

How to View your Advisee List and Remove Advising Holds

Procedures for ALL ADVISORS

Please note that only the student's assigned Advisor should remove the Advisement Holds


How to View your Advisee List

Step 1) Log in to [MyUWG](#). Click on the BanWeb Tab. Next, select Faculty & Advisors.

The screenshot displays the MyUWG website interface. At the top, there is a header with the 'myUWG' logo and a navigation bar containing links for 'Main', 'My Campus', 'My Courses', 'Banweb', 'External Resources', 'Support', and 'Sample'. A red arrow points to the 'Banweb' tab. Below the navigation bar, there is a 'Personal Information' and 'Faculty Services' section. A search bar is visible with a 'Go' button. The 'Main Menu' section lists several options: 'Personal Information', 'Faculty & Advisors', 'Wolf Watch Sign On', and 'Transfer Articulation'. A red arrow points to the 'Faculty & Advisors' link. The date 'February 9, 2015' is displayed in the bottom right corner.


Step 2) Select Advisor Menu

Faculty & Advisors Menu

- [Student Menu](#)
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.
- [Advisor Menu](#) 
View a student's transcript; View a student's grades; Remove Advisor Holds.
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Verification Class Roll](#)
- [Final Grades](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Class Email List](#)
- [Crosslisting](#)
- Combine multiple sections into one


Step 3) Select Advisee List

Advisors Menu

- [Term Selection](#)
- [ID Selection](#)
- [Student Academic Transcript](#)
- [Academic Advisement Information](#)
Academic Standing, GPA, Test Scores
- [Student Transfer Evaluation](#)
- [Remove Advisor Holds](#)
- [Dynamic Catalog](#)
Course descriptions, requirements and pre-requisites
- [Undergraduate Transfer Course Equivalencies](#)
- [View Student Information](#)
- [Wolf Watch Sign On](#)
- [Advisee List](#) 

Step 4) Select the term for processing in the Drop Down box & Click 'Submit'.

Select Term

 Select the Term for processing then press the Submit Term button.

Select a Term: ▼

Step 5) Your list of Advisees will appear. The list will include Student ID/917#, Name, Major, Concentrations (if applicable), 2nd Major (if applicable), Earned Hours, and Enrollment Status for processing term selected (Y or N). You will be given the option to download the list.

***If you have questions regarding the Major listed for your students or the status of a major change, please contact the Graduation Team in the Registrar's Office at graduation@westga.edu

***If you have students on your list that you do not advise or do not have students on your list that you do advise, please work with Melissa Tarrant in the Advising Center, mtarrant@westga.edu, to resolve the discrepancies.

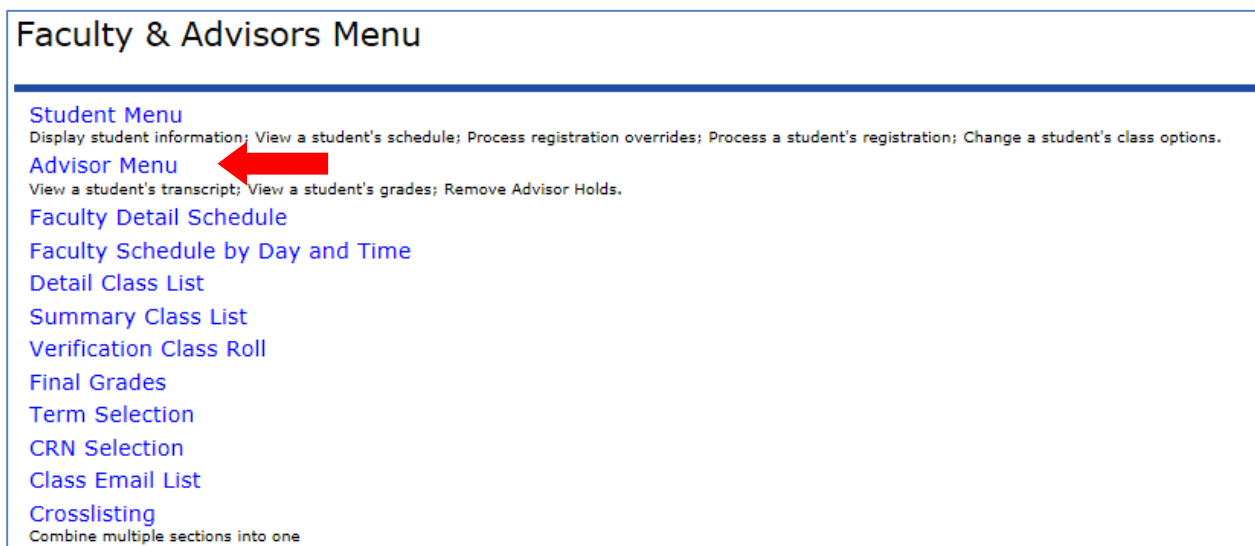
How to Remove Advisor Holds

Step 1) Log in to [MyUWG](#). Click on the BanWeb Tab. Next, select Faculty & Advisors.



