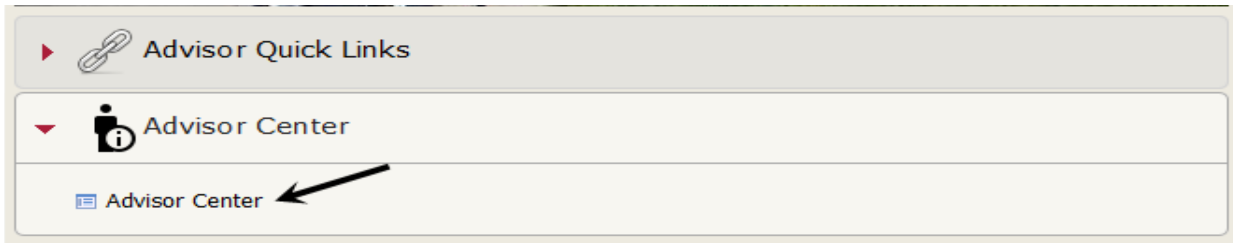
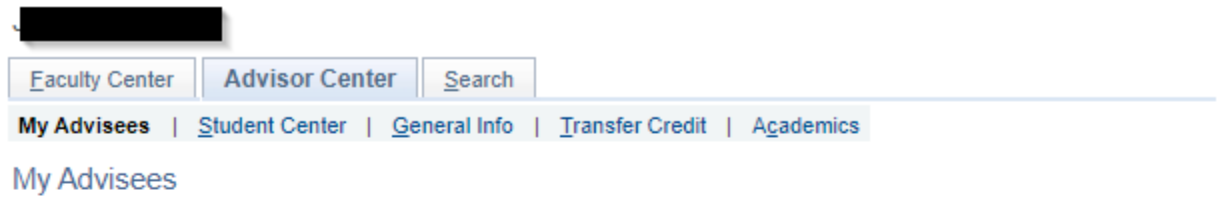


## REFERENCE GUIDE - ADVISOR CENTER

Log in to [my.chapman.edu](http://my.chapman.edu).



1. The Advisor Center opens to the My Advisees tab. Students who are assigned to you as an Advisor will display. Click the “View Data for Other Students” link to access information for other students.



Select display option

Link to Photos

Include photos in list

	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	[Redacted]	[Redacted] 5	<a href="#">View Student Details</a>
2	<input type="checkbox"/>	[Redacted] e	[Redacted] 1	<a href="#">View Student Details</a>
3	<input type="checkbox"/>	[Redacted]	[Redacted] 7	<a href="#">View Student Details</a>
4	<input type="checkbox"/>	[Redacted]	[Redacted] 5	<a href="#">View Student Details</a>

Notify Selected Advisees

Notify All Advisees

View data for other students

- The search menu appears after clicking the View Data button. Enter the student ID or search by name by entering a portion of the last name. First name or a portion of the first name is optional.

### Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

- The Advisor Center opens to the **student center** tab.

Faculty Center **Advisor Center** Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

\*Change Advisee  Change

▼ Academics

My Class Schedule Shopping Cart

other academic...

Deadlines

This Week's Schedule		
	Class	Schedule
	ACTG 440-01 LEC (2425)	TuTh 4:00PM - 5:15PM Beckman Hall 206
	ACTG 460-02 LEC (2429)	TuTh 11:30AM - 12:45PM Beckman Hall 204
	ACTG LEC (	W 7:00PM -  II 102
	BUS 475-02 LEC (2444)	Mowe 1:00PM - 2:15PM Beckman Hall 106
	FSN 338-01 LEC (1126)	TuTh 2:30PM - 3:45PM Doti Hall 104

Weekly Schedule ▶

▼ Personal Information

Contact Information

Permanent Address

Mailing Address

Cell Phone

Chapman Email @mail.chapman.edu

▼ Holds

No Holds.

▼ To Do List

No To Do's.

▼ Milestones

No Milestones

▼ Enrollment Dates

Open Enrollment Dates

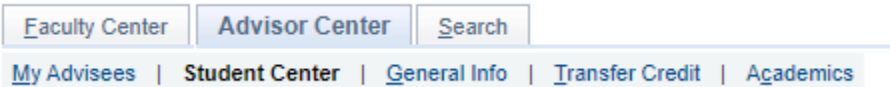
▼ Advisor

Academic Advising Center  
School of Comm Committee

Details ▶

Return To Search Notify

4. 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/staff member 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 tab displays students' academic career and program plan data in addition to details for each term.
- **Search** – This is the search menu for the class schedule.

5. As students register for classes, their class schedule will appear in the Academics Section of the Student Center. The drop down menu under “other academic. . .” displays a variety of reports that can be selected. The current available reports are: Course History, Exam Schedule, Program Evaluation, Transfer Credit: Report, Unofficial Transcript, and What-if Report.

