



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

How to View Advisee Academic Information

Application:

Campus Solutions

Audience:

Academic Advisement

Objective:

In this job aid, you will learn how to **view a student's academic information** available in the Advisor Center component.

Note: Advisors can edit the advisee's program and plan information within the Advisee Academic section. Please refer to the user guide titled "View/Change an Advisee's Program/Plan for more information."

The advisor can view the advisee's current and past academic information within the Advisee Academics page of the Advice Center.

Before you Begin:

To sign in to Campus Solutions, go to sis.illinoisstate.edu. Once there, click the **Please click here to PeopleSoft logon page** link. Then, you will be prompted to log in with your ULID and password.

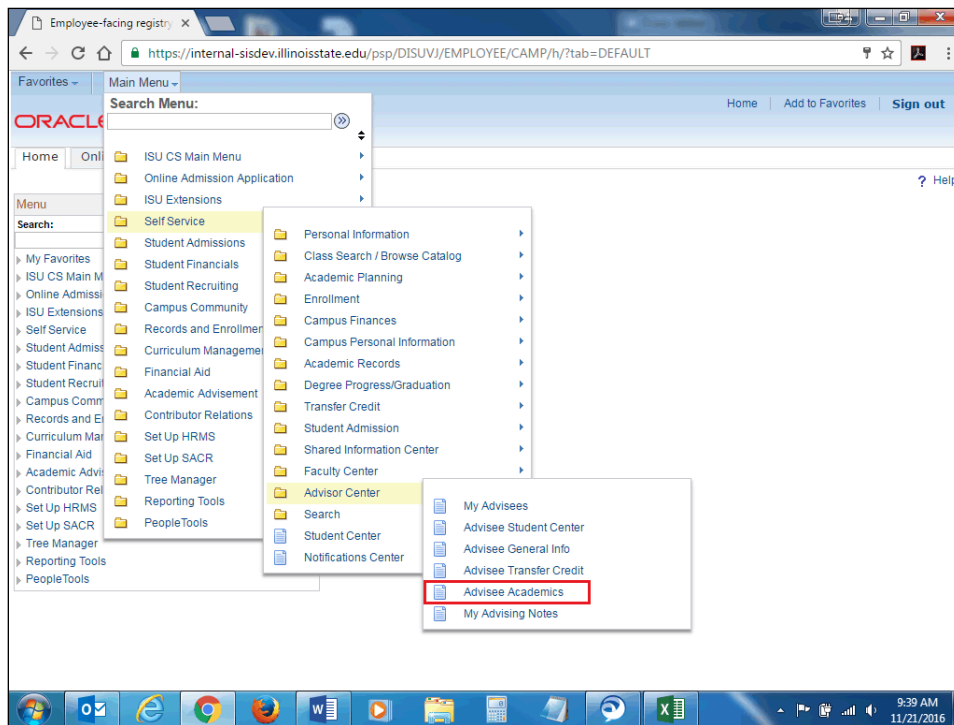
Once you log in, the options on your screen will depend on your security access.

If you are unable to log in, contact the Technology Support Center (TSC) at (309)438-HELP(4357), supportcenter@illinoisstate.edu, or ITHelp.IllinoisState.edu.



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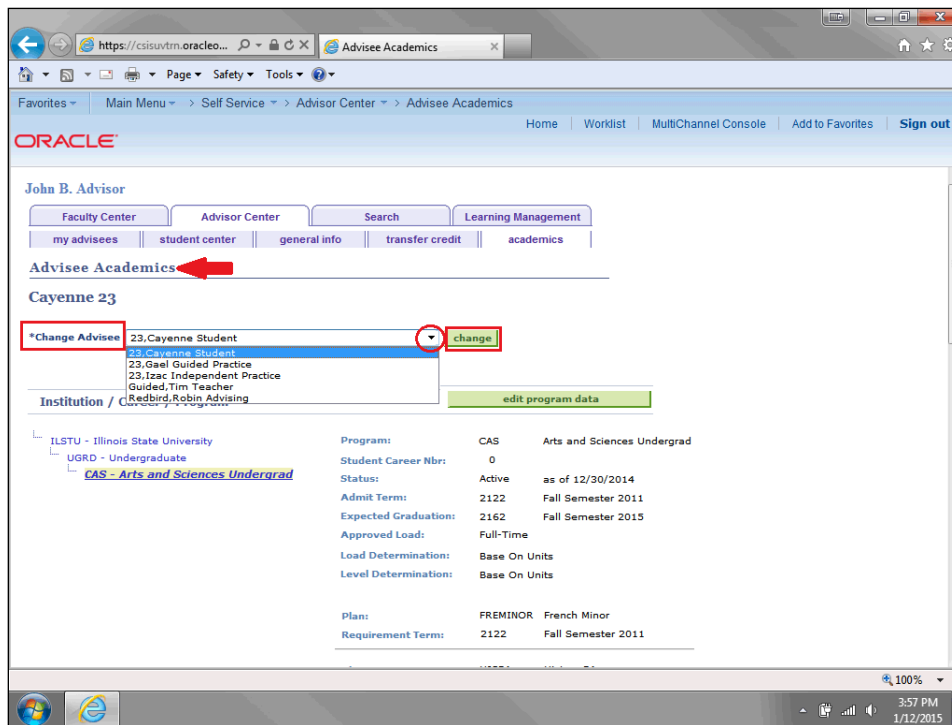


Step	Action
1.	To access the Advisee Academics page, click Main Menu . Then, click Self Service . Next, click Advisor Center . Finally, click Advisee Academics .

