Student Central Advisor Center

Job Aids

June 2017

Table of Contents

TIPS, SUGGESTIONS AND REMINDERS IN USING THE ADVISOR CENTER:

1) Campus ID is a unique identifier that can be used to search for a student instead of EmplID or Name (e.g.abc10g).

2) Navigate by clicking on various tabs and sub-tabs within Advisor Center to access the data you need on an individual student.

3) Departments have either *Assigned Advisors* or an *Advising Office* listed as advisors of record for the various Plans.

4)
   a. If your department has selected the *Advising Office* option, you will not have *Assigned Advisees*. All job aids have been designed to locate students using the "**View Data for Other Students**" search option.

   b. If you have *Assigned Advisees*, you can switch between students using either the drop-down tool in the *Advisee Student Center* tab called "**Change Advisees***" or by selecting the "*My Advisees"* tab and choosing the student from the list. You must select **"View Student Details"** to access an individual student's information in Advisor Center (see first job aid).

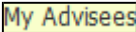5) Security for Advisor Center is provisioned based on completion of the correlated training. For advisor training information, contact Chris Boyd at cboyd@fsu.edu.

My Advisees Tab: Locate Assigned Advisees
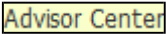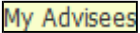
Note: This job-aid begins at the *Student Central Home Page*. If you begin in *Advisor Center*, start at Step 4.

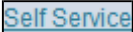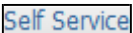| Step	Action
1.	Click the **Self Service** link. Self Service
2.	To proceed using the Cascading Menu format: Click the **Self Service** menu. Self Service
3.	Click the **Advisor Center** menu. Advisor Center
4.	Click the **My Advisees** menu. My Advisees
5.	This is the **"My Advisees"** tab within the Advisor Center. Advisees will be sorted by EmplID, but you may click the column header for "Name" to re-sort the list alphabetically by last name. You may *notify all or selected advisees* from this page, using the buttons located below the advisee roster. To download this roster to Excel: Click the **Download** graphic.
6.	To view the **"Advisee Student Center"** for a student: Click the **View Student Details** link. View Student Details
7.	This is the "**Advisee Student Center",** an advisor view of the Student Center. **Please note:** Students will also see their *Financial Information* in their view of Student Center. Advisors may not access student financial information from Advisor Center. Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

My Advisees Tab: View Data for Other Students

Note: This job-aid begins at the *Student Central Home Page*. If you begin in *Advisor Center*, start at Step 4.

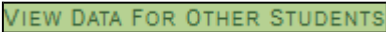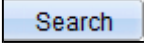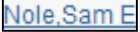| Step	Action
1.	Click the **Self Service** link. Self Service
2.	To proceed using the Cascading Menu format: Click the **Self Service** menu. Self Service
3.	Click the **Advisor Center** menu. Advisor Center
4.	Click the **My Advisees** menu. My Advisees
5.	To locate a student not listed under your *assigned advisees*: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
6.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**".)
7.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
8.	Click the **Search** button. Search
9.	Click the **Nole,Sam E** link. Nole,Sam E
10.	**Please note:** This is the "**Advisee Student Center"** tab for *Sam E. Nole* (name altered for FERPA compliance). Sam E. Nole will be the test student for all remaining Advisor Center tutorials. Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Main Page: View Current Student Enrollment

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click in the **Search** field. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	This is the **"Advisee Student Center"** tab. Student's **Current Semester Enrollment** is listed at the top of this page under the *"Academics"* bar. Days/times will be listed under the *Schedule* column. "*My Class Schedule*" link shows a different format for student's current enrollment. Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

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Advisee Student Center Tab – Main Page: View Current Student Bio/Demo Data

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click in the **Search** field. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	This is the **"Advisee Student Center"** tab. A snapshot of student's current Bio/Demo data can be found under the *"Personal Information"* bar. Any time a carrot is displayed, you can expand or collapse the section. To *collapse* this section: Click the **Collapse section Personal Information** graphic. ▼
7.	To *expand* **"Personal Information"**: Click the **Expand section Personal Information** graphic. ▷
8.	To view **Student Demographic Information**, including student photo: Click the **Demographic Data** link. Demographic Data
9.	This is the "**Advisee Demographic Information**". Students should contact the ***Registrar's Office*** to update any information on this page. To return to the **"Advisee Student Center"**: Click in the **Cancel** field. Cancel

