



PeopleSoft 9.0

Advisees

Your Advisees

To view a list of your advisees, navigate to:

Home > Self Service > Faculty Center > My Advisees

View My Advisees - Windows Internet Explorer

https://cswweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/SSR_ADVISEE_OVRD.SSS_ADVISEE_LIST.GBL?PORTALPARAM_PTCNAV=HC_SSS_ADVISEE_LIST_GBL&...

Search web...

View My Advisees

Home | Add to Favorites | Sign out

Menu

Search:

My Favorites

Self Service

Time Reporting

Personal Information

Faculty Center

View My Advisees

Class Search

Browse Course Catalog

Campus Community

Records and Enrollment

Curriculum Management

Worklist

Reporting Tools

PeopleTools

My Personalizations

Faculty Name

my advisees | student center | general info | academics

View My Advisees

Advisee Roster

View FERPA Statement

Notify	ID	Name	Find View All	First	1-3 of 3	Last
<input type="checkbox"/>		Burcess, Dawn Maria		View Student Details		
<input type="checkbox"/>		Fleet, Katrina Alvce		View Student Details		
<input type="checkbox"/>		Talbot, Stephanie L		View Student Details		

notify selected advisees | notify all advisees

VIEW DATA FOR OTHER STUDENTS

My Advisees | Student Center | General Info | Academics

- The “View FERPA Statement” link takes you to the FERPA Message for Instructor/Advisor. (See below)
- Click the student’s name to send them an email.
- The “View Student Details” link takes you to the Student Center tab.
- The **notify selected advisees** button sends an email to the selected advisees.
- The **notify all advisees** button sends an email to all advisees.
- The **VIEW DATA FOR OTHER STUDENTS** button directs you to the Advisee’s Student Center search.

FERPA Message for Instructor/Advisor

The screenshot shows a web browser window titled "View My Advisees - Windows Internet Explorer". The address bar contains the URL: https://cweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/SSR_ADVISEE_OVRD.SSS_ADVISEE_LIST.GBL?PORTALPARAM_PTCNAV=HC_SSS_ADVISEE_LIST_GBL&...

The page header includes the Bowie State University logo and navigation links: Home, Add to Favorites, and Sign out.

Menu

- Search:
- My Favorites
- Self Service
 - Time Reporting
 - Personal Information
 - Faculty Center
 - View My Advisees**
 - Class Search
 - Browse Course Catalog
- Campus Community
 - Records and Enrollment
 - Curriculum Management
 - Worklist
 - Reporting Tools
 - PeopleTools
 - My Personalizations

View My Advisees

FERPA Message for Instructor/Advisor

FERPA Restrictions

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

[U.S. Department of Education Family Educational Rights and Privacy Act \(FERPA\)](#)

Student Center Tab

The second tab at the top takes you to the advisee's Student Center page. (Shown below)

