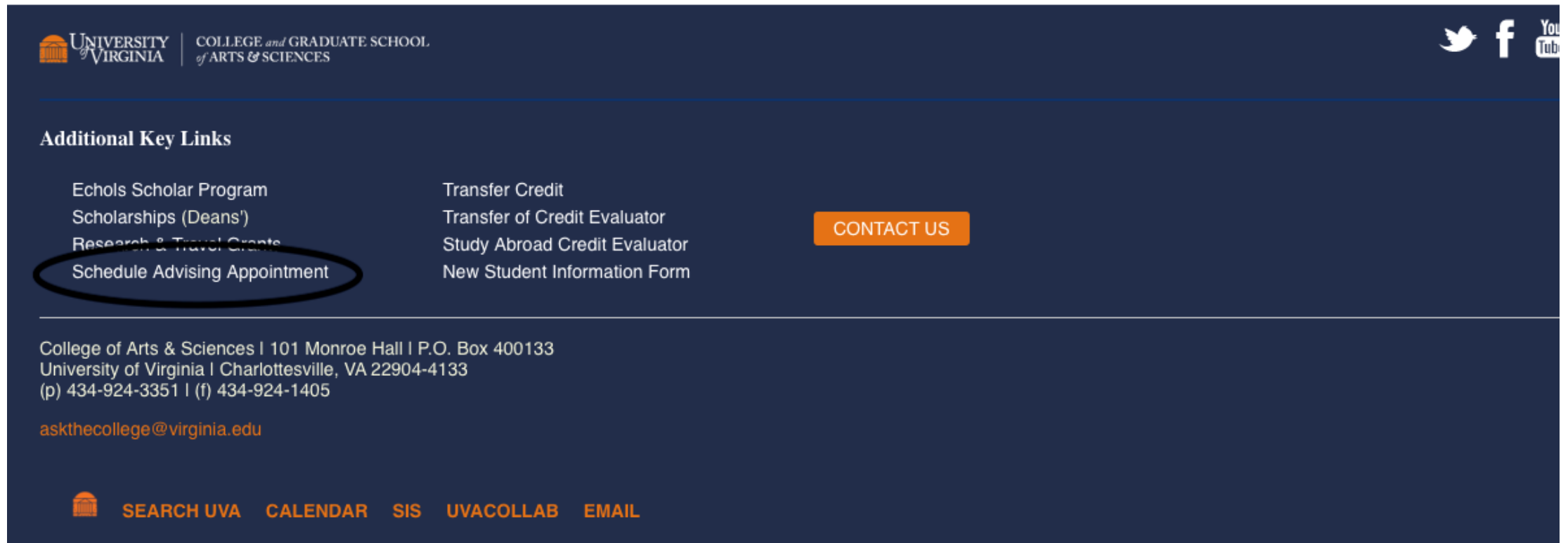


Using the Online Faculty
Advising System for College of
Arts and Sciences

2022-2023

Where to find the link

- Go to college.as.virginia.edu (the Undergraduate College website)
- Scroll to the bottom and click on 'Schedule Advising Appointment'
- Tip: Bookmark this link



The screenshot shows the footer of the University of Virginia College of Arts & Sciences website. At the top left is the university logo and name. At the top right are social media icons for Twitter, Facebook, and YouTube. Below this is a section titled 'Additional Key Links' containing a grid of links. The link 'Schedule Advising Appointment' is circled in black. To the right of the links is an orange 'CONTACT US' button. At the bottom left is contact information including the address, phone numbers, and email. At the bottom is a navigation bar with icons and links for 'SEARCH UVA', 'CALENDAR', 'SIS', 'UVACOLLAB', and 'EMAIL'.

UNIVERSITY of VIRGINIA | COLLEGE and GRADUATE SCHOOL of ARTS & SCIENCES


Twitter Facebook YouTube

Additional Key Links


Echols Scholar Program	Transfer Credit
Scholarships (Deans')	Transfer of Credit Evaluator
Research & Travel Grants	Study Abroad Credit Evaluator
Schedule Advising Appointment	New Student Information Form

CONTACT US

College of Arts & Sciences | 101 Monroe Hall | P.O. Box 400133
University of Virginia | Charlottesville, VA 22904-4133
(p) 434-924-3351 | (f) 434-924-1405
askthecollege@virginia.edu

