CHAPMAN UNIVERSITY

REFERENCE GUIDE TO ENROLLMENT REPORTS IN ADVISOR CENTER

MY.CHAPMAN.EDU

1. If you are Faculty in addition to an Advisor, the Faculty Center click on the Advisor Center tab. If you are not Faculty the Advisor Center will open when you enter the Advisor Center from the portal.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

Fall 2015 | Chapman University   [change term]

View Personal Data Summary
View Textbook Summary
My Exam Schedule

Select display option: ● Show All Classes   ○ Show Enrolled Classes Only

Icon Legend: 👥 Class Roster   📄 Grade Roster   📊 Gradebook   ✅ Assignments   📋 Learning Management

My Teaching Schedule > Fall 2015 > Chapman University

View All | 🔳 | 📅   First ◀ 1-6 of 6 ▶ Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ART 116-01 (8716)	Ceramics: Form and Surface (Lecture)		TuTh 3:00PM - 4:15PM	TBA	Aug 31, 2015- Dec 19, 2015
ART 116-02 (8261)	Ceramics: Form and Surface (Lecture)		MoWe 2:00PM - 3:15PM	TBA	Aug 31, 2015- Dec 19, 2015
ART 331-01 (8140)	Branding & Advertising Design (Lecture)		TBA	TBA	Aug 31, 2015- Dec 19, 2015
PCST 120-01 (8114)	Intro to International Relatio (Lecture)		TBA	Argyros Forum Auditorium 202	Aug 31, 2015- Dec 19, 2015
POSC 120-01 (8113)	Intro to International Relatio (Lecture)		MoWeFr 10:00AM - 10:50AM	Argyros Forum Auditorium 202	Aug 31, 2015- Dec 19, 2015
POSC 499-80 (8195)	Individual Study (Independent Study)		TBA	TBA	Aug 31, 2015- Dec 19, 2015

View Weekly Teaching Schedule   Go to top

My Exam Schedule > Fall 2015 > Chapman University

Please go to the Chapman Registrar's web

Go to top

Faculty Center   Advisor Center   Search   Learning Management
My Schedule   Class Roster   Grade Roster   Gradebook   Class Assignments

2. The Advisor Center opens to the My Advisees tab. Students who are assigned to you as their Advisor will display. Click on the <u>View Student Details</u> 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.

	Faculty Center	Advisor Center	Search
	my advisees ‖ student center	general info ‖ transfer credit	academics

My Advisees

	Notify	Name	ID	Committee	View Student Details	Advising Notes
1	☐	Chapman,Joy	4003548		View Student Details	🖺
2	☐	Cruz,Jase	4003534		View Student Details	🖺
3	☐	Student,Marty	4001581		View Student Details	🖺

[notify selected advisees]   [notify all advisees]   [my advising notes]

[VIEW DATA FOR OTHER STUDENTS]

Faculty Center   Advisor Center   Search
My Advisees   Student Center   General Info

The "Window Shade" icon is displayed when the student has requested restrictions to the release of personal information. It is referred to as the FERPA flag.

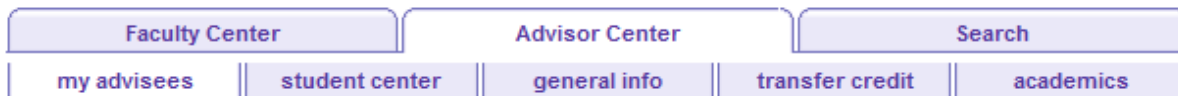|	Faculty Center	Advisor Center	Search
	my advisees ‖ student center	general info ‖ transfer credit	academics

Advisee Student Center

Hilary

*Change Advisee [▼] [change]   🖳

3. There are multiple tabs in the Advisor Center. A brief description of each tab is below:

Faculty Center	Advisor Center	Search
my advisees	student center	general info	transfer credit	academics

- **My Advisees** – This section will display the names of students who have been assigned by the academic departments to a faculty member for advising. Full-time faculty will also have access to other students 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 tabs displays students' academic career and program plan data in additional to details for each term.