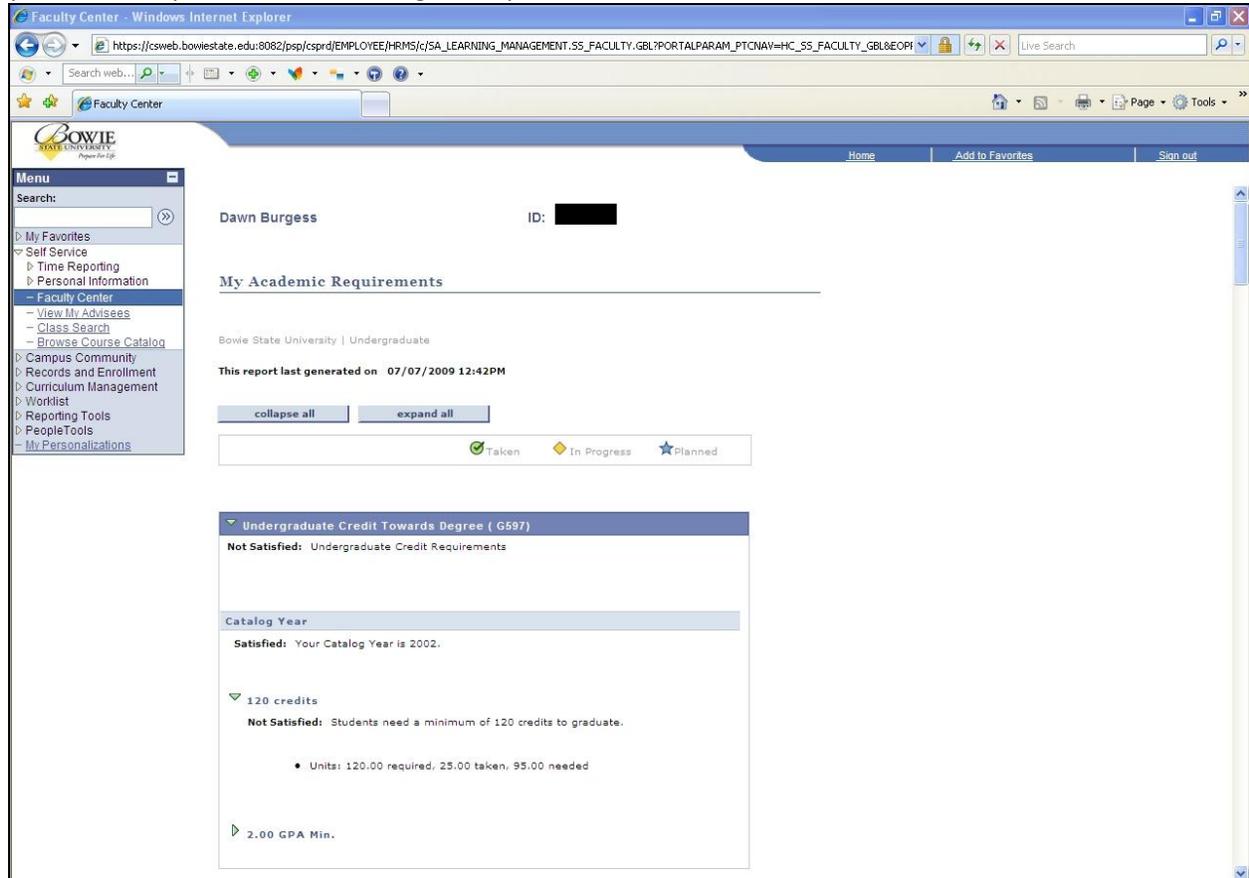
- The “My Class Schedule” link displays the student’s current class schedule.
- The “Shopping Cart” link shows the courses the student is trying to add.
- is a drop down menu, which gives the advisor access to view the following information for each of his/her advisees:
 - Academic Requirement
 - Course History
 - Grades
 - Transcript: View Unofficial
 - Transfer Credit Report
 - Other Academic...

Select the function you wish to perform from the drop down menu, then click .

- The “Demographic Data” link shows the student’s demographic information.
- The “Emergency Contact” link identifies the student’s emergency contacts.
- Under Holds, the “details” link presents any holds the student currently has.
- Under To Do List, the “details” link shows the student’s to do list.
- Under Enrollment Dates, the “Open Enrollment Dates” link identifies the open enrollment dates.

Student Center Tab (cont'd) – Academic Advising Report

On the Student Center tab, the first item in the drop down menu is Academic Requirement. This feature produces a report that lists the degree requirements that the student has/has not satisfied.



The screenshot shows a web browser window displaying the Faculty Center interface. The user is Dawn Burgess, ID: [REDACTED]. The page title is "My Academic Requirements". The report was last generated on 07/07/2009 12:42PM. There are buttons for "collapse all" and "expand all". A legend indicates "Taken" (green checkmark), "In Progress" (yellow diamond), and "Planned" (blue star). The main content area shows "Undergraduate Credit Towards Degree (G597)" with a "Not Satisfied" status. A "Catalog Year" section is "Satisfied" (2002). A "120 credits" section is "Not Satisfied" (120 required, 25 taken, 95 needed). A "2.00 GPA Min." section is also shown.

- The **collapse all** button collapses all the requirements displayed on the page.
- The **expand all** button expands all the requirements displayed on the page.

Student Center Tab (cont'd) – Course History

On the Student Center tab, the second item in the drop down menu is Course History. This feature shows the advisor every course that a student has taken, is currently taking, or transferred in. In addition, it shows what semester they took the course, how many units each course was, and the grade they received.

