



**Campus Solutions: Faculty Center
Academic Advising**

Last Revised: 3/19/2009

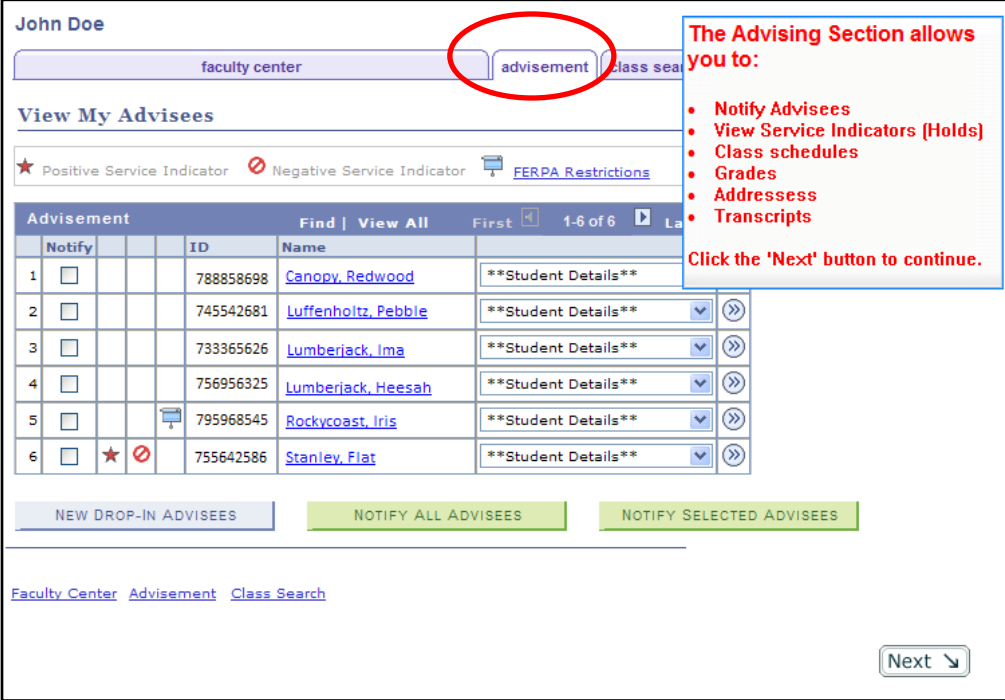
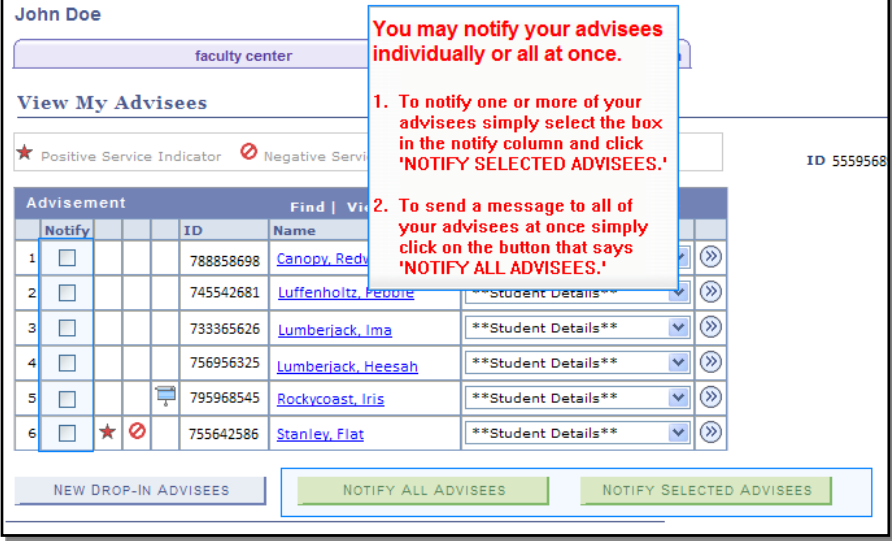
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1.0 Academic Advising

