PeopleSoft 9.0

Advisees

Your Advisees

To view a list of your advisees, navigate to:

Home > Self Service > Faculty Center > My Advisees

- 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

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.
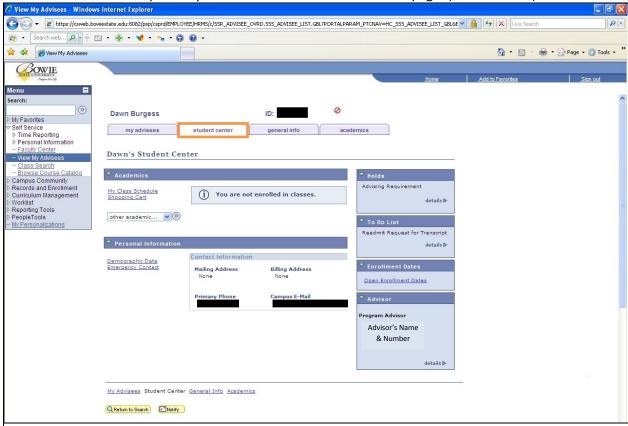
U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)

Return

Student Center Tab

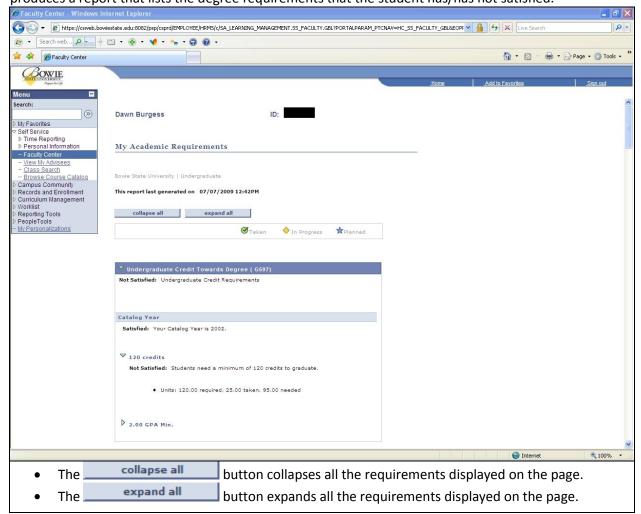The second tab at the top takes you to the advisee's Student Center page. (Shown below)

- 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.
- other academic... 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.
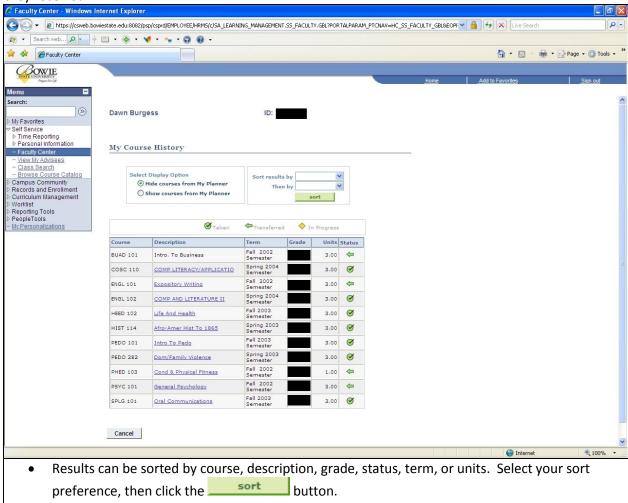
Student Center Tab (cont'd) – Academic Advising Report

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.
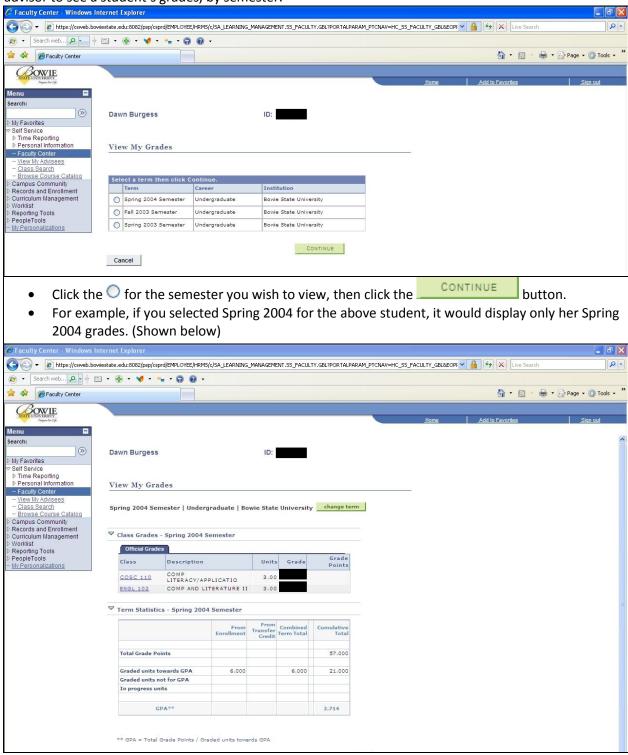

- The [collapse all] button collapses all the requirements displayed on the page.
- The [expand all] button expands all the requirements displayed on the page.

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.