Faculty Center - Windows Internet Explorer

Search:

My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

Course	Description	Term	Grade	Units	Status
BUAD 101	Intro. To Business	Fall 2002 Semester		3.00	←
COSC 110	COMP LITERACY/APPLICATIO	Spring 2004 Semester		3.00	✓
ENGL 101	Expository Writing	Fall 2002 Semester		3.00	←
ENGL 102	COMP AND LITERATURE II	Spring 2004 Semester		3.00	✓
HEED 102	Life And Health	Fall 2003 Semester		3.00	✓
HIST 114	Afro-Amer Hist To 1865	Spring 2003 Semester		3.00	✓
PEDO 101	Intro To Pedo	Fall 2003 Semester		3.00	✓
PEDO 282	Dom/Family Violence	Spring 2003 Semester		3.00	✓
PHED 103	Cond & Physical Fitness	Fall 2002 Semester		1.00	←
PSYC 101	General Psychology	Fall 2002 Semester		3.00	←
SPLG 101	Oral Communications	Fall 2003 Semester		3.00	✓

Internet 100%

- Results can be sorted by course, description, grade, status, term, or units. Select your sort preference, then click the button.

Student Center Tab (cont'd) - Grades

On the Student Center tab, the third item in the drop down menu is Grades. This feature allows an advisor to see a student's grades, by semester.

The screenshot shows the Faculty Center interface for Dawn Burgess. The 'View My Grades' section contains a table with the following data:

Select a term then click Continue.		
Term	Career	Institution
<input checked="" type="radio"/> Spring 2004 Semester	Undergraduate	Bowie State University
<input type="radio"/> Fall 2003 Semester	Undergraduate	Bowie State University
<input type="radio"/> Spring 2003 Semester	Undergraduate	Bowie State University

Buttons for 'Cancel' and 'CONTINUE' are visible at the bottom of the selection area.

- Click the for the semester you wish to view, then click the **CONTINUE** button.
- For example, if you selected Spring 2004 for the above student, it would display only her Spring 2004 grades. (Shown below)

The screenshot shows the Faculty Center interface for Dawn Burgess with the Spring 2004 Semester selected. The page displays the following information:

Spring 2004 Semester | Undergraduate | Bowie State University **change term**

Class Grades - Spring 2004 Semester

Official Grades				
Class	Description	Units	Grade	Grade Points
COSC 110	COMP LITERACY/APPLICATIO	3.00		
ENGL 102	COMP AND LITERATURE II	3.00		