 [SEARCH UVA](#) [CALENDAR](#) [SIS](#) [UVACOLLAB](#) [EMAIL](#)

HOMEPAGE (after logging in via NetBadge)

ADVISING

Abigail Holeman (ASU)

My Advisees

Schedule

Search

Admin

Emails

Useful Links

User Guide

Impersonate

Advisees

Students

Q

Advisee Search

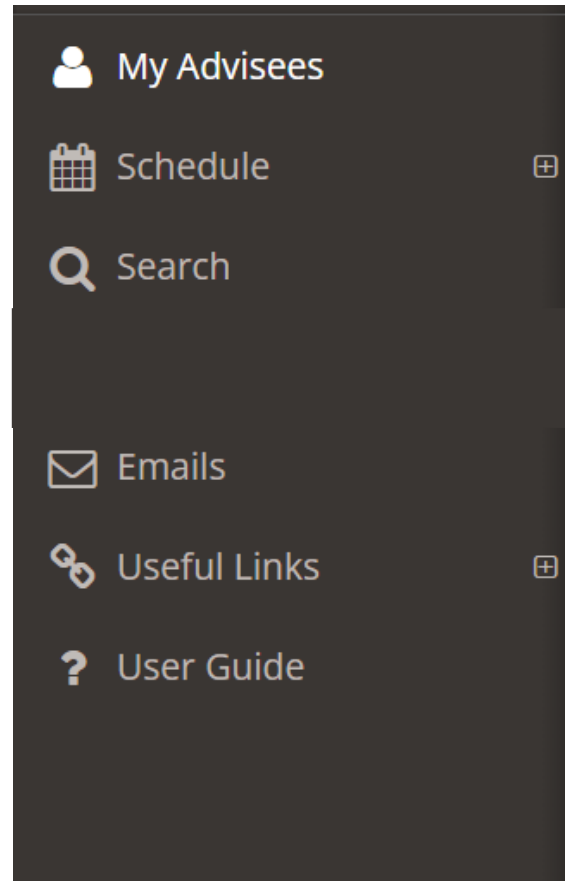
Term: Spring 2022

Email Advisees

Export Search Results

Name	Uvald	Program	Year	Plan 1	Plan 2	SIS ID	Dean	Action
------	-------	---------	------	--------	--------	--------	------	--------

Main Navigation Menu on Home Page



Home Screen Columns

Plan 1	Plan 2
UNDBA-ASU	

Plan 1	⋮	Plan 2	⋮
UNDBA-ASU			

A screenshot of a software interface showing a dropdown menu for 'Plan 2'. The menu is open, displaying options: 'Sort Ascending' (with an upward arrow icon), 'Sort Descending' (with a downward arrow icon), 'Columns' (with a column icon and a right-pointing arrow), and 'Filter' (with a funnel icon and a right-pointing arrow). The 'Columns' option is highlighted with a red rectangular box.

Plan 2

- ↑ Sort Ascending
- ↓ Sort Descending
- Columns**
- Filter

- ☒ Name
- ☒ Uvald
- ☒ Program
- ☒ Year
- ☒ Plan 1
- ☒ Plan 2
- ☐ Plan 3
- ☐ Plan 4
- ☐ Plan 5
- ☐ Subplan 1
- ☐ Subplan 2
- ☐ Subplan 3
- ☐ Subplan 4
- ☒ SIS ID
- ☒ Dean
- ☒ Action

Use the check boxes to select which columns you want to show or hide.

Home Screen Columns (cont.) – Search/Filter by Column

Plan 1	⋮	Plan 2	⋮
UNDBA-ASU			

⋮	Plan 2
↑	Sort Ascending
↓	Sort Descending
≡	Columns ▶
▼	Filter ▶



⋮	Plan 2	⋮	SIS ID
↑	Sort Ascending		
↓	Sort Descending		
≡	Columns ▶		
▼	Filter ▶		

Show items with value that:

