

# Guide to Academic Advising

Promoting a System of Shared Responsibility

8/1/2009

Southeastern University

Office of Academic Advising

The Academic Advising Session

Career Planning Model

University Catalog - [www.seuniversity.edu](http://www.seuniversity.edu) [click on Academics > University Catalog]

Four-Year Degree Completion Plans

JICS (Jenzabar Internet Campus Solutions)/SIS (Student Information System)  
AV Portlet

- Advisee Summary Detail
- Student Course Needs
- Student Course History
- DAR (Degree Audit Report) – Advising Worksheet Report Detail
- DAR (Degree Audit Report) – Graduation (Grad) Report Detail

Student Advisement Meeting Notes and Documentation in JICS/SIS

How to Apply and Remove *AV-See Your Academic Advisor!* Holds in JICS/SIS

# THE ACADEMIC ADVISING SESSION

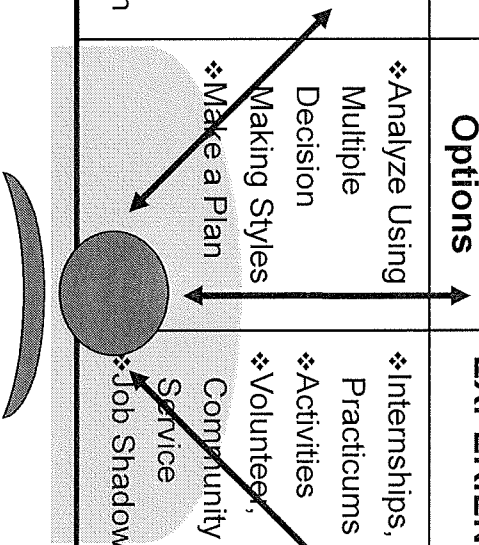
**Table 1** The advising session

<b>Five Stages</b>	
<b>Opening the interview</b>	<ul style="list-style-type: none"> <li>• Opening question or lead, for example “How can I help you?”</li> <li>• Obtain student folder or record.</li> <li>• Show openness, interest, concentrated attention.</li> </ul>
<b>Identifying the problem</b>	<ul style="list-style-type: none"> <li>• Ask student to state problem; help students articulate, if needed.</li> <li>• Help student state all relevant facts; gather as much information as needed to clarify the situation for you and the student.</li> <li>• Is presenting problem covering a real problem? Ask probing open-end questions.</li> <li>• Restate the problem in the student’s words; give student the chance to clarify, elaborate, or correct your interpretation, if needed.</li> </ul>
<b>Identifying possible solutions</b>	<ul style="list-style-type: none"> <li>• Ask student for his or ideas for solving problem.</li> <li>• Help student generate additional alternative solutions.</li> <li>• What, how, when, who will solve the problem?</li> <li>• What resources are needed?</li> <li>• Discuss the implication for each solution if two or more are identified.</li> </ul>
<b>Taking action on the solution</b>	<ul style="list-style-type: none"> <li>• What specific action steps need to be taken? Is procedure, information, or referral needed?</li> <li>• In what order do action steps need to be taken?</li> <li>• In what time frame do they need to be taken?</li> <li>• What follow-up is needed? By student? By advisor?</li> </ul>
<b>Summarizing the transaction</b>	<ul style="list-style-type: none"> <li>• Review what has transpired, include restating action steps.</li> <li>• Encourage future contact; make a definite appointment time if referral or assignment has been made.</li> <li>• Summarize what has taken place in student’s folder or record including follow-up steps or assignments if made.</li> </ul>

*Note.* From *Handbook of Academic Advising*, p.53, Virginia N. Gordon. Copyright © 1992 by Virginia N. Gordon. Reproduced with permission of Greenwood Publishing Group, Inc., Westport, CT, and Virginia N. Gordon.

# Career Planning Model

Discover	Decide	Do It!
<p>I</p> <p>What do You Want?</p> <ul style="list-style-type: none"> <li>❖ Values, Motivators</li> <li>❖ Moods, Desires</li> <li>❖ Interests</li> <li>❖ Skills, Talents</li> <li>❖ Personality, Lifestyles</li> </ul>	<p>II</p> <p>GENERATE OPTIONS</p> <ul style="list-style-type: none"> <li>❖ Brainstorm ideas</li> <li>❖ Investigate Possibilities</li> <li>❖ Explore Alternatives</li> <li>❖ Get Information</li> </ul>	<p>III</p> <p>Evaluate Career Options</p> <ul style="list-style-type: none"> <li>❖ Analyze Using Multiple Decision Making Styles</li> <li>❖ Make a Plan</li> </ul>
	<p>IV</p> <p>GAIN EXPERIENCE</p> <ul style="list-style-type: none"> <li>❖ Internships, Practicums</li> <li>❖ Activities</li> <li>❖ Volunteer, Community Service</li> <li>❖ Job Shadow</li> </ul>	<p>V</p> <p>Go For It!</p> <ul style="list-style-type: none"> <li>❖ Resume and Employment Letters</li> <li>❖ Network</li> <li>❖ Job Search</li> <li>❖ Interview</li> <li>❖ Negotiate</li> </ul>



# Four-Year Degree Completion Plans



<b>PROGRAM</b>	<b>Bachelor of Arts in English</b>
<b>Career Opportunities</b>	Prepare students for entering graduate study in English and related fields and provides a basis for teaching in or for graduate study in law, business, or other professions.

