

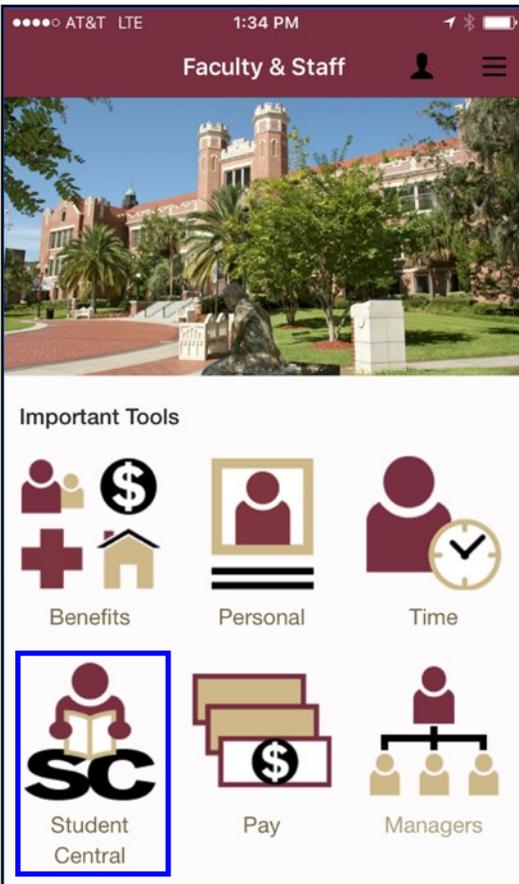
## myFSUMobile—Advisor Center Overview

**QUICK VIEW FOR: Accessing Advisor Center** via myFSU Mobile. To access the app, you will need to have the eORR security role `FSU_AA_SS_ACCESS_ADVISOR`.

### LOG INTO THE APP

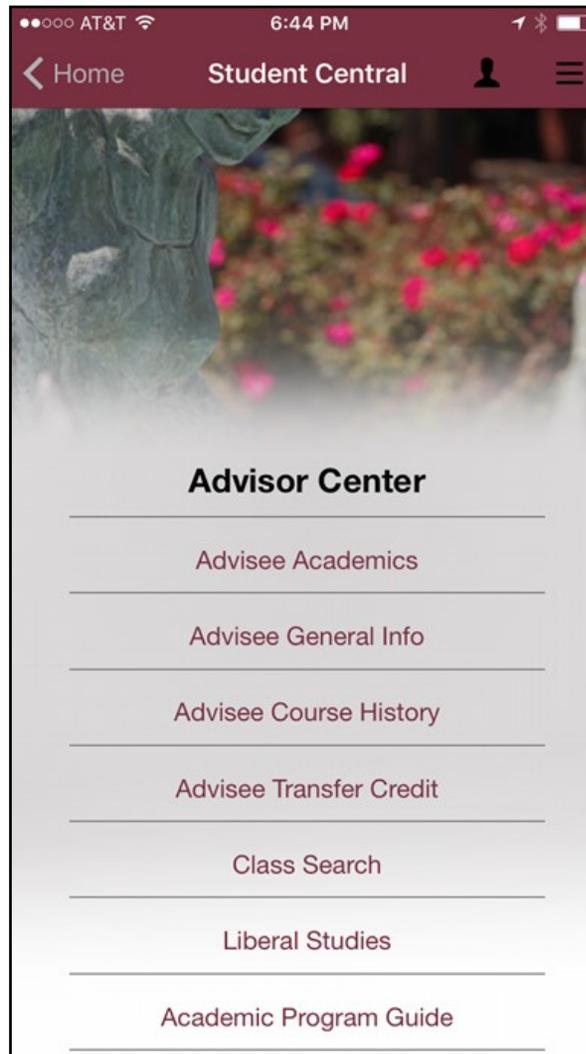
If you do not yet have the app, go to [its.my.fsu.edu/mobile](https://its.my.fsu.edu/mobile) for instructions on how to download the app to your device.