Contains ▼

Search and Setup

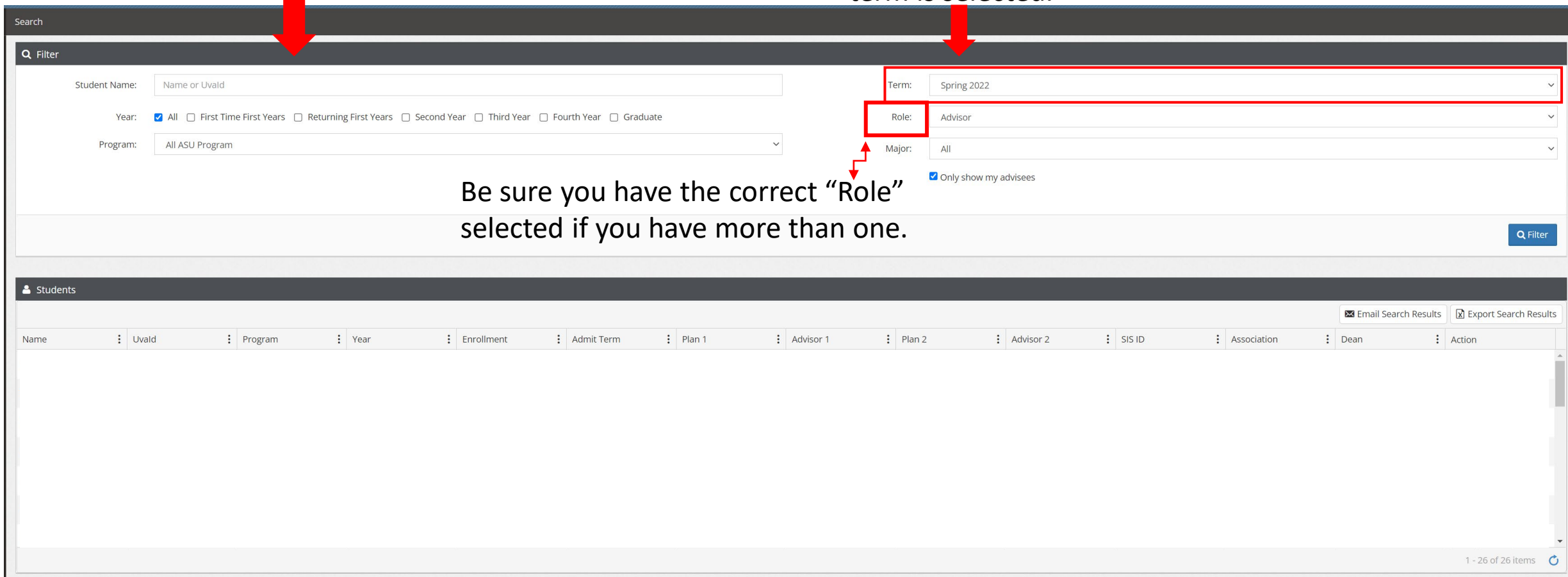
- My Advisees
- Schedule
- Search**
- Emails
- Useful Links
- User Guide

[illegible]

Search (cont.)

You can search for any undergraduate student in A&S using this main search page

Be sure the correct term is selected.



The screenshot shows the A&S search interface. At the top, a dark grey header contains the word "Search". Below this is a search bar with a magnifying glass icon and the word "Filter". The search filters are organized into two columns. The left column includes a "Student Name" field with a placeholder "Name or Uvald", a "Year" section with radio buttons for "All", "First Time First Years", "Returning First Years", "Second Year", "Third Year", "Fourth Year", and "Graduate", and a "Program" dropdown menu set to "All ASU Program". The right column includes a "Term" dropdown menu set to "Spring 2022", a "Role" dropdown menu set to "Advisor", a "Major" dropdown menu set to "All", and a checkbox labeled "Only show my advisees" which is checked. A red arrow points from the text "You can search for any undergraduate student in A&S using this main search page" to the search bar. Another red arrow points from the text "Be sure the correct term is selected." to the "Term" dropdown menu. A third red arrow points from the text "Be sure you have the correct 'Role' selected if you have more than one." to the "Role" dropdown menu. Below the search filters is a blue button with a magnifying glass icon and the word "Filter". At the bottom of the page, there is a section titled "Students" with a table of search results. The table has columns for Name, Uvald, Program, Year, Enrollment, Admit Term, Plan 1, Advisor 1, Plan 2, Advisor 2, SIS ID, Association, Dean, and Action. The table is currently empty. In the bottom right corner, there is a status bar that says "1 - 26 of 26 items" and a refresh icon.

