How to View your Advisee List and Remove Advising Holds

Procedures for ALL ADVISORS

Please note that only the student’s assigned Advisor should remove the Advisement Holds

How to View your Advisee List

Step 1) Log in to MyUWG. Click on the BanWeb Tab. Next, select Faculty & Advisors.

Revised March 17, 2016
Step 2) Select Advisor Menu

Faculty & Advisors Menu

Student Menu
Display student information, View a student's schedule, Process registration overrides, Process a student's registration, Change a student's class options.

Advisor Menu
View a student's transcript, View a student's grades, Remove Advisor Holds.

Faculty Detail Schedule
Faculty Schedule by Day and Time

Detail Class List
Summary Class List
Verification Class Roll
Final Grades
Term Selection
CRN Selection
Class Email List
Crosslisting
Combine multiple sections into one

Step 3) Select Advisee List

Advisors Menu

Term Selection
ID Selection
Student Academic Transcript
Academic Advisement Information
Academic Standing, GPA, Test Scores
Student Transfer Evaluation
Remove Advisor Holds
Dynamic Catalog
Course descriptions, requirements and pre-requisites
Undergraduate Transfer Course Equivalencies
View Student Information
Wolf Watch Sign On
Advisee List
Step 4) Select the term for processing in the Drop Down box & Click ‘Submit’.

Step 5) Your list of Advisees will appear. The list will include Student ID/917#, Name, Major, Concentrations (if applicable), 2\textsuperscript{nd} Major (if applicable), Earned Hours, and Enrollment Status for processing term selected (Y or N). You will be given the option to download the list.

***If you have questions regarding the Major listed for your students or the status of a major change, please contact the Graduation Team in the Registrar’s Office at graduation@westga.edu

***If you have students on your list that you do not advise or do not have students on your list that you do advise, please work with Melissa Tarrant in the Advising Center, mtarrant@westga.edu, to resolve the discrepancies.

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How to Remove Advisor Holds

**Step 1)** Log in to MyUWG. Click on the BanWeb Tab. Next, select Faculty & Advisors.

**Step 2)** Select Advisor Menu
Step 3) Select Remove Advisor Holds

Advisors Menu

- Term Selection
- ID Selection
- Student Academic Transcript
- Academic Advisement Information
- Academic Standing, GPA, Test Scores
- Student Transfer Evaluation
- Remove Advisor Holds
- Dynamic Catalog
- Course descriptions, requirements and pre-requisites
- Undergraduate Transfer Course Equivalencies
- View Student Information
- Wolf Watch Sign On
- Advisee List

Step 4) Select the term for processing in the Drop Down box & Click ‘Submit’.
Please note Advising Holds are not term specific and can be removed under any of the available terms in the dropdown box.

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Spring Semester 2016

Submit
Step 5) Enter the Student’s 917# in the ‘Student or Advisee ID’ box OR search for the student by last and first name in the ‘Student & Advisee Query’ fields and click ‘Submit’.

![ID Selection](image)

Step 6) Verify your selection of the student or advisee, by clicking Submit.

A. If you enter the Student or Advisee ID, you will receive the below screen.

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B. If you use the Student & Advisee Query, you will receive the below screen.

C. Other messages that may appear include the following:
   - There are no students registered in your assigned classes or assigned as your advisees. (Please re-check the student information entered and student’s major)
   - The person you have entered is not a student for the selected term (Update your term selection to the term in which student is admitted)

Step 7) If the student or advisee does not have an advisor hold, you will receive the below message.

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Step 8) If the student you selected has an Advisor Hold, you will receive the below message. A description of each field in the screenshot is listed below. Click ‘Remove Advisor Hold’ to remove the AV (Advisement Required) hold for this student.

Student Holds : Spring Semester 2016

Advisor Hold Removal for: Student Name
Student does not have an advisor hold.

Hold Type: AV – Advisement Required
From Date: Oct 15, 2015
To Date: Dec 12, 2099
Reason: Student must see their Advisor JMCMANUS
Originator: JMCMANUS

Hold Type: AV – Advisement Required
From Date: Date the hold was placed on student account
To Date: Expiration date of the hold, if not removed
Reason: Commonly blank for Advisement Holds
Originator: UserID of the individual that placed the hold on student’s account (***This is not the individual that needs to remove the Advisement Hold, this is typically a member of the Registrar’s Office or the Academic Department of the student’s major.)
Step 9) Once the hold has been removed, you will receive the following message. 

Advisor Holds Change

Hold Removal for: McManus, Jennifer have been removed.

Step 10) You can review additional holds on the student’s account by clicking ‘View Student Holds.’ If the student does not have any holds, you will receive the below message.

View Student Holds

Administrative Holds for: Student Name

No holds exist on your record

If the student does have additional holds, you will receive the below message. A description of each field in the screenshot is listed below.

View Student Holds

Administrative Holds for: Student Name

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount</th>
<th>Reason</th>
<th>Originator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date to register is 'TO DATE' Feb 17, 2016</td>
<td>Dec 31, 2099</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Holds: Registration

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Hold Type: Description of the Hold
From Date: Date the hold was placed on student account
To Date: Expiration date of the hold, if not removed
Holds: Items the hold will prevent. Example: Registration *(Student will be unable to register)*, Transcripts *(Student will be unable to receive a transcript)*

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