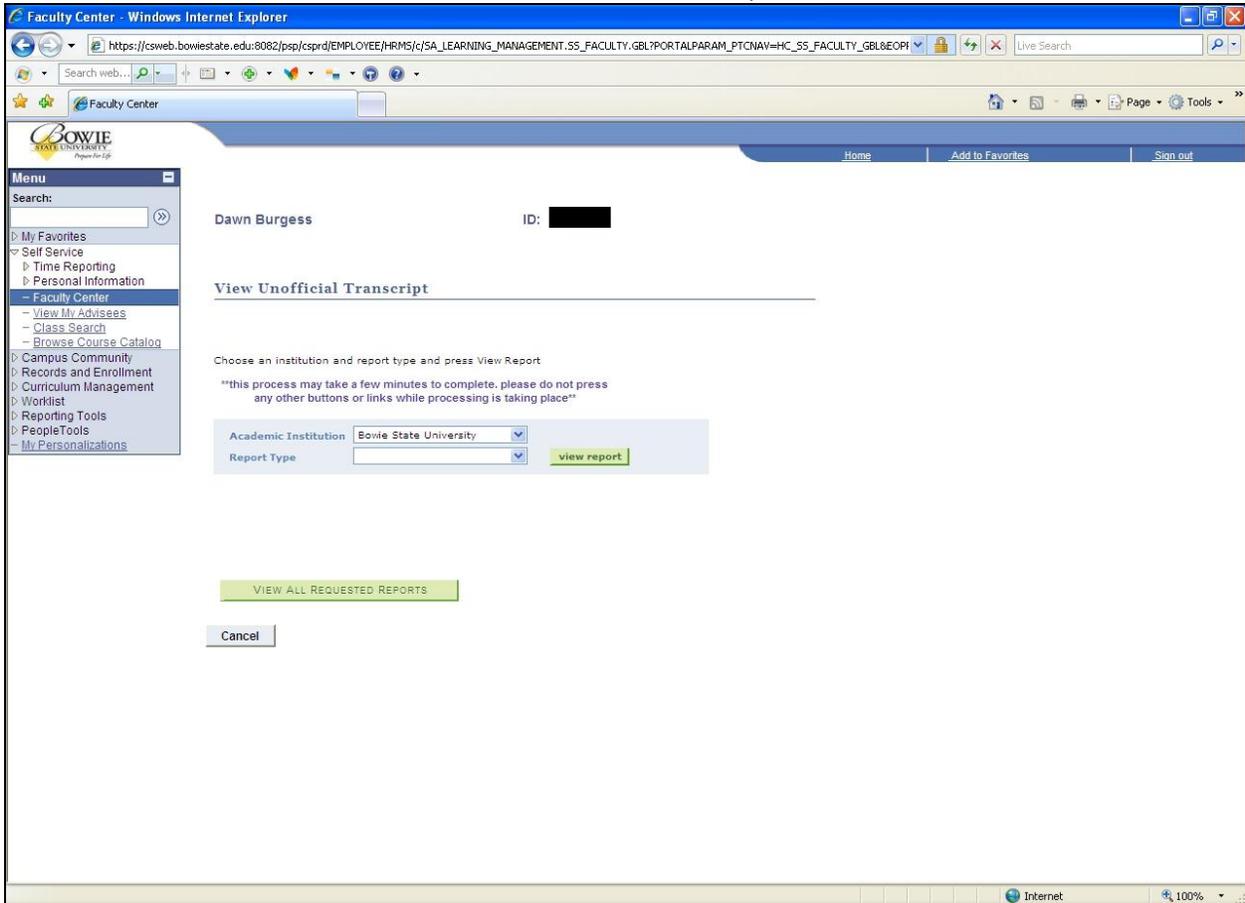
Term Statistics - Spring 2004 Semester

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Total Grade Points				57.000
Graded units towards GPA	6.000		6.000	21.000
Graded units not for GPA				
In progress units				
GPA**				2.714

** GPA = Total Grade Points / Graded units towards GPA

Student Center Tab (cont'd) – Unofficial Transcript Report

On the Student Center tab, the fourth item in the drop down menu is Transcript: View Unofficial. This feature allows an advisor to view a student's unofficial transcript.



- The Academic Institution should be "Bowie State University."
- The Report Type should be "Unofficial Transcript."
- Click the **view report** button to process the request.
- The **VIEW ALL REQUESTED REPORTS** button allows the user to view all reports they have requested.

Student Center Tab (cont'd) – Transfer Credit Report

On the Student Center tab, the fifth item in the drop down menu is Transfer Credit: Report. This feature allows an advisor to view all of the credits a student has transferred to Bowie State University. The page displays incoming courses, how many units each course is, their BSU equivalents, and which semester the course(s) was transferred in.

The screenshot shows a web browser window displaying the Faculty Center interface. The user is Dawn Burgess, ID: [REDACTED]. The page title is "View Transfer Credit Report".

Course Credits

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 2002 Semester	BA 101	3.00		Posted	BUAD 101	3.000	T
Fall 2002 Semester	EN 101	3.00		Posted	ENGL 101	3.000	T
Fall 2002 Semester	PE 183	1.00		Posted	PHED 103	1.000	T
Fall 2002 Semester	PSY 102	3.00		Posted	PSYC 101	3.000	T

Test Credits
No test credits found.

Other Credits
No other credits found.

