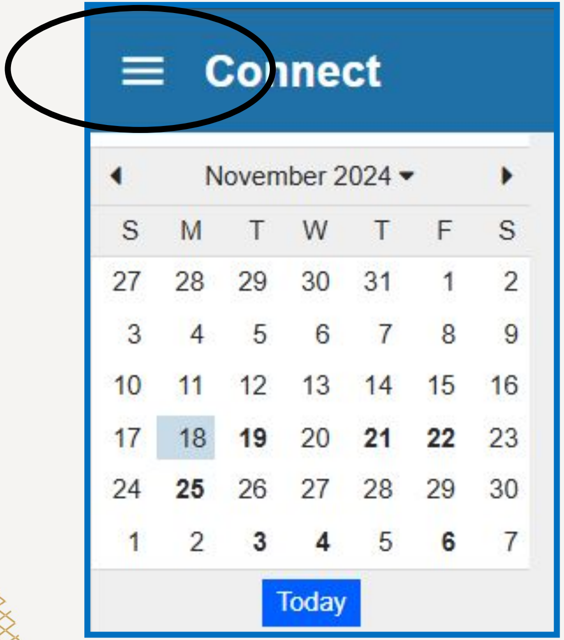
RAMAPO COLLEGE

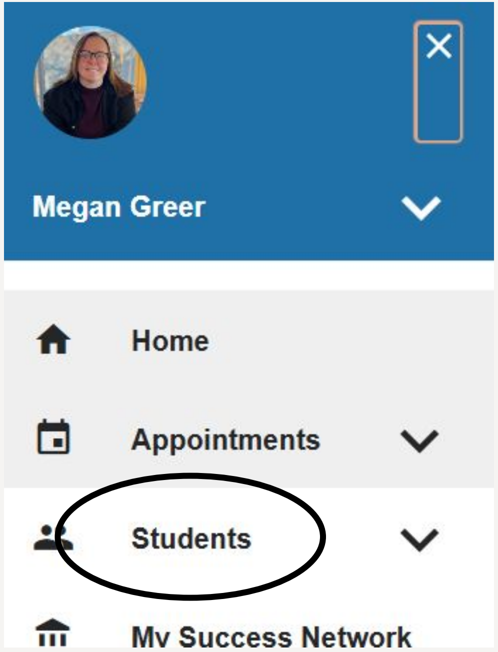
How to Find Your Advisees & Active Holds using Connect

Center for Student Success

How to Find Your Advisees on Connect

Click on the three horizontal lines at the top left hand corner and then click on the **“Students”** tab.

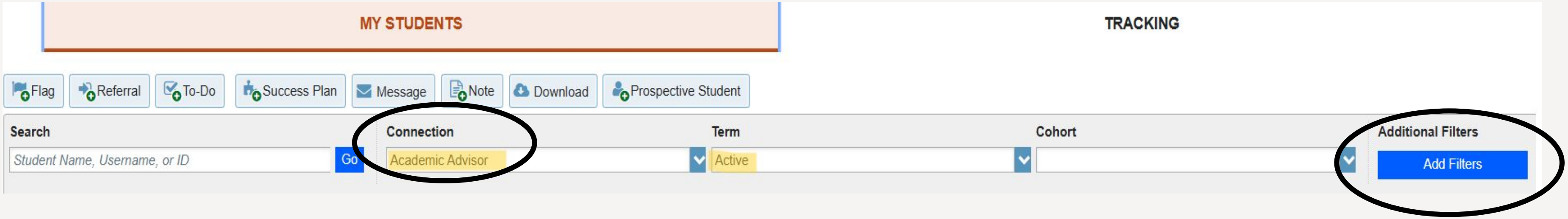




How to View Active Advisement Holds

Make sure “Academic Advisor” is selected under “**Connection**”. Then the term should say “**Active**”.

- Leave “Cohort” blank and then click “Add Filters”

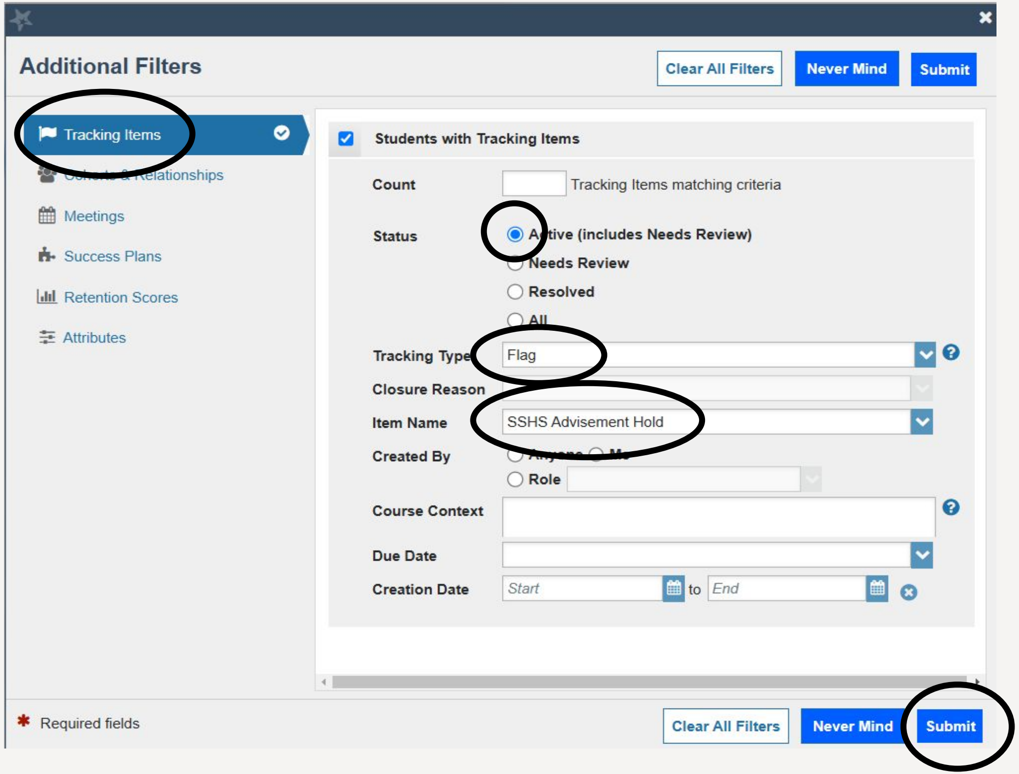


How to View Active Advisement Holds

At the next screen, click on **“Tracking Items”.** You will then click on the **“Active (includes needs review)”** radio button.

- On the drop down menu for **“Tracking Type”**, click on **“Flag”**.
- After that click on **“Item Name”** and then your schools advisement hold. (Example: SSHS Advisement Hold)

When you click the submit button, you should get a list of your students on your caseload with active advisement holds.



If you still have questions about accessing your advisee caseload in Connect, you can email success@ramapo.edu for assistance. We are happy to help you!