REFERENCE GUIDE - ADVISOR CENTER

Log in to 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

<table>
<thead>
<tr>
<th>Notify</th>
<th>Name</th>
<th>ID</th>
<th>View Student Details</th>
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<tbody>
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<td>View Student Details</td>
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</tbody>
</table>

Notify Selected Advisees
Notify All Advisees
View data for other students
2. 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.

3. The Advisor Center opens to the student center tab.
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.

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 – 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.

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

8. General Info Tab

The links at the top of the screen are shortcuts to the information displayed beneath on the page.
9. Service Indicators can be either positive or negative. Negative Service Indicators are often considered as “Holds”.

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.
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.

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

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.
Click the **Term History** link to be routed to the Term Statistics screen within PeopleSoft.
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.
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.
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** Chapman University  
**Report Type** Unofficial Transcript

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.

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**Unofficial Undergraduate Advising Transcript**

Name: [Redacted]  
Student ID: [Redacted]  
Print Date: 10/24/2019  
SSN: [Redacted]  
Birthdate: [Redacted]  
Institution Info: Chapman University  
Institution ID: 001164