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Step	Action
10.	To view student's **Emergency Contact Information**: Click the **Emergency Contact** link. Emergency Contact
11.	Students can edit this information directly from <u>their</u> Student Center page. Advisors cannot edit this information. To return to the "**Advisee Student Central**" tab: Click in the **Cancel** field. Cancel
12.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Main Page: View Information on "To Do" lists

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	This is the **"Advisee Student Center"** tab. **"To Do Lists"** are being used primarily by *Financial Aid*. To view specifics: Click the **details** link. details
7.	View **basic** information on *Advisee To Do Items* in this table. To view more detailed instructions for the student: Click the **2013 Dep Verification Wrksheet** link. 2013 Dep Verification Wrksheet
8.	View **specific** information on To Do Items by selecting *To Do Item Detail* screen. Students can access the same information from their Student Center page. *To Do Item*, *Contact, and Detailed Instructions* are provided for the student. To return to the **"Advisee To Do List"**: Click in the **Return** field. Return
9.	To return to the **Advisee Student Center** tab: Click in the **Cancel** field. Cancel

Step	Action
10.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Main Page: View Assigned Advisor Contact Information

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click in the **Search** field. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	This is the **"Advisee Student Center"** tab. If there is a BUSINESS phone number listed for an advisor, the phone number will be displayed in the **"Advisor"** area of the *Advisee Student Center*. **Please note:** There may be additional advisors assigned to students beyond the primary plan advisors. Students can email assigned advisors directly from Student Central: Click the **details** link. details
7.	To open an email composition window, select the *Advisor* or *Advising Office* name: Click the **Business Advising Office** link. Business Advising Office
8.	You can navigate to other Advisor Center tabs for <u>this student </u>by clicking tab at the top of the page. To return to the "**Advisee Student Center**" tab: Click the **Cancel** button. Cancel

Step	Action
9.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Main Page: View Information on Current Service Indicators

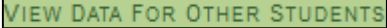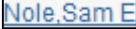**Note:** This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.
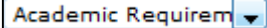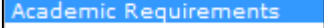
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1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	This is the **"Advisee Student Center"** tab. To view details on **Current Service Indicators** (holds): Click the **details** link. details
7.	View basic information on *Current Service Indicators* in this table. To view more detailed instructions for the student: Click the **Dean Stop** link. Dean Stop
8.	View specific information on *Current Service Indicators* here. Students can access the same information from their Student Center page. *Service Indicator Reason, Department, and Detailed Instructions* are provided. To return to the **Advisee Student Center** tab: Click in the **Return** field. Return
9.	To return to the **Advisee Student Center** tab: Click in the **Cancel** field. Cancel

Step	Action
10.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Academic Advising Tools: View Academic Requirements Report (ARR)

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2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click in the **Search** field. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To select the **"Academic Requirements"** report: Click the **Drop Down Arrow** list item. Academic Requirem ▾
7.	Select **"Academic Requirements"** Academic Requirements
8.	To access the report: Click the **Go** graphic. ⟫
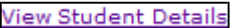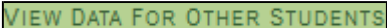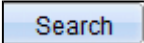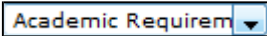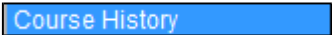
Step	Action
9.	This is the *online version* of the **"Academic Requirements"** report. The default state of this report formatting indicates *satisfied requirements* by collapsing that section. Any requirements not yet met are expanded. To manually expand or collapse, click on the carrot next to the requirement, or choose *collapse all* or *expand all* at the top of the report. The student's **Program/Plan** and **Requirement Terms** are listed at the top of each report. **Please Note:** Key at the top of the report shows icons to indicate if course has been *taken*, is *in progress*, or is listed on the student's *Planner*. **<u>BASIC ONLINE ACADEMIC REQUIREMENT REPORT FORMATTING:</u>** **Dark Blue Bars:** *Requirement Groups* (The <u>*Liberal Studies*</u> Requirement Group will come before the <u>*Plan*</u> Requirement Group). **Light Blue Bars:** *Requirements* (for example: <u>*State-Wide General Education Core*</u> is a "requirement" within the Liberal Studies Requirement Group) **Requirement Line:** *Individual Requirement Lines* (for example: <u>*English Core*</u> is an Individual Requirement Line within the *State-Wide General Ed Core Requirement.* The LS Requirement is contained within the *University-wide Requirement Group)*. To scroll down, move the cursor to the scroll bar on the right side of the screen.
10.	To view all courses included in the requirement **"All Undergraduate Courses Taken"** Requirement Line: Click the **View All** link.
11.	You can sort this table by clicking on each *column header*. To sort by when the courses were taken, click the **When** link.
12.	**FSU1999** is the course number for *Non-Equated Transfer Credit*. **FSU****** is the course number for *General Elective* credit. View the *Transfer Credit Report* job aid for more information on FSU1999.
13.	To expand and view which classes satisfied a *Requirement Line* or *Requirement*, click the carrot icon before the line item name: ▷ English Core requirement
14.	The section expands to show which courses were used to meet the *Requirement* or *Requirement Line*.
15.	To view the "**Academics Requirements**" report as a *.pdf*, scroll back up to the top of the page. Click the **view report as pdf** [view report as pdf] link:
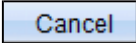
Step	Action
16.	**Please note:** _Requirements_ not yet satisfied are in a **RED** font in the .pdf. All requirements and courses used to meet the requirements are listed on the .pdf report. To close the .pdf report, close the window. [x]
17.	To exit the **"Academic Requirements"** report and return to the _Advisee Student Center,_ scroll down and hit **"Cancel".** Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Academic Advising Tools: View Course History