Search

Q Filter

Student Name: Name or Uvald

Year: ☒ All ☐ First Time First Years ☐ Returning First Years ☐ Second Year ☐ Third Year ☐ Fourth Year ☐ Graduate

Program: All ASU Program

Term: Spring 2022

Role: Advisor

Major: All

☒ Only show my advisees

Q Filter

Students

Name	Uvald	Program	Year	Enrollment	Admit Term	Plan 1	Advisor 1	Plan 2	Advisor 2	SIS ID	Association	Dean	Action
------	-------	---------	------	------------	------------	--------	-----------	--------	-----------	--------	-------------	------	--------

1 - 26 of 26 items

Search (Cont.)

Search

Filter

Student Name:

Term:

Year: ☒ All ☐ First Time First Years ☐ Returning First Years ☐ Second Year ☐ Third Year ☐ Fourth Year ☐ Graduate

Role:

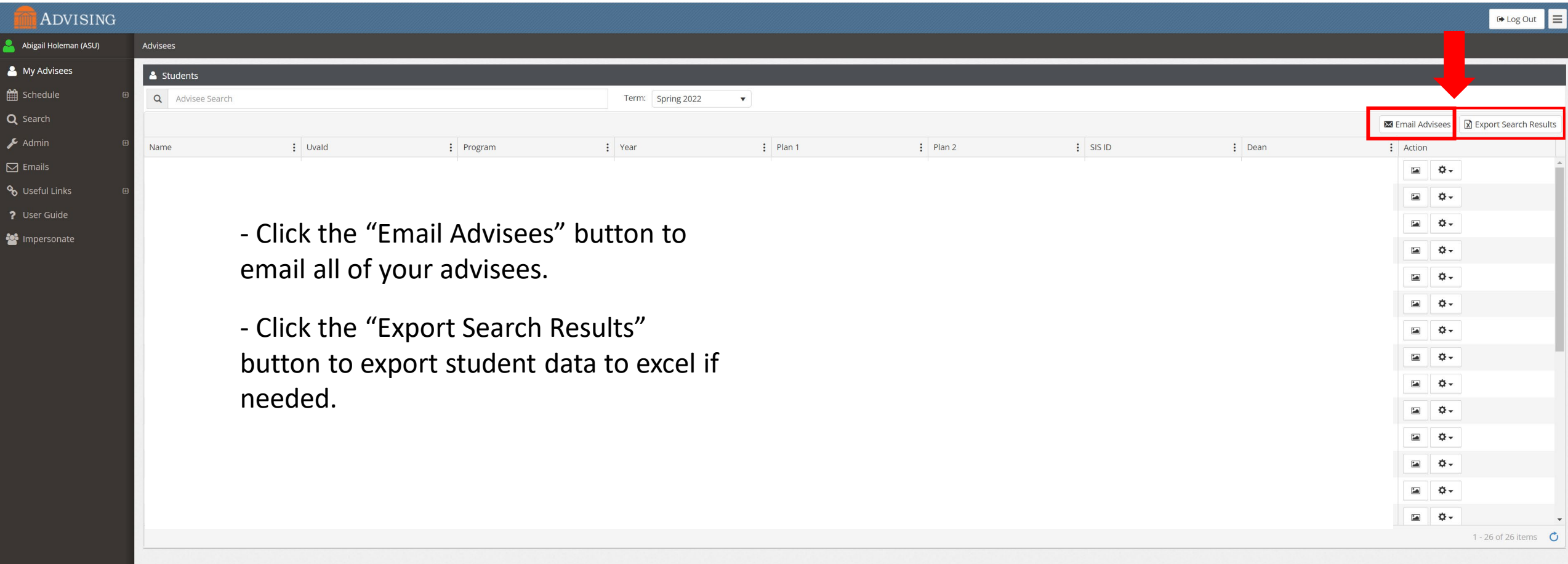
Program:

Major:
All
Declared
Undeclared

Filter

If you are advising both majors and undeclared students, you may filter on this with the “Major” drop down selection.

Email your advisees




The screenshot shows the Advising system interface. The top navigation bar includes the Advising logo, the user name 'Abigail Holeman (ASU)', and a 'Log Out' button. The left sidebar contains navigation links: 'My Advisees', 'Schedule', 'Search', 'Admin', 'Emails', 'Useful Links', 'User Guide', and 'Impersonate'. The main content area is titled 'Students' and features a search bar with the text 'Advisee Search' and a dropdown menu for 'Term' set to 'Spring 2022'. Below the search bar is a table with columns: Name, Uvald, Program, Year, Plan 1, Plan 2, SIS ID, Dean, and Action. The 'Action' column contains icons for email and settings. Two buttons, 'Email Advisees' and 'Export Search Results', are located in the top right corner of the table area, highlighted with red boxes. A red arrow points to these buttons from the top right. The bottom right corner of the table area shows '1 - 26 of 26 items'.