4. Advisee Student Center – Academics
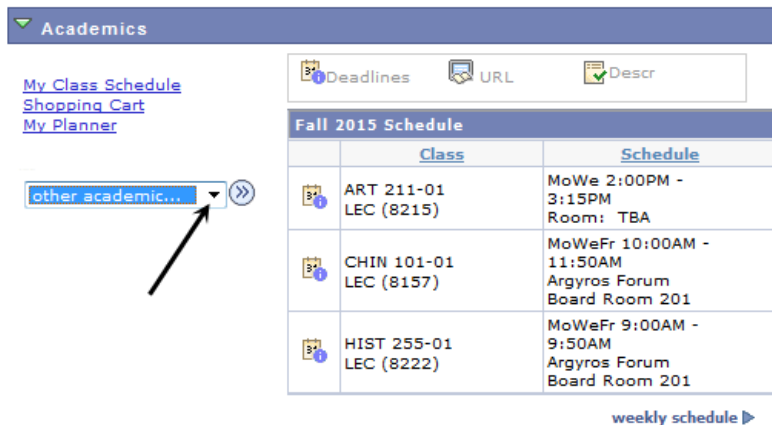
The following reports can be accessed from the drop down menu under "other academic . . ."

- Converted Enrollment Summary (unofficial historical data – unofficial transcript)
- Course History
- Transfer Credit Report
- Program Evaluation (available later in Summer)

Other reports may be available in the future. . Some reports will open as a PDF, others will open a new page in PeopleSoft and others will display in the current screen.

Converted Enrollment Summary

To open this report – select it from the drop down menu and click the double arrows.

Converted Enrollme ▼ ⟫
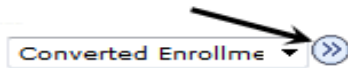
A second window appears – select Unofficial Conversion Record from the drop down menu and click the **View Report** button.

Converted Enrollment Summary

Hilary

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 Conversion Record ▼ | view report |

VIEW ALL REQUESTED REPORTS

Faculty Center   Advisor Center   Search   Learning Management
My Advisees   Student Center   General Info   Transfer Credit   Academics

Cancel

A summary window will appear reflecting the Request Date. Click the **View Report** button.

Converted Enrollment Summary

Previous Requests

Find | View All | 🔲   First ◀ 1 of 1 ▶ Last

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	03/24/2015	Unofficial Conversion Record	CHPMN	PS	Immediate Processing	03/24/2015

CANCEL

A PDF report will open in a new window. This report reflects transfer credit in addition to courses taken at Chapman.   To return to the Advisee Student Center click the **Cancel** button.

Page 1 of 3

Unofficial Undergraduate Conversion Record

Name: Hilary ~~~~~~
Student ID: 4005550

Print Date: 03/24/2015
Institution Info: Chapman University
SSN: XXX-XX-XXXX
Birthdate: 09/14/1947
Student Address: 123 Columbus Circle
                        Manhattan, NY 12345

Beginning of Undergraduate Record

Fall 2011

Course		Description	Attempted	Earned	Grade	Points
ECON	200	Principles of Microeconomics	3.000	3.000	A	12.000
FFC	100	Freshman Foundations	3.000	3.000	B	9.000

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.

Advisee Course History

Hilary

Select Display Option	Sort results by	
● Hide courses from My Planner	Then by	
○ Show courses from My Planner		sort

| | ✓ Taken | ← Transferred | ◆ In Progress |

Course	Description	Term	Grade	Units	Status
ACTG 210	Intro to Financial Actg	2012 Spring	C+	3.00	✓
ACTG 211	Intro to Managerial Accounting	2012 Fall	B+	3.00	✓
ART 211	Intro to Life Drawing	Fall 2015		3.00	◆
ART 264	Art India, Himalayas, SE Asia	2012 Spring	B+	3.00	✓
BIOL 207	Scie of Life: Unders Liv Organ	2012 Fall	P	3.00	✓
BUS 215	Legal Environment of Business	2013 Interterm	B	3.00	✓
BUS 217	Business Comm: Writing Skills	2014 Interterm	A	1.00	✓
CHIN 101	Elementary Chinese I	Fall 2015		3.00	◆
COM 101	Public Speaking	2012 Fall	A	3.00	✓

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

Faculty Center   Advisor Center   Search   Learning Management
My Advisees   Student Center   General Info   Transfer Credit   Academics

Cancel

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.