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.
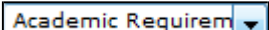
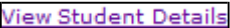| Step	Action
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2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To select the **"Course History"** report: Click the **Drop Down Arrow** list item. Academic Requirem ▾
7.	Select **"Course History"** from the options listed. Course History
8.	Click the **Go** graphic. ⟫
9.	The **"Course History"** report shows a list of all courses taken and includes the term the class was posted to the transcript, grades earned, units and status of courses. Use the sort fields at the top of the report to re-sort the order of the classes: sort To include courses in a student's *Planner*: Click the **Show courses from My Planner** option. ◯
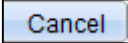
Step	Action
10.	The icon key at the top of the "**Course History**" table indicates the status of a course. **Please note:** The *Term* column indicates date that the course was taken or posted as transfer credit at FSU. EC/ED grades are included in this report. EC/ED grades function as transfer courses *from* FSU *to* FSU. More information on transfer credit can be found in the **"View Transfer Credit Report"** tutorial. To remove courses listed in a student's *Planner* from the "**Course History**" table: Click the **Hide courses from My Planner** option.
11.	To exit the **"Course History"** report and return to the *Advisee Student Center,* scroll down: Click in the **Cancel** field. Cancel
12.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Academic Advising Tools: View Transfer Credit Report

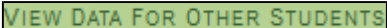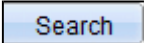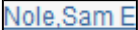**Note:** This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

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2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To select the **"Transfer Credit Report"**: Click the **Drop Down Arrow** list item. Academic Requirem
7.	Select **"Transfer Credit: Report"** from the drop down list. Transfer Credit: Report
8.	Click the **Go** graphic. »
9.	To collapse areas: Click the **Collapse section Course Credits** graphic. ▽
10.	Click the **Expand section Course Credits** graphic. ▷

Step	Action
11.	The **"Transfer Credit: Report"** shows a list of all transfer courses and test credits posted for an individual student.
	Use **Course Credits** to view classes the student took at an outside institution. Each table under **Course Credits** represents different *Source Institutions* (where courses were taken).
	Transfer Term indicates the *FSU semester* in which transfer credit was posted to the FSU transcript.
	External Year and External Term indicate the Year and Term in which the student took the class at the Source Institution.
	Incoming Course indicates the *Course Number* at the Source Institution.
	Units Taken indicates the *number of units* (hours) the course was awarded at the Source Institution.
	Equivalent Course indicates to which FSU course the incoming course is equated.
	*FSU**** Courses* are courses that count for general elective credit but do not have an exact equivalent at FSU.
	FSU1999 Courses behave like general elective courses that are non-equated in the Course Catalog. These courses may be evaluated by the appropriate office to determine equivalency. The Office of Undergraduate Studies evaluates all transfer courses as they may apply to State-wide Core, General Education and State-Mandated Writing.
	Use **Test Credits** to view any credits the student has received from AP/IB/AICE/CLEP.
12.	To exit the **Transfer Credit Report** and return to the *Advisee Student Center,* scroll down: Click the **Cancel** button. Cancel
13.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Advisee Student Center Tab – Academic Advising Tools: View "What-If" Report