**TYPICAL FOUR YEAR COURSE PLAN**

<b>General Education Core</b>	Arts of Communication	9	1 Behavior Sci 1 Social Sci 1 History	9	Math	6	Natural Science	4	Humanities & Fine Arts & Intro to Lit	6	Religion Core	18
<b>MAJOR REQUIREMENT</b>	Language Intermediate	6	English Major Core	36	Business			2	General Electives	29	<b>Total: 125 Credit Hours</b>	

\*Some religion courses fulfill two requirements; a Religion requirement and a General Education requirement. Those are noted with an asterisk

<b>Freshman Year</b>				<b>Sophomore Year</b>			
<b>Fall</b>		<b>Spring</b>		<b>Fall</b>		<b>Spring</b>	
English Comp I	3	English Comp II	3	American Literature	3	Adolescent Lit	3
Christ Culture and the University	3	Intro Humanities	3	Intro to Theology	3	Financial Stewardship	2
Gen Ed Math	3	Gen Ed Math	3	Gen Ed History	3	Gen Ed Science/Lab	4
Speech	3	General Elective	3	Gen Ed Psychology	3	Gen Ed Social Science	3
General Elective	3	Intro to the Bible	3	General Elective	3	General Elective	3
<b>TOTAL 15</b>		<b>TOTAL 15</b>		<b>TOTAL 15</b>		<b>TOTAL 15</b>	

<b>Junior Year</b>				<b>Senior Year</b>			
<b>Fall</b>		<b>Spring</b>		<b>Fall</b>		<b>Spring</b>	
Adv. Grammar	3	Advance Expository Writing	3	Contemporary Lit	3	Literary Theory	3
Creative Writing	3	Major. British Authors	3	Intro to Shakespeare	3	African American Lit OR Native American Lit	3
Intermediate Lang A	3	Intermediate Lang B	3	Oral Interpretation	3		
Integrating Faith	3	Theology Elective	3	World Lit	3	Literature Elective	3
Life of Christ	3	General Elective	3	General Elective	3	General Electives	3
General Elective	2	General Elective	3			General Electives	3
<b>TOTAL 17</b>		<b>TOTAL 18</b>		<b>TOTAL 15</b>		<b>TOTAL 15</b>	

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# Degree Audit Forms

NAME:

ID:

**BACHELOR OF ARTS/BACHELOR OF SCIENCE GENERAL EDUCATION CORE**

2008-2009 Catalog

**General Education Core - 54 Hrs**

**Arts of Communication - 9 Hrs**

				Grade	Credit	Notes
	COMM	1433	Fundamentals of Speech			
	ENGL	1133	English Composition I			
	ENGL	1233	English Composition II			

**Behavioral and Social Sciences - 9 Hrs**

Behavioral Science (select one): PSYC 1133, 1233						
Historical Perspective (select one): HIST 1013, 1023, 2013, 2023						
Social Science (select one): SSCI 2133, 2233, 3103, 3203						

**Business - 2 Hrs**

	BUSI	1902	Personal Financial Stewardship from a Biblical Persp			
*This course is cross-referenced as Religion and counts toward the 20 Hr Religion Requirement						

**Humanities and Fine Arts - 6 Hrs**

Humanities Elective (select one): COMM 1503, 2033, 2433, ENGL 2233, MUSC 1003, 1103						
Literature Elective (select one): ENGL 2133, 3133, 3233, 3633, 3933, 4343, 4533						

**Mathematics - 6 Hrs**

Select two of the following: MATH 1213, 1313, 1323, 2023						

**Natural Sciences (With Lab) - 4 Hrs**

Select one of the following plus the corresponding lab: BIOL 1333, NSCI 1033, 1113, 1133, 1213, 1433, 2033, 2233, 2433, 3333, 4033						

**Religion Core - 18 Hrs (For Non-Religion Majors)**

	THEO	1503	Christ, Culture, and the University			
	BIBL	1703	Introduction to the Bible			
	BINT	2213	Life of Christ			
	THEO	1313	Survey of Christian Theology			
	THEO	1902	Personal Financial Stewardship from a Biblical Persp			
	THEO	XXXX	Faith Integration Course OR Religion Elective			
Theology Elective (select one): PHIL 2003, 3233, MISS 3733						

**Language Requirement (Intermediate Level-6 Hrs (Bachelor of Arts only)**

Students who demonstrate proficiency at the Intermediate B level may take 6 additional hours of General Electives						

**This is a generic general education program. Individual majors may have more specific requirements.**

NAME:

ID:

**BACHELOR OF ARTS IN ENGLISH**  
2008-2009 Catalog

**General Education Core - 54 Hrs**

**Arts of Communication - 9 Hrs**

			Grade	Credit	Notes
	COMM	1433	Fundamentals of Speech		
	ENGL	1133	English Composition I		
	ENGL	1233	English Composition II		

**Behavioral and Social Sciences - 9 Hrs**

Behavioral Science (select one): PSYC 1133, 1233					
Historical Perspective (select one): HIST 1013, 1023, 2013, 2023					
Social Science (select one): SSCI 2133, 2233, 3103, 3203					

**Business - 2 Hrs**

	BUSI	1902	Personal Financial Stewardship from a Biblical Persp		
<i>*This course is cross-referenced as Religion and counts toward the 20 Hr Religion Requirement</i>					