Once you are within the app, tap on the icon for **Student Central** in the **Faculty & Staff** persona and log in with your **FSUID** and **password**.



### MAIN MENU

The Main Menu page for Advisor Center you will see the table of contents for the pages and links that are available within the app.



**Advisee Academics:** Includes information from the Academics tab of Advisor Center. View student Program/Plan information, FSU class taken, Map Term/Status, Excess Hours and GPA data.

**Advisee General Info:** Includes any Service Indicators on a student's record. Holds may also be added/ removed for advisors with appropriate security. Also use this link to view Student Groups, Personal Data, Phone, and Email addresses for a student.

**Advisee Course History:** Directs to the student's Course History Report from Advisee Student Center. Tap this link to view a complete list of all courses a student has taken. Courses may be sorted using the "Sort" function.

**Advisee Transfer Credit:** Includes information from the student's Transfer Credit Report. This does *not* direct to the Transfer Credit Tab. Use this link to view student transfer credit and equivalencies.

**Class Search:** Links to **Search for Classes** in Student Central.

**Liberal Studies:** Links to the **Find a Course** page of the Liberal Studies website.

**Academic Program Guide:** Links to the **A-Z List** of all majors in the Program Guide.

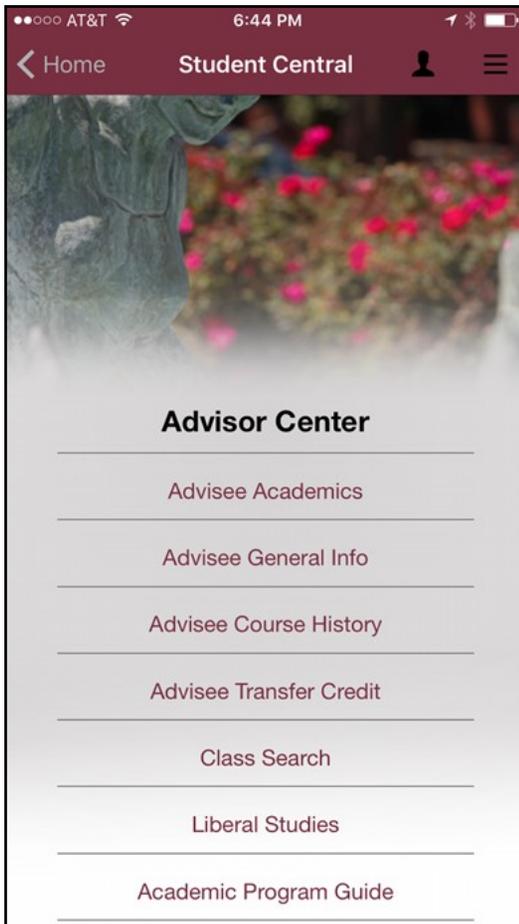
# myFSUMobile—Locate a Student

**QUICK VIEW FOR: Locating a Student** in Advisor Center within myFSU Mobile.

## MAIN MENU

Tap on any of the Advisee pages within the Main Menu of Advisor Center to begin viewing information on a student.

**Note:** there is no search page within the Main Menu so you must first enter one of the Advisee pages to search for a specific student.

