

Advisor Center Quick Reference



Purpose: Advisors may access Advisor Center via **My Universe**, **Resources** tab, to view their advisee rosters and details including academic information, class schedules, degree progress, and grades.



Feature	Details																																																							
<p>My Advisees</p>	<p>Use the My Advisees tab to view your advisee roster.</p> <ul style="list-style-type: none"> Click the <i>student name</i> to send an email to the student. Note: Use the Notify buttons to notify a select group (those you check) or all advisees. Click the View Student Details link to go to the student's student center Photos are not yet available <p><u>My Advisees</u></p> <p>Select display option: <input checked="" type="radio"/> Link to Photos <input type="radio"/> Include photos in list</p> <table border="1" data-bbox="521 1083 1515 1514"> <thead> <tr> <th></th> <th>Notify</th> <th>Name</th> <th>ID</th> <th>View Student Details</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/></td><td>Boop, Betty</td><td>*****</td><td>View Student Details</td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td>Builder, Bob</td><td>*****</td><td>View Student Details</td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td>Duck, Donald</td><td>*****</td><td>View Student Details</td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td>Gonzales, Speedy</td><td>*****</td><td>View Student Details</td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td>Mouse, Mickey</td><td>*****</td><td>View Student Details</td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td>Panther, Pam</td><td>*****</td><td>View Student Details</td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td>Panther, Paul</td><td>*****</td><td>View Student Details</td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td>Skywalker, Luke</td><td>*****</td><td>View Student Details</td></tr> <tr><td>9</td><td><input type="checkbox"/></td><td>Ventura, Ace</td><td>*****</td><td>View Student Details</td></tr> <tr><td>10</td><td><input type="checkbox"/></td><td>White, Snow</td><td>*****</td><td>View Student Details</td></tr> </tbody> </table> <p><input type="button" value="notify selected advisees"/> <input type="button" value="notify all advisees"/></p> <hr/> <p>Faculty Center Advisor Center Search My Advisees Student Center Transfer Credit Academics</p> <p>Note: Another option for notifying students is to use your Advisee List-Serv. Contact Postmaster Nick Frerichs if you have questions about your list-serv.</p>		Notify	Name	ID	View Student Details	1	<input type="checkbox"/>	Boop, Betty	*****	View Student Details	2	<input type="checkbox"/>	Builder, Bob	*****	View Student Details	3	<input type="checkbox"/>	Duck, Donald	*****	View Student Details	4	<input type="checkbox"/>	Gonzales, Speedy	*****	View Student Details	5	<input type="checkbox"/>	Mouse, Mickey	*****	View Student Details	6	<input type="checkbox"/>	Panther, Pam	*****	View Student Details	7	<input type="checkbox"/>	Panther, Paul	*****	View Student Details	8	<input type="checkbox"/>	Skywalker, Luke	*****	View Student Details	9	<input type="checkbox"/>	Ventura, Ace	*****	View Student Details	10	<input type="checkbox"/>	White, Snow	*****	View Student Details
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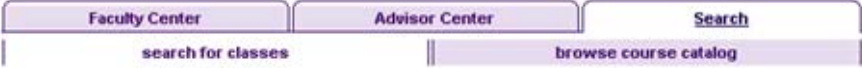



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<p>Student Center</p>	<p>Use the Student Center tab to view the student’s Student Center, which displays their class schedule, holds, to do lists, enrollment dates, advisor, and contact information.</p> <p><i>Note:</i> If no advisees are selected on the <i>My Advisee</i> tab, the Student Center tab defaults to the first student on the list. Use the Change Advisee drop down field at the top of the page to select a student.