

Checking for an Advisee's Holds in WebAdvisor

WebAdvisor Main Menu - Microsoft Internet Explorer provided by Manhattanville College

https://webadvisor.mville.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=4088571611&CONSTITUENCY=WBFC&TYPE

MANHATTANVILLE COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU CONTACT

Welcome Joseph!

WebAdvisor gives Manhattanville's students and staff access to our databases.

To use WebAdvisor please click the "Log In" link located to right of the "Manhattanville College" banner.

For general WebAdvisor issues please see the tutorials available online
For technical issues and errors contact the IT Department at 914-323-5434 for Email questions 914-323-1981
For issues such as grades, registration & course schedules, contact Registrars Office at 914-323-5337
For payroll, time entry and personnel issues contact Human Resources at 914-323-7124

Students
Faculty
Employees
Advisors

Account Information I'm New to WebAdvisor What's My Password

CHANGE PASSWORD LOG OUT MAIN MENU CONTACT

Click on your Faculty Menu

Checking for an Advisee's Holds in WebAdvisor

WebAdvisor for Faculty - Microsoft Internet Explorer provided by Manhattanville College

https://webadvisor.mville.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=4088571611&type=M&constituency=WBFC

File Edit View Favorites Tools Help

Ipswitch Web Messaging WebAdvisor for Faculty Login - Manhattanville College

MANHATTANVILLE COLLEGE
CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU CONTACT US

Faculty - WebAdvisor for Faculty Menu WELCOME JOSEPH!

User Account
[Change Password](#)
[Address Change](#)

Communication
[My Documents](#)

Faculty Information
[My Advisees](#)
[Advisees](#)
[Class Roster](#)
[Grading](#)
[Search for Sections](#)
[My Class Schedule](#)
[Student profile](#)

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU CONTACT US

Select "My Advisees"

Checking for an Advisee's Holds in WebAdvisor

The screenshot shows a web browser window titled "My Advisees - Microsoft Internet Explorer provided by Manhattanville College". The address bar shows the URL: <https://webadvisor.mville.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=4088571611&SS=9&APP=ST&CONSTITUEN>. The browser's address bar also contains a "Live Search" field. The page header includes the Manhattanville College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "Faculty" and "My Advisees". Below the title, there is a search form with the instruction "Select a term or date range to restrict your advisee list". The form includes a "Term" dropdown menu, a "Start Date" input field, and an "End Date" input field. The "Term" dropdown menu is open, showing two options: "2008 Fall Term" and "2008 Spring Term". A red arrow points to the "2008 Fall Term" option. Below the form is a blue "SUBMIT" button. The page footer includes the same navigation links as the header.

Select "2008 Fall Term" to limit your choices, and then select "Submit." Or, you can just hit "Submit" to get a list of all advisees that have ever been assigned to you.

Checking for an Advisee's Holds in WebAdvisor

The screenshot shows a web browser window titled "My Advisees - Microsoft Internet Explorer provided by Manhattanville College". The address bar shows the URL: <https://webadvisor.mville.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=4088571611&SS=10&APP=ST&CONSTITUE>. The browser's address bar also contains a "Live Search" field. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Ipswitch Web Messaging", "My Advisees", and "Login - Manhattanville College".

The main content area of the page is titled "Faculty" and "WELCOME JOSEPH!". Below this, there is a section titled "My Advisees" with the instruction: "Make a selection from one drop-down box in the 'Action' column to get more information about one of your advisees." Below this instruction is a table with two columns: "Name" and "Action".

Name	Action
[Redacted]	[Dropdown]
[Redacted]	[Dropdown]
Mr. 123 4567	[Dropdown]
[Redacted]	[Dropdown]

The dropdown menu for the third row is open, showing the following options:

- View Student Transcript
- View Student Schedule
- Evaluate Program
- View Student Test Summary
- Express Register
- Search and Register
- Drop Section
- View Student Profile
- View/End Restrictions

A red arrow points to the "View/End Restrictions" option. To the right of the table is a "SUBMIT" button. At the bottom of the page, there is a navigation bar with links: "LOG OUT", "MAIN MENU", "FACULTY MENU", "HELP", and "CONTACT US".

Choose the advisee with whom you are working, and select "View/End Restrictions" from the dropdown menu, and then select "Submit" (Don't worry, you won't be able to accidentally end holds!).

Checking for an Advisee's Holds in WebAdvisor

The screenshot shows a web browser window with the URL `https://webadvisor.mvile.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=4088571611&SS=11&APP=ST&CONSTITUE`. The page title is "View/End Student Restrictions - Microsoft Internet Explorer provided by Manhattanville College". The browser's address bar shows a "Live Search" field. The page header includes the Manhattanville College logo and navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", "HELP", and "CONTACT Us". The main content area is titled "Faculty" and "WELCOME JOSEPH!". The central heading is "View/End Student Restrictions". Below this, there is a table with the following data:

Restriction	Severity	Start Date	End Date
You have not submitted your portfolio. Please contact Academic Advising.		03/27/08	
You have a Student Accounts hold. Please contact Student Accounts.		03/27/08	

Below the table, there is a section for "Modifiable Restrictions" with columns for "Severity", "Start Date", "End Date", and "Add Comments". A "SUBMIT" button is located below this section. A red arrow points from the bottom left of the page towards the "Modifiable Restrictions" section.

Any holds the student may have will be displayed with a message describing the hold and directing the student to the office that placed the hold on their record.