

# Advising Tip 01

## Advisee List, Email Advisees

### Graduation Application

#### **Advisee List**

Log on to WebAdvisor. (To go to WebAdvisor [click here.](#))

Select E-mail and view Advisees

Faculty Information

- [My Advisees](#)
- [E-mail and view Advisees](#)
- [Class Roster Select Section](#)
- [Grading](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Student educational planning](#)
- [Student profile](#)
- [My To Do List](#)
- [Registration Verification](#)
- [Advisor Registration Approval](#)
- [Academic Intervention Form](#)

Enter the **current (today's) date** and **end of term date**. This will provide you an up-to-date and accurate list of Advisees.

Select date range to restrict your advisee list

Start Date  End Date

Start Date: MO/DY/YR                      End Date: MO/DY/YR

#### **Email Advisees**

Please email Advisees that you are their Advisor, when you will be available to meet with them, and how they can schedule an appointment. If possible, consider extending your office advising hours during the first week of registration.

#### **Graduation Application**

A student who has reached 90.0 credit hours or more, is strongly encouraged to apply for graduation (if they haven't already). The online application is located in the student's WebAdvisor account by clicking on "Graduation Application". **NOTE: JU Degrees are conferred four times a year, however, there is only one commencement ceremony at the end of Spring term.**