</p> <p>Student Name</p> <p>*Change Advisee <input type="text"/> change</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Academics</p> <p>Shopping Cart My Planner</p> <p>other academic... ⌵</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">FALL 2011 Schedule</th> </tr> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>CRIM 1059-01 EXP (36125)</td> <td>MoWeFr 12:00PM - 12:50PM Sabin 115</td> </tr> <tr> <td>EARTHSCI 1100-01 LEC (34053)</td> <td>TuTh 11:00AM - 12:15PM Latham Hall 125</td> </tr> <tr> <td>ECON 1041-03 LEC (34210)</td> <td>TuTh 12:30PM - 1:45PM Curris Business Building 320</td> </tr> <tr> <td>GEOG 1210-02 LEC (34484)</td> <td>MoWeFr 11:00AM - 11:50AM Begeman Hall 114</td> </tr> <tr> <td>LYHS 2551-01 LEC (31851)</td> <td>TuTh 2:00PM - 3:15PM Wellness Recreation Cent 204</td> </tr> </tbody> </table> <p style="text-align: right;">weekly schedule ▶</p> </div> <div style="width: 45%;"> <p>Holds</p> <p>SF Past Due U-bill 367.18 SF Past Due U-bill Student Athlete</p> <p style="text-align: center;">Currency used is US Dollar. details ▶</p> <p>To Do List</p> <p>No To Do's.</p> <p>Enrollment Dates</p> <p>Enrollment Appointment You may begin enrolling for the FALL 2011 Full Semester session on April 18, 2011. details ▶</p> <p>Advisor</p> <p>Program Advisor Michele Peck 319/273-3406 details ▶</p> </div> </div> <p>Personal Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Contact Information</th> </tr> </thead> <tbody> <tr> <td>Permanent Home 49470 Elysian Rd Elysian, MN 56028-4418 Le Sueur</td> <td>Local Mailing None</td> </tr> <tr> <td>Home Phone 507/267-4225</td> <td>Home E-mail Withheld</td> </tr> </tbody> </table> <p>Viewing student grades</p> <ul style="list-style-type: none"> • Select Grades from the drop-down box on the left • Two tabs may display: Official Grades (final) & Mid-term Grades (if entered) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Official Grades</th> <th colspan="2">Mid-term Grades</th> </tr> <tr> <th>Class</th> <th>Description</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>CS 1130</td> <td>Visual Basic Programming</td> <td>3.00</td> <td>Graded</td> <td></td> <td></td> </tr> <tr> <td>GEOG 4120</td> <td>Population Geography</td> <td>3.00</td> <td>Graded</td> <td></td> <td></td> </tr> <tr> <td>GEOG 4159</td> <td>GIS Programming</td> <td>3.00</td> <td>Graded</td> <td></td> <td></td> </tr> <tr> <td>GEOG 4350</td> <td>Global Sys Field Survey</td> <td>3.00</td> <td>Graded</td> <td>B</td> <td>9.000</td> </tr> </tbody> </table>	FALL 2011 Schedule		Class	Schedule	CRIM 1059-01 EXP (36125)	MoWeFr 12:00PM - 12:50PM Sabin 115	EARTHSCI 1100-01 LEC (34053)	TuTh 11:00AM - 12:15PM Latham Hall 125	ECON 1041-03 LEC (34210)	TuTh 12:30PM - 1:45PM Curris Business Building 320	GEOG 1210-02 LEC (34484)	MoWeFr 11:00AM - 11:50AM Begeman Hall 114	LYHS 2551-01 LEC (31851)	TuTh 2:00PM - 3:15PM Wellness Recreation Cent 204	Contact Information		Permanent Home 49470 Elysian Rd Elysian, MN 56028-4418 Le Sueur	Local Mailing None	Home Phone 507/267-4225	Home E-mail Withheld	Official Grades		Mid-term Grades		Class	Description	Units	Grading	Grade	Grade Points	CS 1130	Visual Basic Programming	3.00	Graded			GEOG 4120	Population Geography	3.00	Graded			GEOG 4159	GIS Programming	3.00	Graded			GEOG 4350	Global Sys Field Survey	3.00	Graded	B	9.000
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<p>Academics</p>	<p>Use the Academics tab to view career/program and term summary details. This page is dynamic – clicking on the items on the left, displays detail.</p> <hr/> <p>Institution / Career / Program edit program data</p> <ul style="list-style-type: none"> UNICS - University of Northern Iowa <ul style="list-style-type: none"> UGRD - Undergraduate <ul style="list-style-type: none"> HFAUG - Human & Fine Arts-Undergrad COEUG - Education-Undergraduate <p>Program: COEUG Education-Undergraduate Student Career Nbr: 1 Status: Active as of 08/23/2010 Admit Term: 2082 FALL 2008 Expected Graduation: Approved Load: Full-Time Load Determination: Base On Units Level Determination: Base On Units</p> <p>Plan: 42FBA Mvmnt & Exrc Sci: Exercise Sci Requirement Term: 2091 SUMMER 2009</p> <hr/> <p>Term Summary</p> <ul style="list-style-type: none"> UNICS - University of Northern Iowa <ul style="list-style-type: none"> UGRD - Undergraduate <ul style="list-style-type: none"> 2112 - FALL 2011 2111 - SUMMER 2011 2103 - SPRING 