**Humanities and Fine Arts - 6 Hrs**

	ENGL	2133	Introduction to Literature		
	ENGL	2233	Introduction to Humanities		

**Mathematics - 6 Hrs**

Select two of the following: MATH 1213, 1313, 1323, 1413, 2023, 2144, 2244					

**Natural Sciences (With Lab) - 4 Hrs**

Select one of the following plus the corresponding lab: BIOL 1333, NSCI 1033, 1113, 1133, 1213, 1433, 2033, 2233, 2433, 3333, 4033					

**Religion Core - 18 Hrs**

	THEO	1503	Christ, Culture, and the University		
	BIBL	1703	Introduction to the Bible		
	BINT	2213	Life of Christ		
	THEO	1313	Survey of Christian Theology		
	THEO	1902	Personal Financial Stewardship from a Biblical Persp		
	THEO	3113	Integrating Faith & Language		
Theology Elective (select one): PHIL 2003, 3233, MISS 3733					

**Language Requirement (Intermediate Level)-6 Hrs**

<i>Students who demonstrate proficiency at the Intermediate B level may take 6 additional hours of General Electives</i>					



# JICS/SIS AV Portlet

# JICS AV Portlet - Degree Audit Summary Detail (Student Progress option)

Faculty - Default Page | Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://jics.seuuniversity.edu/jics/Faculty/

Req	Description	Status	Course	Course Title	Needed	Earned	Needed	Earned
BINT1233	NEW TESTAMENT SURVEY (Required)	Required	See available courses...		3.00			
COMM1422	FUNDAMENTALS OF SPEECH (Required)	Required	See available courses...		3.00			
COMM2001	COMMUNICATION SEMINAR (Required)	Required	See available courses...		1.00			
COMM2122	MEDIA ETHICS (Required)	Required	See available courses...		2.00			
COMM2233	INTRO TO MASS COMMUNICATI (Required)	Required	See available courses...		3.00			
COMM3333	JOURNALISM (Required)	Required	See available courses...		3.00			
COMM3533	COMMUNICATION THEORY (Required)	Required	See available courses...		3.00			
COMM4533	COMMUNICATION LAW (Required)	Required	See available courses...		3.00			
PHIL1322	CHRISTIAN THOUGHT I (Required)	Required	See available courses...		2.00			
PHIL1422	CHRISTIAN THOUGHT II (Required)	Required	See available courses...		2.00			
PHIL2003	PRINCIPLES OF ETHICS (Required)	Required	See available courses...		3.00			

**Category Requirements**

Requirement	Status	Needed	Earned
Historical Perspectives (Required)	Required	3.00 Credits	
Mathematics (Required)	Required	2 Requirement(s)	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)
Natural Science Lecture (Required)	Required	1 Requirement(s)	
Natural Science Lab (Required)	Required	1 Requirement(s)	
Humanities (Required)	Required	3.00 Credits	
Literature (Required)	Required	3.00 Credits	
Foreign Language (Required)	Required	6.00 Credits	
Communications Electives (Required)	Required	21.00 Credits	
New Testament Bible (Required)	Required	1 Requirement(s)	
Religion Electives (Required)	Required	5.00 Credits	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)

CN SETTINGS CUSTOM REPORT LINK TEXT VALUE

Recalculate Student Progress

start | General Education Ad... | Microsoft PowerPoint... | Academic Advising Ha... | Faculty - Default Pag... | 12:07 PM

The 'Degree Audit' summary within the Advisee details area of the JICS AV portlet displays the progress made by the advisee for a specified aim. For each requirement you are able to view Student AIM Progress detail. The student progress screen displays the student's declared aim, degree requirements and status detail of his/her completion program requirements. By accessing the **Degree Audit Summary** feature of an advisee's record, advisors can click on select courses or course groupings to view detail degree requirement information (which are listed towards the bottom of major/minor ARC's and aligned on the left-hand margin), course code, current status, hours earned and grade earned information. A requirement status key is provided towards the bottom of Advising Worksheet and Graduation Report screens, if needed. Please become familiar with using the '**Recalculate Student Progress**' tab to update an advisee's academic progress. The Office of Academic Advising will issue system wide '**Recalculate**' updates on a periodic basis continually throughout each semester.

**REMEMBER:** When meeting with advisee's, first click on the 'Recalculate Student Progress' tab to view an updated status of each student's academic progress.

## JICS AV Portlet - Degree Audit Summary Detail (Course Needs option)

Faculty - Default Page | Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://jics.seuniversity.edu/jics/Faculty/

Go Links

My Pages

- BlackBoard
- MVSEU

Req	Description	Status	Course	Course Title	Needed	Earned	Needed	Earned
BINT1233	NEW TESTAMENT SURVEY (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM1422	FUNDAMENTALS OF SPEECH (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM2001	COMMUNICATION SEMINAR (Required)	Required	<a href="#">See available courses...</a>		1.00			
COMM2122	MEDIA ETHICS (Required)	Required	<a href="#">See available courses...</a>		2.00			
COMM2233	INTRO TO MASS COMMUNICATI (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM3333	JOURNALISM (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM3533	COMMUNICATION THEORY (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM4533	COMMUNICATION LAW (Required)	Required	<a href="#">See available courses...</a>		3.00			
PHIL1322	CHRISTIAN THOUGHT I (Required)	Required	<a href="#">See available courses...</a>		2.00			
PHIL1422	CHRISTIAN THOUGHT II (Required)	Required	<a href="#">See available courses...</a>		2.00			
PHIL2003	PRINCIPLES OF ETHICS (Required)	Required	<a href="#">See available courses...</a>		3.00			

