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

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

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:

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.

![Image of Academic Requirements report]

Your Catalog Year = when you first became a CLAS student

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

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

Courses already satisfying requirement are shown here

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

Unsatisfied is highlighted in GREEN

“IP” = In progress

TR = Transfer

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

= satisfied

= not satisfied

Or use PDF Version or Plan of Study version

They take time to pull up, let it run.
**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:

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

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:

- **Assigned Advisor** approves on this level, may be more than one advisor assigned
- **Departmental Designee** approves on this level if Department requires it
- **Click if a substitution is needed, BEFORE you approve below. It will be routed to Dean’s level for approval**

You may click on it to view.

- **Plan of Study Workflow**
  - **Approve if all requirements are being fulfilled on Final Plan of Study (no green highlights)**
  - **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.