myFSUMobile—Advisor Center Overview

QUICK VIEW FOR: Accessing Advisor Center via myFSU Mobile. To access the app, you will need to have the eORR security role FSU_AA_SS_ACCESS_ADVISOR.

LOG INTO THE APP

If you do not yet have the app, go to its.my.fsu.edu/mobile for instructions on how to download the app to your device.

Once you are within the app, tap on the icon for Student Central in the Faculty & Staff persona and log in with your FSUID and password.

MAIN MENU

The Main Menu page for Advisor Center you will see the table of contents for the pages and links that are available within the app.

Advisee Academics: Includes information from the Academics tab of Advisor Center. View student Program/Plan information, FSU class taken, Map Term/Status, Excess Hours and GPA data.

Advisee General Info: Includes any Service Indicators on a student’s record. Holds may also be added/removed for advisors with appropriate security. Also use this link to view Student Groups, Personal Data, Phone, and Email addresses for a student.

Advisee Course History: Directs to the student’s Course History Report from Advisee Student Center. Tap this link to view a complete list of all courses a student has taken. Courses may be sorted using the “Sort” function.

Advisee Transfer Credit: Includes information from the student’s Transfer Credit Report. This does not direct to the Transfer Credit Tab. Use this link to view student transfer credit and equivalencies.

Class Search: Links to Search for Classes in Student Central.

Liberal Studies: Links to the Find a Course page of the Liberal Studies website.

Academic Program Guide: Links to the A-Z List of all majors in the Program Guide.
myFSUMobile—Locate a Student

**MAIN MENU**
Tap on any of the Advisee pages within the Main Menu of Advisor Center to begin viewing information on a student.

*Note:* there is no search page within the Main Menu so you must first enter one of the Advisee pages to search for a specific student.

**WITHIN THE MODULE**
The name of the student will be visible on the top of the Advisor Center page you selected.

To continue viewing information for the same student, simply click the back button to Student Central to toggle between the different pages.

To search for a different student, click Return to Search located at the top of all pages within the Advisor Center module.

**SEARCH**
Use the Search page, to find another student. Click the Clear button at the bottom left of the screen to clear the search fields.

You may search for a new student by EmplID, Campus ID, or Last and First Name. Click the Search button at the bottom right.
myFSU Mobile—Advisee Academics Overview

**STUDENT NAME & EMPLID**

**VIEW PROGRAM/PLAN STACK**
Use this area to view information on:
- Program/Plan
- Status in Program
- Requirement Term
- Map Term & Status
- Excess Credit Counter & Threshold
- Cumulative Enrollment (FSU) GPA
- Cumulative Transfer GPA
- Cumulative Overall GPA

**TERM SUMMARY**
Term Summary is where you may view information about a student’s enrollment at FSU and the Academic Standing Status.

- **Classes**: Includes Classes, Units, Grading Schema (graded course or S/U), and Grade Earned, and Status (shows courses dropped after the 4th day of classes) for the selected term.
- **Statistics**: Includes Unit and GPA information.
  - From Enrollment (the selected term at FSU)
  - Combined Term Total (the selected term at FSU & any courses taken elsewhere simultaneously [online or co-op])
  - Cumulative Total (all terms at FSU and elsewhere)

**CLASS DETAILS**
View Class Details by tapping on the Class hyperlink.

**QUICK VIEW FOR**: Viewing Program/Plan stack, Map Term/Status, Excess Credit, FSU Courses taken, and GPA data.
EDIT SERVICE INDICATORS
You can release active Service Indicators (holds) by selecting Edit. You may only manage the Service Indicators for which you have been provisioned Row-level security.

VIEW SERVICE INDICATORS
Click the Details link to see the service impacted, description, and any additional notes and/or comments about the specific Service Indicator.

VIEW STUDENT GROUPS
The General Info tab is also where you can view all Student Groups (both active and inactive) for a given student. At this time, you may not edit/add/remove Student Groups within the app.

STUDENT PERSONAL DATA AND CONTACT INFO
You can view student birthdate and gender on the Personal Data page. You may view or contact a student through the Phone and Email Addresses pages.
**PORTRAIT VIEW**
Course information will be listed in alternating grey and white shaded blocks when viewed in a portrait orientation on some devices.

**LANDSCAPE VIEW**
Flipping your device to a landscape orientation will change the display to a more user-friendly table view.

**QUICK VIEW FOR:** Viewing a student’s Course History Report in myFSU Mobile to see all courses attempted.

**Note:** You may want to flip your device to landscape orientation for a more user-friendly experience.

**Sort results by**
- Taken
- Transferred
- In Progress

**COURSE DETAILS**
Tap on the Course Title in the Description field to view Course Details, Enrollment Information, and the Course Description.
**LANDSCAPE VIEW**
Flipping your device to a landscape orientation will change the display to see the information in a table view.

**QUICK VIEW FOR:** Viewing a student’s posted Transfer Credit and/or Test Credit.

**NOTEs**
For any transfer or test credit that has been assigned a Repeat Code value, the Repeat Code Description will populate in the Notes column.