**Category Requirements**

Requirement	Status	Needed	Earned
<a href="#">Historical Perspectives (Required)</a>	Required	3.00 Credits	
<a href="#">Mathematics (Required)</a>	Required	2 Requirement(s)	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)
<a href="#">Natural Science Lecture (Required)</a>	Required	1 Requirement(s)	
<a href="#">Natural Science Lab (Required)</a>	Required	1 Requirement(s)	
<a href="#">Humanities (Required)</a>	Required	3.00 Credits	
<a href="#">Literature (Required)</a>	Required	3.00 Credits	
<a href="#">Foreign Language (Required)</a>	Required	6.00 Credits	
<a href="#">Communications Electives (Required)</a>	Required	21.00 Credits	
<a href="#">New Testament Bible (Required)</a>	Required	1 Requirement(s)	
<a href="#">Religion Electives (Required)</a>	Required	5.00 Credits	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)

CN SETTINGS CUSTOM REPORT LINK TEXT VALUE

Recalculate Student Progress

Internet 12:07 PM

The **'Degree Audit'** summary within the Advisee details area of the JICS AV portlet displays the progress made by the advisee for a specified aim. Academic advisors can utilize the degree audit summary detail to view course needs status information on a student's required course or course grouping requirements enroute to graduation. Advisors can access **'Course Needs'** information to determine what degree requirements an advisee needs to complete for graduation. The **Course Needs** option is an excellent feature to use in assisting students needing to register for specific course requirements. The Course Needs screen displays a requirement detail report and a group detail report of the courses that the advisee is responsible for completing in order to satisfy graduation requirements.

*\*This report is provided as an advisement tool. It is not an official record; however, discrepancies should be brought to the attention of your advisor or the Director of Academic Advising.*

# JICS AV Portlet - Course History Detail

The screenshot shows a Microsoft Internet Explorer browser window displaying the JICS AV Portlet. The address bar shows the URL: https://jics.seuniversity.edu/jics/Faculty/. The page title is 'Faculty - Default Page | Portal - Microsoft Internet Explorer'. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search icon, a star for Favorites, and a Go button. The page content includes the Southeastern University logo and a navigation menu with options: Home, Student, Faculty, Employee Info, Finances, and My Pages. A sidebar on the left contains a 'Faculty' section with links like 'Faculty Course Control', 'Grade Entry', 'Course Authorization', 'Advisee Roster', 'Advisor Meetings', and 'Custom Content'. Below this is a 'Quick Links' section with 'My Pages' containing 'BlackBoard' and 'MySEU'. The main content area is titled 'Faculty' and 'Course History for Ronnie A. Hurt Jr.'. It features a table of transfer credit courses from 2003-2004. The table has columns for Course, Title, Division, Credits, Grade Type, Grade, and Requirement. The courses listed are: ENC 101 (ENGLISH COMP I), ENC 201 (ENGLISH COMP II), MATH 1011 (INTRO TO ALGEBR), MATH 1012 (LIBERAL ARTS MA), SPAN 201 (BEG SPANISH II), SPAN 101 (BEG SPANISH I), PSY 101 (PSYCHOLOGY BASI), PSY 301 (MARRIAGE & FAMI), PSY 302 (FIXING THE QUAC), and REL 101 (OLD TESTAMENT). All courses are Undergraduate and worth 3.00 credits. The grades are A, B, or C. The requirements are listed in the final column.

Course	Title	Division	Credits	Grade Type	Grade	Requirement
ENC 101	ENGLISH COMP I	Undergraduate	3.00	Transfer Credit	A	ENGL1133
ENC 201	ENGLISH COMP II	Undergraduate	3.00	Transfer Credit	A	ENGL1233
MATH 1011	INTRO TO ALGEBR	Undergraduate	3.00	Transfer Credit	C	MATH0033
MATH 1012	LIBERAL ARTS MA	Undergraduate	3.00	Transfer Credit	B	MATH1313
SPAN 201	BEG SPANISH II	Undergraduate	3.00	Transfer Credit	A	LANG1244
SPAN 101	BEG SPANISH I	Undergraduate	3.00	Transfer Credit	C	LANG1144
PSY 101	PSYCHOLOGY BASI	Undergraduate	3.00	Transfer Credit	B	PSYC1133
PSY 301	MARRIAGE & FAMI	Undergraduate	3.00	Transfer Credit	A	SSCI2133
PSY 302	FIXING THE QUAC	Undergraduate	3.00	Transfer Credit	A	PSYC3103
REL 101	OLD TESTAMENT	Undergraduate	3.00	Transfer Credit	B	BIOT1133

Access the 'Course History' screen to view a student's completed courses, courses in progress and total credit hours earned. Information provided in this feature of the module is the most accurate available. By accessing the course history screen of an advisee's record, advisors can view a student's academic history. Actual Term of Enrollment, Course Title, Course Code, Status, Hours Earned and Grade Earned information can be viewed using this feature of the module. For advisors attempting to find out whether or not a student has completed specific course requirements, use the 'Course History' option. A requirement status key is provided towards the bottom, left-hand corner of this page, if needed. As mentioned, this feature will provide the most accurate information. Advisors may wish to use the Unofficial Transcript option, as well.