Cancel

General Info Tab

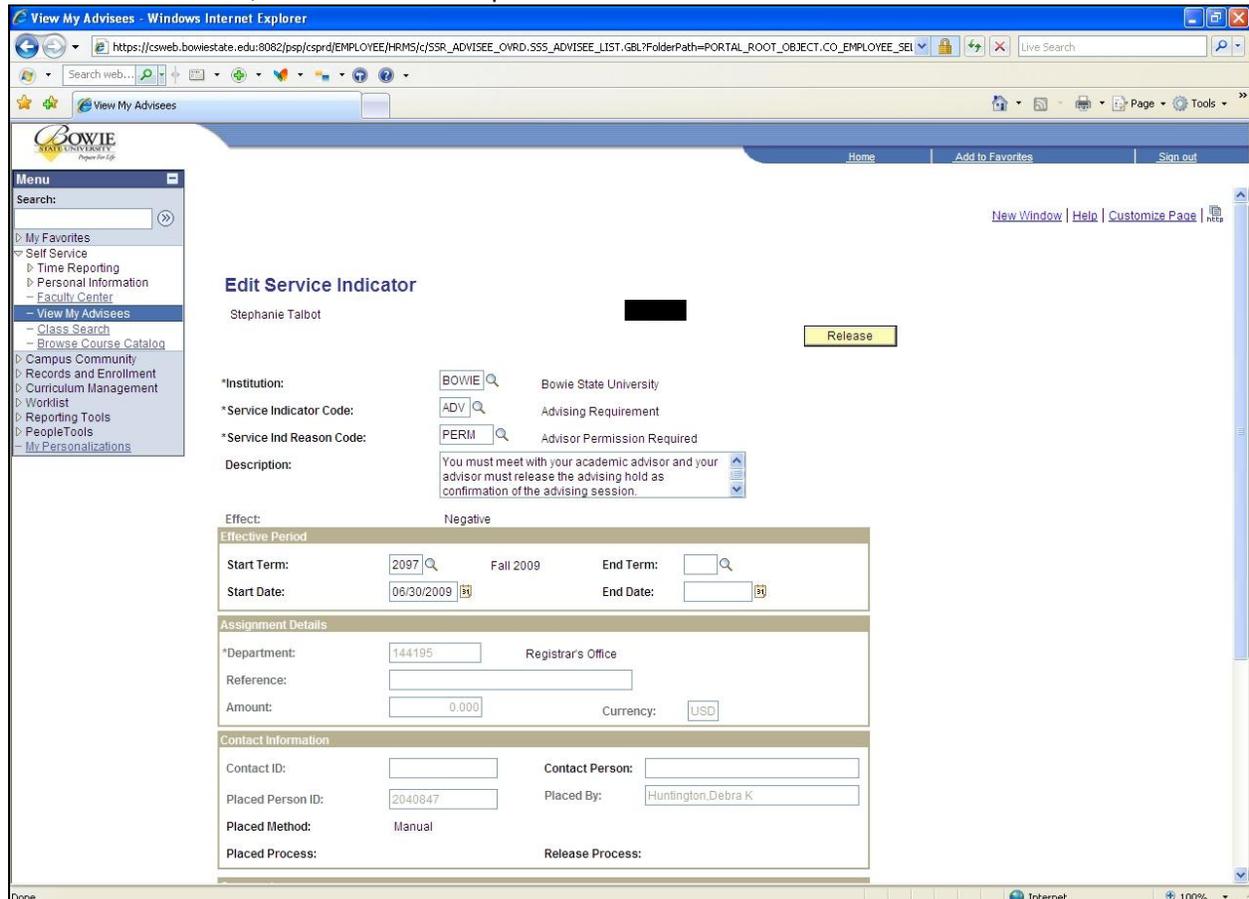
The third tab at the top takes you to the advisee's General Info page. (Shown below)

The screenshot shows a web browser window titled "View My Advisees - Windows Internet Explorer". The address bar shows a URL from bowiestate.edu. The page header includes the Bowie State University logo and navigation links for Home, Add to Favorites, and Sign out. A left-hand menu is visible, with "View My Advisees" selected. The main content area displays the name "Stephanie Talbot" and her ID. Below this are four tabs: "my advisees", "student center", "general info" (highlighted with an orange border), and "academics". Under the "general info" tab, there are two columns of links: "Service Indicators", "Student Groups", "Addresses", and "Email Addresses" on the left; and "Initiated Checklists", "Personal Data", "Names", and "Phones" on the right. There are also "COLLAPSE ALL" and "EXPAND ALL" buttons. Below the links, there is a "Service Indicators" section with a "Positive" radio button selected and a "Negative" radio button. A table follows with columns for "Type", "Details", "Start Term", "End Term", "Start Date", "End Date", and "Department". The table contains one row: "Advising Requirement" with a red "X" icon, "Fall 2009", "06/30/2009", and "Registrar's Office". Below the table is a "Go to top" link. Further down are sections for "Initiated Checklists" (with "No initiated checklists found."), "Student Groups" (with "No student groups found."), and "Personal Data".

