Academic Advisement Overview— Activity Guide

Institutional Structure

_____ - Illinois State University (ILSTU)

_____ - highest level division of institution (COB, COE, CAS, CFA, CST, NUR, or Office of the Provost)

_____ - usually departments; tracks financial responsibility and work credit

Academic Structure/Student Categories

_____ - Undergraduate, Graduate or Continuing Education

_____ - student applies to, is admitted to, and graduates from; combination of college and career

_____ - major, minor, or certificate; will say B.S., B.A., minor, etc.

_____ - sequences or concentrations

Miscellaneous

_____ - category of students; used for reporting and processing

_____ - when the student registers for classes

_____ - the name of the Empl ID field

_____ - the name of the UID field

_____ - restricts a service; looks like _____

_____ - provides a special service; looks like _____

Academic Calendar

_____- basically semester (fall, spring, or summer)

_____ - period of time the university holds classes (4 weeks, 8 weeks, whole semester, etc.)

<u>2BBC</u>

BB - _____   C - _____

2 - _____   5 - _____   8 - _____

<u>Course Catalog</u>

_____ - list of subjects, courses, descriptions in Campus Solutions

_____ - credit hours

_____- 2-3 letter code for the subject the course is held in

_____- number we are used to seeing that is associated with a course

_____ - study on a topic (ENG 101, BSC 145, SED 279)

        Course ID – six digit number Campus Solutions assigns to every course.

_____ - specific instance of course (section 2 of ENG 101 in Spring 2015)

        Class Nbr – four digit number Campus Solutions assigns to every class.

Additional Notes: _____

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Activity 1: Seek and Find

You are about to meet with a new student on your case load. Look through the student's information and find the following items:

Navigation: *Main Menu > Self Service > Advisor Center > Advisee Student Center*

How many courses is the student taking this semester? _____

Who is the student's advisor? _____

What Service Indicators does the student have on his or her account?

_____

What Student Groups is the student a part of? _____

What is the student's:

UID _____

Date of Birth _____

Gender _____

Marital Status _____

Phone Number _____

Campus Email _____

Does the student have any transfer credits? If so, what college were the classes taken at?

_____

What is the student's major? _____

What is the student's minor? _____

What is the student's admit term? _____

What is student's GPA? _____

What classes did the student take in Fall 2014? _____

_____

Activity 2: Browse and Search Course Catalog

View specific information about Section 1 of Biological Sciences 145 this semester. Use the instructions below to find this information.
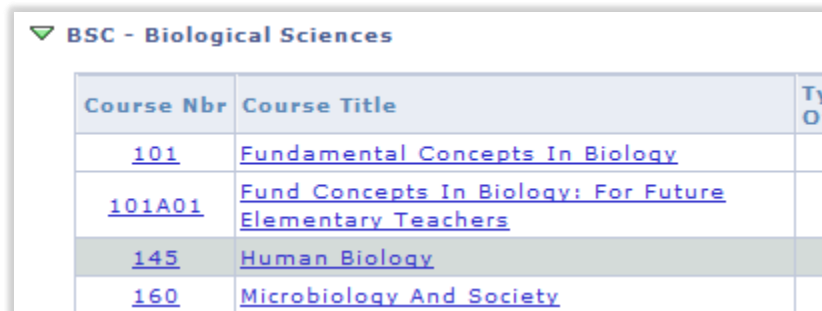
Procedure:
1. Navigate to *Main Menu > Curriculum Management > Course Catalog > Browse Catalog.*

2. Click on the *B* link.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9
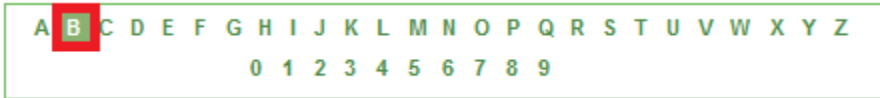
3. Click on the *BSC – Biological Sciences* link.

Select subject code to display or hide course information.