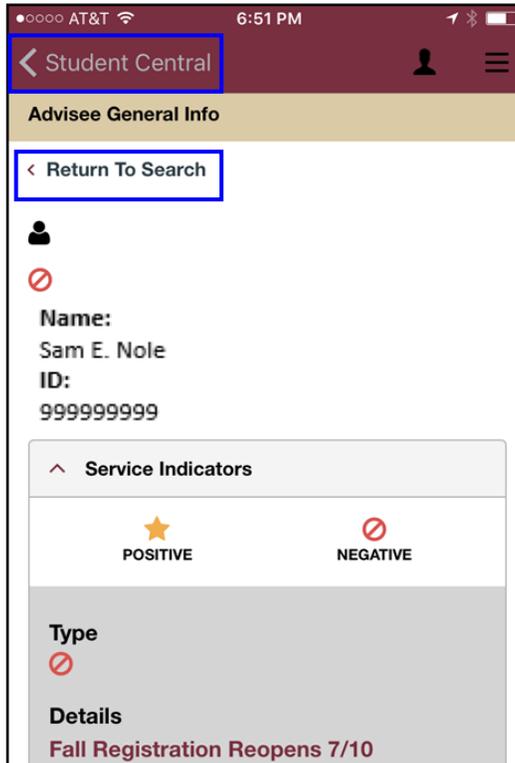


## WITHIN THE MODULE

The name of the student will be visible on the top of the Advisor Center page you selected.

**To continue viewing information for the same student**, simply click the **back button** < to Student Central to toggle between the different pages.

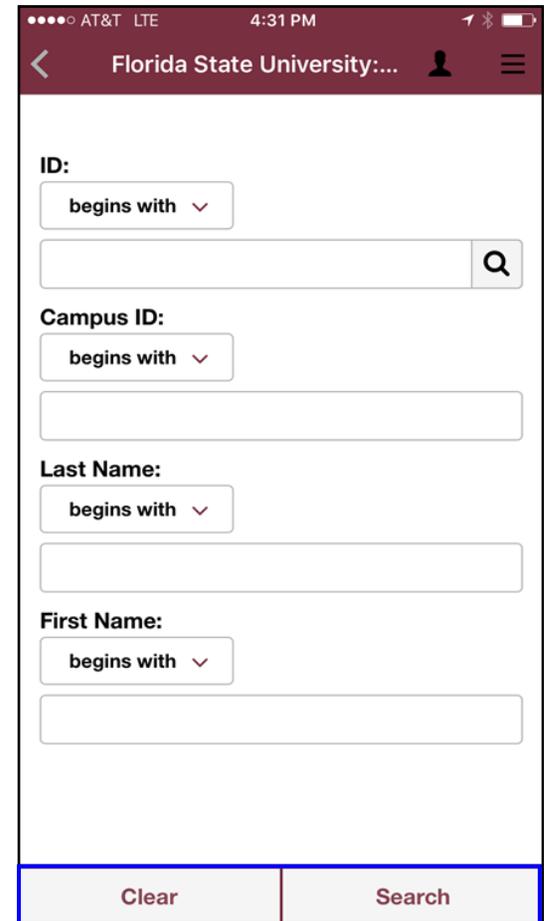
**To search for a different student**, click **Return to Search** located at the top of all pages within the Advisor Center module.



## SEARCH

Use the Search page, to find another student. Click the **Clear** button at the bottom left of the screen to clear the search fields.

You may search for a new student by EmplID, Campus ID, or Last and First Name. Click the **Search** button at the bottom right.