**Suggestion:** Check either the 'Course History' or 'Unofficial Transcript' features when advising incoming freshmen or transfer students. Some freshmen may be exempt from specific general education requirements due to completion of courses through dual-enrollment or their SAT/ACT scores. All approved coursework completed at another accredited institution and processed by the Office of the Registrar for transfer students, can be viewed within a student's Course History.

# JICS AV Portlet - Advising Worksheet Report Detail

**Southeastern University Advising Worksheet**

**General Information (Last Name or First Name):** [Redacted] **Address:** COLLEGE OF EDUCATION, Box [Redacted]  
**EDU Center Code:** [Redacted] **Address:** [Redacted]  
**Workstation ID:** [Redacted] **Address:** [Redacted]

**Current Information (Current Year 2007)**

Major:	EDUCATION	CRS:	0200	Current Hours Earned:	18.00
Year:	Year	CRS:	0200	Current Hours:	2.00
				Hours Remaining:	.00
				Current Hours Pending:	.00

**Summary Aims: B.S. IN COLLEGE EDUCATION**

Aim	Course	Hours Needed	Hours Earned	Grade
LITERAL NUMERALS				
EDUC333	INTRO TO LITERATURE	A	2.00	
PROFESSORIAL WORK				
EDUC319	INTRODUCTION TO EDUCATION: COURSE ACCELERATED BY 2007 IF EDUC319	B	2.00	
EDUC319	SURVEY EDUCATIONAL LEADERS	B	3.00	
EDUC319	TEACHING PROFESSIONAL PRACTICE	B	3.00	
EDUC343	INTRO TO READING	A	3.00	
EDUC343	INSTRUCTIONAL TECHNOLOGY	A	3.00	
EDUC343	APPLIED LEADERSHIP: EDUC	A	3.00	
EDUC343	EMPOWERING EDUC. TEACHERS	A	3.00	
EDUC343	ASSESSMENT OF LEARNERS			
EDUC343	CLASSROOM MANAGEMENT PRINC			
EDUC343	SENIOR PRACTICUM			
EDUC343	STUDENT TEACHING			
MATH REQUISITE				
MATH319	LIBERAL ARTS MATH I	D	3.00	
MATH319	LIBERAL ARTS MATH II	D	3.00	
NATURAL SCIENCE REQ				
NS2102	ASTRONOMY & EARTH SCIENCE	A	1.00	
NATURAL SCIENCE LECTURE				
NS2102	LIFE SCIENCE			
NS2110	PHYSICAL SCIENCE I			
NS2110	ASTRONOMY & EARTH SCIENCE			
EDUC343	CLASSIFICATION SURVEY	C	3.00	
GENERAL CATION REQ				
EDUC343	SOCIAL STUDIES FOR PRACDP			
EDUC343	MATHEMATICS FOR PRACDP			
EDUC343	TEACHING LANGUAGES ARTS II			
EDUC343	CHILDREN'S LITERATURE FOR			
EDUC343	DIVERSITY ASSESSMENT/TEACH			
EDUC343	DIVERSITY ASSESSMENT/TEACH			

**Notes:**

- All Required
- IP - Course in Progress
- Course # Earned
- Progress: 88.8% - Requirement has been met or is in progress
- Requirement: 88.8% - Requirement has been met or is in progress
- Requirement: 88.8% - Requirement has been met or is in progress
- Requirement: 88.8% - Requirement has been met or is in progress

**Advising Worksheet:** [Redacted] **Print & Save** **Print & Save**

The 'Advising Worksheet' screen displays a list of all the aims and the advisee's progress in meeting those aims. The Advising Worksheet is a report utilized in the review of a student's progress toward meeting graduation requirements. The advising worksheet is an efficient and effective option in reviewing the academic progress of current freshmen, sophomores and juniors. You may prefer to view this report for current seniors. This summary is an excellent feature for advisors to utilize when reviewing the progress of advisee's with multiple aims. Information provided in the report summary includes requirement, course, title, hours needed, hours earned, status, and grade earned.

*\*This report is provided as an advisement tool. It is not an official record; however, discrepancies should be brought to the attention of your advisor or the Director of Academic Advising.*

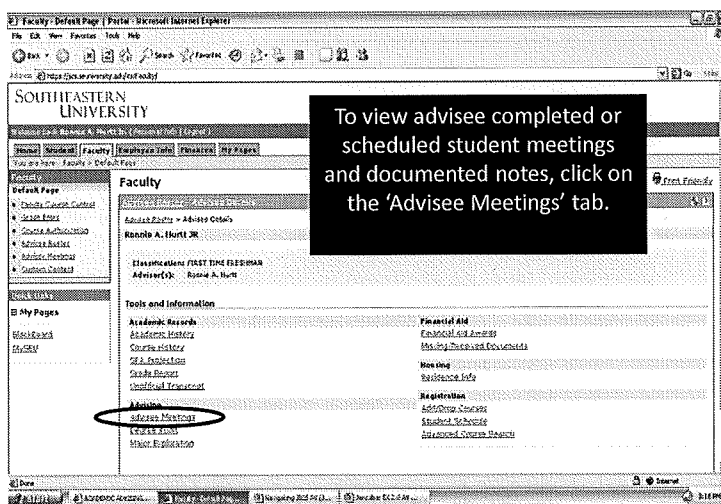


Student Advisement Meeting  
Notes and Documentation in  
JICS/SIS

# Student Advisement Documentation and Meetings Notes in JICS AV Portlet

Ronnie Hurtt Jr.  
Director of Academic Advising  
Office of Academic Advising  
Phone ext. 5082

## To view Advisee Meetings



## How to enter Advisee Meeting Notes into the JICS AV Portlet

The screenshot shows the 'Faculty' page of the JICS AV Portlet. A black callout box with white text says: "To add meeting details, comments or notes in the system, click on the 'Add' tab under the Scheduled Meetings area." The 'Add' button is circled in red in the 'Scheduled Meetings' table.