▷ BSC - Biological Sciences

▷ BTE - Business Teacher Education

▷ BUS - Business Administration

4. Click on the *145* link or *Human Biology* link.

▽ BSC - Biological Sciences

Course Nbr	Course Title	Ty Of
101	Fundamental Concepts In Biology	
101A01	Fund Concepts In Biology: For Future Elementary Teachers	
145	Human Biology	
160	Microbiology And Society	

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5. Information about the course will display. Click on the *View Class Sections* button.

6. Confirm the Term Offered dropdown menu is set to Fall Semester 2015.

7. Click the link of section 1.

If you wish to view more information about the courses and section times, click the *Return to Browse Course Catalog* link.

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Activity 3: Browse and Search Course Catalog

You want to see what time English 247.01 is offered in the Fall. Use the instruction below to find this information.

Procedure:

1. Navigate to *Main Menu > Curriculum Management > Schedule of Classes > Class Search.*
2. Click the *Term* drop-down menu and select the term that the class is being held in.
3. Click the *Subject* drop-down menu and select the subject that the class is being held in.
4. Enter the course number.
5. Click the *Search* button.

6. Scroll down if necessary to find the course that you are looking for.
7. Click the course that you wish to review.

What time is the course scheduled for? _____

Activity 4: Browse and Search Course Catalog

Search for a class of your choice.

Other tasks from this module you might want to know:

Access and view student demographic information, transfer credit summary, and academic information.

Procedure:

1. Navigate to *Self Service > Advisor Center > Advisee Student Center.*
2. Search for and select the desired student.
3. Click on the *general info* tab.
    a. Student's basic demographic information will be displayed.
4. Click on the *transfer credit* tab.
    a. All classes the student has transferred in will display.
5. Click on the *academics* tab.
    a. Previous semesters the student has been enrolled in will display.

Students' information has been viewed.

View service indicator

Procedure:

1. Navigate to *Self Service > Advisor Center > Advisee Student Center*.
2. Search for and select the desired student.
3. Click the *general info* tab.
4. Click the *Service Indicators* link.
5. Any Service Indicators will be visible here.

Terminating cue: You are able to view all service indicators assigned to the student.

View Enrollment Appointment Dates/Registration Time

You want to know when your student will be able to register for classes.

Procedure:

1. Navigate to *Self Service > Advisor Center > Advisee Student Center*.
2. Search for and select the desired student.
3. Under the *Enrollment Dates* header, click on the *Open Enrollment Date* link.
4. Select the desired term.
5. Click the *Continue* button.
6. The date the student can enroll for classes will display.

Terminating cue: Click *Cancel* to go back to the previous page.

Set User Defaults

Procedure:

1. Navigate to *Main Menu > Set Up SACR > User Defaults.*
2. Under the *User Defaults 1* tab:
    a. *Academic Institution* is set to **ILSTU**.
    b. *Career Group SetID* is set to **ILSTU**.
    c. *Facility Group SetID* is set to **ILSTU**.
    d. You might want to set *Academic Career, Academic Group, Subject Area, Academic Program*, and/or *Academic Plan* to what you use most.
3. Under the *User Defaults 2* tab:
    a. *SetID* is set to **ILSTU**.
    b. *Business Unit* is set to **ILSTU**.
    c. *Cashier's Office* is set to **MAIN**.
    d. *Campus* is set to **MAIN**.
    e. *Institution Set* is set to **ILSTU**.
4. Click the *Save* button.

View Current Enrollment Number in a Class

You keep track of how many students are enrolled in each class. Use these instruction to find the amount of students enrolled in each class.

Procedure:

1. Navigate to *Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.*
2. Enter the term code for the term that the class is being held in the *Term* field (such as `2162`). Use the *Look up* button if necessary.
3. Enter the subject area for the class in the *Subject Area* field (such as `SED`). Use the *Look up* button if necessary.
4. Click the *Search* button.
5. Click the Class you wish to view the enrollment for.
6. Select the *Enrollment Cntrl* tab.
7. Under the word *Total* is the amount of students enrolled in the class.
8. Use the arrows on the *Enrollment Control* header to move to other sections.
9. Use the buttons at the bottom to move to other classes in the same subject area.

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