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

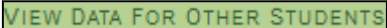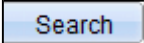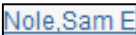| Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click in the **Search** field. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To select the **"What-If Report"**: Click the **Drop Down Arrow** list item. Academic Requirem ⯆
7.	Select **"What-If Report"** What-if Report
8.	To access the report: Click the **Go** graphic. ⟫
9.	To view a saved **"What-If Report"**, select the hyperlink for report requested on a given date. To create a new **"What-If Report"**: Click the **Create New Report** link. CREATE NEW REPORT
10.	Default information on this page is student's currrent *Program/Plan* information. Click an entry in the list. Undergraduate ⯆
11.	Complete the *Career Scenario* section by selecting the appropriate *Career* in the drop down menu. Click the list. Undergraduate ⯆
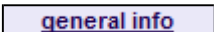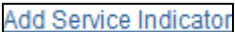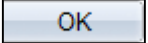
Step	Action
12.	Complete the *Program Scenario* section by selecting the appropriate *Program/Plan* in the drop down menus. Area of Study indicates *Plan* name. **Please note:** *Plans* (major plus degree pursued - BA, BS, etc.) are tied to *Programs*. For example, the <u>Undergraduate Studies</u> *Program* must be selected to choose the <u>Pre</u> or <u>NFA</u> versions of a *Plan*. Plans without a degree pursued suffix indicate additional majors. Select the new **"What-If"** Plan. `Accounting - BS` ▾
13.	To run the report: Click the **Submit Request** link. `SUBMIT REQUEST`
14.	The **"What-If Report"** has been generated using the same format as the *Academic Requirements Report*. **Please note:** The .pdf version of the *"What-If"* report has an **Alternative Academic Plan/Career Simulation header** to differentiate it from and *"Academic Requirements"* report. To learn more on how to use these reports, refer to the **"View Academic Requirements"** online tutorial. Scroll down.
15.	To exit the **"What-If Report"** and return to the *Advisee Student Center,* scroll down**:** Click in the **Cancel** field. `Cancel`
16.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Student Center"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. `Home`
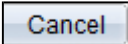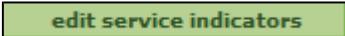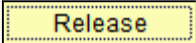
General Info Tab: Manage Service Indicators

Note: This job-aid begins at the _Student Central Advisor Center > My Advisees tab_.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To **"Maintain Service Indicators"**: Click the **general info** link. general info
7.	To place or release Service Indicators, you must have the appropriate security roles and rows defined to the _Reason Code_ level. Click the **Edit Service Indicators** button. edit service indicators
8.	To manually add a Service Indicator: Click the **Add Service Indicator** link. Add Service Indicator
9.	Click the **Look up Service Indicator Code** button.

Step	Action
10.	The *Service Indicator Code* defines the *Reason Code* options available (next step). *RDD: Division - Dean's Stop*: Service Indicators defined for each College. *UAV - Dean Stop*: All Undergraduate Studies Service Indicators like AIP or ENC Compliance can be found under this Code. *RDM: Degree Map Off Track*: *First Map* Service Indicator *RMM: Mapping-Major Change*: *Second Map* Service Indicator **For example,** to place an ***Arts and Sciences*** Service Indicator: Click the **RDD** link. RDD
11.	The *Service Indicator Code* dictates which *Reason Codes* are available. Click the **Look up Service Ind Reason Code** button.
12.	Security is provisioned to the *Service Indicator Reason* level. This means and Academic Advisor in the College of Business would only be given security to place and/or release Service Indicators for COB. Select Reason Code to proceed: Click the **ASDD** link. ASDD
13.	Each Service Indicator must have an "Effective Date". To set the *Start Term* for the Service Indicator: Click the **Look up Start Term** button.
14.	Choose the semester in which the Service Indicator will become active: Click the **2139** link. 2139
15.	Select a *Start Date* for the Service Indicator. For example, *08/23/2013*.
16.	**Please note:** Different Service Indicators have different **Impacts** on student enrollment. The majority of Service Indicators *Block All Enrollment Activity*. You may enter specific comments in the **"Comments"** box. To place the Service Indicator: Click the **OK** button. OK

Step	Action
17.	The Service Indicator has now been placed. It will be visible to students and advisors under the **"Student Center"** tab, "**Holds**" area, and visible in the "**General Info**" tab under "**Service Indicators**". To return to the **"General Info"** tab: Click the **Cancel** button. [Cancel]
18.	To release the Service Indicator: Click the **Edit Service Indicators** button. [edit service indicators]
19.	Click the **RDD** link. [RDD]
20.	Each action (placing and releasing Service Indicators) will be documented with a date/time stamp, and the *Placed By* and *Released By* information. To release the Service Indicator (lift the hold): Click the **Release** button. [Release]
21.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"General Info"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. [Home]

