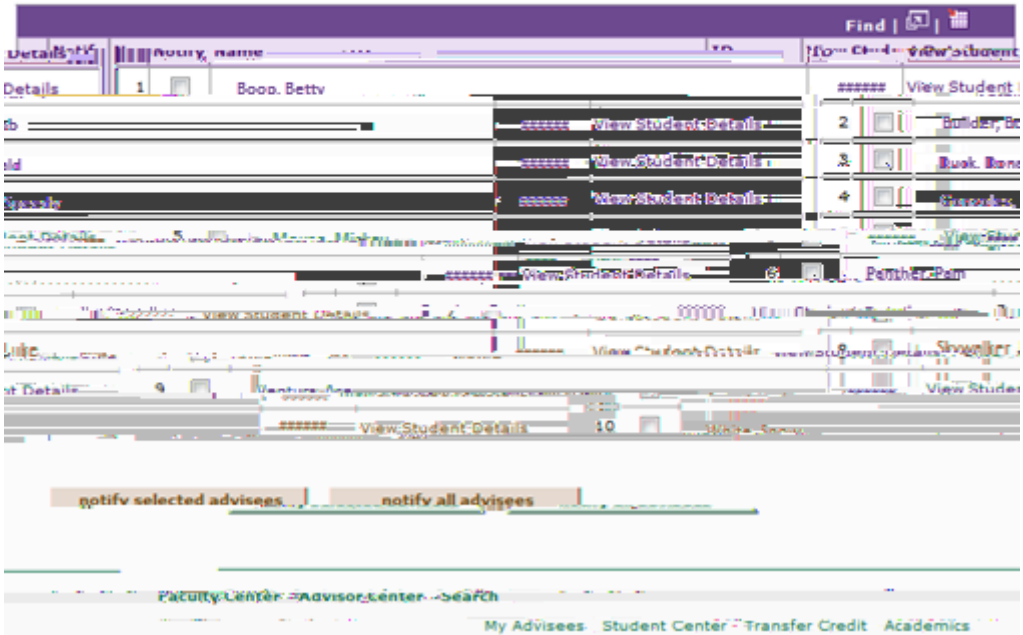


Advisor Center Quick Reference

Purpose: Advisors may access Advisor Center via **My Universe**, **Resources** tab, to view their advisee rosters and details including academic information, class schedules, degree progress, and grades.



Feature	Details
<p>My Advisees</p>	<p>Use the My Advisees tab to view your advisee roster.</p> <ul style="list-style-type: none"> Click the <i>student name</i> to send an email to the student. Note: Use the Notify buttons to notify a select group (those you check) or all advisees. Click the View Student Details link to go to the student’s student center Photos are not yet available <p><u>My Advisees</u></p> <p>Select display option: <input checked="" type="radio"/> Link to Photos <input type="radio"/> Include photos in list</p>  <p>Note: Another option for notifying students is to use your Advisee List-Serv. Contact Postmaster Nick Frerichs if you have questions about your list-serv.</p>



Feature	Details
Student Center	<p>Use the Student Center tab to view the student's Student Center, which displays their class schedule, holds, to do lists, enrollment dates, advisor, and contact information.</p> <p><i>Note:</i> If no advisees are selected on the <i>My Advisee</i> tab, the Student Center tab defaults to the first student on the list. Use the Change Advisee Idrop</p>





Feature	Details																																																																																	
<p>Academics</p>	<p>Use the Academics tab to view career/program and term summary details. This page is dynamic – clicking on the items on the left, displays detail.</p> <p>Institution / Career / Program edit program data</p> <p>UNITS - University of Northern Iowa Program: COEUG - Education-Undergraduate</p> <p>Approved Load: Full-Time App</p> <p>Level Determination: Base On Units Loa</p> <p>Level Determination: Base On Units Lev</p> <p>Prerequisites: 42FBA Mgmt & Exrc Sci: Exercise Pla</p> <p>Prerequisites: 2091 SUMMER 2009 Rec</p> <p>Term Summary</p> <p>UNITS - University of Northern Iowa Education-Undergraduate</p> <p>Undergraduate Eligible to Enroll: Yes 21</p> <p>12 - FALL 2011 Previous Program: COEUG - Education-Undergraduate</p> <p>Level / Load</p> <p>Academic Level - Projected: Under</p> <p>Academic Level - Term Start: Under</p> <p>Academic Level - Term End: Under</p> <p>Approved Academic Load: Full-Time</p> <p>Academic Load: Enrolled Full-Time</p> <p>Classes</p> <p>Enrolled Dropped Wait Listed</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>CAP 3140-14</td> <td>Environmt</td> <td>3</td> <td></td> <td></td> <td>Enrolled</td> </tr> <tr> <td>COMM 2011-80</td> <td>Public Speaking</td> <td>3</td> <td></td> <td></td> <td>Enrolled</td> </tr> <tr> <td>COMM 4347-01 (32183)</td> <td>Public Speaking</td> <td>3</td> <td></td> <td></td> <td>Enrolled</td> </tr> <tr> <td>COMM 4355-01 (32184)</td> <td>Public Speaking</td> <td>3</td> <td></td> <td></td> <td>Enrolled</td> </tr> <tr> <td>COMM 4446-01 (35754)</td> <td>Speech Performance</td> <td>3</td> <td></td> <td></td> <td>Enrolled</td> </tr> <tr> <td>COMM 4448-01 (32104)</td> <td>Speech Performance</td> <td>3</td> <td></td> <td></td> <td>Enrolled</td> </tr> </tbody> </table> <p>Quick Enrollment</p> <p>Statistics</p> <table border="1"> <thead> <tr> <th>FALL 2011</th> <th>From Enrollment</th> <th>Cumulative Total</th> </tr> </thead> <tbody> <tr> <td colspan="3">Units Toward GPA:</td> </tr> <tr> <td>Taken</td> <td></td> <td></td> </tr> <tr> <td>Passed</td> <td></td> <td></td> </tr> <tr> <td>In Progress</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Units Not for GPA:</td> </tr> <tr> <td>Taken</td> <td></td> <td></td> </tr> <tr> <td>Passed</td> <td></td> <td></td> </tr> <tr> <td>In Progress</td> <td></td> <td></td> </tr> <tr> <td colspan="3">GPA Calculation</td> </tr> <tr> <td>Total Grade Points</td> <td></td> <td>27</td> </tr> <tr> <td>/ Units Taken Toward GPA</td> <td></td> <td>8</td> </tr> <tr> <td>= GPA</td> <td></td> <td>3.170</td> </tr> </tbody> </table>	Class	Description	Units	Grading	Grade	Status	CAP 3140-14	Environmt	3			Enrolled	COMM 2011-80	Public Speaking	3			Enrolled	COMM 4347-01 (32183)	Public Speaking	3			Enrolled	COMM 4355-01 (32184)	Public Speaking	3			Enrolled	COMM 4446-01 (35754)	Speech Performance	3			Enrolled	COMM 4448-01 (32104)	Speech Performance	3			Enrolled	FALL 2011	From Enrollment	Cumulative Total	Units Toward GPA:			Taken			Passed			In Progress			Units Not for GPA:			Taken			Passed			In Progress			GPA Calculation			Total Grade Points		27	/ Units Taken Toward GPA		8	= GPA		3.170
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