

Look up Listed Advisees

The *My Advisees* page in SPIRE provides you with access to your listed advisees, the students majoring in your academic department assigned to you for advising.



My Advisees

Your advisee list includes those active students who have been assigned to you for advising; it does not include students who:

- Graduated more than a year ago
- Were suspended or dismissed more than a year ago
- Left voluntarily more than a year ago
- Have been administratively withdrawn for more than a year

If advisees leave your academic department (e.g., drop your major), they will automatically disappear from your advisee list.

1. In the left *Menu*, go to **Advisee Information > My Advisees**. The *View My Advisees* page will open, listing all your advisees in alphabetical order.
2. On the *View My Advisees* page, a *Negative Service Indicator* icon (🚫) next to a student's name indicates that the student has an active hold. Click this icon to view the contents of the hold. The *My Advisee – (Student's Name) Service Indicators* page will open.
3. On the *My Advisee – (Student's Name) Service Indicators* page:
 - The *Service Indicator Data* table lists the student's active holds. Information includes the consequences (e.g., *Prevents Enrollment in all Terms*) and lifecycle (e.g. *Spring 2006*) of all holds.
 - Click any **service indicator link** to find out the reason behind a hold. The *(Student's Name) Service Indicators* page will open.
 - Click **Cancel** to return to the *View My Advisees* page.
4. On the *(Student's Name) Service Indicators* page:
 - The *Reason* field provides the rationale for this hold (e.g., *Bursar bill not paid*).
 - The *Instructions* area provides advice about how the student can resolve the hold.
 - Click **Cancel** twice to return to the *View My Advisees* page.
5. On the *View My Advisees* page, from the ****Student Details**** drop-down list, select a category, then click **Go**.
 - **Academic Information.** View a summary of the student's academics: *Program* (e.g., Undergraduate), *Career* (e.g., Graduate, Undergraduate, Non-degree, Non-Credit), *Degree* (e.g., Bachelor of Science), and *Major*.
 - **Address.** View the student's addresses (*Mailing, Permanent, etc.*), even if the student requested a privacy flag.
 - **Class Schedule.** View the student's class schedule. Use the *Select Term* drop-down list to navigate between terms. The *Class Schedule* page also provides grade information for past terms.

- **Degree Progress** includes three types of reports. On the *Degree Progress Report* page, from the *Report Type* drop-down list, select one of the following, then click .
 - A. **Degree Audit for Undergraduate** includes the student's *Academic Program History*, the status of his/her graduation requirements, and an unofficial transcript.
 - B. **Degree Audit without Transcript** includes a student's degree progress report *without* the unofficial transcript.
 - C. **Transfer Eval for New UGrads** explains how a student's transfer credits apply towards General Education requirements at UMass. **Note:** This report does not tell you how transfer credits apply to major requirements.
 - **Enrollment Appointments** displays your advisee's *Enrollment Appointment(s)* by term (i.e., the time window within which the student can register for classes).
 - **Grades** allows you to view the student's grades and statistics by term. For each term, find out the student's grades, number of credits attempted and completed, and *Term* and *Cumulative GPA*.
 - **Telephone** lists the student's current telephone number(s), including *Permanent*, *Local and/or Cell*, and *Residence Hall phone* numbers.
 - **Unofficial Transcript** allows you to see the student's unofficial transcript. On the *Unofficial Transcript* page, from the *Report Type* drop-down menu, select **Unofficial Transcript**, then click .
6. To return to the *View My Advisees* page, simply click **Cancel** on any of the pages described above (e.g., *Unofficial Transcript* page, *Phone Numbers* page, etc.).