

Advisor Cheat Sheet:

All tasks have step-by-step instructions available in Help Links:

Student Help: <https://confluence.uconn.edu/ikb/student-administration-system/students>

Instructor/Advisor Help: <https://confluence.uconn.edu/ikb/student-administration-system/instructors-and-advisors>

UConn navigation bar: Home | **Instructor/Advisor Help** | Student Help | Admin Help | NetID/EMPLID | Add to Favorites | Sign out

Self-Service > Plan of Study Approval Monitor

DYNAMIC CLASS SEARCH:

- Easy search to view current live information on all courses offered for a given term
- Lists all information about each course, including:
 - Capacity
 - Current enrollment
 - Whether seats are reserved and for whom
 - Whether course uses studentadmin waitlist
 - Whether course requires instructor consent
 - Course descriptions and pre-requisites along with other course information is available when you click on the blue “class number” link
 - If course is cross-listed with another course number and if that section has open seats, also available when you click on blue “class number” link
- Can search for “online only” or “honors only” courses
- Can search by campus
- Can search by particular course number or all courses in a department

Class Nbr	Subject Area	Catalog Nbr	Class Section	Academic Career	Units	Campus	Session	Description	Instruction Mode	Auto Enroll Sections	Enrollment Capacity	Enrollment Total	Reserved Capacity	Unreserved Available	Wait List Available	Instructor (Role)	Hours/Days/Location
1126	ECON	1000	001	Undergrad	3.00	STORR	Regular	Essentials of Economics	In Person		175	152		23	0	Richard Langlois (PI)	4:40PM - 5:55PM / MoWe / OAK101
5348	ECON	1201	001	Undergrad	3.00	STORR	Regular	Principles of Microeconomics	In Person		30	29	1 for RC Honors Students only	0	0	Ria Bhattacharya (PI)	12:20PM - 1:10PM / MoWeFr / ROWE320
8018	ECON	1201	003	Undergrad	3.00	STORR	Regular	Principles of Microeconomics	In Person		140	139	0 for RC Block Enrollment section	1	0	Paul Tomolons (PI)	3:30PM - 4:45PM / TuTh / ARJ143
-	ECON	1201	010	Undergrad	3.00	STORR	Regular	Principles of Microeconomics	In Person		315	314				Owen Svalestad (PI)	11:00AM - 11:50AM / TuTh / SCHU151
8818	ECON	1201	017D	Undergrad	3.00	STORR	Regular	Principles of Microeconomics	In Person	010	35	34		1	0	Owen Svalestad (SI)	12:20PM - 1:10PM / Mo / MCHU106
12454	ECON	1202	001	Undergrad	3.00	STORR	Regular	Principles of Macroeconomics	In Person		30	19	11 for RC Honors Students only	0	0	Qian He (PI)	10:10AM - 11:00AM / MoWeFr / FSBU102
-	ECON	1202	010	Undergrad	3.00	STORR	Regular	Principles of Macroeconomics	In Person		315	314				Derek Johnson (PI)	1:25PM - 2:15PM / MoWe / AUST108
12476	ECON	1202	013D	Undergrad	3.00	STORR	Regular	Principles of Macroeconomics	In Person	010	35	34	0 for RC Block Enrollment section	1	0	Derek Johnson (SI)	10:10AM - 11:00AM / Fr / OAK106
-	ECON	1202	020	Undergrad	3.00	STORR	Regular	Principles of Macroeconomics	In Person		315	312				Owen Svalestad (PI)	12:30PM - 1:20PM / TuTh / AUST108
12481	ECON	1202	023D	Undergrad	3.00	STORR	Regular	Principles of Macroeconomics	In Person	020	35	34		1	0	Owen Svalestad (SI)	10:10AM - 11:00AM / Mo / OAK106
12486	ECON	1202	027D	Undergrad	3.00	STORR	Regular	Principles of Macroeconomics	In Person	020	35	34		1	0	Owen Svalestad (SI)	12:20PM - 1:10PM / Mo / MCHU108
12487	ECON	1202	028D	Undergrad	3.00	STORR	Regular	Principles of Macroeconomics	In Person	020	35	34		1	0	Owen Svalestad (SI)	12:20PM - 1:10PM / Mo / OAK104
1127	ECON	2201	001	Undergrad	3.00	STORR	Regular	Intermed Microeconomic Theory	In Person		35		0 for RC ECON major & Minors Only	7	100	Shilpa Sethia (PI)	10:10AM - 11:00AM / MoWeFr / MONT226
12491	ECON	2201	002	Undergrad	3.00	STORR	Regular	Intermed Microeconomic Theory	In Person		70		0 for RC ECON major & Minors Only	1	97	David Greenberg (PI)	6:30PM - 9:00PM / Tu / OAK112
10493	ECON	2201	003	Undergrad	3.00	STORR	Regular	Intermed Microeconomic Theory	In Person		70		0 for RC ECON major & Minors Only	9	100	Matthew Burnside (PI)	11:00AM - 12:15PM / TuTh / MCHU202
8571	ECON	2201	005	Undergrad	3.00	STORR	Regular	Intermed Microeconomic Theory	In Person		150		0 for RC Block Enrollment section	89	0	Tianxu Chen (PI)	2:30PM - 3:20PM / MoWeFr / ARJ143

