

# Academic Advisement Overview— Activity Guide

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## 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.)



## 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? \_\_\_\_\_

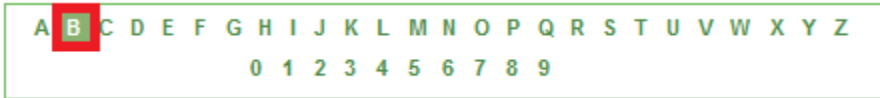
\_\_\_\_\_

## 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:**

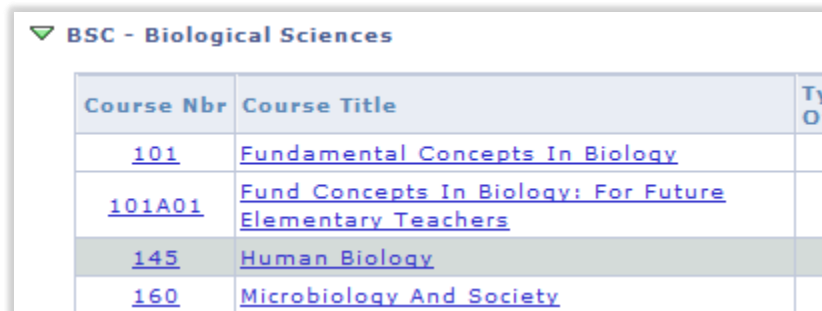
1. Navigate to *Main Menu > Curriculum Management > Course Catalog > Browse Catalog*.
2. Click on the *B* link.



3. Click on the *BSC – Biological Sciences* link.



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



A screenshot of a table titled "BSC - Biological Sciences" showing a list of courses. The row for course number 145 is highlighted in grey.

Course Nbr	Course Title	Type
<a href="#">101</a>	<a href="#">Fundamental Concepts In Biology</a>	
<a href="#">101A01</a>	<a href="#">Fund Concepts In Biology: For Future Elementary Teachers</a>	
<a href="#">145</a>	<a href="#">Human Biology</a>	
<a href="#">160</a>	<a href="#">Microbiology And Society</a>	

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

**BSC 145 - Human Biology**

**Course Detail**

<b>Career</b>	Undergraduate	<a href="#">view class sections</a>
<b>Units</b>	3.00	
<b>Grading Basis</b>	Student Option	
<b>Course Components</b>	Lecture	Required
<b>Campus</b>	Main	
<b>Academic Group</b>	College of Arts and Sciences	
<b>Academic Organization</b>	Biological Sciences	

**Description**

Study of human biology in context of science, technology, and culture, emphasizing technological advances in medicine, disease

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

**Course Schedule**

Terms Offered: Fall Semester 2015 [show sections](#)

Fall Semester 2015  
Spring Semester 2015

- Click the link of section 1.

**BSC 145 sections for Fall Semester 2015**

Section	Session	Status
<a href="#">001-LEC (1152)</a>	1	<span style="color: green;">●</span>

Days	Start	End	Room	Instructor	Dates
TBA	TBA		TBA	Staff	08/17/2015 - 12/11/2015

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

Study of human biology in context of science, technology, and culture, emphasizing technological advances in medicine, disease prevention, and public health. Not for credit major. General Education category: SMT-Science, Mathematics, and Technology.

**Textbook/Other Materials**

Textbook Assignment Pending (assignments not shown to students)

[Return to Browse Course Catalog](#)

### 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.

The screenshot shows a 'Class Search' form with the following fields and options:

- Subject:** English (dropdown menu)
- Course Number:** is exactly (dropdown menu) and 247A01 (text input)
- Course Career:** (empty dropdown menu)
- Show Open Classes Only
- Open Entry/Exit Classes Only
- Additional Search Criteria:** (expandable section)
- Buttons:** CLEAR and SEARCH (highlighted with a red box)

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 instructions 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.

The screenshot shows the Oracle system interface for viewing enrollment control. The breadcrumb trail at the top reads: *Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes*. The **ORACLE** logo is visible in the top left. A navigation menu includes tabs for *Basic Data*, *Meetings*, **Enrollment Cntrl**, *Reserve Cap*, *Notes*, *Exam*, *LMS Data*, *Textbook*, and *GL Interface*. The **Enrollment Cntrl** tab is highlighted with a red box and labeled **Step 6**.

Course details are displayed in two columns:

Course ID:	004410	Course Offering Nbr:	1
Academic Institution:	Illinois State University	Undergrad	
Term:	Spring Semester 2015	Family Consumer Sciences	
Subject Area:	FCS	Family Eco Resources	
Catalog Nbr:	233		

The **Enrollment Control** section includes a header with *Find | View All* and a pagination control showing *First 1 of 2 Last*. The **Enrollment Control** header is labeled **Step 8**. Below this, the following fields are visible:

Session:	1	Regular Academic Session	Class Nbr:	1922
Class Section:	001	Component: Lecture	Event ID:	
Associated Class:	1	Units: 3.00		
*Class Status:	Active		Cancel Class	
Class Type:	Enrollment	Enrollment Status:	Op	
*Add Consent:	No Consent	Requested Room Capacity:	30	Total
*Drop Consent:	No Consent	Enrollment Capacity:	30	23
1st Auto Enroll Section:		Wait List Capacity:		0
2nd Auto Enroll Section:		Minimum Enrollment Nbr:		
Resection to Section:				

The **Enrollment Capacity** field is highlighted with a red box and labeled **Step 7**. At the bottom of the form, there is a checkbox for *Auto Enroll from Wait List* and a label *if Student Enrolled*, which is labeled **Step 9**.

The bottom navigation bar includes buttons for *Save*, **Return to Search**, *Previous in List*, *Next in List*, and *Notify*. The **Return to Search** button is highlighted with a red box.