2011 2102 - FALL 2010 2093 - SPRING 2010 2092 - FALL 2009 2083 - SPRING 2009 2082 - FALL 2008 <p>FALL 2011</p> <p>Eligible to Enroll: Yes Primary Program: COEUG Education-Undergraduate Academic Standing Status: Data unavailable</p> <hr/> <p>Level / Load</p> <p>Academic Level - Projected: Junior Academic Level - Term Start: Junior Academic Level - Term End: Junior Approved Academic Load: Full-Time Academic Load: Enrolled Full-Time</p> <hr/> <p>Classes</p> <p> <input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>CAP 3140-14 (34954)</td> <td>Enviromnt Technlgy & Socty (Lect/Disc)</td> <td>2.00</td> <td>Graded</td> <td></td> <td>✓</td> </tr> <tr> <td>COMM 2011-80 (32082)</td> <td>Intro To Communication (Lect/Disc)</td> <td>1.00</td> <td>Graded</td> <td></td> <td>✓</td> </tr> <tr> <td>COMM 4347-01 (32133)</td> <td>Family Communication (Lect/Disc)</td> <td>3.00</td> <td>Graded</td> <td></td> <td>✓</td> </tr> <tr> <td>COMM 4355-01 (32131)</td> <td>Listening (Lect/Disc)</td> <td>3.00</td> <td>Graded</td> <td></td> <td>✓</td> </tr> <tr> <td>COMM 4446-01 (35754)</td> <td>Soc Protst Perform / Rhetorc (Lect/Disc)</td> <td>3.00</td> <td>Graded</td> <td></td> <td>✓</td> </tr> <tr> <td>COMM 4448-01 (32104)</td> <td>Cultural Performance (Lect/Disc)</td> <td>3.00</td> <td>Graded</td> <td></td> <td>✓</td> </tr> </tbody> </table> <p>Quick Enrollment</p> <hr/> <p>Statistics</p> <table border="1"> <thead> <tr> <th>FALL 2011</th> <th>From Enrollment</th> <th>Cumulative Total</th> </tr> </thead> <tbody> <tr> <td colspan="3">Units Toward GPA:</td> </tr> <tr> <td>Taken</td> <td></td> <td>86.000</td> </tr> <tr> <td>Passed</td> <td></td> <td>86.000</td> </tr> <tr> <td>In Progress</td> <td>15.000</td> <td>15.000</td> </tr> <tr> <td colspan="3">Units Not for GPA:</td> </tr> <tr> <td>Taken</td> <td></td> <td>5.000</td> </tr> <tr> <td>Passed</td> <td></td> <td>2.000</td> </tr> <tr> <td>In Progress</td> <td></td> <td></td> </tr> <tr> <td colspan="3">GPA Calculation</td> </tr> <tr> <td>Total Grade Points</td> <td></td> <td>272.670</td> </tr> <tr> <td>/ Units Taken Toward GPA</td> <td></td> <td>86.000</td> </tr> <tr> <td>= GPA</td> <td></td> <td>3.170</td> </tr> </tbody> </table>	Class	Description	Units	Grading	Grade	Status	CAP 3140-14 (34954)	Enviromnt Technlgy & Socty (Lect/Disc)	2.00	Graded		✓	COMM 2011-80 (32082)	Intro To Communication (Lect/Disc)	1.00	Graded		✓	COMM 4347-01 (32133)	Family Communication (Lect/Disc)	3.00	Graded		✓	COMM 4355-01 (32131)	Listening (Lect/Disc)	3.00	Graded		✓	COMM 4446-01 (35754)	Soc Protst Perform / Rhetorc (Lect/Disc)	3.00	Graded		✓	COMM 4448-01 (32104)	Cultural Performance (Lect/Disc)	3.00	Graded		✓	FALL 2011	From Enrollment	Cumulative Total	Units Toward GPA:			Taken		86.000	Passed		86.000	In Progress	15.000	15.000	Units Not for GPA:			Taken		5.000	Passed		2.000	In Progress			GPA Calculation			Total Grade Points		272.670	/ Units Taken Toward GPA		86.000	= GPA		3.170
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<p>Search Classes – Schedule of Classes Courses – Course Catalog</p>	<p>Use the Search tab to search the schedule of classes or browse the course catalog.</p>  <p>Search for Classes</p> <p>Enter Search Criteria</p> <p>Institution: University of Northern Iowa Term: FALL 2010</p> <p>Select at least 2 search criteria. Click Search to view your search results.</p> <p>Class Search Criteria</p> <p>Course Subject: [dropdown] Course Number: is exactly [dropdown] [input] Course Career: [dropdown] Course Attribute: [dropdown] <input checked="" type="checkbox"/> Show Open Classes Only</p> <p>Use Additional Search Criteria to narrow your search results.</p> <p>▶ Additional Search Criteria</p> <p>CLEAR CRITERIA SEARCH</p> <p>Click browse course catalog to view the current catalog.</p> <p>Browse Course Catalog</p>  <p>COLLAPSE ALL EXPAND ALL</p> <p>Select subject code to display or hide course information.</p> <ul style="list-style-type: none"> ▶ ACCT - Accounting ▶ ACT SCI - Actuarial Science ▶ ANTH - Anthropology ▶ ART - Art Studio ▶ ARTED - Art Education ▶ ARTHIST - Art History ▶ AT - Athletic Training <p>COLLAPSE ALL EXPAND ALL</p>