This Week's Schedule		
	Class	Schedule
	ACTG 440-01 LEC (2425)	TuTh 4:00PM - 5:15PM Beckman Hall 206
	ACTG 460-02 LEC (2429)	TuTh 11:30AM - 12:45PM Beckman Hall 204
	ACTG 496-02 LEC (2985)	We 7:00PM - 9:50PM Beckman Hall 102
	BUS 475-02 LEC (2444)	MoWe 1:00PM - 2:15PM Beckman Hall 106

6. The right side of the Advisee Student Center contains several sections which alert students to steps that need to be taken. This information is displayed in the Advisor Center for information only.

▼ **Holds**

No Holds.

▼ **To Do List**

No To Do's.

▼ **Milestones**

No Milestones

▼ **Enrollment Dates**

[Open Enrollment Dates](#)

▼ **Advisor**

Academic Advising Center  
School of Comm Committee

[Details ▶](#)

**Holds** – If students have holds on registration or other processes, the information will display here. Students can click on the hold and determine which office placed the hold and steps to resolve.

**To Do List** – Offices that require students to submit documentation or complete processes can establish “To Dos”. Students can click on the item for more information on meeting the requirement.

**Milestones** – Discussions are taking place on the best use of this section.

**Enrollment Dates** – Registration appointments will be displayed here.

**Advisor** – a student’s academic program advisor and AAC advisor will be listed here.

- The Personal Information section provides contact information for the student. This can also be viewed in the General Info tab.

▼ **Personal Information**

**Contact Information**

<b>Permanent Address</b> 23 [REDACTED] W [REDACTED]	<b>Mailing Address</b> [REDACTED] Orange, CA 92866
<b>Cell Phone</b> [REDACTED]	<b>Chapman Email</b> [REDACTED]@mail.chapman.edu

## 8. General Info Tab

The links at the top of the screen are shortcuts to the information displayed beneath on the page.

Advisee General Info



\*Change Advisee

Service Indicators  
 Student Groups  
 National ID  
 Addresses  
 Email Addresses

Initiated Checklists  
 Personal Data  
 Names  
 Phones



9. Service Indicators can be either positive or negative. Negative Service Indicators are often considered as “Holds”.

Service Indicators

★ Positive  Negative

Service Indicators		Personalize		View All		First	1-3 of 3	Last
Type	Details	Start Term	End Term	Start Date	End Date	Department		
★	Business Office General	Begin Term - Srvc Indicatr Use		01/25/2017		Finance		

10. Transfer Credit Tab

Transfer credit can be viewed in this tab or by running a report in the Student Center Academic drop down menu. To view all the summary information in this tab, click the **expand all** button.

Advisee Transfer Credit



\*Change Advisee

Course Credits

Model(1)	Statistics(2)					
Detail	Source	Career				Model Status
Detail	Santa Monica College	Undergraduate	Chapman University	Undergraduate Degree	Spring 2017	Posted
Detail	Foothill College	Undergraduate	Chapman University	Undergraduate Degree	Fall 2018	Posted
Detail	Foothill College	Undergraduate	Chapman University	Undergraduate Degree	Fall 2019	Posted
Detail	Rio Salado Cmty College	Undergraduate	Chapman University	Undergraduate Degree	Fall 2019	Posted



Detail	Source	Career				Model Status	Units Transferred	Transfer Passed for GPA	Transfer Taken Not for GPA	Transfer Grade Points	Transfer GPA
Detail	Santa Monica College	Undergraduate	Chapman University	Undergraduate Degree	Spring 2017	Posted		14.000		56.000	4.000
Detail	Foothill College	Undergraduate	Chapman University	Undergraduate Degree	Fall 2018	Posted			3.330		
Detail	Foothill College	Undergraduate	Chapman University	Undergraduate Degree	Fall 2019	Posted		2.670		10.680	4.000
Detail	Rio Salado Cmty College	Undergraduate	Chapman University	Undergraduate Degree	Fall 2019	Posted		3.000		12.000	4.000

## 11. Academics Tab

Student academic career data is displayed in addition to summaries of enrollment history. Click the **edit program data** button to be linked to the PeopleSoft Program Plan screen for additional details.

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Academics



\*Change Advisee



Change

Institution / Career / Program

Edit Program Data

CHPMN - Chapman University  
 UGRD - Undergraduate  
 UDEG - Undergraduate Degree

Program	UDEG	Undergraduate Degree
Student Career Nbr	0	
Status	Active in Program	as of 04/29/2019
Admit Term	2178	Fall 2017
Expected Graduation	2214	Spring 2021
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	PHILMIN	Philosophy min
Requirement Term	2178	Fall 2017
Plan	SWBFA	Screenwriting BFA
Requirement Term	2178	Fall 2017

This is the PeopleSoft “program plan stack” which provides program details and history in a different format. Click the **Cancel** button to return to the **academics** tab.