# myFSU Mobile—Advisee Academics Overview

**QUICK VIEW FOR:** Viewing Program/Plan stack, Map Term/Status, Excess Credit, FSU Courses taken, and GPA data.

**STUDENT NAME & EMPLID**

**VIEW PROGRAM/PLAN STACK**  
Use this area to view information on:

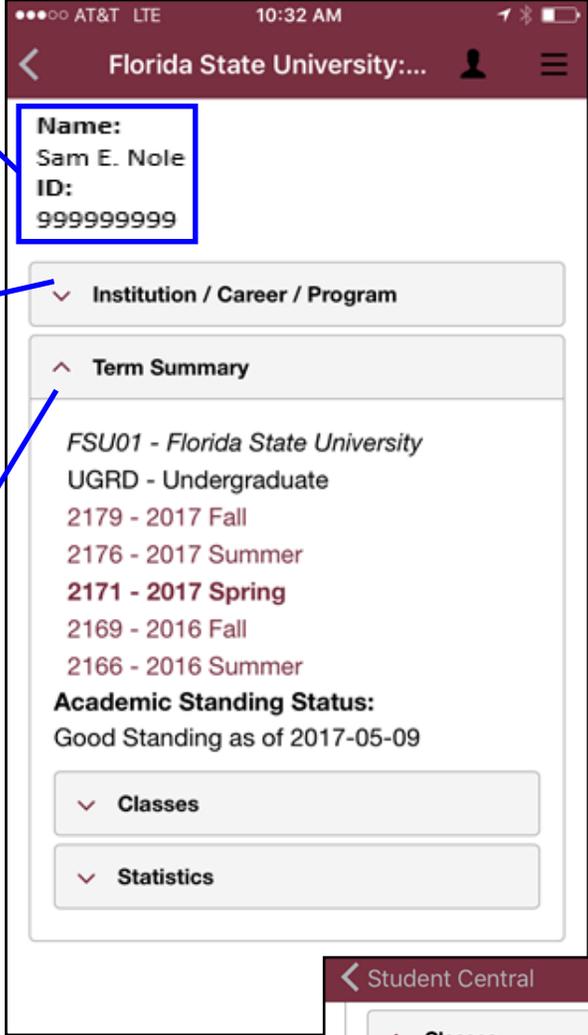
- Program/Plan
- Status in Program
- Requirement Term
- Map Term & Status
- Excess Credit Counter & Threshold
- Cumulative Enrollment (FSU) GPA
- Cumulative Transfer GPA
- Cumulative Overall GPA

**TERM SUMMARY**  
**Term Summary** is where you may view information about a student's enrollment at FSU and the Academic Standing Status.

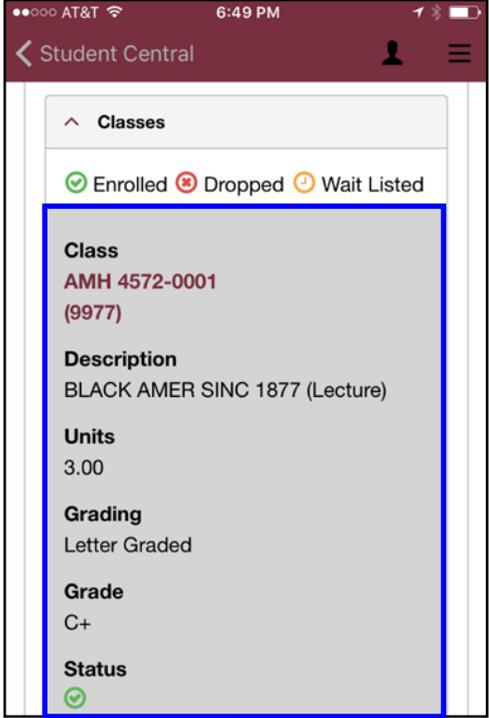
**Classes:** Includes Classes, Units, Grading Schema (graded course or S/U), and Grade Earned, and Status (shows courses dropped after the 4th day of classes) for the selected term.

**Statistics:** Includes Unit and GPA information.

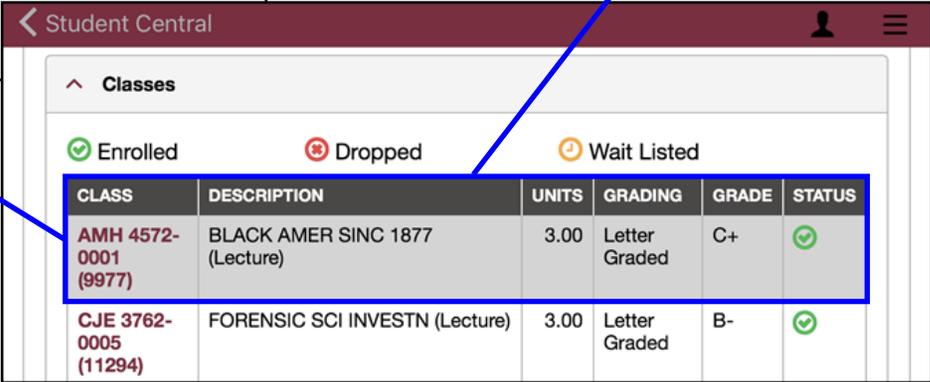
- *From Enrollment* (the selected term at FSU)
- *Combined Term Total* (the selected term at FSU & any courses taken elsewhere simultaneously [online or co-op])
- *Cumulative Total* (all terms at FSU and elsewhere)



