

Academic Advising Tips

Who are your advisees?

Self Service → Faculty Center → My Schedule → Advisor Center tab →

You will see “Change Advisee” and an advisee’s name.

Use that drop-down menu to view all of your advisees.

Pick a student from the drop-down menu, click on Change, and you will be able to view the student’s information.

*** To add or subtract advisees from your list, just contact Admissions & Records. Support staff can also add an advisee to your list.***

*** Urge students to correct their majors by contacting A&R. ***

Pulling a Degree Audit

Academic Advisement → Student Advisement → Request Advisement Report --> Add a New Value

Academic Advisement → **Student Advisement** → **Request Advisement Report**
→ **Add a New Value** (TAB)

(See the Pulling an Advisement Report in PeopleSoft Handout for the detailed instructions. Contact Jan King or Delores Whittaker for your own personalized copy.)

Always pull a WHIF, instead of an ADV.

Always use Fall when designating the catalog year (requirement term).

Please report all errors you find in the reports, including

Student name & ID #, degree (plan), catalog year.

When possible, it may be clearer if you provide us with a hard copy of the flawed audit, complete with circles, exclamation marks, explanations, and expletives (when necessary). FAX: 753-2311

Academic Advising Summary

NV Customizations → Academic Advisement → Academic Advising Summary

Enter student’s ID# or name

Academic Career: Undergraduate

And you can now see total units, GPA, access Transfer Credit Report, Course History, and Transcript.