- The links at the top (Service Indicators, Student Groups, Addresses, Email Addresses, Initiated Checklists, Personal Data, Names, and Phones) direct you to various areas of this page.
- The **COLLAPSE ALL** button collapses all of the sections displayed on the page.
- The **EXPAND ALL** button expands all of the sections displayed on the page.

General Info Tab (cont'd) - Releasing Student Holds

The General Info tab is where you go to release a hold on a student (if you have the authority to do so). In the previous screenshot, you can see in the Service Indicator section that this student has an “Advising Requirement” hold. If you click on the name of the hold underneath details, you are taken to the Edit Service Indicator page. (Shown below) This page describes the hold, shows when it was put on the student’s record, and identifies who placed the hold on the student.



Edit Service Indicator

Stephanie Talbot

Release

*Institution: BOWIE Bowtie State University

*Service Indicator Code: ADV Advising Requirement

*Service Ind Reason Code: PERM Advisor Permission Required

Description: You must meet with your academic advisor and your advisor must release the advising hold as confirmation of the advising session.

Effect: Negative

Effective Period

Start Term: 2007 Fall 2009 End Term: []

Start Date: 06/30/2009 End Date: []

Assignment Details

*Department: 144195 Registrar's Office

Reference: []

Amount: 0.000 Currency: USD

Contact Information

Contact ID: [] Contact Person: []

Placed Person ID: 2040847 Placed By: Huntington, Debra K

Placed Method: Manual

Placed Process: [] Release Process: []

- To remove a hold from a student’s record (if you have the authority), click the **Release** button.

Academics Tab

The fourth tab at the top takes you to the advisee's Academics page. (Shown below)

View My Advisees - Windows Internet Explorer

https://csweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/cj/SSP_ADVISEE_OVRD.S55_ADVISEE_LIST.GBL?PORTALPARAM_PTCNAV=HC_S55_ADVISEE_LIST_GBL&...

BOWIE STATE UNIVERSITY

Home | Add to Favorites | Sign out

Menu

Search: []

- My Favorites
- Self Service
 - Time Reporting
 - Personal Information
 - Faculty Center
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Dawn Burgess ID: [REDACTED]

my advisees | student center | general info | **academics**

Institution / Career / Program

BOWIE - Bowie State University
 UGRD - Undergraduate
 PSUG - Professional Studies - UGRD

You have no access to this information.

Term Summary

BOWIE - Bowie State University
 UGRD - Undergraduate
 2097 - Fall 2009 Semester
 2093 - Spring 2009 Semester
 2091 - Winter 2009 Semester
 2087 - Fall 2008 Semester
 2085 - Summer 2008 Semester
 2083 - Spring 2008 Semester
 2081 - Winter 2008 Semester
 2077 - Fall 2007 Semester
 2075 - Summer 2007 Semester
 2073 - Spring 2007 Semester
 2071 - Winter 2007 Semester
 2063 - Spring 2006 Semester
 2057 - Fall 2005 Semester
 2047 - Fall 2004 Semester
 2045 - Summer 2004 Semester
 2043 - Spring 2004 Semester
 2037 - Fall 2003 Semester
 2033 - Spring 2003 Semester

Fall 2009 Semester

Eligible to Enroll: Yes
 Primary Program: PSUG Professional Studies - UGRD
 Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Freshman
 Academic Level - Term Start: Freshman
 Academic Level - Term End: Freshman
 Approved Academic Load: Full-Time
 Academic Load: No Unit Load

Classes

No classes for this term.

Statistics

Fall 2009 Semester	Term Total	Cumulative Total
Units Towards GPA:		