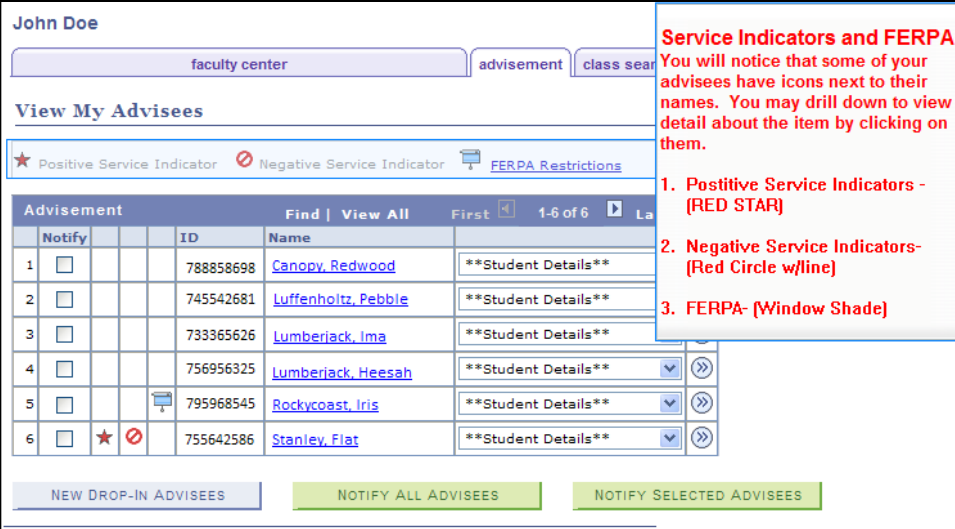
1.1 Viewing your Advisees

Navigation: Login to your Faculty Center > Self Service > Faculty Center > Advisement

| Process Steps | Screen Shot |
|---|---|
| <p>1. The Advising Section allows you to:</p> <ul style="list-style-type: none"> • Notify Advisees • View Service Indicators (Holds) • Class Schedules • Grades • Addressess • Transcripts |  <p>The Advising Section allows you to:</p> <ul style="list-style-type: none"> • Notify Advisees • View Service Indicators (Holds) • Class schedules • Grades • Addressess • Transcripts <p>Click the 'Next' button to continue.</p> |
| <p>2. You may notify your advisees individually or all at once.</p> <p>3. To notify one or more of your advisees simply select the box in the notify column and click 'NOTIFY SELECTED ADVISEES.'</p> <p>4. To send a message to all of your advisees at once simply click on the button that says 'NOTIFY ALL ADVISEES.'</p> |  <p>You may notify your advisees individually or all at once.</p> <ol style="list-style-type: none"> 1. To notify one or more of your advisees simply select the box in the notify column and click 'NOTIFY SELECTED ADVISEES.' 2. To send a message to all of your advisees at once simply click on the button that says 'NOTIFY ALL ADVISEES.' |

Service Indicators and FERPA

5. You will notice that some of your advisees have icons next to their names. You may drill down to view detail about the item by clicking on them.
6. Postitive Service Indicators - (RED STAR)
7. Negative Service Indicators- (Red Circle w/line)
8. FERPA- (Window Shade)



John Doe
 faculty center | advisement | class search

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator 🗑️ FERPA Restrictions

| Advisement | Notify | ID | Name | |
|------------|--------------------------|-----------|-------------------------------------|---------------------|
| 1 | <input type="checkbox"/> | 788858698 | Canopy, Redwood | **Student Details** |
| 2 | <input type="checkbox"/> | 745542681 | Luffenholtz, Pebble | **Student Details** |
| 3 | <input type="checkbox"/> | 733365626 | Lumberjack, Ima | **Student Details** |
| 4 | <input type="checkbox"/> | 756956325 | Lumberjack, Heesah | **Student Details** |
| 5 | <input type="checkbox"/> | 795968545 | Rockycoast, Iris | **Student Details** |
| 6 | <input type="checkbox"/> | 755642586 | Stanley, Flat | **Student Details** |

NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

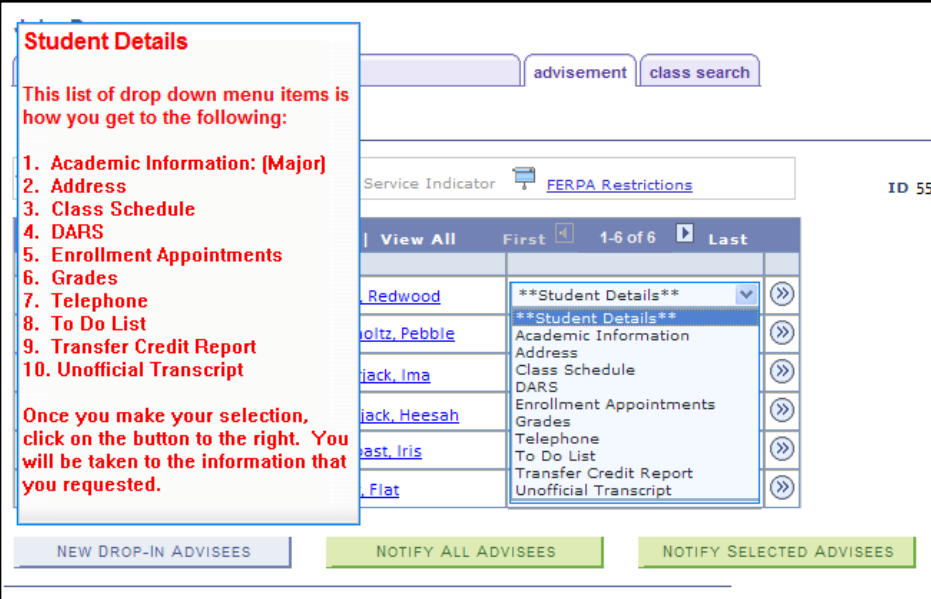
Service Indicators and FERPA
 You will notice that some of your advisees have icons next to their names. You may drill down to view detail about the item by clicking on them.