- Results can be sorted by course, description, grade, status, term, or units. Select your sort preference, then click the **sort** button.
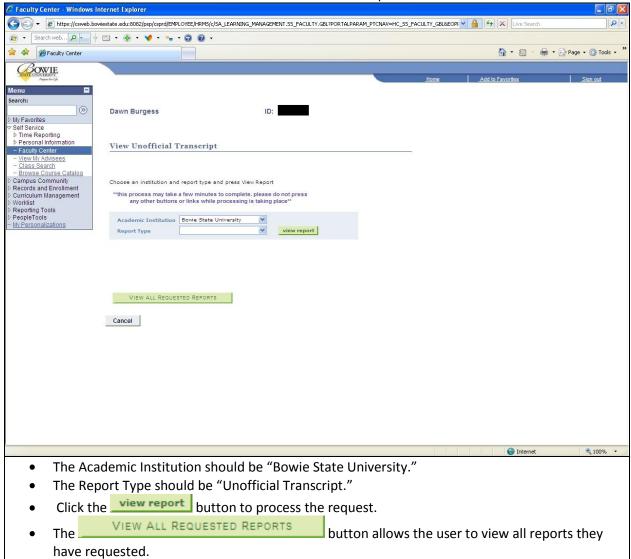
Student Center Tab (cont'd) - Grades

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.
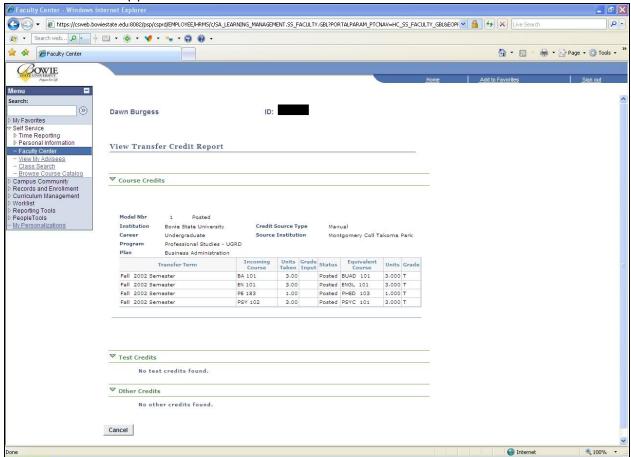

- Click the ○ for the semester you wish to view, then click the CONTINUE button.
- For example, if you selected Spring 2004 for the above student, it would display only her Spring 2004 grades. (Shown below)

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.
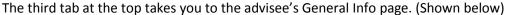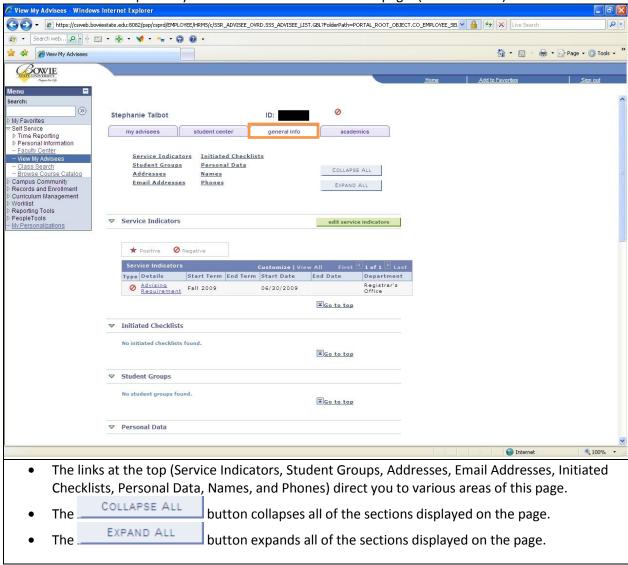

- The Academic Institution should be "Bowie State University."
- The Report Type should be "Unofficial Transcript."
- Click the [view report] button to process the request.
- The [VIEW ALL REQUESTED REPORTS] button allows the user to view all reports they have requested.

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.
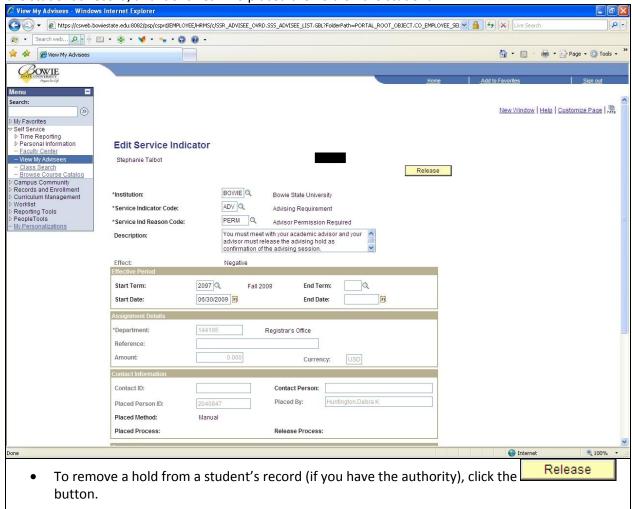
General Info Tab

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

- 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.

- 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)