Click on blue “class #” link to get more course info:

- Pre-Requisites
- Cross-listed sections and enrollment in cross-listed section
- Class notes, can include Special Topics descriptions
- Course catalog descriptions

ADVISOR CENTER:

Faculty Center | Advisor Center | Search | HuskyCT sections

my advisees | student center | general info | transfer credit | academics

My Advisees

Select display option: Link to Photos Include photos in list

Notify	Holds	Name	ID	Honors	POS Prelim	POS Final	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234567		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234568		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234569	HON	<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234570		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Last Name, First Name	1234571		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234572		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234573		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Last Name, First Name	1234574		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234575		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234576	HON	<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234577		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234578		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234579		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>		Student Last Name, First Name	1234580		<input type="radio"/>	<input type="radio"/>	View Student Details
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Last Name, First Name	1234581		<input type="radio"/>	<input type="radio"/>	View Student Details

ADVISEE STUDENT CENTER:

Faculty Center | Advisor Center | Search | HuskyCT sections

my advisees | student center | general info | transfer credit | academics

Advisee Student Center

Student First Last Name

*Change Advisee [dropdown] change ID 1234567

Academics

My Class Schedule | Shopping Cart | My Academic Planner | Dynamic Class Search

Transcript: View Unofficial

Class	Schedule
BADM 3661-001 LEC (8691)	MoWe 11:00AM - 12:15PM BUSH 227
ECON 3208-002 LEC (12518)	TuTh 12:30PM - 1:45PM OAK 105
HEJS 2203-002 LEC (12700)	Tu 3:00PM - 6:00PM ATWR A001
LING 1010-013 LEC (5837)	MoWe 12:20PM - 1:10PM ITE C80
LING 1010-013D DIS (5834)	Fr 1:25PM - 2:15PM OAK 104

Holds & Indicators: No Holds.

To Do List: No To Do's.

Enrollment Dates: Enrollment Appointment. You may begin enrolling for the Fall 2018 Regular Academic session on July 19, 2018.

Advisor: Program Advisor. Metin Cossel (860/486-4662), Lauren Munyard (860/486-3022).

HOLDS:

- Many different holds placed by various offices on campus.
- Most holds must be taken off only by the office who placed it; refer student to info provided in hold when clicked on.
- Only hold you may take off is "enrollment hold" unless otherwise instructed.
- Some departments require advising every semester and have an enrollment hold; others do not. If student is double major/dual degree, they might have a hold for their other major.
- For some departments, the enrollment hold is placed for administrative reasons. Check with your department if you should remove this hold when meeting with a student.
- Student view, how a student can view their holds: *Self Service -> Student Center -> Blue box on right hand side "Holds and Indicators"*

UNOFFICIAL TRANSCRIPTS:

- Under Advisee Student Center, in the drop down list, click on "Transcript: View Unofficial" then click on the right arrows icon to generate. Then click green "go" button.
- Changes instantly with schedule changes.
- Includes academic standing for each term (Good Standing, Academic Probation, Subject for Dismissal).
- Courses listed under "non-degree" at end of transcript are courses taken before they matriculated at UConn. If listed above in their undergraduate transcript, they have been applied to their degree.
- Student view, how a student can view it on their own: *Self Service -> Student Center -> My Academics -> View My Unofficial Transcript -> Go*

ADVISEMENT REPORTS (AKA) ACADEMIC REQUIREMENTS:

- Under Advisee Student Center, in the “Change Advisee” box, select the student you seek.
- In the drop down list, click on “Academic Requirements” then click on the right arrows icon to generate.
- It will take a little while to pull up the report. Let it run.
- Student view, how a student can view it on their own: *Self Service -> Student Center -> Drop down menu click on “Academic Requirements”* It will take a while for it to generate.
- It reflects (checks off) any course that has been taken OR is currently enrolled, even if not started. It reflects anything on the student’s transcript, as if they will successfully complete the course.
- The report reflects any changes instantly with schedule changes.
- The first requirement lists their catalog year, this will always show as not satisfied. They don’t need to do anything.

Academic Requirements or Advisee Report
= online checklist of requirements for graduation

This report last generated on 10/07/2018

Your Catalog Year = when you first became a CLAS student

“collapsed” or “closed” blue bar with side arrow = taken or registered

Required: # of courses required to graduate
Taken: # of courses taken or registered
Needed: # of courses left to register for

Courses already satisfying requirement are shown here

Click on “view course list” to open list of course options

“expanded” or “open” blue bar with down arrow and info under = not yet registered

▶ = satisfied
▼ = not satisfied

Advisee Report

University of Connecticut | Undergraduate

This report last generated on 08/03/2018 10:06AM

collapse all expand all view report as pdf plan of study

Taken In Progress

Or use PDF Version or Plan of Study version

They take time to pull up, let it run.