1. Postitive Service Indicators - (RED STAR)
2. Negative Service Indicators- (Red Circle w/line)
3. FERPA- (Window Shade)

Student Details

9. This list of drop down menu items is how you get to the following:

- Academic Information: (Major)
- Address
- Class Schedule
- DARS
- Enrollment Appointments
- Grades
- Telephone
- To Do List
- Transfer Credit Report
- Unofficial Transcript



Student Details

This list of drop down menu items is how you get to the following:

1. Academic Information: (Major)
2. Address
3. Class Schedule
4. DARS
5. Enrollment Appointments
6. Grades
7. Telephone
8. To Do List
9. Transfer Credit Report
10. Unofficial Transcript

Once you make your selection, click on the button to the right. You will be taken to the information that you requested.

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Service Indicator 🗑️ FERPA Restrictions ID 555

| View All | First | 1-6 of 6 | Last |
|------------------------------|-------------------------|----------|------|
| Redwood | **Student Details** | ⌵ | ⌵ |
| oltz, Pebble | **Student Details** | | ⌵ |
| jack, Ima | Academic Information | | ⌵ |
| jack, Heesah | Address | | ⌵ |
| ast, Iris | Class Schedule | | ⌵ |
| , Flat | DARS | | ⌵ |
| | Enrollment Appointments | | ⌵ |
| | Grades | | ⌵ |
| | Telephone | | ⌵ |
| | To Do List | | ⌵ |
| | Transfer Credit Report | | ⌵ |
| | Unofficial Transcript | | ⌵ |

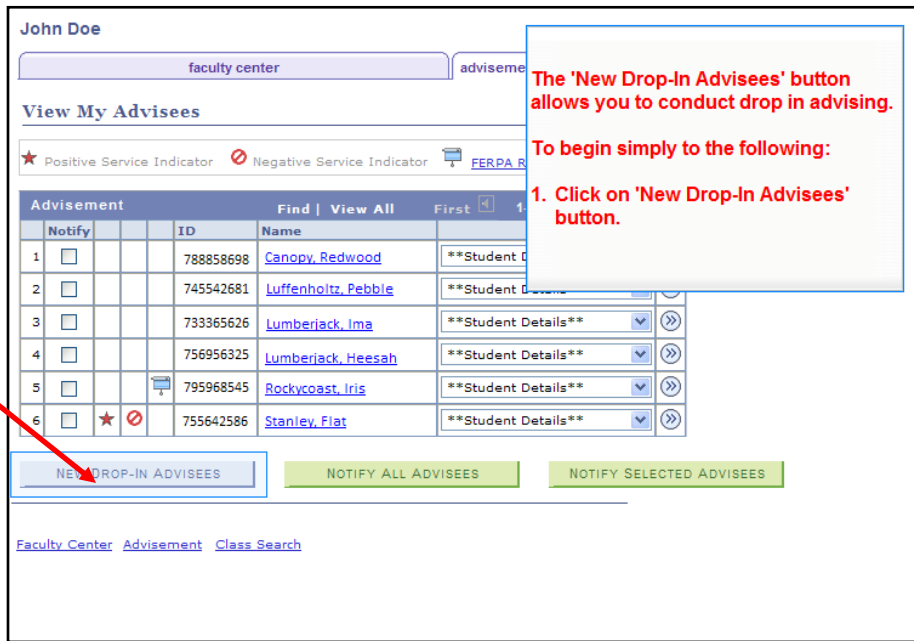
NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

***Note: Select once you select a Student Detail (e.g. DARS) you will need to click the blue button next to the detail.**

The 'New Drop-In Advisees' button allows you to conduct drop in advising.

