Advising Features in PAWS

Effective March 2011

Advisor Hold Column and Symbol

The Advisor Hold column and Advisor Hold symbol(🔒) allow you to quickly view if a student has an Advisor Hold. If the lock symbol is not present, but there is a standard hold symbol (⊘), this indicates the student has a hold other then an Advisor hold (i.e. financial, health,etc) that will prevent them from registering.

Please note: All hold information, including what type of hold and what office placed the hold, is still available by clicking on the ⊘ .

Graduation Status and Advisor Review Status

The Graduation Status column displays the status of the student's graduation application. The following may appear in the Graduation Status column:
Blank, Applied, Clear, Problem, or Awarded.

Blank: If the field is empty, the student has not yet applied for graduation.
Applied: The student has applied for graduation.
Clear: Graduation checkout is complete, and the student is clear for graduation.
Problem: Graduation checkout is not complete because a deficiency was noted.
Awarded: The student has graduated and a diploma has been awarded.

The Advisor Review Status column indicates the status of the advisor's review of the student record. The following may appear in the Advisor Review Status column:
Needs Attention, Reviewed, or Needs Review.

Needs Attention: The advisor notes a deficiency on the student's record.
Reviewed: The advisor has reviewed the student's record and believes he/she is OK to graduate.
Needs Review: The advisor has not yet reviewed the student's record.

	Notify	Photo	Name	ID	Advisor Hold		View Student Details	Graduation Status	Advisor Review Status
1	☐		Dale, Kimberly	231			View Student Details		
2	☐		Dear, Alphonso	897			View Student Details	Problem	Needs Attention
3	☐		Evans, Charyse	318			View Student Details	Clear	Reviewed
4	☐		Franklin, Brenda	098			View Student Details		
5	☐		Lion, Roscoe	081	🔒	⊘	View Student Details		
6	☐		Macup, Philip	867			View Student Details		
7	☐		Student, Isaiah	206			View Student Details	Applied	Needs Review

Find | View All | First 1-10 of 21 Last

To Update the Advisor Review Status (and Add Comments)

1) On the My Advisees page, select the Needs Review link associated with the student for whom you would like to update the Advisor Review Status.
2) On the resulting page, click on the Advisor Review Status drop-down for the appropriate plan.
3) When the drop-down expands, three options will appear:
   Needs Attention, Needs Review, Reviewed.
4) Select the status from the drop-down.
5) If you do not wish to add comments, click the "Save and Return to My Advisees page" button. Your changes will be saved, you will be automatically redirected to your list of advisees.

You can participate in the graduation checkout process by changing your "Advisor Review Status" to either "Reviewed" or "Needs Attention". This information will be passed on to the student's evaluator when the student's record is being audited for graduation. If you think the student will be OK to graduate please select "Reviewed". If you think they have outstanding requirements to be met please select "Needs Attention" and leave a comment. The comment will be sent to the student and evaluators will be able to use your review status and your comments to make graduation checkout a smooth process for our students.

Academic Advisor Name
1   Angela Academics

Academic Career   UGRD

Academic Program   CS_U   School of Culture and Society

Graduation Status   Clear

Expected Graduation Term   2011 Spr

	Plans	Plan Type	Requirement Term	Advisor Review Status
1	English	Major	2008 Fall	Needs Review
				Needs Attention
				Needs Review
				Reviewed

New comments may be added at any time. Please click "Add New Comment", type in your comment, and after you click save you will return to your "My Advisees" page. Be aware that comments are "Student Viewable" on PAWS and the student will see the comment entered as part of their student record.

[Add New Comments]

[Save and Return to My Advisees page]

6) To add comments, select the "Add New Comments" button.
7) The comment box will appear on the same page.
8) Type your comment in the box and click the "Save and Return to My Advisees page" button.