Student Program	Student Plan	Student Sub-Plan	Student Degrees
Academic Career: Undergraduate		Career Requirement Term	Student Career Nbr 0
Find   View All First 1 of 4 Last			
<b>Status:</b> Active in Program Effective Date 04/29/2019 Program Action PLNC Plan Change Action Reason Academic Institution CHPMN Chapman University Academic Program UDEG Undergraduate Degree Admit Term 2178 Fall 2017 Requirement Term 2178 Fall 2017 Expected Grad Term: 2214 Spr 2021 Last Updated On 04/29/2019 9:09:23AM By [Redacted]		Effective Sequence 1 Action Date 04/29/2019 Joint Prog Appr: <input type="checkbox"/> <b>Admissions</b> <input type="checkbox"/> From Application Application Nbr 00443725 Application Program Nbr 0 Campus MAIN main Academic Load Full-Time	
OK	Cancel	Apply	

The lower part of the screen is the Term Summary. There is a link for each enrollment term on the left side. The screen will default to the most recent term with enrollment data.

**Term Summary** [Edit Term Data](#)

CHPMN - Chapman University Spring 2020

UGRD - Undergraduate Eligible to Enroll Yes

2204 - Spring 2020 Primary Program UDEG Undergraduate Degree

2202 - Interterm 2020 Academic Standing Status Data unavailable

2198 - Fall 2019

2196 - Summer 2019

2194 - Spring 2019

2192 - Interterm 2019

2188 - Fall 2018

2186 - Summer 2018

2184 - Spring 2018

2182 - Interterm 2018

2178 - Fall 2017

**Level / Load**

Academic Level - Projected Senior

Academic Level - Term Start Junior

Academic Level - Term End Junior

Approved Academic Load Full-Time

Academic Load No Unit Load

**Classes**

No classes for this term.

**Statistics**

	Combined Term Total	Cumulative Total
<b>Units Toward GPA:</b>		
Taken		73.000
Passed		73.000
In Progress		13.000
<b>Units Not for GPA:</b>		
Taken		
Passed		
In Progress		
Transfer Units		12.000
<b>GPA Calculation</b>		
Total Grade Points		277.300
/ Units Taken Toward GPA		73.000
= GPA		3.799

[Term History](#)

To change to another term, simply click on the term in the list under Term Summary.

**Term Summary** [Edit Term Data](#)

CHPMN - Chapman University Fall 2019

UGRD - Undergraduate Eligible to Enroll Yes

2204 - Spring 2020 Primary Program UDEG Undergraduate Degree

2202 - Interterm 2020

2198 - Fall 2019

2196 - Summer 2019

2194 - Spring 2019

2192 - Interterm 2019

2188 - Fall 2018

2186 - Summer 2018

2184 - Spring 2018

2182 - Interterm 2018

2178 - Fall 2017

**Level / Load**

Academic Level - Projected Junior

Academic Level - Term Start Junior

Academic Level - Term End Junior

Approved Academic Load Full-Time



Academic Load Enrolled Full-Time

The Academic Level is based on the enrollment at both the start and end of the term assuming successful completion of units attempted. Individual grades are reflected once submitted and posted. The Statistics section provides both term and cumulative units and GPA.



▼ **Classes**

 Enrolled
  Dropped
  Wait Listed

Class	Description	Units	Grading	Grade	Status
FSN 200-05 (1117)	Nutrition for Life (Lecture)	3.00	Graded		
MUS 104-03 (2013)	Piano (Priv Inst)	1.00	Graded		
PHIL 320-01 (2262)	Belief, Truth, and Knowledge (Lecture)	3.00	Graded		
SW 330-01 (2898)	Sem Episodic Writing - Comedy (Lecture)	3.00	Graded		
SW 357-01 (3243)	Film Script Analysis (Lecture)	3.00	Graded		
SW 397-01 (3079)	Creating the Series (Lecture)	3.00	Graded		

▼ **Statistics**

	From Enrollment	Cumulative Total
<b>Units Toward GPA:</b>		
Taken		73.000
Passed		73.000
In Progress	13.000	13.000
<b>Units Not for GPA:</b>		
Taken		
Passed		
In Progress		
Transfer Units		12.000
<b>GPA Calculation</b>		
<b>Total Grade Points</b>		277.300
<b>/ Units Taken Toward GPA</b>		73.000
<b>= GPA</b>		3.799

[Term History](#) 

Click the [Term History](#) link to be routed to the Term Statistics screen within PeopleSoft.

