




ADVISOR SELF-SERVICE NAVIGATION IN CAMPUS CONNECTION

To view the students who are your advisees:

1. Under **Menu** click on:
 - a) Self-Service
 - b) Faculty Center
2. On the main page that is displayed click View My Advisees:
 - a) To View Advisee Information
 - A Student Advisee Roster (a list of students that you have been assigned as the advisor to) will be displayed. If none are displayed you haven't been assigned to any student as an advisor at this time
 - For each student listed Positive  and Negative  Service Indicator links and FERPA restrictions  links will be displayed before the students ID if there are any
 - If you click on View Student Details the student's Program, Career, Degree, Major, Minor and other academic program information will be displayed
 - For each student listed you will be able to choose to see a variety of information including Address Info, Class Schedule, Telephone numbers, Transfer Credit Report, or Unofficial Transcript by selecting it from the drop down list to the far left of the screen and by navigating using the tabs at the top of the page.


To view an advisee's Class Schedule:

1. Under **Menu** click on:
 - a) Self-Service
 - b) Faculty Center
 - c) View My Advisee's
 - A Student Advisee Roster will be displayed
 - d) For the advisee you want a class schedule choose weekly schedule
 - e) Choose the Term you want the class schedule for
3. To print the students Class Schedule
 - a) Click on File>Print Preview at the top of the browser
 - b) Choose "Only the selected frame" from the drop down list at the top of the Print Preview page
 - c) Click on the page set up icon
 - d) Select Landscape under orientation
 - e) Click on OK
 - f) Click on Print at the top of the Print Preview page
4. Click on CANCEL at the bottom of the page to return to the Student Advisee Roster

To view an advisee's Transfer Credit and/or Test Credits:

1. Under **Menu** click on:
 - a) Self-Service
 - b) Faculty Center
 - c) View My Advisee's
 - A Student Advisee Roster will be displayed
 - b) For the advisee you want transfer credit information click View Student Details
 - c) Select the Transfer Credit tab at the top of the page
 - Transfer Course Credits will be displayed if there are any.
 - Test credits will be displayed if there are any.
3. Click on Return to Search to return to your list of advisee's




To view an advisee's Unofficial Transcript:

- 1) Under **Menu** click on:
 - a) Self-Service
 - b) Faculty Center
 - c) View My Advisee's
 - o A Student Advisee Roster will be displayed
 - b) Click View Student Details on the student you wish to view their transcript
 - c) Select the drop down box in the middle of the student center page and select **Unofficial Transcript** in the drop down box
 - d) Click on the  button
3. On the main page displayed under **Unofficial Transcript:**
 - a) In the drop down box after **Academic Institution** choose University of North Dakota
 - b) In the drop down box after **Report Type** choose Unofficial Transcript
 - c) Click on GO
4. To print the students Unofficial Transcript Report
 - a) Click on File>Print Preview at the top of the browser
 - b) Choose "Only the selected frame" from the drop down list at the top of the Print Preview page
 - c) Click on the page set up icon
 - d) Select Landscape under orientation
 - e) Click on OK
 - f) Click on Print at the top of the Print Preview page
5. Click Return to Search at the bottom of the page to return to the Student Advisee Roster

To view an advisee's Address or Telephone information:

1. Under **Menu** click on:
 - a) Self-Service
 - b) Faculty Center
 - c) View My Advisee's
 - o A Student Advisee Roster will be displayed
 - d) Click View Student Details on the student you wish to view advisee information on.
 - e) Click the General Info Tab at the top of the page.
 - f) Then select the information you wish to view on the advisee (ex. Addresses, phones)
3. Click on the yellow Return to Search button to return to the Student Advisee Roster

To place an Advisor Hold Service Indicator (you must have been assigned Advisor Srv. Indicator role to have this access):

- 1) Under **Menu** click on:
 - g) Self-Service
 - h) Faculty Center
 - i) View My Advisee's
 - o A Student Advisee Roster will be displayed
 - j) Click View Student Details on the student you wish to view advisee information on.
 - k) Click the General Info Tab at the top of the page.
 - a) Service Indicators
- 2) On the main page that is displayed under **Service Indicators:**
 - a) Click the yellow Edit Service Indicators button
 - b) If there is a previous Service Indicator you will need to click on the  to add another record
 - a) In the box after Institution enter UND01
 - b) In the box after Service Ind Active Term enter the term (e.g. 0910)
 - c) In the box after Service Indicator Cd enter the Service Indicator code or click on the  and the service indicators you are authorized to place will be displayed. Click on the desired service indicator code.
 - d) In the box after Service Ind Reason enter the Service Indicator Reason or click on the  and the service indicator reasons you are authorized to place will be displayed. Click on the desired service indicator reason.

e) Click on Save

To remove an Advisor Hold Service Indicator (you must have been assigned the NDUS SR Faculty Srv. Indicator role to have this access):

- 1) Under **Menu** click on:
 - c) Self-Service
 - d) Faculty Center
 - e) View My Advisee's
 - o A Student Advisee Roster will be displayed
 - f) Click View Student Details on the student you wish to view advisee information on.
 - g) Click the General Info Tab at the top of the page.
 - b) Service Indicators
- 2) On the main page that is displayed under **Service Indicators**:
 - h) Click the yellow Edit Service Indicators button
- 3) On the main page under Service Indicators click on View All to display all service indicators
 - a) Click on the Service Indicator you wish to release
 - b) For the Advisor Hold Service Indicator you want to remove click on the Release
 - i) A box with the message, "Are you sure you want to release this Service Indicator?" will appear.
 - c) Click on OK
 - d) This will release the service indicator for this student.

Manage Service Indicators

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Display: Effect Positive Institution University of North Dakota [Refresh](#)

[+ Add Service Indicator](#)

Service Indicator Summary								
Code	Code Description	Reason Description	Institution	Start Term Description	End Term Description	Start Date	End Date	Comments
PR2	FERPA Release Academic	FERPA Release Academic	UND01	2008 Sprng		05/06/2008		Susan Akerlind
SF8	STUDENTS ON PYMNT PLN	Students in Deferment	UND01	2008 Sprng		01/18/2008		

Revised 6/30/08