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
HOMEPAGE (after logging in via NetBadge)
Main Navigation Menu on Home Page

- My Advisees
- Schedule
- Search
- Emails
- Useful Links
- User Guide
Home Screen Columns

<table>
<thead>
<tr>
<th>Plan 1</th>
<th>Plan 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDBA-ASU</td>
<td>UNDBA-ASU</td>
</tr>
</tbody>
</table>

Use the check boxes to select which columns you want to show or hide.
Home Screen Columns (cont.) – Search/Filter by Column
Search and Setup
Search (cont.)

You can search for any undergraduate student in A&S using this main search page. Be sure the correct term is selected.

Be sure you have the correct “Role” selected if you have more than one.
If you are advising both majors and undeclared students, you may filter on this with the “Major” drop down selection.
Email your advisees

- 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)
Dean Column on home screen

- 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)
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.

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.
### View Appointments

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 March, 2022</td>
<td>9:00 AM - 9:15 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9:15 AM - 9:30 AM</td>
<td></td>
</tr>
</tbody>
</table>

[Image of appointment schedule]
Advising Resources

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