**CLASS DETAILS**  
View **Class Details** by tapping on the Class hyperlink.

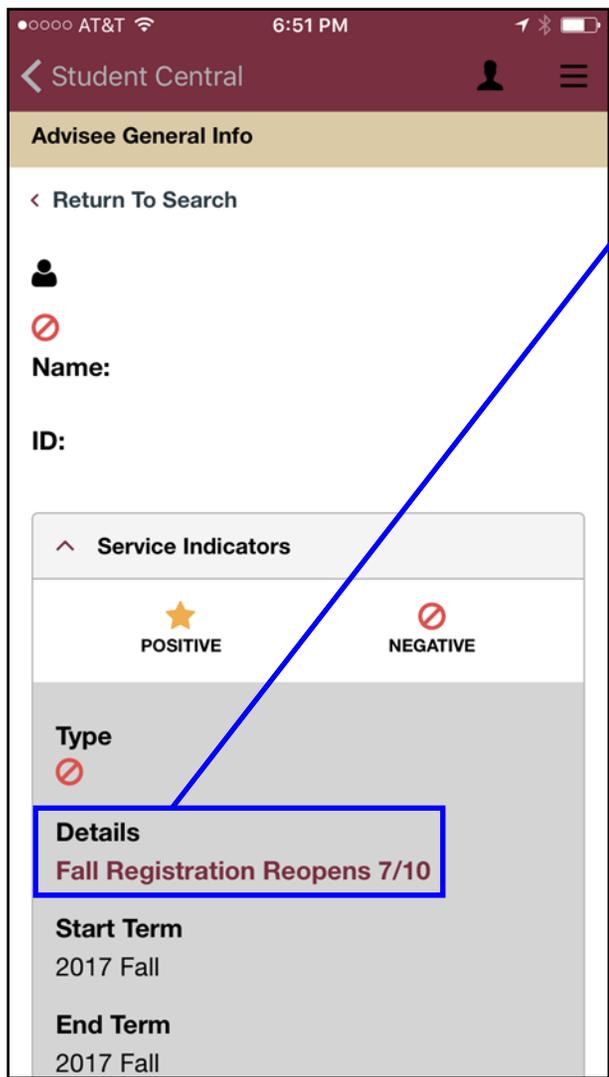


Flipping your device to a **landscape orientation** may provide a more user-friendly table view of **Classes** and **Statistics** information.



