

See below screen 615, after the student has viewed the General Comment on GROWL. Take note of the 'Y' in the GROWL Screen field, indicating the GC has been viewed by student. Also note that the student now has 1 hold remaining compared to the previous screen, with '2 holds remaining.'

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615 SIS Advising Holds/Comments                Littlelamb, Mary H A
Screen: ___ SID: 860775934 Reason: ___ Term: 05F 2005 Fall
** 1 Hold Remaining      GROWL  Resp   Status   Last      Setup
Type Rsn  Stat   Disp/Seen Req'd Oper   Date   Oper   Date   Oper   Date
GC   ___  _    A    Y    _    0113 04-27-05 0113 04-27-05
*Displaying on GROWL*

  You need to see your advisor to sign your major change.
  _____
  _____
  _____
  _____
  
```

See below screen 615, after the student has viewed the General Comment on GROWL. Take note of the 'Y' in the GROWL Screen field, indicating the GC has been viewed by student. Also note that the student now has 1 hold remaining compared to the previous screen, with '2 holds remaining.'

Advisor Note (AN): Advisor notes do not restrict students from enrollment but allow advisors to record appropriate advising related notes on screen 615 that your students needn't see on GROWL (for internal purposes only). Be sure to set the 'GROWL Display' field to 'N' when using this comment type.

Using SIS+ Screen 615

- To view a student's advising restrictions based on departmental criteria submitted to the Registrar or individual student restrictions placed by advisor, simply enter student's ID and appropriate term.
 - *Ignore the Reason field between SID and Term fields.
- To respond to students' text responses
 - Type your message to student in text spaces provided under the specific advising restriction.
- To assign unique restrictions to a specific student
 - Enter SID and Term for which restriction is to be active
 - Enter Reason Type (General Comment or Registration Hold)
 - Enter text message to student, as you'd like them to see it on GROWL
 - Enter Response Required type
 - Leave 'blank' if student does not need to respond
 - T to require that the send you a **text response** via GROWL
 - P to require that the student submit a **course plan** via GROWL

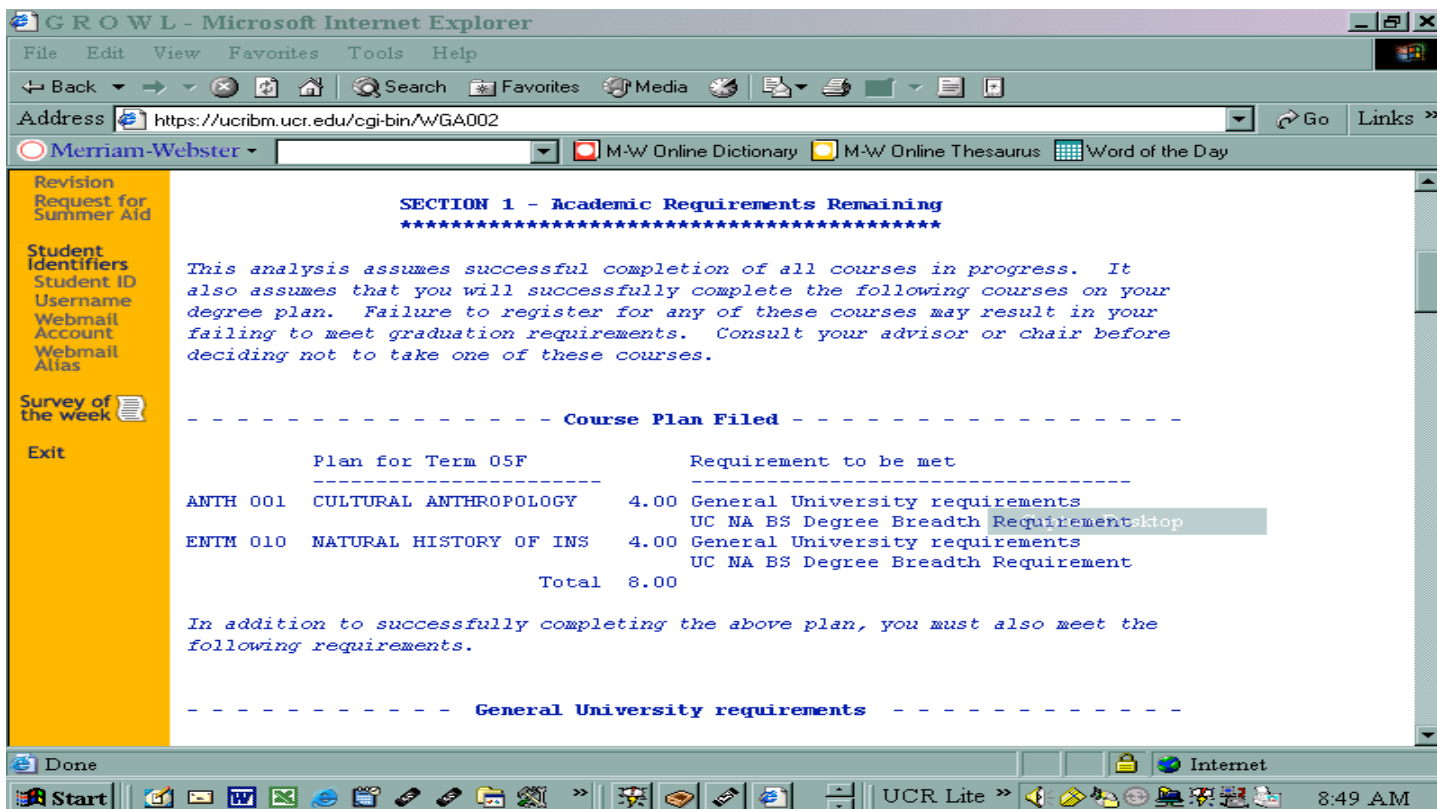
- To change what displays to the student on GROWL
 - The **default** for advisor entered restrictions is **R - Reason Description**
 - To display **Advisor Notes only**, change to 'A'
 - To display **both Advisor Notes and Reason Description**, change to 'B'
- To clear a student's restriction, once he/she has completed requirements
 - Enter 'C' in Status field
- To reject a student's submitted response or course plan
 - Enter in the 'advisor note' section your reason for rejecting the response/course plan, and what the student should do to have it resolved
 - Change the GROWL Display field to 'B' so the student can view both the reason description and advisor notes
- To delete a student's restriction, e.g. if you made an error and it shouldn't be in the student's record
 - As a safety precaution, all text (advisor notes, student response) must be deleted first
 - Enter a 'C' in the status field to clear the restriction
 - Then enter 'D' in the status field to delete.

Screen 653 (Student Submitted Course Plan)

- To view a student's submitted course plan.
 - Simply enter student's ID on this screen

Once a student submits a course plan, and the advisor has cleared the requirement the student will not be able to view the course plan on the Enrollment Requirements page.