General Info Tab: View Initiated Checklists

Note: This job-aid begins at the _Student Central Advisor Center > My Advisees tab_.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To **"View Initiated Checklists"**: Click the **general info** link. general info
7.	If a checklist exists, the summary will be visible by scrolling to **"Initiated Checklists"**
8.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"General Info"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

General Info Tab: View Student Groups

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

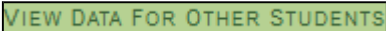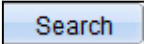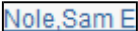| Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To **"View Student Groups"**: Click the **general info** link. general info
7.	Scroll down to view **"Student Groups"**. Each Student Group has a *Student Group Code* and *Description*. *Student Group Status* is located in the far right column and indicates which Student Groups are *active* or *inactive*. Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"General Info"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

General Info Tab: View Student's Personal Information

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	To **"View Student's Personal Information"**: Click the **general info** link. general info
7.	Scroll down to view phone numbers, emails, addresses, names, etc. Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"General Info"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Academics Tab: View Current Program/Plan

Note: This job-aid begins at the _Student Central Advisor Center > My Advisees tab_.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click in the **Search** field. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	Click the **academics** link. academics
7.	This is the "**Academics**" tab. View student's current Program/Plan under **"Institution/ Career/ Program"**. Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Academics"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home

Academics Tab: View Program/Plan History

Note: This job-aid begins at the *Student Central Advisor Center > My Advisees tab*.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	Click the **academics** link. academics
7.	This is the "**Academics**" tab. View student's current Program/Plan listed under **"Institution/ Career/ Program"**. To view this student's Program/Plan History: Click the **edit program data** link. edit program data
8.	To view the student's entire "**Program History**": Click the **View All** link. View All
9.	To view the "**Program History**", scroll down. You can see when a student was certified to the upper division, indicated by the Program change from **"***Undergraduate Studies"* to *"Bachelor's Degree"*. To view student's "**Plan History**": Click the **Student Plan** link. Student Plan

Step	Action
10.	Student's current Plan is listed first. To view the **"Plan History"**, scroll down. You can see the history of Plan (major) changes here. To view the "**Current Plan"** only: Click the **View 1** link. `View 1`
11.	To return to the **"Advisee Academics"** tab: Click in the **Cancel** field. `Cancel`
12.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Academics"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. `Home`

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Academics Tab: View Term Summary Information

Note: This job-aid begins at the _Student Central Advisor Center > My Advisees tab_.

Step	Action
1.	To view the **"Advisee Student Center"** for a student: Locate advisee on list. Click the **View Student Details** link for the student you wish to view. View Student Details To locate a student not listed under your assigned advisees: Click the **View data for other students** link. VIEW DATA FOR OTHER STUDENTS
2.	Enter the desired information into the **Last Name:** field. (e.g. - Enter "**nole**").
3.	Enter the desired information into the **First Name:** field. (e.g. - Enter "**sam**").
4.	Click the **Search** button. Search
5.	Click the **Nole,Sam E** link. Nole,Sam E
6.	Click the **academics** link. academics
7.	To View Term Information, scroll down to **"Term Summary"**.
8.	For each given semester, you can view the student's _Primary Program, Academic Standing, Academic Level, Academic Load, Classes_ for the semester (including status), and semester _statistics_. 2126 – 2012 Summer
9.	**SEMESTER STATISTICS:** _See each column for data pertaining to a given semester, including Units Toward GPA and Units not for GPA, Quality Points and GPA:_ _From Enrollment:_ Classes taken in the selected semester at FSU _From Transfer Credit:_ Includes all classes taken outside FSU _Combined Term Total:_ Classes taken in the selected semester, combined with Transfer Credit _Cumulative Total:_ All classes taken at FSU combined with Transfer Credit 2126 – 2012 Summer **NOTE:** To locate the **FSU GPA**, refer to the _FSU GPA (Cumulative Enrollment)_ field under the **"Institution/Career/Program"** section of the **"Academics"** tab.

Step	Action
10.	Navigate between Advisor Center tabs and sub-tabs to access student information. To exit the **"Academics"** tab and Advisor Center, returning to the Student Central Home Page: Click the **Home** link. Home