# myFSU Mobile—Advisee General Info

**QUICK VIEW FOR:** Viewing/Editing Service Indicators. Viewing Student Groups and General Information about a student.

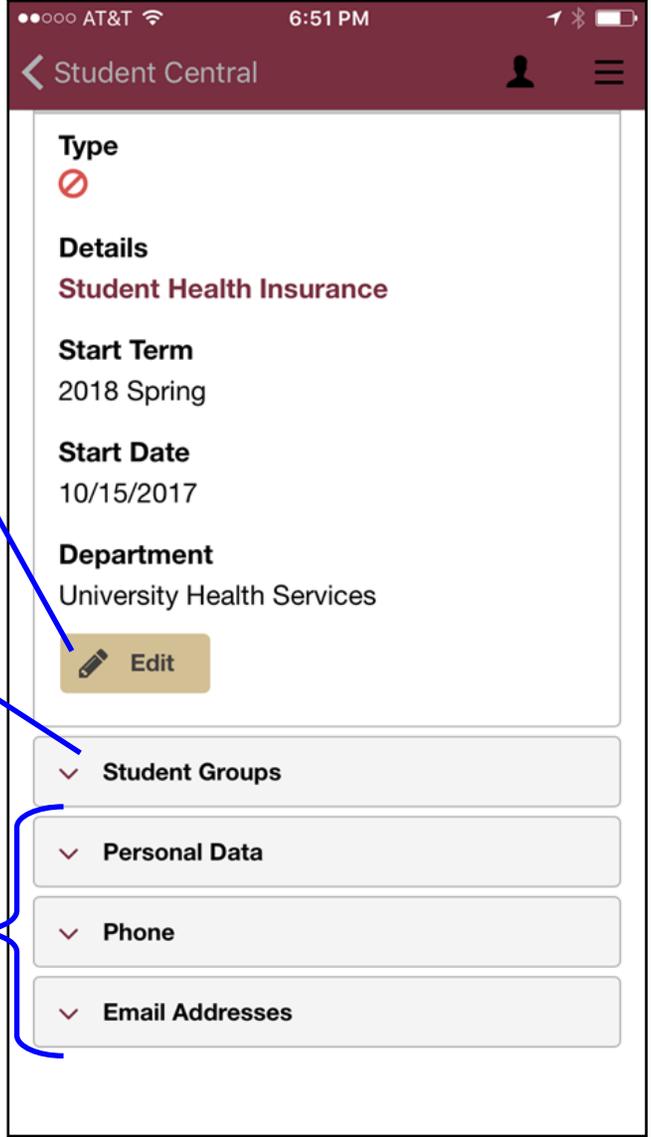


**VIEW SERVICE INDICATORS**  
 Click the **Details** link to see the *service impacted, description*, and any additional *notes and/or comments* about the specific Service Indicator.

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

**VIEW STUDENT GROUPS**  
 The General Info tab is also where you can view all Student Groups (both active and inactive) for a given student. At this time, you may not edit/add/remove Student Groups within the app.

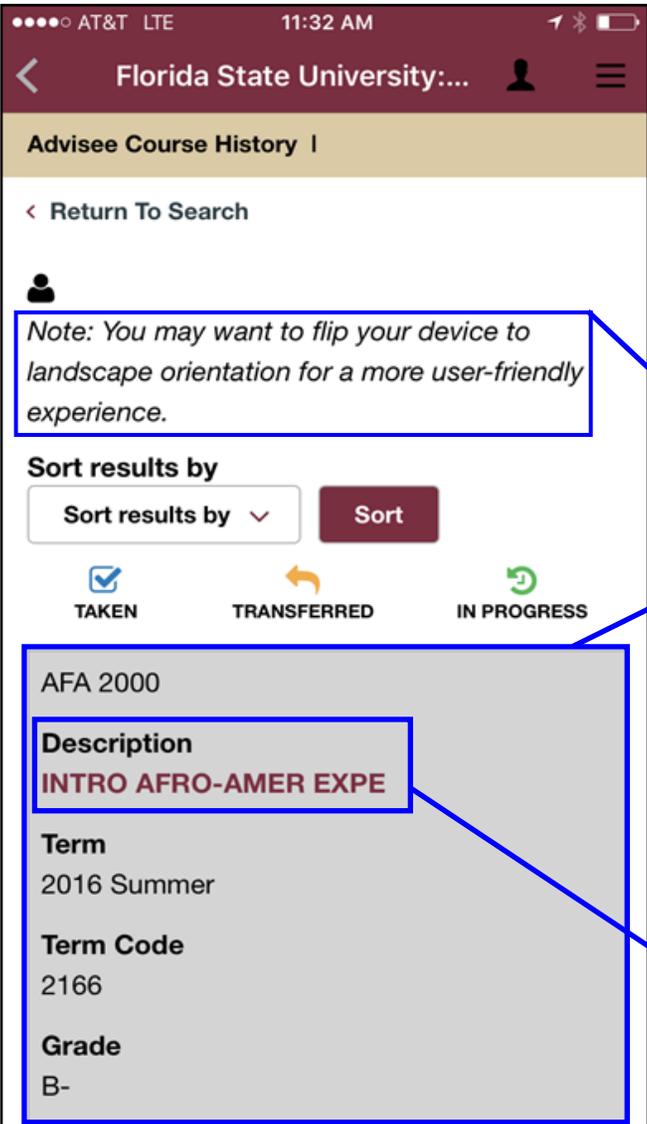
**STUDENT PERSONAL DATA AND CONTACT INFO**  
 You can view student birthdate and gender on the Personal Data page. You may view or contact a student through the Phone and Email Addresses pages.



