REFERENCE GUIDE TO ENROLLMENT REPORTS IN ADVISOR CENTER
MY.CHAPMAN.EDU

1. If you are Faculty in addition to an Advisor, the Faculty Center click on the Advisor Center tab. If you are not Faculty the Advisor Center will open when you enter the Advisor Center from the portal.
2. The Advisor Center opens to the My Advisees tab. Students who are assigned to you as their Advisor will display. Click on the View Student Details link to see the student’s schedule and access reports. You may also click the “View Data for Other Students” link to access information for other students.

The “Window Shade” icon is displayed when the student has requested restrictions to the release of personal information. It is referred to as the FERPA flag.
3. There are multiple tabs in the Advisor Center. A brief description of each tab is below:

- **My Advisees** – This section will display the names of students who have been assigned by the academic departments to a faculty member for advising. Full-time faculty will also have access to other students for advising.

- **Student Center** – This section is an abbreviated version of the student version of the Student Center. The data not displayed is the Finance section which provides information from Student Accounts and Financial Aid.

- **General Info** – This section displays similar information contained on the Student Center in a different format. Additional demographic data is also displayed.

- **Transfer Credit** – Summary information on the institution and units are displayed on this tab. Clicking the Detail link opens a PeopleSoft window with course detail. Click the OK button to return to the Advisor Center.

- **Academics** – This tabs displays students’ academic career and program plan data in additional to details for each term.

4. **Advisee Student Center – Academics**

The following reports can be accessed from the drop down menu under “other academic . . .”

- Converted Enrollment Summary (unofficial historical data – unofficial transcript)
- Course History
- Transfer Credit Report
- Program Evaluation (available later in Summer)

Other reports may be available in the future. Some reports will open as a PDF, others will open a new page in PeopleSoft and others will display in the current screen.
**Converted Enrollment Summary**

To open this report – select it from the drop down menu and click the double arrows.

A second window appears – select Unofficial Conversion Record from the drop down menu and click the View Report button.

A summary window will appear reflecting the Request Date. Click the View Report button.

A PDF report will open in a new window. This report reflects transfer credit in addition to courses taken at Chapman. To return to the Advisee Student Center click the Cancel button.
Course History

Select the report from the drop down menu and click the double arrows. The report opens in the page. The results can be sorted by grade, term etc. by selecting the criteria from the drop down menu and clicking the Sort button. The legend provides clear symbols of the courses listed.

Transfer Credit Report

Select the report from the drop down menu and click the double arrows. The report opens in the page. Click the Cancel button at the bottom of the screen to return to the Advisee Student Center.
Transfer credit can also be viewed in the Transfer Credit tab. Click on the Detail link for course specifics. This displays a screen in PeopleSoft. The Transfer Credit report may be easier to interpret.

Click the Cancel button to return to the Advisee Student Center.
Academic Requirements/Program Evaluation

The Advisor Center currently uses the terminology Academic Requirements. Once the Program Evaluation functionality is “live” this menu will be updated. Here is a sample screen shot of an evaluation. The evaluation includes overall graduation requirements including general education, major and minor coursework and residency.

Advisee Requirements

Hilary

Chapman University | Undergraduate

This report last generated on 03/24/2015 11:00AM

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
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<tr>
<td>ACTG 210</td>
<td>Intro to Financial Acct</td>
<td>3.00</td>
<td>2012 Spring</td>
<td>C+</td>
<td>✔️</td>
</tr>
<tr>
<td>ACTG 211</td>
<td>Intro to Managerial Acct</td>
<td>3.00</td>
<td>2012 Fall</td>
<td>B+</td>
<td>✔️</td>
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<tr>
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<td>Art India, Himalayas, SS Asia</td>
<td>3.00</td>
<td>2012 Spring</td>
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<td>✔️</td>
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<tr>
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<td>Life of Life: Unders Dr Ocean</td>
<td>3.00</td>
<td>2012 Fall</td>
<td>P</td>
<td>✔️</td>
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<td>3.00</td>
<td>2013 Interterm</td>
<td>B</td>
<td>✔️</td>
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<td>1.00</td>
<td>2014 Interterm</td>
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