University of Connecticut Advisee Report Page 2 of 5

Content Area Three
Overall Requirement Not Satisfied: Students must pass two courses, one of which must be a four credit laboratory course. Courses must be from two different departments. (RQ1659)

Satisfied: Laboratory courses are listed here

Spring2012	BIOL	1102	Foundations of Biology		
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Satisfied: All Content Area Three courses are listed here

Spring2012	BIOL	1102	Foundations of Biology		
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Not Satisfied: Courses used to fulfill requirement must be from different departments. Courses: 2.00 required, 1.00 taken, 1.00 needed

Spring2012	BIOL	1102	Foundations of Biology	4.00	IP
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Subject Area Restriction
Satisfied: Content Areas One, Two and Three Subject Area Restriction (RG3519)

Six different subject areas
Satisfied: Students must pass courses taken in six different subject areas from Content Areas One, Two and Three (RQ1660)

Fall 2011	ANTH	1500	Great Discoveries Archaeology	3.00	IP
Spring2012	BIOL	1102	Foundations of Biology	4.00	IP
Spring2012	CAMS	1102	Roman Civilization	3.00	IP
Fall 2011	COMM	1000	The Process of Communication	4.00	TR
Fall 2011	HIST	1300	Western Traditions Before 1500	3.00	IP
Spring2012	ILCS	1170	Intro Italy thr Its Regions	3.00	IP

Content Area Four
Not Satisfied: Content Area Four: Diversity and Multiculturalism (RG3520)

Content Area Four courses

“IP” = In progress

TR = Transfer

FINAL PLANS OF STUDY:

When a student applies to graduate, their next step is to submit a final plan of study for every major and minor in Studentadmin, to be reviewed for approval of all requirements met. Your view to see if they submitted a final plan of study will appear on your advisee list:

18	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input type="radio"/>	View Student Details
19	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input checked="" type="radio"/>	View Student Details
20	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input checked="" type="radio"/>	View Student Details
21	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input type="radio"/>	View Student Details
22	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input type="radio"/>	View Student Details
23	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input type="radio"/>	View Student Details
24	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input type="radio"/>	View Student Details
25	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567		<input type="radio"/>	<input checked="" type="radio"/>	View Student Details
26	<input type="checkbox"/>	<input type="checkbox"/>	Last name, first name	1234567	HON	<input type="radio"/>	<input type="radio"/>	View Student Details

You may click on it to view it.

Or, you may search for it using the Plan of Study Approval Search:

Search Parameters

My Worklist: Approval Status: Pending

Academic Program: [Dropdown]

Acad Plan: [Dropdown] Search

Report Type: Final Approval Hold Only:

ID: [Input] Search

Submitted Within: [View All] Exp Graduation Term: [Dropdown]

When a student submits a Final Plan of Study to graduate, an email is sent to anyone who is listed as the student's advisor for that major in Studentadmin. Click on the blue link at the bottom of the email:

Please review the request to approve this Plan of Study.

Student: # 1234567 Student Name

School: Liberal Arts & Sciences
Field of Study: Economics
Degree: Bachelor of Arts
Request Type: Final

Click [here](#) to review the request.

Transaction Details

ID 1234567 Student Name Rpt# 1 Unlock:

Acad Prog UCLAS Liberal Arts & Sciences Notify Substitutions:

Acad Plan ECONOM1_BA Economics Exp Grad Term 1188

Report Type Final Last Submission DT 07/26/2018 Status Pending View Plan of Study

Student Communications

Added by Student Name on 2018-07-26 - 10:11AM

As discussed, Econ 3499 was an independent study that counts towards the 9 credit Economic requirement.

Add Attachment

Plan of Study Workflow

Plan of Study: Pending

Major Path of Approval

Pending Multiple Approvers POS Advisors

Not Routed Multiple Approvers POS Department List

Approve Deny

Comments: Share with Student

Save Notify

Click if a substitution is needed, BEFORE you approve below. It will be routed to Dean's level for approval

Click to view Final Plan of Study

Assigned Advisor approves on this level, may be more than one advisor assigned

Departmental Designee approves on this level if Department requires it

Approve if all requirements are being fulfilled on Final Plan of Study (no green highlights) NOTE: Catalog Year will always be green.

Deny if they are missing requirements (something is highlighted in green, except for Catalog Year). You MUST put comments when you deny, and click to share with student so they are aware.

Or you may leave it pending and submit comments (share with student) to inquire of their plans to complete the missing requirements and have them reply with comments.

You are approving for the major and degree only. You are not approving for any minor listed unless you are specifically approving a MINOR final plan of study. Minors are usually reviewed by a particular person assigned in your department.

University of Connecticut Plan of Study Page 2 of 3

Q COURSES
Students must pass an additional Q course for a total of three Q courses. (R0225)

Area A - Arts courses
Students must pass five courses, including one from each of the areas A-D and a 4th course from any area A-E. Courses must be from at least four different academic units. (R0270)

Area B - Liberal Arts courses

Area C - History courses

Area D - Philosophical/analytical courses

Area E - World culture courses

Additional minor courses used to fulfill the minor

Related Group

STAT and MATH courses

ECON specific courses

School of Business Minor Restrictions

Business Fundamentals minor