In order to view their submitted course plan, students can run a degree audit on their current major. See sample below.



Remember, you can also view the student submitted course plan on SIS+ screen 653 (Student Submitted Course Plan).

Screen 641 (Registration Hold Reason Description)

- Reason Description codes are programmed mainly by college office, e.g. EN1, EN 2... for COE related codes, N1, N2... for CNAS related codes.
- Only the first line of each RSN will be shown on the screen 615 per student view. To view the complete reason description, enter the appropriate RSN code, e.g. EN3 or N7 on screen 641.
- Only the Registrar's Office has access to updating Reason Descriptions. For updates to reason descriptions, send a detailed request to wumia@ucr.edu and cc the Student Affairs Manager for your college.

Advising Reports on e-Print

ADV001 - Students in need of advisor response

- A daily cumulative list of students who have responded to their advisor's restrictions on GROWL and are need an advisor response.
- Sorted in enrollment appointment/date priority.
- Lists students' full name, SID, level, major, enrollment appointment, and advising response date.
- **Runs three times daily.**

ADV002 - Reason Code Descriptions

- A list of all reason codes and their descriptions as programmed on SIS+ Screen 641.
- Sorted in alphabetical order
- **Runs upon request (when reason codes are updated).**

- A list of students who did not enroll in course(s) on their approved course plan.
- **Runs at the end of the 3rd week of instruction**

ADVREST - Students with advising restrictions

- A list of all students with advising restrictions
- Sorted by college and department
- Lists students' full name, SID, and criteria by which the student was assigned restrictions.
- **Runs when term rolls, normally the end of the 4th week of instruction of the previous quarter.**

The first row of data for each student shows their individual definitions under the restrictive criteria. The columns listed below, which you should pay attention to are:

- ✓ **MAJ** - Major
- ✓ **AA** - Academic Action
- ✓ **EA UNITS** - Earned Units
- ✓ **TRM GPA** - Term GPA
- ✓ **CUM GPA** - Cumulative GPA
- ✓ **DSC** - Reason description code(s) assigned to student
- ✓ **R** - Response required of student
- ✓ **TYPE** - Requirement type (RH or GC)

For each RSN code assigned to a student, the last column will read "ADVISING RECORD ADDED."

ADV006 - Registration Advising Requirements

A view of advising assignments as programmed by the Office of the Registrar.

ADV007 - Students with Inactive Evaluation Term

Effective Winter 2006 registration, students are assigned restrictions based on their records (units, academic action, term and cumulative GPAs) of two terms prior to the registration term (evaluation term). Only major and exit action are based on the registration term.

E.g. For Winter 2006 enrollment advising restriction assignments;

The following criteria were based on student records for Spring 2005 (evaluation term, i.e. two terms prior to the registration term):

units
academic action
Term GPA
Cumulative GPA

The following criteria were based on student records for Winter 2006 (registration term):

major
exit action

Students who were inactive for the evaluation term and therefore not assigned restrictions based on units, academic action, term and CUM GPA, will be identified on ADV007 by SID and advisor name; so advisors can evaluate them to determine if they need to be manually assigned restrictions

Runs nightly.