To begin simply to the following:

- Click on 'New Drop-In Advisees' button



John Doe

faculty center | advisement

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator FERPA

| Advisement | Notify | ID | Name | Details |
|------------|--------------------------|-----------|-------------------------------------|---------------------|
| 1 | <input type="checkbox"/> | 788858698 | Canopy, Redwood | **Student Details** |
| 2 | <input type="checkbox"/> | 745542681 | Luffenholtz, Pebble | **Student Details** |
| 3 | <input type="checkbox"/> | 733365626 | Lumberjack, Ima | **Student Details** |
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NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

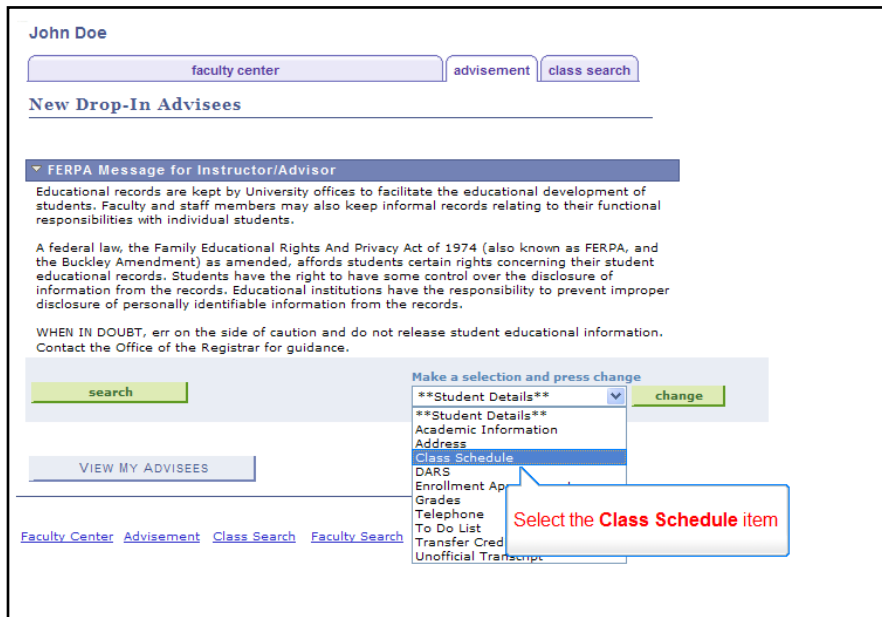
[Faculty Center](#) [Advisement](#) [Class Search](#)

To search for a student click the search button.

Once you have located a student and have selected an option from the drop down menu, click the 'change' button.

The information will be displayed.

To return to your list of advisees click the 'View My Advisees.' button.



John Doe

faculty center | advisement | class search

New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

search Make a selection and press change

VIEW MY ADVISEES

▼ **Student Details**

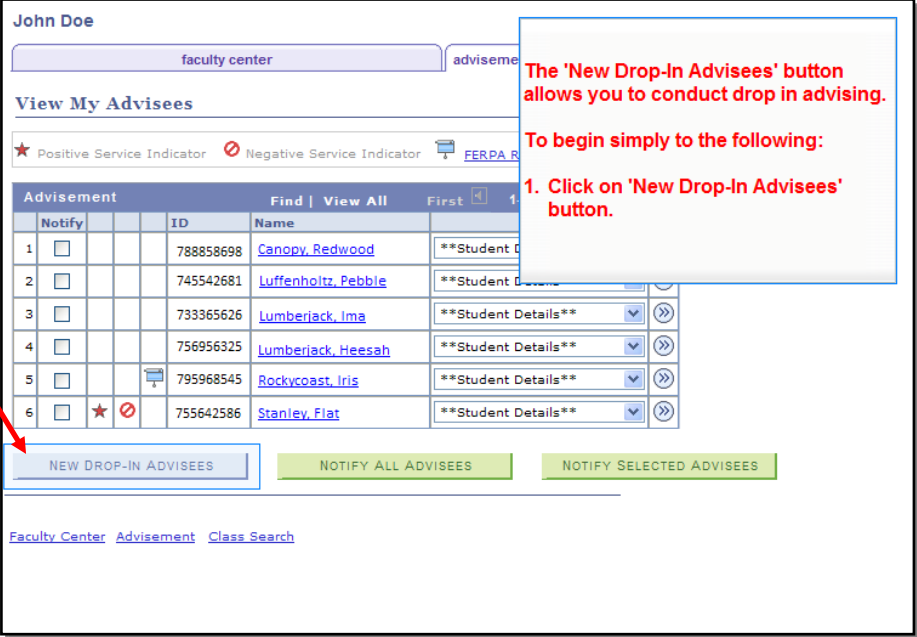
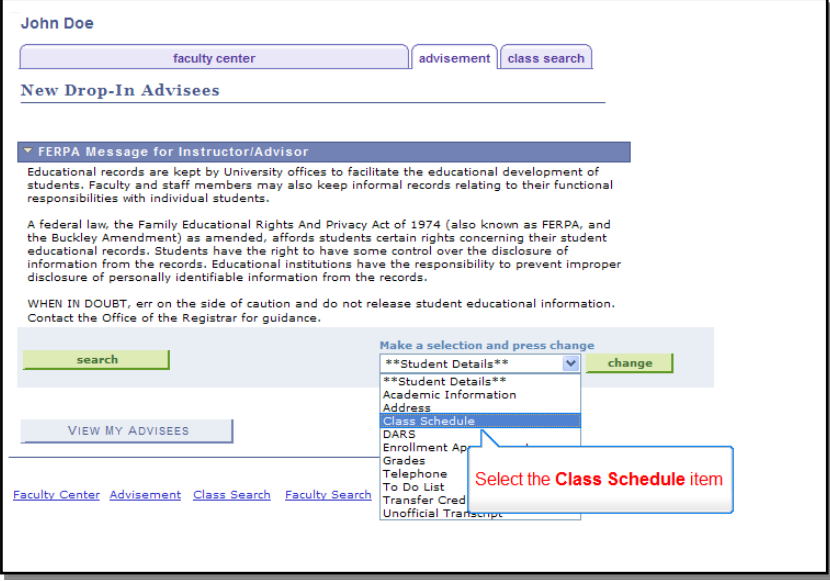
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- To Do List
- Transfer Cred
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[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#)

