Introduction

This guide will give a brief overview of the Advisee List and ESP layout and answer common questions such as how to remove holds, take notes, and send mass emails. The Advisee List and the ESP are very simple and straightforward tools meant to make advising students more streamlined. The programs provide you with all of the basic information you would need for a meeting with an advisee, all in one convenient place. This is accomplished by extracting important information from Banner, MyNMU, and other sources then putting it into one user-friendly format.

Overview

The Advisee List

Accessing the Advisee List

The Advisee List can be accessed through a link labeled “Advisee List with ESP (New)” under the “Adviser Services” tab on MyNMU. The old advisee list is still available.
Layout of the Main Page

After you have clicked on the Advisee List link you will arrive at the Main Page, which consists of a list of all of your assigned advisees. The list has columns that have buttons for linking you to the student profiles; specifically there are checkboxes for emailing lists of students, NMUINs, names, email addresses, colleges, degrees, majors, class standings, and academic program codes. The main page also has drop down menus across the top of the page that allow you to sort the list of advisees differently, change the semester, and look at the advisees of other advisors within your department (at this time the only advisee list you can view is your own). More information will be given about these elements throughout the rest of the guide.

Sort by Drop Down Menu

The Sort By drop down menu allows you to sort the list of advisees into different formats. Advisers can view the list by selecting various categories such as, who has an adviser hold, major, and GPA. This feature is very helpful during times of scheduling throughout the semester because it creates a quick list of which advisees still need to meet to have their Adviser Hold removed. It also allows an adviser to get a quick overview of how students did the past semester by sorting the list by GPA.

Term Drop Down Menu

This drop down menu to allows you to view the lists of assigned advisees from past semesters and upcoming semester. This option is useful when
you are trying to prepare for the next semester because you can see what advisees will be assigned to you. It is also helpful for tracking the progress of advisees.

**Adviser Drop Down Menu**

At this time, the only Advisee list you may view is your own.

**Last Six Columns on the Main Page**

The six columns on the main page show the student’s college, degree, major, class standing, cumulative GPA, (APC) Academic Proficiency Code. If the space for the student’s APC is blank, the student is in Academic Good Standing. If there is a code you do not recognize, you can click on it to bring up the APC key.

**Expanded Student Profile (ESP)**

**Accessing the ESP**

ESP stands for Expanded Student Profile and you can access any student’s ESP from your list on the main page by clicking the button in the second column that is in the student’s row you want to look up.

**Layout of ESP**

The ESP is a detailed view of a specific advisee from the list on the Main Page. There are places to keep notes, links to the student’s schedule and a place to view holds.
Classes and Grades

The green “A” icon on the right side of the table is a link to the student’s transcript, with past and current classes, as well the grades that have been posted for them. This link is very helpful when trying to get a quick look at what classes the student has completed and those in which they are currently enrolled.
Student Degree Evaluation

The black graduation cap and scroll on the right side of the student’s expanded profile is a link to the student’s degree evaluation. This will show you what requirements the student has fulfilled and still needs to fulfill.

General Notes

There are two Notes sections in the Student Profile; a general notes section and a meeting notes section. The general notes section is a good place to put a few things to help you remember a student so you don’t have to ask them the same questions every time you meet with them. For example they could prefer to be called Jon when their name is Jonathan.

Meeting Notes

The Meetings Notes section is a useful way to keep track of individual meetings that have taken place with an advisee. A new meeting can be added by clicking the “ADD” button, entering the date of the meeting and typing in any note and then clicking the “UPDATE MEETINGS” button to save the note to the student’s profile.
Holds

The Holds section of the student profile is probably one of the most useful parts of ESP. It lets you view all of the holds a student has on their account. You will only be able to lift Adviser Holds, but you are provided information on other holds to help direct students.

Frequently Asked Questions

How do you send a mass email?

The email column on the main page is where selections are made for the mass email; a checked box means that student will be included in the email. The check boxes can be checked manually, one at a time, or all checked by clicking the “Check All” button in the upper left part of the main page. After all the selections have been made, there is a button at the bottom of the screen, labeled “Email Advisees” that creates the list of addresses for the mass email. Clicking the link titled “Click here to compose email” will let you type out the email you want to send. After clicking that button, it should automatically pull up outlook or your default email program.

How do you remove an Adviser Hold?

The Hold section in ESP is very helpful because it allows you to see all of the holds on a student’s account and remove the Adviser Hold. There is a button labeled “Release” in the row of the Adviser Hold and it will remove the hold with a simple click.
What information will stay with a student when they change majors?

If a student decides to switch majors or advisers, their information on ESP will follow them. This includes all general notes and meeting notes because it helps the new adviser get up to speed with the student’s past.

How can I find out what the abbreviations for the Academic Proficiency Codes in the last column of the main page stand for?

Academic Proficiency Codes (APC) are codes that are put on a student’s account to show their academic status. These are displayed on the main page in the last column of the list of students. You can click on any of the codes and it will bring up the key shown below. A blank space in a student’s row means that student is in good standing.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Good Standing</td>
</tr>
<tr>
<td>01</td>
<td>Good Standing (first semester coding only in place until grading – probably won’t ever see this one)</td>
</tr>
<tr>
<td>02</td>
<td>Good Standing (after an academic suspension or dismissal)</td>
</tr>
<tr>
<td>AP</td>
<td>Academic probation</td>
</tr>
<tr>
<td>FP</td>
<td>Freshman probation</td>
</tr>
<tr>
<td>RP</td>
<td>returning on probation (after an academic suspension or dismissal)</td>
</tr>
</tbody>
</table>