- Click the “Email Advisees” button to email all of your advisees.

- Click the “Export Search Results” button to export student data to excel if needed.

HOMEPAGE (after logging in via NetBadge)

 ADVISING

Abigail Holeman (ASU)

My Advisees

Schedule

Search

Admin

Emails

Useful Links

User Guide

Impersonate































Log Out

Advisees

Students

Advisee Search

Term: Spring 2022

Name	Uvald	Program	Year	Plan 1	Plan 2	SIS ID	Dean	Action
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 

Email Advisees

Export Search Results


1 - 26 of 26 items

Dean Column on home screen


Dean
Shilpa Dave (ssd5q)

- Clicking on the dean name will open an email to the student's Association Dean
- Clicking on the individual student computing ID on the home screen will open an email to the student.

HOMEPAGE (after logging in via NetBadge)




ADVISING




Abigail Holeman (ASU)


Log Out




My Advisees




Schedule




Search




Admin




Emails



Useful Links




User Guide




Impersonate

Advisees



Students

































Advisee Search

Term:

Spring 2022

Email Advisees

Export Search Results

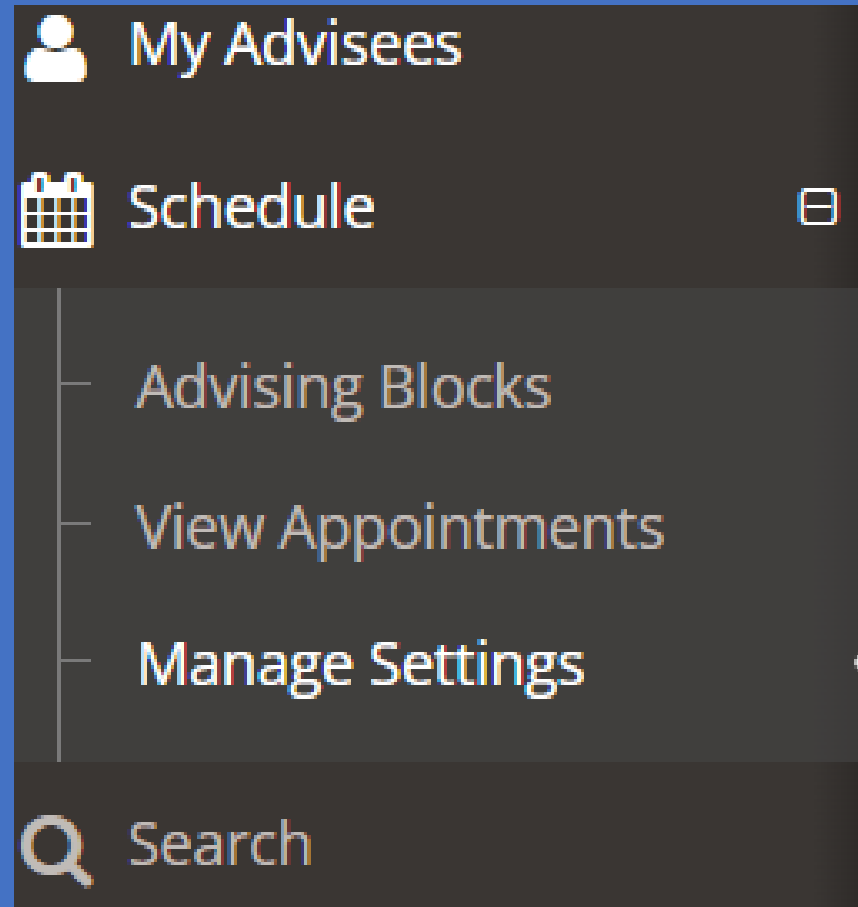
Name	Uvald	Program	Year	Plan 1	Plan 2	SIS ID	Dean	Action
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 
								 

1 - 26 of 26 items



Scheduling Advising Appointments

Select Schedule
from left hand
navigation
menu



Manage Settings

'All Students in Arts & Sciences Undergraduate'; selecting 'yes' opens your calendar to all undergraduate A&S students. We recommend you set this to 'No' to restrict your calendar to your advisees.

