Access to the Advisor Center is provided through the Faculty Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.

1. Click on the Faculty Self Service link if you are Faculty in addition to being an Advisor. If you are not Faculty and are an Advisor -- select the Advisor Self Service

2. Click on the Faculty Center link if you are Faculty to access the Advisor Center.
Click the newly displayed Faculty Center link.

If you are an Advisor click on the Advisor Center.

You can also access the Advisor Center by logging into PeopleSoft. Use this navigation path:

**NAVIGATION:** Main Menu > Self Service > Advisor Center > My Advisees
3. The Advisor Center opens to the My Advisees tab. Students who are assigned to you 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.
4. The Advisee Student Center opens after clicking on View Student Details.
5. 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 additional to details for each term.

6. 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:

  - Converted Enrollment Summary
  - Course History
  - Transfer Credit Report
  - Program Evaluation (available later in Summer)

After selecting the report, click the double arrow icon to generate the output. Some reports will open as a PDF, others will open a new page in PeopleSoft and others will display in the current screen. Refer to the Advisor Center – Enrollment Reports Guide for details on how to generate these reports.
7. 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**
  - Program Advisor
    - Tekle Woldemikael
    - Lemuel Day

- **Enrollment Services**
  - Admission Office
  - University Registrar Office
  - Student Financial Aid Office

- **Student Services**
  - Student Business Services
  - Housing and Residence Life
  - Dining Services

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.

Enrollment Services – links to these offices’ webpages

Student Services – links to these offices’ webpages

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

- **Personal Information**
  - Contact Information
    - Permanent Address
      - 5 Home Street
      - San Diego, CA 90454
    - Current Address
      - 5 Home Street
      - San Diego, CA 90454
    - Primary Phone
      - None
    - Campus Email
      - text123@chapman.edu
9. **General Info Tab**

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

10. **Service Indicators**

Service Indicators can be either positive or negative. Negative Service Indicators are often considered as “Holds”. Service Indicators can be used by many departments. Not all decisions regarding the use of these SIs has been made at this time.

![Service Indicators Table]

This icon is referred to as the FERPA indicator. If it displays in a student record, they have requested personal information NOT be released.

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**Advisee Student Center**

**Hilary**

*Change Advisee

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11. Transfer Credit Tab

Transfer credit can be viewed in this tab or by running a report in the Student Center Academic drop down menu.

12. 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.