Name	Date/Time	Description	Status
Brewer, Rebecca Ann D	9/2/2007 3:10:00 PM	Advise General Education	Complete

## How to enter Advisee Meeting Notes into the JICS AV Portlet

The screenshot shows the 'Add Meeting' form. A black callout box with white text says: "Use the drop down boxes for Name: field, Date/Time: field, Meeting Description: field and Status: field to select appropriate meeting details." Another callout box says: "Type in a meeting title in the Meeting Purpose field: and appropriate meeting details in the Notes: field." The 'Save' and 'Save and Add Another' buttons are circled in red.

Then, click on the 'Save' or the 'Save and Add Another' tab to save documented advisee meeting details.

## How to enter Advisee Meeting Notes into the JICS AV Portlet

Lastly, check the 'Scheduled Meetings' area to be sure your documented advisee meeting details have been recorded and saved in the system.

**Scheduled Meetings**

Name	Date/Time	Description	Status	Details
<input type="checkbox"/> Brewer, Rebecca Ann B	5/1/2007 3:10:00 PM	Advisee General Education	Complete	Details
<input checked="" type="checkbox"/> Brewer, Rebecca Ann B	5/1/2007 4:30:00 PM	Advisee Graduation	Complete	Details

## Viewing Advisee Meetings

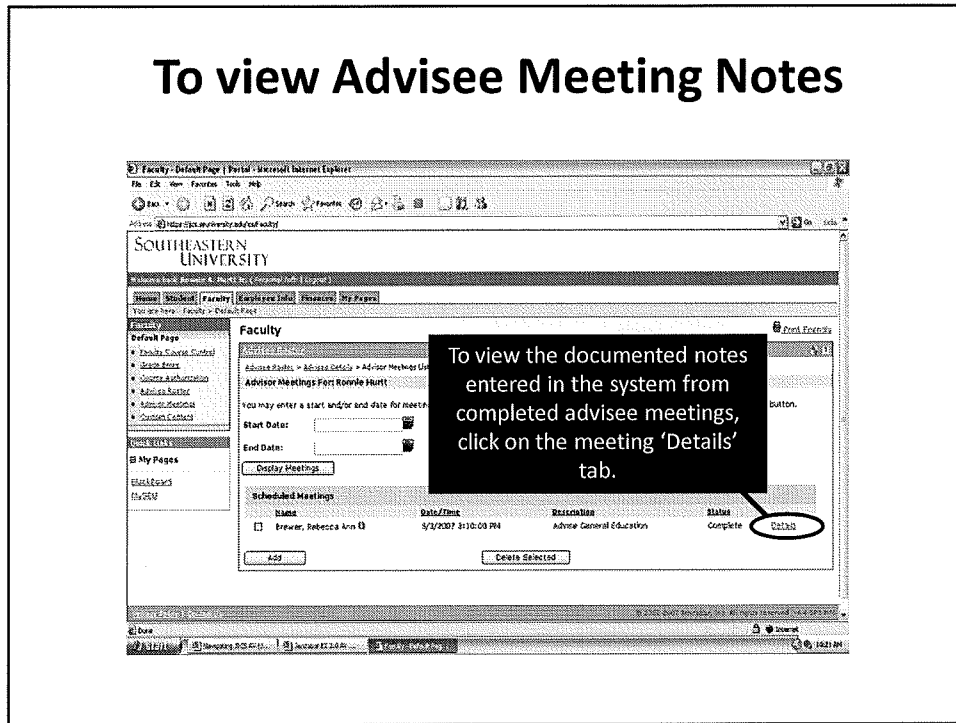
To view all completed or scheduled advisee meetings and documented notes, click on the 'Display Meetings' tab.

