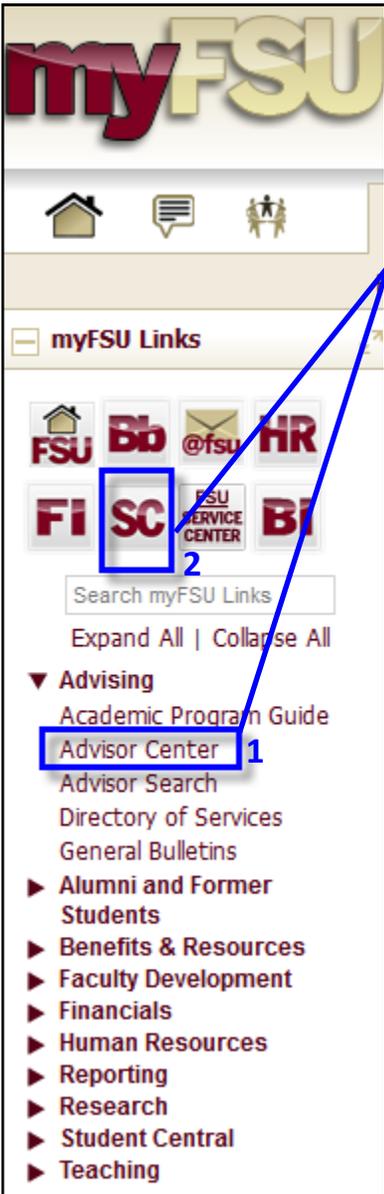


ADVISOR CENTER—Locate a Student

Log into Student Central at my.fsu.edu

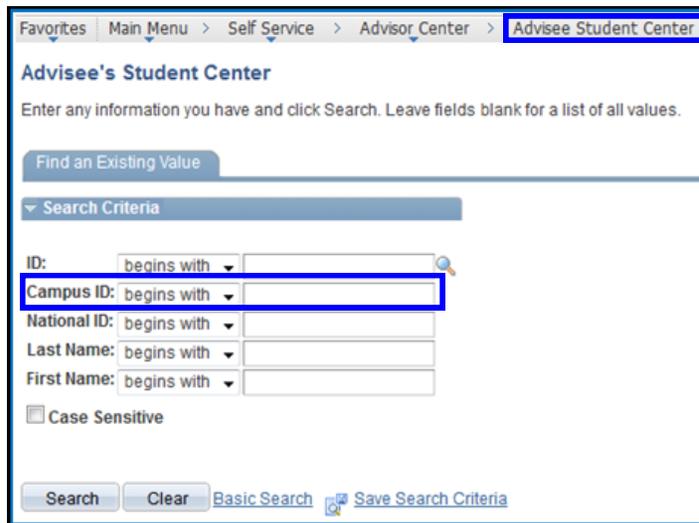


TO ACCESS ADVISOR CENTER AND FIND FIRST STUDENT:

In the myFSU Faculty/Staff Community:

- 1) Expand **Advising** and select **"Advisor Center"**. This will take you the *My Advisees* tab.
—OR—
- 2) Click **"SC"** - To go to the *Home Page* of Student Central.

Note: If you have a large list of *Assigned Advisees*, you may choose to enter Student Central Advisor Center through **SC (#2)** when entering Student Central for the first time. Go to **Main Menu > Self Service > Advisor Center > Advisee Student Center**.



Enter your first student's information (ie: Campus ID). This tip will save you processing time in locating your first student in SC if you have a long list of Assigned Advisees. (Campus ID is the beginning of a student's FSU email address. [ie: abc17g]).

TO LOCATE OTHER STUDENTS...

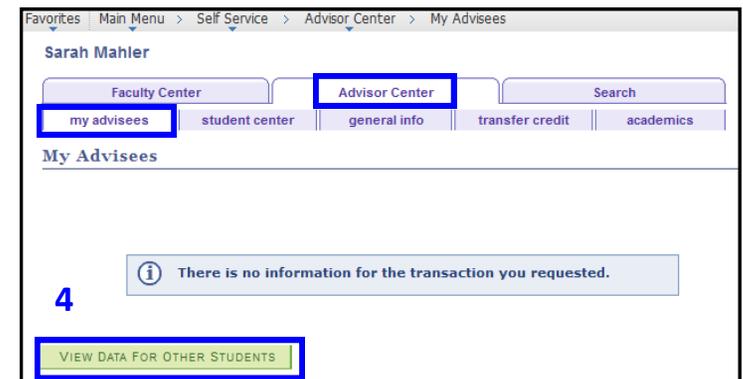
FROM YOUR LIST OF ASSIGNED ADVISEES:

3) If you have Assigned Advisees, you use the spyglass beside the **"Change Advisee"** field to search for another student. Only the first 300 advisees will display in the search box so you may need to search for the next student by Empl ID or First and Last Name. After you have searched and found the student, click the **"Change"** button to view the record for that advisee.



IF YOU DON'T HAVE ASSIGNED ADVISEES:

4) If you do not have Assigned Advisees, or need to access a student not assigned to you, go to: **My Advisees tab > View Data for Other Students** to locate an individual student.