Hilary

▽ **Course Credits**

Model Nbr	1	Posted			
Institution	Chapman University		Credit Source Type	Manual	
Career	Undergraduate		Source Institution	La Sorbonne	
Program	Undergraduate Degree				

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
2014 Summer	FRENCH A2	6.00	12	Posted	FREN 102	6.000	B+

Transfer credit can also be viewed in the Transfer Credit tab. Click on the <u>Detail</u> link for course specifics. This displays a screen in PeopleSoft. The Transfer Credit report may be easier to interpret.

Advisee Transfer Credit

Hilary

*Change Advisee [dropdown] [change]   [icon]

Course Credits

Model	Statistics	[icon]

Detail	Source	Career	Institution	Program	Articulation Term	Model Status
Detail	La Sorbonne	Undergraduate	Chapman University	Undergraduate Degree	2014 Summer	Posted

Transfer Course Entry	Course Credits by Term

Hilary   4005550   ⊘ ★   [icon]

Transfer Credit Model   Find | View All   First ◄ 1 of 1 ► Last

Academic Career:	UGRD	Undergraduate		⊞ ⊟
Academic Institution:	CHPMN	Chapman University		
*Model Nbr:	1			
*Transcript Level:	Official ▼			

Target Information

*Academic Program:	UDEG	Undergraduate Degree	☐ Include in GPA
Academic Plan:			

Source Information

*Credit Source Type:	Manual ▼
Source Institution:	La Sorbonne
School Type:	NA 🔍

Transfer Credit Term   Find | View All   First ◄ 1 of 1 ► Last

⊞ ⊟

*Articulation Term: 2146 🔍 Sum 2014   Posted

Find | View All   First ◄ 1 of 1 ► Last

*Group *Seq#	**Incoming Course**		**Equivalent Course**	
1 1	Year: 2014 Ext Term: SUMR		Course ID: 001657 FREN	
Status:	Subject: FRENCH		Offer Nbr: 1 102	
Posted	Course Nbr: A2		Units Transferred: 6.000	
Details	Description: Nivea A2		Grading Scheme: UG Undergrad	
Comments	Units Taken: 6.00		Grading Basis: TRN Transfer Grading Basis	
	Grade Input: 12		Official Grade: B+ Excellent	
			Repeat Code:	
			Designation: 1006 🔍 GC only	
			☑ Include in FA WI Stats	

Add/View Comments

[OK]   [Cancel]   [Apply]

Click the **Cancel** button to return to the Advisee Student Center.

Academic Requirements/Program Evaluation

The Advisor Center currently uses the terminology Academic Requirements. Once the Program Evaluation functionality is "live" this menu will be updated. Here is a **sample** screen shot of an evaluation. The evaluation includes overall graduation requirements including general education, major and minor coursework and residency.

Advisee Requirements

Hilary

Chapman University | Undergraduate

This report last generated on   03/24/2015 11:00AM

collapse all	expand all	view report as pdf

✅ Taken   ◆ In Progress   ⭐ Planned

▶ GENERAL INFORMATION [RG 1130]

▼ UNDERGRADUATE DEGREE REQUIREMENTS [RG 1034]

Not Satisfied: Students must meet all graduation requirements in addition to completing GE and major requirements.

GRADUATION REQUIREMENTS [RQ 1091]

Not Satisfied: All students must meet minimum graduation requirements

▼ Minimum 124 credits

Not Satisfied: Students complete a minimum 124 credits, excluding preparatory skills and credit limitations

- Units: 124.00 required, 64.00 taken, 60.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ACTG 210	Intro to Financial Actg	3.00	2012 Spring	C+	✅
ACTG 211	Intro to Managerial Accounting	3.00	2012 Fall	B+	✅
ART 264	Art India, Himalayas, SE Asia	3.00	2012 Spring	B+	✅
BIOL 207	Scie of Life: Unders Liv Organ	3.00	2012 Fall	P	✅
BUS 215	Legal Environment of Business	3.00	2013 Interterm	B	✅
BUS 217	Business Comm: Writing Skills	1.00	2014 Interterm	A	✅