**Scheduled Meetings**

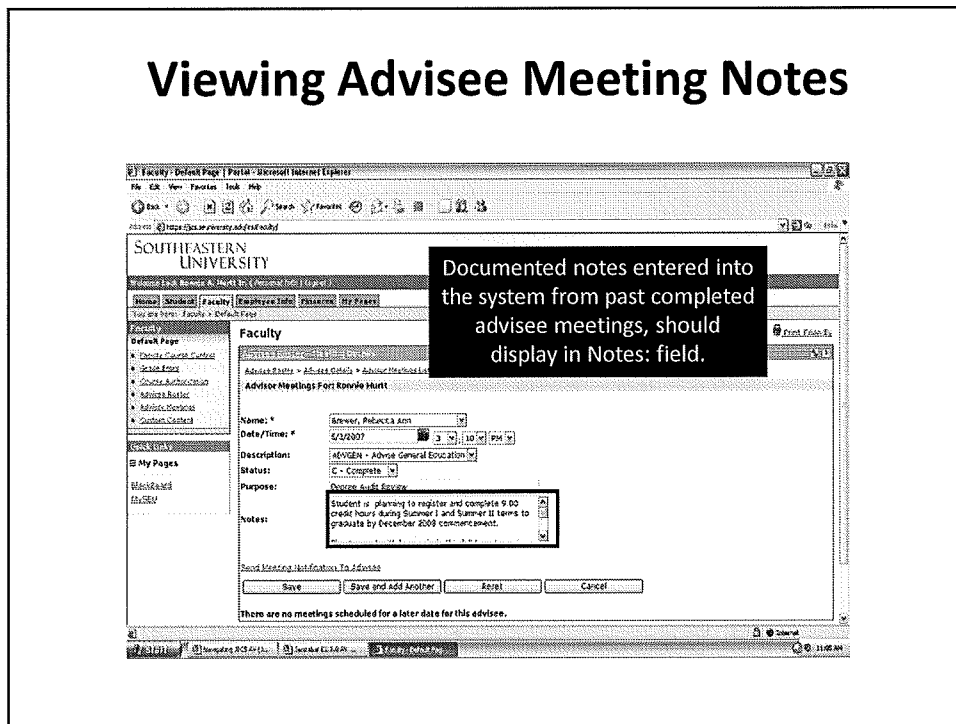
Name	Date/Time	Description	Status	Details
<input type="checkbox"/> Brewer, Rebecca Ann B	5/1/2007 3:10:00 PM	Advisee General Education	Complete	Details

Then, all completed or scheduled student meetings and documented notes, should be displayed to view.