ADVISOR CENTER—Advisee Student Center

QUICK VIEW FOR: Viewing Demographic Data, Student Class Schedule, Enrollment Appointment, Holds, Advisor Contact Info, Academic Advising Tools

STUDENT NAME

CURRENT CLASS SCHEDULE

Select **"My Class Schedule"** to view a list of classes with instructor names.

Select **"weekly schedule"** for a week-at-a-glance view.

ADVISING TOOLS:

- **Academic Requirements:** Degree Audit.
- **Course History:** View a list of all courses a student has taken.
- **Transcript View Unofficial:** View a student's transfer and FSU courses taken, degree's earned, and hour/quality point totals.
- **Transfer Credit Report:** View the courses a student took at other institutions (includes AP/IB), and the FSU equivalents.
- **What-If Report:** View how the student's courses fulfill alternative Plan requirements.

TO ACCESS ONE OF THE REPORTS ABOVE, SELECT REPORT AND CLICK 

The screenshot shows the 'Advisee Student Center' page for a student named Sam E. Nole (ID: 999999999). The interface includes a navigation menu with 'Faculty Center', 'Advisor Center', and 'Search'. Below the menu are tabs for 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. The main content area is divided into several sections:

- Academics:** Contains links for 'My Class Schedule', 'Shopping Cart', 'My Planner', 'Buy Textbook/Course Materials', and 'Academic Requirements'.
- This Week's Schedule:** A table showing current classes:

Class	Schedule
EES 3040-0002 LEC (7273)	MoWe 10:30AM - 12:00PM Room: TBA
IFS 2099-0003 LEC (7384)	MoWe 2:45PM - 4:15PM Room: TBA
MAC 2312-0006 LEC (7354)	MoWe 4:30PM - 5:50PM Room: TBA
PHY 2048C-0002 LEC (7206)	TuTh 9:05AM - 11:30AM Room: TBA Fr 1:00PM - 3:25PM Room: TBA
- Holds:** Includes 'Direct Deposit Enrollment' and 'To Do List' (No To Do's).
- Enrollment Dates:** Shows an 'Enrollment Appointment' for the 2017 Fall 1 - Regular Academic session on July 12, 2017.
- Advisor:** Lists 'Program Advisor' information for Sophomore Juniors and Exploratory Freshmen.
- Personal Information:** Includes 'Demographic Data' and 'Contact Information' (Home and Local Mailing Address).

EMPLID

AFFILIATIONS:

Summary of the student's affiliations to the University.

HOLDS:

Summary of current holds. If no hold is listed, no current hold exists. Select **"Details"** when hold is listed to determine the nature of the hold and the instructions for the student.

TO-DO LISTS:

Summary of outstanding tasks a student must complete. Select **"Details"** to view more information. *To-Do's* do not prohibit a student's ability to enroll.

ENROLLMENT DATES:

View when a student's *Enrollment Appointment* opens. Select **"Details"** for more information, like when the Appointment closes.

STUDENT DEMOGRAPHIC DATA:

- Student Photo
- Date of Birth
- Basic Citizenship Information

CONTACT INFO:

- Addresses
- Phone Numbers
- FSU Email Address

ADVISOR DETAILS:

View student's Advising Office or Academic Advisor(s) contact information by selecting **"Details"**. You may also see "Supplemental Advisors" and their contact information listed here.

ADVISOR CENTER—Advisee General Info

QUICK VIEW FOR: Viewing/Managing Service Indicators and Student Groups, Viewing general information about a student.

MANAGE SERVICE INDICATORS:

You can **release** active *Service Indicators* (holds) by selecting “**Edit Service Indicators**”. You may only manage the Service Indicators for which you have been provisioned *Row-level security*.

SEE **ADVISOR CENTER JOB AID FOR MANAGING SERVICE INDICATOR INSTRUCTIONS.**

Click the “**Details**” link to see the *service impacted, description*, and any additional *notes* and/ or comments about the specific Service Indicator.

Click **Cancel** to return to the *General Info* tab.

Services Impacted

Impact	Description
1 CENR	Block All Enrollment Actvty

Service Indicator Date Time: 03/11/2013 9:20:23AM
 User ID: TRAINID16

OK **Cancel** Apply

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Faculty Center | **Advisor Center** | Search

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

Advisee General Info

Sam E. Nole

[Service Indicators](#) [Initiated Checklists](#)
[Student Groups](#) [Personal Data](#)
[National ID](#) [Names](#)
[Addresses](#) [Phones](#)
[Email Addresses](#)

COLLAPSE ALL
EXPAND ALL

Service Indicators **edit service indicators**

★ Positive ⚡ Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
⚡	Graduation Candidate	2013 Fall		03/01/2013		Registrar

Go to top

Initiated Checklists **review checklist summary**

No initiated checklists found.

Go to top

Student Groups **edit student groups**

Student Group	Description	Institution	Status
2009	Fall 2009 Entry Class	Florida State University	Active as of 2013-01-01

Go to top

NAVIGATION TIP FOR THE GENERAL INFO TAB:

Click *any link* to go a specific area on this (**general info**) page.