2.0 Academic Advising

2.1 Drop In Advisees

Navigation: Login to your Faculty Center > Self Service > Faculty Center > Advisement

| Process Steps | Screen Shot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------------------------------------|---------------------|----------|-------|--------|----|------|--|--------------------------|-----------|---------------------------------|-------------|--------------------------|-----------|-------------------------------------|-------------|--------------------------|-----------|---------------------------------|---------------------|--------------------------|-----------|------------------------------------|---------------------|--------------------------|-----------|----------------------------------|---------------------|--------------------------|-----------|-------------------------------|---------------------|
| <p>The 'New Drop-In Advisees' button allows you to conduct drop in advising.</p> <p>To begin simply to the following:</p> <ol style="list-style-type: none"> 1. Click on 'New Drop-In Advisees' button. |  <p>John Doe</p> <p>faculty center advisement</p> <p>View My Advisees</p> <p>★ Positive Service Indicator ⚠ Negative Service Indicator FERPA R</p> <table border="1"> <thead> <tr> <th>Advisement</th> <th>Find</th> <th>View All</th> <th>First</th> </tr> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>788858698</td> <td>Canopy, Redwood</td> <td>**Student D</td> </tr> <tr> <td><input type="checkbox"/></td> <td>745542681</td> <td>Luffenholtz, Pebble</td> <td>**Student D</td> </tr> <tr> <td><input type="checkbox"/></td> <td>733365626</td> <td>Lumberjack, Ima</td> <td>**Student Details**</td> </tr> <tr> <td><input type="checkbox"/></td> <td>756956325</td> <td>Lumberjack, Heesah</td> <td>**Student Details**</td> </tr> <tr> <td><input type="checkbox"/></td> <td>795968545</td> <td>Rockycoast, Iris</td> <td>**Student Details**</td> </tr> <tr> <td><input type="checkbox"/></td> <td>755642586</td> <td>Stanley, Flat</td> <td>**Student Details**</td> </tr> </tbody> </table> <p>NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES</p> <p>Faculty Center Advisement Class Search</p> | Advisement | Find | View All | First | Notify | ID | Name | | <input type="checkbox"/> | 788858698 | Canopy, Redwood | **Student D | <input type="checkbox"/> | 745542681 | Luffenholtz, Pebble | **Student D | <input type="checkbox"/> | 733365626 | Lumberjack, Ima | **Student Details** | <input type="checkbox"/> | 756956325 | Lumberjack, Heesah | **Student Details** | <input type="checkbox"/> | 795968545 | Rockycoast, Iris | **Student Details** | <input type="checkbox"/> | 755642586 | Stanley, Flat | **Student Details** |
| Advisement | Find | View All | First | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notify | ID | Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 788858698 | Canopy, Redwood | **Student D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 745542681 | Luffenholtz, Pebble | **Student D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 733365626 | Lumberjack, Ima | **Student Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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