The screenshot shows the MyUWG website interface. At the top, there is a banner with the text "myUWG" and a red arrow pointing to the "Banweb" tab in the navigation menu. Below the banner, there is a "Welcome" message and a "Go" button. The navigation menu includes "Main", "My Campus", "My Courses", "Banweb", "External Resources", "Support", and "Sample". The "Banweb" tab is selected. Below the navigation menu, there is a "Personal Information" and "Faculty Services" section. The "Faculty Services" section is expanded, showing a search bar and a "Go" button. The "Main Menu" section is visible, listing several options: "Personal Information", "Faculty & Advisors", "Wolf Watch Sign On", and "Transfer Articulation". The "Faculty & Advisors" link is highlighted with a red arrow.


Step 2) Select Advisor Menu



The screenshot shows the "Faculty & Advisors Menu" section of the website. The menu items are listed as follows: "Student Menu", "Advisor Menu", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Verification Class Roll", "Final Grades", "Term Selection", "CRN Selection", "Class Email List", and "Crosslisting". The "Advisor Menu" link is highlighted with a red arrow. Below the "Crosslisting" link, there is a note: "Combine multiple sections into one".


Step 3) Select Remove Advisor Holds


Advisors Menu

- Term Selection
- ID Selection
- Student Academic Transcript
- Academic Advisement Information
Academic Standing, GPA, Test Scores
- Student Transfer Evaluation
- Remove Advisor Holds 
- Dynamic Catalog
Course descriptions, requirements and pre-requisites
- Undergraduate Transfer Course Equivalencies
- View Student Information
- Wolf Watch Sign On
- Advisee List

Step 4) Select the term for processing in the Drop Down box & Click 'Submit'.
Please note Advising Holds are not term specific and can be removed under any of the available terms in the dropdown box.


Select Term


 Select the Term for processing then press the Submit Term button.

Select a Term: 

Step 5) Enter the Student's 917# in the 'Student or Advisee ID' box OR search for the student by last and first name in the 'Student & Advisee Query' fields and click 'Submit'.

ID Selection

 Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: 

OR

Student and Advisee Query


Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

Step 6) Verify your selection of the student or advisee, by clicking Submit.
A. If you enter the Student or Advisee ID, you will receive the below screen.

Student Verification

 Verify your selection is correct by clicking OK.

Information for

is the name of the student or advisee that you selected.

B. If you use the Student & Advisee Query, you will receive the below screen.

ID Selection

Select the Student/Advisee that you wish to process and press the Submit Name button.

Student or Advisee:



C. Other messages that may appear include the following:

- There are no students registered in your assigned classes or assigned as your advisees. (Please re-check the student information entered and student's major)
- The person you have entered is not a student for the selected term (Update your term selection to the term in which student is admitted)

Step 7) If the student or advisee does not have an advisor hold, you will receive the below message.

Student Holds : Spring Semester 2016

Advisor Hold Removal for:

Student Name

Student does not have an advisor hold.

Step 8) If the student you selected has an Advisor Hold, you will receive the below message. *A description of each field in the screenshot is listed below. Click 'Remove Advisor Hold' to remove the AV (Advisement Required) hold for this student.*

Student Holds : Spring Semester 2016

Advisor Hold Removal for:

Student Name

Hold Type	From Date	To Date	Reason	Originator
AV	Oct 15, 2015	Dec 12, 2099	Student must see their Advisor	JMCMANUS

Remove Advisor Hold

Hold Type: AV – Advisement Required
From Date: Date the hold was placed on student account
To Date: Expiration date of the hold, if not removed
Reason: Commonly blank for Advisement Holds
Originator: UserID of the individual that placed the hold on student's account (***)This is not the individual that needs to remove the Advisement Hold, this is typically a member of the Registrar's Office or the Academic Department of the student's major.)

Step 9) Once the hold has been removed, you will receive the following message.

Advisor Holds Change

Hold Removal for: McManus, Jennifer have been removed.

Step 10) You can review additional holds on the student’s account by clicking ‘View Student Holds.’ If the student **does not** have any holds, you will receive the below message.

View Student Holds

Administrative Holds for:

No holds exist on your record

If the student **does** have additional holds, you will receive the below message. A description of each field in the screenshot is listed below.

View Student Holds

Administrative Holds for:

Hold Type	From Date	To Date	Amount	Reason	Originator
Date to register is 'TO DATE'	Feb 17, 2016	Dec 31, 2099			
Holds: Registration					

Hold Type: Description of the Hold
From Date: Date the hold was placed on student account
To Date: Expiration date of the hold, if not removed
Holds: Items the hold will prevent. Example: Registration (*Student will be unable to register*), Transcripts (*Student will be unable to receive a transcript*)