Academic Career: Undergraduate

Institution: Chapman University Academic Level - Term Start: Junior  
 Term 2204 Spring 2020

Enrollments

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
For GPA	0.000	0.000	0.000	0.000	0.000	Units Taken Towards Acad Load	0.000
Not For GPA	0.000			0.000	0.000	Units Earned Towards Acad Load	0.000
						Units Taken For Audit	0.000

Transfer Credit

	Graded Units	Grade Points	GPA	Earned Units		
For GPA	0.000	0.000	0.000	0.000	Graded Transfer Units GPA / No GPA	0.000
Not For GPA	0.000			0.000	For Units Only	0.000
					Units Adjustment	0.000
					>>> Total Adjusted Transferred Units	0.000

Combined (Enrollment + Transfer Credit Units)

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
For GPA	0.000	0.000	0.000	0.000	0.000	Combined Earned Units GPA / No GPA	0.000
Not For GPA	0.000			0.000	0.000	Transfer Credit For Units Only	0.000
						Transfer Credit Units Adjustment	0.000
						>>> Total Term Units	0.000

OK Cancel Apply

## REPORTS

Several reports can be generated from the Academics section of the Advisee Student Center.

### 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.

Academics

My Class Schedule  
 Shopping Cart

Course History

## Advisee Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

Sort

Total Earned Credits: 85

Taken

Transferred

In Progress

Course	Description	Term	Grade	Units	Status
AH 203	Exch/Evol Art of China/Japan	Spring 2019	B	3.00	<input checked="" type="checkbox"/>
CPSC 230	Computer Science I	Spring 2018	C	3.00	<input checked="" type="checkbox"/>
ENG 103	Sem in Rhetoric & Writing	Fall 2017	T	3.00	<input type="checkbox"/>
ENG 204	Intro To Creative Writing	Fall 2017	A	3.00	<input type="checkbox"/>
FFC 100	First-Year Foundations Course (Story)	Fall 2017	A	3.00	<input checked="" type="checkbox"/>
FREN 201	Intermediate French I	Fall 2017	A-	3.00	<input checked="" type="checkbox"/>
FS 244	History of Film to 1959	Fall 2018	A	3.00	<input checked="" type="checkbox"/>
FS 245	History of Film 1960 - Present	Spring 2019	A	3.00	<input checked="" type="checkbox"/>
FSN 200	Nutrition for Life	Fall 2019		3.00	<input type="checkbox"/>

To return to the Advisee Student Center, click the Cancel button at the bottom of the page.

## 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.

## Advisee Transfer Credit



### Course Credits

**Model Nbr** 1 Posted  
**Institution** Chapman University **Credit Source Type** External  
**Career** Undergraduate **Source Institution** New York University  
**Program** Undergraduate Degree

Transfer Term	Incoming Course	Incoming Course Title	Units Taken	Grade Input	Status	Equivalent Course	Equivalent Course Title	Units	Grade	Rqmt Designation
Fall 2017	DWPG UT 15	*	3.00	A-	Posted	TRAN 100TR	Transfer Elective-Lower Div	3.000	A-	Dual Credit
Fall 2017	DWPG UT 16	*	3.00	A	Posted	TRAN 100TR	Transfer Elective-Lower Div	3.000	A	Dual Credit

**Model Nbr** 2 Posted  
**Institution** Chapman University **Credit Source Type** External  
**Career** Undergraduate **Source Institution** College of San Mateo  
**Program** Undergraduate Degree

Transfer Term	Incoming Course	Incoming Course Title	Units Taken	Grade Input	Status	Equivalent Course	Equivalent Course Title	Units	Grade	Notes
Fall 2017	ENGL 161	*	3.00	A	Posted	ENG 204	Intro To Creative Writing	3.000	A	AI
Fall 2017	FILM 153	*	3.00	A	Posted	FTV 100TR	Transfer: Film/Television	3.000	A	AI, DCFMA see dep

### Test Credits

**Model Nbr** 1 Posted  
**Institution** Chapman University  
**Career** Undergraduate  
**Program** Undergraduate Degree

Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Equivalent Course Title	Units	Grade	Rqmnt Designation
Fall 2017	AP	ENLGC	4.00	Posted	ENG 103	Sem in Rhetoric & Writing	3.000	T	Dual Credit

## Program Evaluations

A separate guide for program evaluations is available in the training guides.

## Unofficial Transcript

Select Unofficial Transcript in the drop down menu. Then select Chapman University as the Academic Institution and Unofficial Transcript as the report type. Click "View Report".



Choose an institution and report type and press View Report

**\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\***

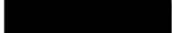
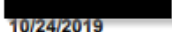
Academic Institution    
Report Type  





Transcript PDF will open in a separate window or tab. Pop-up blockers must be disabled to view the transcript or you need to click on the pop-up blocker message at the top of the browser window.

### Unofficial Undergraduate Advising Transcript

Name:   
Student ID:   
Print Date: 10/24/2019

SSN:   
Birthdate:   
Institution Info: Chapman University  
Institution ID: 001164