

SIS to Advisor Tab Quick Reference

The Academic Advising sub-tabs are shown below:

Overview	BioDemographic Data	Academic History	Status	Program Data	Audit	Activity Record
		Academic Work Examination Qualification Equivalency Determination External Transcript Test Score	Program Type Progression Hold Status	Registration Specialization Admission Graduation Additional Admission Admission Audit		Advising Note Activity Document

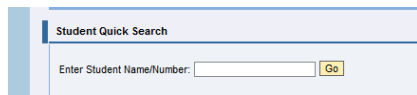
SIS Screens and Advisor Tab Equivalents:

	SIS Screen/Item	Advisor Tab Equivalent
103	Last name	All screens (top pane), Overview, BioDemographic Data
103	First name	All screens (top pane), Overview, BioDemographic Data
103	Middle initial	BioDemographic Data
103	Local address-street	BioDemographic Data
103	Local address-city	BioDemographic Data
103	Local address-state	BioDemographic Data
103	Local-phone number	Overview, BioDemographic Data
103	Permanent address-street	BioDemographic Data
103	Permanent address-city	BioDemographic Data
103	Permanent address-state	BioDemographic Data
103	Permanent-phone number	BioDemographic Data
103	Birth date	All screens (top pane), BioDemographic Data
103	Gender	All screens (top pane), BioDemographic Data
103	Social Security number	The entire SSN is not displayed in the advisor tab, can be seen in the GUI
103	County origin	BioDemographic Data, Program Data/Additional Admission
136	Cumulative GPA	Academic History/Academic Work
136	Cumulative Earned Hours	Academic History/Academic Work
136	Academic standing	Academic History/Academic Work
136	Degrees	Prior NKU degrees - Academic Work/Qualifications; External degrees - Academic Work/External Transcript
110	Anticipated exit term	Program Data/Graduation
110	Entry term	Program Data/Admission
110	Major	Program Data/Specialization
110	College	All screens (top pane), Program Data/Specialization
10	E-mail address	Overview, BioDemographic Data
206	Admission date	Program Data/Admission
209	High school	Academic History/External Transcript
148	Holds	Overview, Status/Holds

Step-by-Step Instructions

Search for a student

In the **Student Quick Search** window (shown below) you can search by



1. All or part of the student's name OR
2. Student number

Notes:

If you enter lastname, firstname make sure to include the comma and space

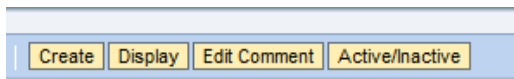
*You must click **GO** (enter or return will not work)*

You can not use wildcards

You can not search by SSN

Remove a hold

1. Search for the student in the Adviser Tab
2. Go to the **Status Tab**
3. Select **Hold** from the blue row below the tabs
4. Click on the grey box to the left of the hold you wish to remove
5. Click the yellow **Active/Inactive** button (above the list of holds)



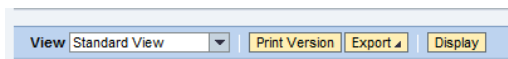
6. Enter a comment (if desired)
7. Click **Save and Close**

Note:

Security will prevent you from removing holds outside your area of responsibility.

View ACT or SAT Scores

1. Search for the student in the Adviser Tab
2. Go to the **Academic History Tab**
3. Select **Test Score** from the blue row below the tabs
If the student took a test multiple times, each will be listed on a separate line.
4. To view the breakdown of scores for a test, click the grey box to the left of the test you wish to view.
5. Click the yellow **Display** button (above the list of scores).



Notes:

Calculated test results ACT1 will list the highest scores in each category and the highest composite score.

Calculated test result SAT1 will list the highest scores in each category and recalculate the composite score.

View high school transcript information

1. Search for the student in the Adviser Tab
 2. Go to the **Academic History Tab**
 3. Select **External Transcript** from the blue row below the tabs
 4. Click the grey box to the left of the row listing the high school.
 5. Click the yellow **Display** button (above the list of external organizations)
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View a student's "unofficial transcript"

1. Search for the student in the Adviser Tab
 2. Go to the **Academic History Tab**
 3. Select **Academic Work** from the blue row below the tabs
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View a list of courses taken elsewhere and transferred to NKU

1. Search for the student in the Adviser Tab
2. Go to the **Academic History Tab**
3. Select **Equivalency Determination** from the blue row below the tabs

Each external organization will be listed on a separate line.

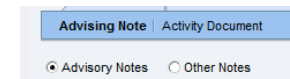
4. To view the breakdown of scores for a test, click the grey box to the left of the test you wish to view.
 5. Click the yellow **Display** button (above the list of scores).
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View information about deficiencies

1. Search for the student in the Adviser Tab
 2. Go to the **Status Tab**
 3. Select **Status** from the blue row below the tabs
Both Active and Inactive status items will be displayed.
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Add an advisor note

1. Search for the student in the Adviser Tab
2. Go to the **Activity Record Tab**



Make sure you are on the Advising Note screen.

3. Select **Advisory Notes** by clicking the radio button in front of that choice.
 4. Click the **Create** button
 5. Select **Academic Advising Note**
 6. Fill in the boxes
 7. Select **Save and Close**
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View a student's current semester schedule

1. Search for the student in the Adviser Tab
2. Go to the **Overview Tab**