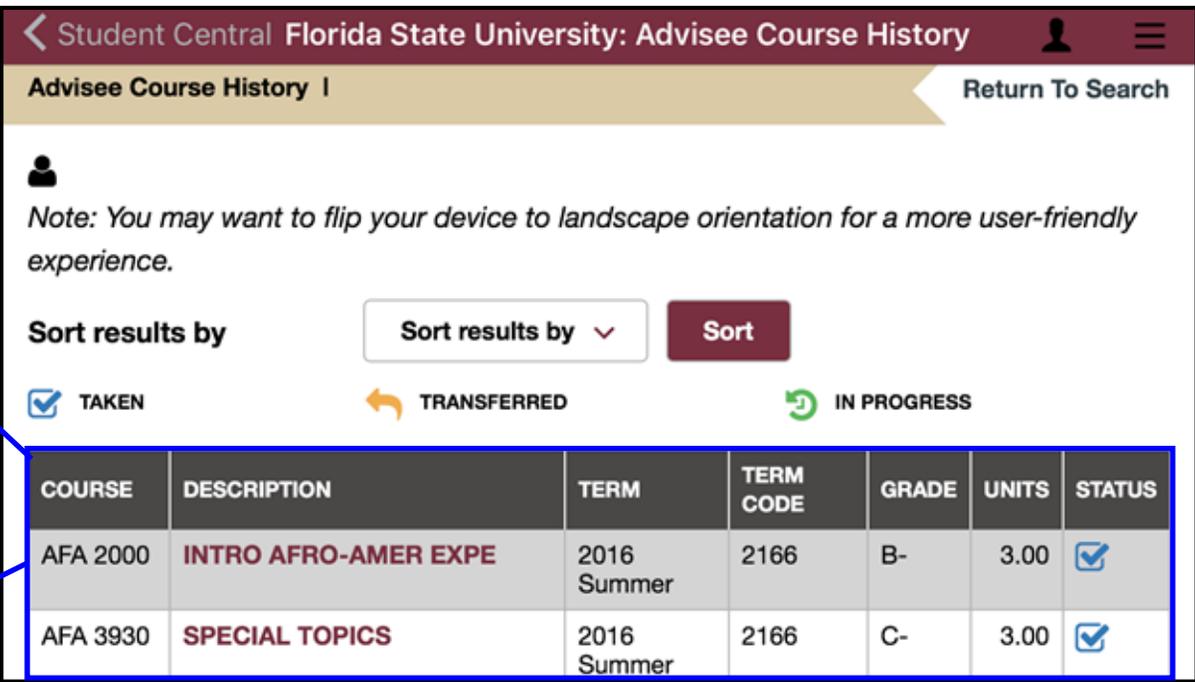
# myFSU Mobile—Course History

**QUICK VIEW FOR:** Viewing a student's **Course History Report** in myFSU Mobile to see all courses attempted.

**PORTRAIT VIEW**  
 Course information will be listed in alternating grey and white shaded blocks when viewed in a portrait orientation on some devices.



**LANDSCAPE VIEW**  
 Flipping your device to a landscape orientation will change the display to a more user-friendly table view.



*Note: You may want to flip your device to landscape orientation for a more user-friendly experience.*

AFA 2000

**Description**  
**INTRO AFRO-AMER EXPE**

**Term**  
 2016 Summer

**Term Code**  
 2166

**Grade**  
 B-



**SORT RESULTS BY**  
 You may change the order of the courses the student has taken by selecting a value in the **Sort results by** dropdown menu and tapping the red **Sort** button.

