NEW FACULTY MENU FEATURES

CLASS ROSTER: OVERVIEW

Class Roster

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

Cross List always appears in the Enrolment Counts area. If the section is not cross listed, 0’s will display in the enrolment columns. Please click Other Options to email, CSV (Excel) output or Class Photos.

Course Information
Fund of Public Communication - SUBJ 001 A
CRN: 9XXX
Duration: Aug 30, 2010 - Dec 09, 2010
Status: Active

Enrolment Counts

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>73</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>73</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Select Other Options to jump quickly to the bottom of the page where you can export your class roster to Excel, email your class list, display student photos, and request students be added to the section.

Current enrollment counts display in real time for both the selected section and any cross listings.

NetID is now available.

If a midterm warning letter has been sent for a student the date the letter was sent will appear in this column.

If you do not need to send midterm warning letters for your course the button to change the status of your course to Not Needed appears at the bottom of the page (jump there by selecting Other Options.) The button will not appear if you have sent midterm warning letters.

Set MTWL Section Status to 'Not Needed'
You can still email a single student by selecting the Email link (now next to the new NetID column) but you can also email a selection of students. To do this first pick the Email Class link at the bottom of the page and then check the box next to the name of any student you’d like to receive the email.

**Compose and Send Email**

This service was created to facilitate simple communications with your class/advisees. If you wish to perform complex functions, such as attachments, please cut and paste the email address list generated by this process into the mail program you normally use. The email address list is generated when you send a message to the list. A copy of the message you sent, along with the list of email addresses, is mailed to your UVM account. You can cut and paste the email address list from that message into your address book.

Select a group of students.

Select all students.

Send Mail using the following names and addresses:

From: Georgia Kennedy
Georgia.Kennedy@uvm.edu

Please Select:
Select all or Select none

To: Morgan Albert
To: Antoine Aube
To: Paxton Belcher-Timme

Select a group of students.

Select all students.
New to the advisee listing is the capability to see which of your advisees still have advising holds. This is visible in the *Advisor Hold* column. Removing an existing hold is now as simple as selecting the *Hold* link next to a student's name and clicking the *Yes, Remove Hold* button.

<table>
<thead>
<tr>
<th>Pro-noun</th>
<th>Student Name</th>
<th>ID</th>
<th>Begin Term</th>
<th>Major Code</th>
<th>Major Description</th>
<th>Class</th>
<th>Advisor Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Albert, Morgan M.</td>
<td>95</td>
<td>Fall 2009</td>
<td>PCOM</td>
<td>Public Communication</td>
<td>Sophomore</td>
<td>Hold</td>
</tr>
<tr>
<td></td>
<td>Benasich, Charles F.</td>
<td>95</td>
<td>Spring 2009</td>
<td>PCOM</td>
<td>Public Communication</td>
<td>Junior</td>
<td>Hold</td>
</tr>
<tr>
<td></td>
<td>Odentz, Simon B.</td>
<td>95</td>
<td>Spring 2010</td>
<td>SOC</td>
<td>Sociology</td>
<td>Sophomore</td>
<td>Hold</td>
</tr>
</tbody>
</table>

Remove Advising Hold

Please enter the Student ID or Netid.

**Remove hold for Simon B. Odentz -- 95?**

- Yes, Remove Hold

Or

No, [Click Here] to Remove Hold for a different Student.
**Advisee Listing**

Please click **Other Options** for Email, CSV (Excel) output or Advisee Photos.

### Advisee Listing

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Student Name</th>
<th>ID</th>
<th>Begin Term</th>
<th>Major Code</th>
<th>Major Description</th>
<th>Class</th>
<th>Advisor Hold</th>
<th>Midterm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fall 2009</td>
<td>PCOM</td>
<td>Public Communication</td>
<td>First Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring 2009</td>
<td>PCOM</td>
<td>Public Communication</td>
<td>Sophomore</td>
<td>Hold</td>
<td>3 MTWL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring 2008</td>
<td>ENGL</td>
<td>English</td>
<td>Junior</td>
<td>Email</td>
<td>1 MTWL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring 2010</td>
<td>SOC</td>
<td>Sociology</td>
<td>First Year</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring 2010</td>
<td>SOC</td>
<td>Sociology</td>
<td>Sophomore</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

If a student has midterm warning letters text will appear in the **Midterm** column. The number which appears before the MTWL acronym indicates the number of warning letters the student has received. By selecting the text you can see additional details about these warnings.

### Display Midterm Warnings

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>14000</td>
<td>ENGS 164</td>
<td>Modern Poetry</td>
<td>3.000</td>
<td>Mar 25, 2010</td>
<td>May 04, 2010</td>
<td>TR 1:00 pm - 2:15 pm</td>
<td>ANGELL LECT CTR B104</td>
<td>Cates</td>
</tr>
<tr>
<td>10312</td>
<td>PSYC 104</td>
<td>Learning, Cognition &amp; Behavior</td>
<td>3.000</td>
<td>Mar 22, 2010</td>
<td>May 04, 2010</td>
<td>MWF 10:40 am - 11:30 am</td>
<td>ROWELL N/A HLTH 103</td>
<td>Green</td>
</tr>
<tr>
<td>13353</td>
<td>PSYC 121</td>
<td>Biopsychology</td>
<td>3.000</td>
<td>Mar 29, 2010</td>
<td>May 04, 2010</td>
<td>TR 10:00 am - 11:15 am</td>
<td>ANGELL LECT CTR B106</td>
<td>Hammack</td>
</tr>
</tbody>
</table>

**Total Credits:** 9.000
General Student Information

Address and Phone Number for Joe T. Student

Student Information effective from Spring 2010 to The End of Time

Registered for Term: Yes
First Term Attended: Fall 2009
Last Term Attended: Spring 2010
Status: Active
Residence: In-state Resident
Citizenship: US Citizen
Student Type: Continuing Student
Class: First Year
Academic Standing Term: Spring 2010
Primary Advisor: Jane N. Advisor
Secondary Advisor: Sarah L. Advisor
Expected Graduation Date: May 09, 2014

Curriculum Information

Current Program
Bachelor of Arts
Level: Undergraduate
Program: Arts & Sciences:BA
Admit Term: Fall 2009
Admit Type: Round 2 Release 3/14
Catalog Term: Fall 2009
College: College of Arts & Sciences
Major: Undeclared

Additional Student Links:
Concise Student Schedule
Academic Transcript
Transfer Equivalency Worksheet
Run a Degree Audit (CATS)

Current Audits
Audits will automatically be deleted after 7 days

Refresh the List

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>View Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 20, 2010 01:56pm</td>
<td>Joe T. Student</td>
<td>ARTS &amp; SCIENCES. BACHELOR OF ARTS</td>
</tr>
</tbody>
</table>
Several functions have been changed to accept both 95 and NetID as search criteria.

Among them are removing an advising hold:

![Remove Advising Hold](image)

and submitting a registration override:

![Manage Registration Overrides](image)