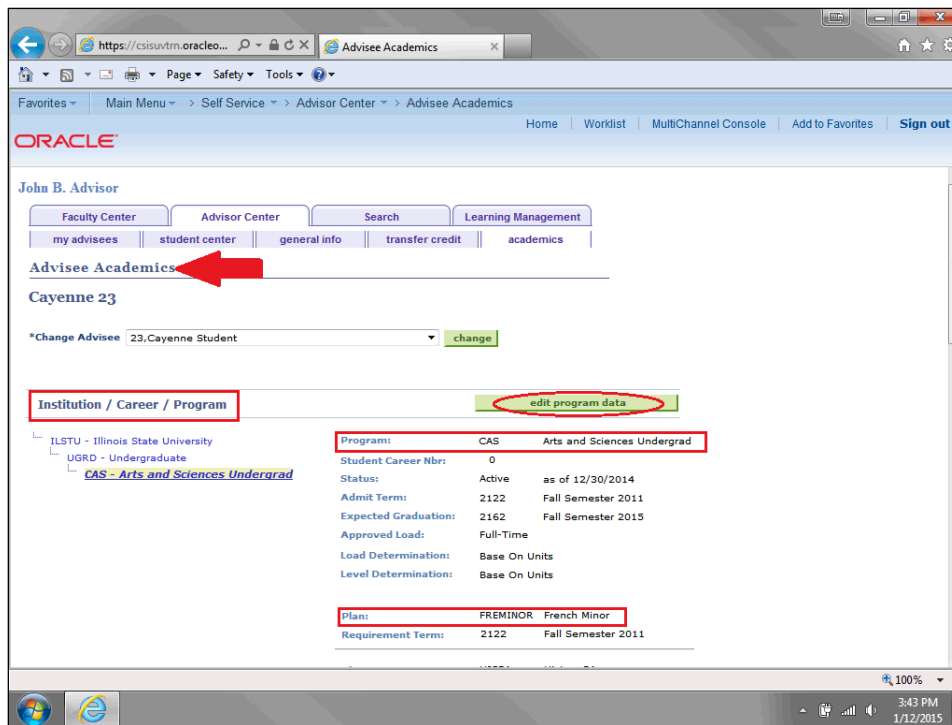


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Step	Action
2.	<p>The Advisee Academics page will display the first advisee assigned to the advisor or the previously viewed advisee.</p> <p>To change which advisee you are viewing, click the Change Advisee dropdown arrow to select a different advisee, then click the change button.</p>



Step	Action
3.	<p>Use the Advisee Academics page to review the Institution / Career / Program information.</p> <p>Click the edit program data button.</p> <p>For more information on how to process a change, please refer to the user guide titled View/Change an Advisee's Program/Plan.</p>



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Step	Action
4.	Use the Term Summary section to review the Level / Load, Classes and Statistics . Click the link for the term you wish to review. Click the <i>expand</i> button next to the section you wish to view.



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Term Summary

ILSTU - Illinois State University
UGRD - Undergraduate
2162 - Fall Semester 2015
2158 - Summer Semester 2015
2155 - Spring Semester 2015
2152 - Fall Semester 2014
2148 - Summer Semester 2014
2145 - Spring Semester 2014
2142 - Fall Semester 2013
2138 - Summer Semester 2013
2135 - Spring Semester 2013
2132 - Fall Semester 2012
2128 - Summer Semester 2012
2125 - Spring Semester 2012
2122 - Fall Semester 2011

Fall Semester 2014

Eligible to Enroll: Yes
Primary Program: CAS Arts and Sciences Undergrad
Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Junior
Academic Level - Term Start: Junior
Academic Level - Term End: Junior
Approved Academic Load: Full-Time
Academic Load: Enrolled Half-Time

Classes

Enrolled Dropped Wait Listed

Class	Description	Units	Grading	Grade	Status
ENG 241-001 (1831)	Growth Str Lang (Lecture)	3.00	Graded		✓
HIS 398-001 (1832)	Pp: Internship In His (Prof Prac)	1.00	Graded	A	✓
LAN 115A14-001 (1832)	2ndyr Latin (Part I) (Lecture)	4.00	Graded	B	✓

Step	Action
5.	For this example, we will select 2152 - Fall Semester 2014 . Expand the Level / Load and Classes to review the advisee's standing in that term and their classes with grades.



Fall Semester 2015	Combined Term Total	Cumulative Total
Units Toward GPA:		
Taken		85.000
Passed		56.000
In Progress		13.000
Units Not for GPA:		
Taken		
Passed		
In Progress		
Transfer Units		45.000
GPA Calculation		
Total Grade Points		186.000
/ Units Taken Toward GPA		85.000
= GPA		2.188

Step	Action
6.	<p>Review the Statistics section for information, such as Units Toward GPA, the Cumulative Total, and GPA Calculation information.</p> <p>Click the Return to Search button to search for another student.</p> <p>To return to the Navigation Menu screen, click the Home link at the top right of the page.</p>



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Need Help?

Contact the AT Training team ATtraining@ilstu.edu

To view more instructional documents and training videos, or to sign up for workshops:

Visit AT.IllinoisState.edu/Training