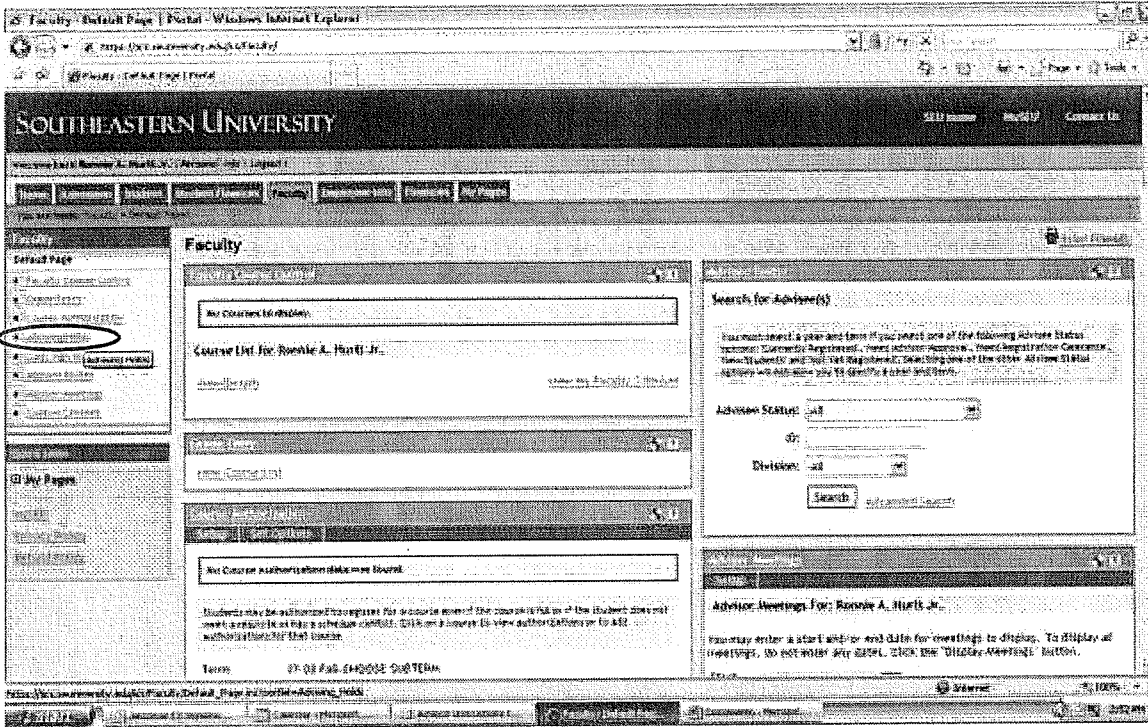
## To view Advisee Meeting Notes



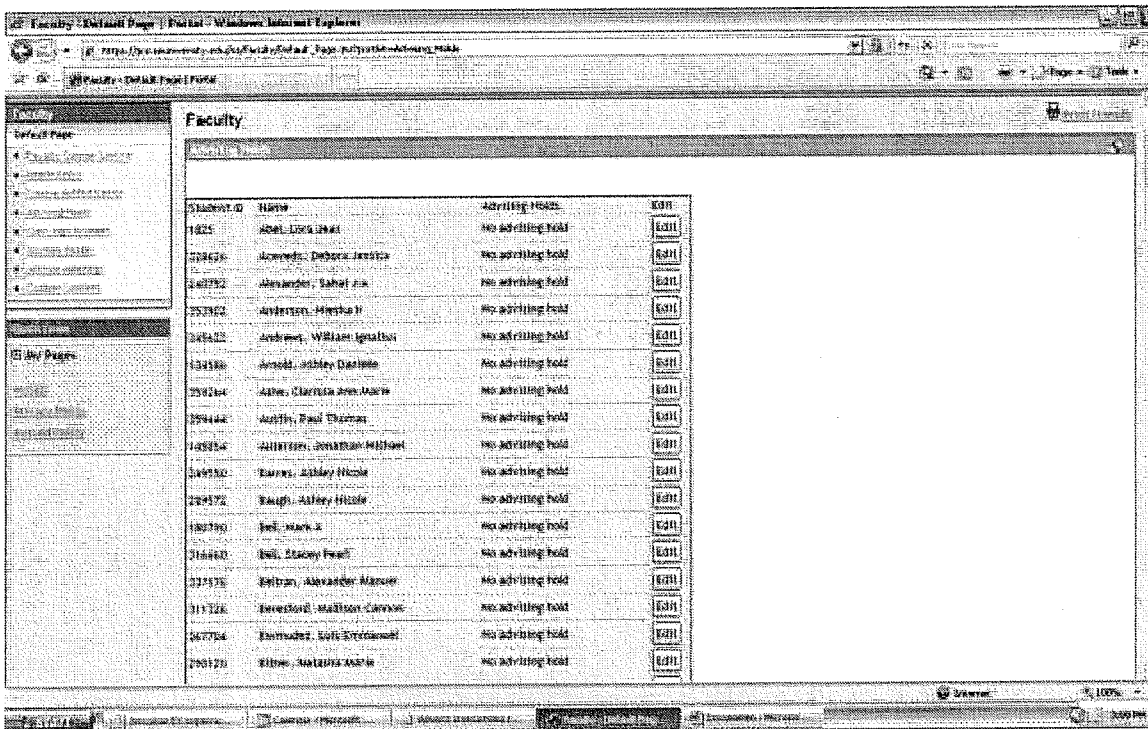
## Viewing Advisee Meeting Notes



How to Apply and Remove  
AV-See Your Academic  
Advisor! holds in JICS/SIS



2. Next, locate the specific student(s) on the Advising Holds roster to apply an AV-See Your Academic Advisor hold on the appropriate student(s).



Faculty - Detail Page | Portal - Windows Internet Explorer

https://www.university.edu/faculty/detail\_page.php?uid=117434

Faculty - Detail Page | Portal

199466	Grant, Tonya E	No advising hold	EDIT
362226	Gray, Bryan Keith	No advising hold	EDIT
381868	Graysen, Megan Catherine	No advising hold	EDIT
329184	Greiner, Jenette Elizabeth	No advising hold	EDIT
331888	Hagerwilde, Cassandra Ashley	No advising hold	EDIT
372880	Hall, Katherine Theresa	No advising hold	EDIT
335428	Hawthorne, Agneta Renee	No advising hold	EDIT
377492	Hess, Katherine Cathi	No advising hold	EDIT
117434	Hess, Robin Ann	Student has advising hold	EDIT
214396	Hurt, Rosalee S.	No advising hold	EDIT
369962	Jewell, Judith S.	No advising hold	EDIT
149715	King, Elizabeth Ann	No advising hold	EDIT
148715	King, Elizabeth Ann	No advising hold	EDIT
383766	Lee, Lauren L.	No advising hold	EDIT
327174	Mahard, George Patrick	No advising hold	EDIT
344470	Mansel, Joanne Elmer	No advising hold	EDIT
358162	Moss, Abigail Anne	No advising hold	EDIT
193134	Murray, Lisa Caroline	Student has advising hold	EDIT
108492	Murphy, James	No advising hold	EDIT
358448	Reese, Kristina Renee	No advising hold	EDIT

5. Once these steps are completed, an AV-See Your Academic Advisor hold should be placed on the student's account.

Faculty - Detail Page | Portal - Windows Internet Explorer

https://www.university.edu/faculty/detail\_page.php?uid=117434

Faculty - Detail Page | Portal

332276	Freeman, Judith Faith	No advising hold	EDIT
379262	Gardner, Patrick De. Clint	No advising hold	EDIT
363734	Gilmore, Catherine Renee	No advising hold	EDIT
352356	Glass, Marcus Aaron	No advising hold	EDIT
199466	Grant, Tonya E	No advising hold	EDIT
362226	Gray, Bryan Keith	No advising hold	EDIT
381868	Graysen, Megan Catherine	No advising hold	EDIT
329184	Greiner, Jenette Elizabeth	No advising hold	EDIT
331888	Hagerwilde, Cassandra Ashley	No advising hold	EDIT
372880	Hall, Katherine Theresa	No advising hold	EDIT
335428	Hawthorne, Agneta Renee	No advising hold	EDIT
377492	Hess, Katherine Cathi	No advising hold	EDIT
117434	Hess, Robin Ann	Student has advising hold	EDIT
214396	Hurt, Rosalee S.	Student has advising hold	EDIT
369962	Jewell, Judith S.	No advising hold	EDIT
149715	King, Elizabeth Ann	No advising hold	EDIT
148715	King, Elizabeth Ann	No advising hold	EDIT
383766	Lee, Lauren L.	No advising hold	EDIT
327174	Mahard, George Patrick	No advising hold	EDIT
344470	Mansel, Joanne Elmer	No advising hold	EDIT
358162	Moss, Abigail Anne	No advising hold	EDIT
193134	Murray, Lisa Caroline	Student has advising hold	EDIT

6. SIMPLY REPEAT these steps as explained in the steps above to remove the AV hold on the student's account.

NOTE:

## References

# Notes