1: Log into JICS & select the Faculty tab at the top. Then, select Advising.

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Voorhee	s College					No.	1 Dula	Portal	* *
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2: For Advisee Status, select "Active Advisees" or "All". Now hit the "Search" button.

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Faculty Home	Advising	🗟 Edit page 🖶 Printer Friendl					
Advising	Advisee Roster	How Do I % ?					
Advisee Roster	Search for Advisee(s)						
Advisor Meetings		Faculty Help File					
Course Search	Status options: 'Currently Registered', 'Need Advisor Approval', 'Need	Adobe PDF file with screen shots & instructions					
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Context Manager	and term.	Go to Main Screen					
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⊞ My Pages	Division: All	Advisor Meetings For: Gloria V. Savage					
Sopy Courses	Search Advanced Search	You may enter a start and/or end date for meetings to display. To display all meetings, do not enter any dates. Click the "Display Meetings" button.					
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3: Advisees listed will be those that are assigned to you. Select the student that needs assistance registering for courses.



4: You are taken to the Advisee Roster page. Select "Course Needs" to review the Advising Worksheet, see the Course Needs or Recalculate Student Progress. Select "Add/Drop Courses" to review the student's schedule and assist the student in adding or dropping courses.



In the top section, you can search and/or add course(s) directly to a student's schedule.

The middle section shows the student's current registration schedule with courses you have already approved. Using the "Drop" box, you can remove courses from the student's schedule.

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		<u>EOG 230 A</u>	World Geog	TH 9:30 - 10:50 AM	Va	orhees Campus Science	e Building 114	3.00
		<u>120 B</u>	Intro to PE	MW 2:00 PM - 2:50	Va	orhees Campus Dawso	n Center 01	2.00
					Vo	orhees Campus Bedfor	d Hall 2	3.00
		<u>DC 230 A</u>	Intro to Soc	MWF 9:00 - 9:50 AM				
		<u>DC 230 A</u> DCJ 333 A	Intro to Soc Criminology	MWF 9:00 - 9:50 AM TH 4:00 PM - 5:20	Vo	orhees Campus Bedfor	d Hall 1	3.00