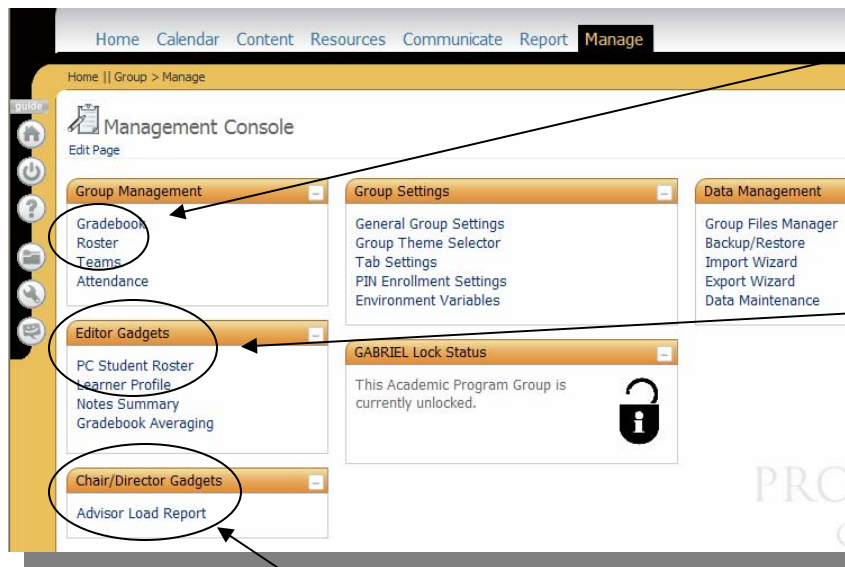


Dear Department Chairs & Program Directors,

We have finished adjusting advisor assignments for your majors so that the Advisor Loads in your ANGEL *PC Connects* departmental groups should now be correct. As students enter or leave your major, advisor adjustments will be updated automatically each night, and you will have access to a complete and accurate list of your majors and their respective advisors.

For those who are less familiar with the Manage tab on ANGEL, there are some very useful functions you may wish to review: **Roster**, **PC Student Roster**, and **Advisor Load Report**. After you log onto ANGEL and enter your *PC Connects* departmental group, click on the Manage tab to open your Management Console for access to these three functions.



**Roster:** Alphabetical listing of ALL GROUP MEMBERS (students, faculty, staff), their user ID, group rights, title and team membership.

**PC Student Roster:** Alphabetical listing of STUDENTS ONLY, their Banner ID #, Email address, Class Year and Majors(s) and Minors(s).

**Advisor Load Report:** Alphabetical listing of Advisors and the number of students they advise in your major.

- If you click on an advisor's name, his/her list of assigned advisees opens.
- If you scroll down the Advisor Load Report to the bottom of the advisor list and click on Total, you will open a complete list of your students, their IDs, majors, class years, and their assigned advisors and the advisors' IDs.

Access to the Chair/Director Gadgets (Advisor Load Report) is, at the moment, restricted to Department Chairs and Program Directors. To facilitate management of advising assignments, we are in the process of identifying and "coding" the administrative assistant(s) in your department so they automatically will:

- become a member of your department/program group
- be provided with access to the Advisor Load Report as well.

If more than one administrative assistant should be added to your group or if you prefer to be the only person in the department who has access to this report, please let us know.