Center page. See below on “View Student Details” link. If your computer blocks this from popping up, hold CTRL while you click on the file in this column.
- **New Drop-In Advisees** Select the button on this page to find similar information about students you are advising who are not assigned to you as advisees.

The screenshot shows the 'My Advisees' interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, Students by Major/Minor, and Learning Assessment. Below these are sub-tabs: my advisees, student center, general info, transfer/test credit, test scores, and academics. The main content area includes a 'Select display option' section with radio buttons for 'Hide Photos' (selected) and 'Include photos in list'. There are buttons for 'View Course Progress Archive' and 'NEW DROP-IN ADVISEES'. A table lists advisees with columns for Notify, ID, Name/Link to Email, View Student Details, Level, Expected Graduation, Deg, Majors, Minors, Credits, Cell, FY Letter, and Language Placement. Below the table are buttons for 'notify selected advisees' and 'notify all advisees', and a 'PRINTER FRIENDLY VERSION' link. Callout boxes point to 'View Student Details', 'Progress Report Archive', 'Drop-In Advisee records', 'Language Placement Results and FY Writing Exemption', and 'FY Advisor Letters'.

Notify	ID	Name/Link to Email	View Student Details	Level	Expected Graduation	Deg	Majors	Minors	Credits	Cell	FY Letter	Language Placement
<input type="checkbox"/>	5658685	<a href="#">Palmer, Kelsey Arnold</a>	<a href="#">View Student Details</a>		Spring, 2015	BA	Undeclared			917/582-0933		
<input type="checkbox"/>	5662689	<a href="#">Petroulos, Andrew John</a>	<a href="#">View Student Details</a>		Fall, 2014	BA	Undeclared			631/566-6228	<a href="#">5662689Dear_Advisor.docx</a>	

## Student Center Information for each of your own Advisees or Drop-In Advisees

From the Drop-down menu select the item you want to see *AND* then select the “Go” button—*Arrow #1.* Here is a partial list of items you can access from this page:

**Academic Requirements:** This is the student’s degree audit report organized by categories, e.g., Gettysburg Curriculum requirements or Major requirements.

**Course History:** shows course titles, term transferred/completed/in progress/planned and graded. You can sort the chart by selecting a heading or using the “sort” tool.

**Transfer/Test Credit:** use this tab to see AP credit and Transfer credit.

**Exam schedule, Grades by semester, Language Placement Results, Unofficial Transcript. Transfer Credit Report** -which also shows **AP credit.** See *Arrow #3.*

**Planner:** If the student makes use of the course planner, you will also be able to this information. The Planner allows students to organize course plans for several semesters.

**PHONE NUMBERS and other info: General Info TAB—Arrow #2--**select this TAB then select the blue link **Phones** to access **ALL PHONE NUMBERS** for **DROP-IN Advisees or your own.** Cell phone numbers for your own advisees also appear on your **Advisee Roster.**

**Menu**

Search:

- My Favorites
- GBC Menus
- Self Service
  - Off Campus Studies
  - Emergency Contact
  - Payroll
  - Learning and Development
  - Faculty Information
  - Advisor Center
  - Search
- Faculty Center
- Campus Community
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations
- My Dictionary

**Robertson, Marta**

Faculty Center | **Advisor Center** | search | Students by Major/Minor

my advisees | student center | **general info** | transfer/test credit | test scores | academics

**Advisee Student Center**

**Doan, Connelly Mason Dengler** [View FERPA Statement](#)

\*Change Advisee: Doan, Connelly Mason Dengler

**Academics**

My Class Schedule | Shopping Cart | My Planner

other academic...

- Academic Requirements
- Course History
- Exam Schedule
- Grades
- Lang. Placemnt Results
- Transcript: View Unofficial Transcript
- Transfer Credit: Report
- other academic...

**Fall, 2010 Schedule**

Class	Schedule
ECON 101-H LEC (80322)	TuTh 2:35PM - 3:50PM Glatfelter Hall 101 Margolis, Michael Benjamin
ECON 101-LH1 LAB (80352)	Tu 7:00PM - 8:00PM Glatfelter Hall 201 Staff
MATH 211-A LEC (80231)	MoWeFr 10:00AM - 10:50AM Science Center 153 Campbell Hetrick, Beth Marie
MUS. CLAS 141-A	TuTh 9:00AM - 9:50AM Schmucker Hall 210 Staff

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment D**  
[Open Enrollment](#)

**Advisor**  
**Program Advisor**  
Robertson, Marta  
x6139, Schr  
Hall, Room