Schedule Settings

Settings

All Students in Arts & Sciences Undergraduate:

No

Receive email calendar invitations for Advising Blocks:

Yes

this will book the time in your calendar so you are unavailable for other meetings. It will not send individual student appointments.

Zoom Personal Meeting Link:

https://virginia.zoom.us/j/2968886773?pwd=ZHhrNVpYOExzMXo4QjRZaFZ3S1puQT09

Add the link to your standing zoom meeting to this box if you want it to be included in all advising meetings.

Save

Subscribe to Advising Appointments Internet Calendar

To see who has scheduled an appointment with you in your external electronic calendar, click the link below. This will create a subscription to your advising appointments calendar feed that can be viewed beside your regular calendar.
<webcal://advise.sites.virginia.edu/Calendar/Index/27517>
If the link above does not automatically take you to Outlook, or you are using an email client other than Outlook, copy and paste the url below into the Internet Calendars of your email/calendar client.

Open My Schedule to Individual Students (non-advisees)

Enter a Uvald

Add Student

Uvald	First Name	Last Name	Actions
-------	------------	-----------	---------

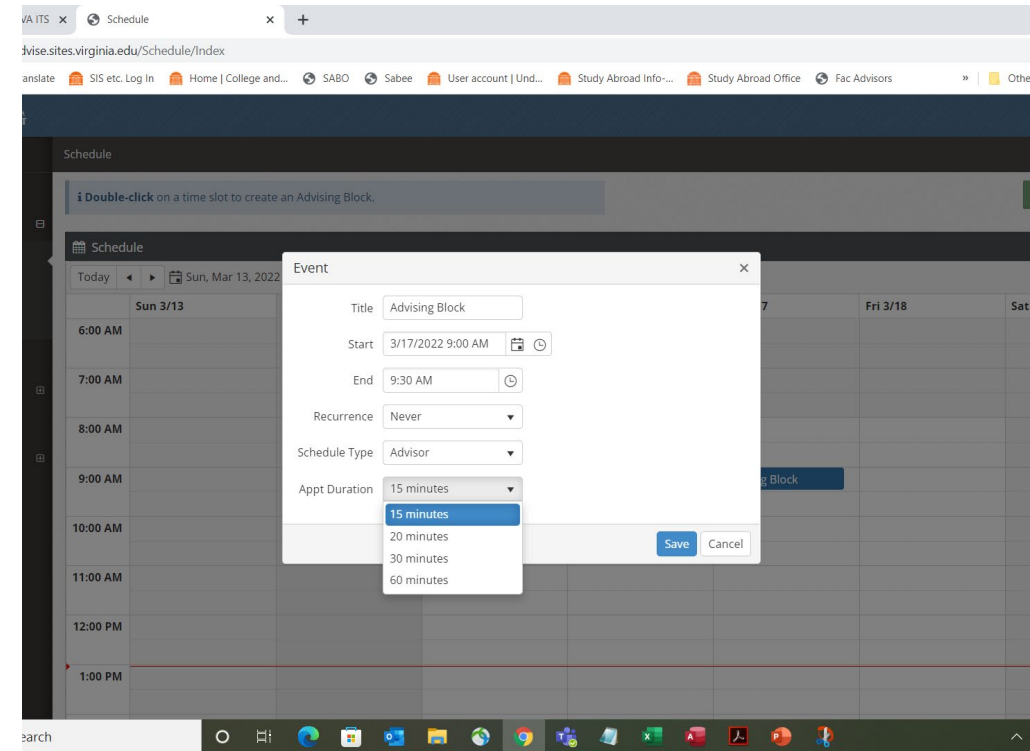
Sync your Advising Blocks to your Outlook calendar here.

Set up Zoom advising using your Zoom room URL.





Add individual students to your calendar using their computing ID.

Creating Advising Blocks

- Select the start and end time for advising blocks. You can also select the individual appointment duration here.



Students

Student: Search range:   to:  

Date	Time	Student	
17 Thursday March, 2022	9:00 AM - 9:15 AM		<input type="button" value="Schedule"/> <input type="button" value="Block"/>
	9:15 AM - 9:30 AM		<input type="button" value="Schedule"/> <input type="button" value="Block"/>

View Appointments

Advising Resources

- College of Arts and Sciences website
- For Faculty Advisors tab
- Association Deans