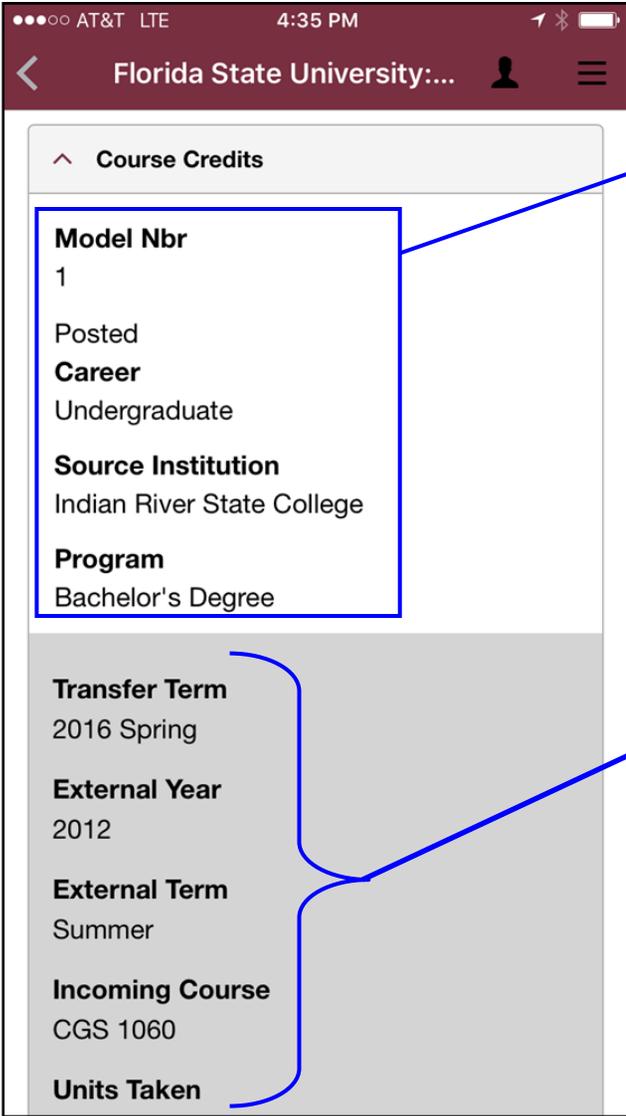
**COURSE DETAILS**  
 Tap on the Course Title in the Description field to view **Course Details**, **Enrollment Information**, and the **Course Description**.

# myFSU Mobile—Transfer Credit

**QUICK VIEW FOR:** Viewing a student's posted **Transfer Credit** and/or **Test Credit**.

**PORTRAIT VIEW**  
Transfer course and test credit information will be listed in grey and white shaded blocks when viewed in a portrait orientation on some devices.

**LANDSCAPE VIEW**  
Flipping your device to a landscape orientation will change the display to see the information in a table view.



**COURSE CREDITS**  
Transfer courses will appear at the top of the page above Test Credits. The Transfer Credit Models for each external Institution the student has credit from will be visible followed by the list of courses taken at that school.

The screenshot shows the 'Student Central' page in landscape view. It displays the following information:

- Posted**
- Career**: Undergraduate
- Source Institution**: Indian River State College
- Program**: Bachelor's Degree

TRANSFER TERM	EXT YEAR	EXT TERM	EXT COURSE	UNITS TAKEN	STATUS	EQUIV COURSE	UNITS	GRADE	NOTES
2016 Spring	2012	Summer	CGS 1060	3.00	Posted	CGS 2060	3.000	A	transfer dual enrolled credit
2016 Spring	2012	Fall	ENC 1101	3.00	Posted	ENC 1101	3.000	D	transfer dual enrolled credit

**NOTES**  
For any transfer or test credit that has been assigned a Repeat Code value, the **Repeat Code Description** will populate in the Notes column.