MANAGE STUDENT GROUPS:

You can **activate/inactivate** *Student Groups* by selecting “**Edit Student Groups**”.

You can only manage the *Student Groups* for which you have been provisioned *Row-level security*.

SEE **ADVISOR CENTER JOB AID FOR MANAGING STUDENT GROUP INSTRUCTIONS.**

View **Status** of *Student Group* here!

View **Student Group** Description here!

ADVISOR CENTER—Advisee Academics Program

QUICK VIEW FOR: Viewing Program/Plan stack, Map Term/Status, Excess Credit, and cumulative GPA data.

VIEW PROGRAM/PLAN STACK:

View **Program/Plan stack history** (what Program/Plan change has been made, when the change occurred, and by whom).

SEE ADVISOR CENTER JOB AID FOR VIEWING PROGRAM/PLAN STACK INFORMATION.

If you perform **Program/Plan stack changes** (major changes), with the appropriate security, you can modify the Student Program/Plan stack from this link in Advisor Center. See **Student Records 201 Training Materials** for instructions on editing the Program/Plan Stack and Quick Enrollment.

Faculty Center | **Advisor Center** | Search

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

Advisee Academics

Sam E. Nole ID: 999999999

Institution / Career / Program edit program data

Program:	BACH	Bachelor's Degree
Student Career Nbr:	1	
Status:	Active	as of 01/17/2017
Admit Term:	2136	2013 Summer
Expected Graduation:	2171	2017 Spring
Approved Load:	Full-Time	
Load Determination:	Base On Units	
Level Determination:	Base On Units	
Plan:	HPTRMGBS	Hospitality & Tourism Man - BS
Requirement Term:	2171	2017 Spring
Map Term:	Term 8	
Map Status:	0	
Excess Hours Threshold:	132.00	
Excess Hours Counter:	130.00	
FSU GPA (Cumulative Enrollment):	2.932	
Transfer GPA (Cumulative Transfer):	2.600	
Overall GPA (Cumulative Combined):	2.883	

Term Summary edit term data

FSU01 - Florida State University

UGED - Undergraduate

2139 - 2013 Fall

2131 - 2013 Spring

2129 - 2012 Fall

2121 - 2012 Spring

2119 - 2011 Fall

2111 - 2011 Spring

2109 - 2010 Fall

2106 - 2010 Summer

2013 Fall					
Eligible to Enroll:	Yes				
Primary Program:	BACH Bachelor's Degree				
Academic Standing Status:	Data unavailable				
Level / Load					
Academic Level - Projected:	Senior				
Academic Level - Term Start:	Senior				
Academic Level - Term End:	Senior				
Approved Academic Load:	Full-Time				
Academic Load:	Enrolled Full-Time				
Classes					
<input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed					
Class	Descriptions	Units	Grading	Grade	Status
OCI 6938-0028 (9311)	SPECIAL TOPICS IN CR (Lecture)	3.00	Letter		✓
CVJ 6910-0001 (9315)	JUVENILE JUSTICE (Lecture)	3.00	Letter		✓
CRJ 6110-0001 (9324)	SUB CRIMINAL LAW (Lecture)	3.00	Letter		✓
ART 2062-0001 (9094)	INTL WINE & CULTURE (Lecture)	3.00	Letter		✓
SPN 1120-0026 (1850)	ESSENTIARY SPN I (Lecture)	4.00	Letter		✓
2013 Fall	From Enrollment	Combined Term Total	Cumulative Total		
Units Toward GPA:					
Taken			102.000		
Passed			99.000		
In Progress	16.000	16.000	16.000		
Units Not for GPA:					
Taken			2.000		
Passed			2.000		
In Progress					
GPA Calculation					
Total Grade Points			329.250		
/ Units Taken Toward GPA			102.000		
= GPA			3.228		

View Career/Program/Plan Stack (major, degree working toward, minors).

Note:

- Status**—Is this student active or inactive for this term?
- Admit Term**—Matriculation Date
- Requirement Term**—Catalog Year
- Map Term**—Current Map Term
- Map Status**—0 = On Track, 1 = Off Map Track, 2 = Plan change required.
- FSU, Transfer, & Overall GPA**—Cumulative GPA for the selected Career/Program.

Select the **Career and Term** you wish to view!

Select **Quick Enrollment** to manually enroll a student in a class.

Select **Term History** to view detailed Unit, Quality Points, and GPA info for FSU and Transfer Credit.

VIEW ACADEMIC TERM SUMMARY INFORMATION:

- 1) **Term Information:** Includes Program, Academic Standing, Level (Fr, So, Jr, Sr), and Load (full-time, part-time).
- 2) **Class Information:** Includes Classes, Units, Grading Schema (graded course or S/U), Grade Earned and Status (shows courses dropped after the 4th day of class) for the selected Term.
- 3) **Statistics:**
 - *From Enrollment:* Viewing Unit and GPA information for a selected term at FSU.
 - *Combined Term Total:* Viewing Unit and GPA information for selected term at FSU and courses taken simultaneously elsewhere (dual enrollment).
 - *Cumulative Total:* Viewing Unit and GPA information for all terms at FSU and elsewhere. View Cumulative GPA.