

# **Jenzabar EX 2.0 Advising - AV Module**

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

# Jenzabar EX 2.0 AV Module Faculty/Staff Login

Type in your 'Jenzabar EX' username and password to login to the database system

**Admissions**

- **45865 - Import Utility**
  - AD Main, Task, Special Functions, Import Utility
  - If a candidacy being imported for a student is the same as an existing candidacy for the student, the import process was adding a duplicate row with the same stage in the stage history table, and setting the add\_to\_count\_dup column of the existing row to 'N'. The code has been corrected so that the duplicate row is no longer created, and the add\_to\_count\_dup column is therefore not updated.
- **71591: Candidate Data**
  - [Candidacy Entry] not properly save edits to a candidate's data once the Organization [maintained] (right mouse click on the Maintain Candidacy window, select [Organization] has now been corrected so that changes to a candidate's [Organization Tracking for Student window] has been opened.
  - When an inquiry or application was submitted from the Make an Inquiry or Apply for Admission portlets in JICS, the data submitted by the candidate was cut off at 32767 characters if the submission was over that number of characters.

**Accounts Payable**

- **74519: Credit Memos**
  - AP Main, Task, Daily, Invoices
  - When entering a credit memo, an error is returned that the credit memo does not equal the invoice when it actually does.

**Accounts Receivable**

- **69640: Charges**
  - In the Charges process, refunds were not being recognized if they met the following criteria: no courses were dropped, the charge was a student charge, and the refund type was % days. When the % days refund type is selected, the system assumed all charge amount reductions would be processed using the % days logic. This

# Jenzabar EX 2.0 Faculty/Staff Login Screen

The screenshot displays the Jenzabar EX 2.0 Faculty/Staff Login Screen. The interface includes a menu bar (File, Database, Help), a navigation sidebar, and a main content area. The 'Advising' option in the sidebar is highlighted with a blue circle and a callout box. The main content area features a 'What's New in EX 2.2' section with the following details:

### What's New in EX 2.2

The information listed below contains a description of the enhancements and defect fixes that have been implemented and delivered with the EX Version 2.2 release.

#### Admissions

- **45865 - Import Utility**
  - o AD Main, Task, Special Functions, Import Utility
  - o If a candidacy being imported for a student is the same as an existing candidacy for the student, the import utility will create a new row in the table. If the duplicate row is not deleted, the system will not allow the student to be imported.

#### Accounts Payable

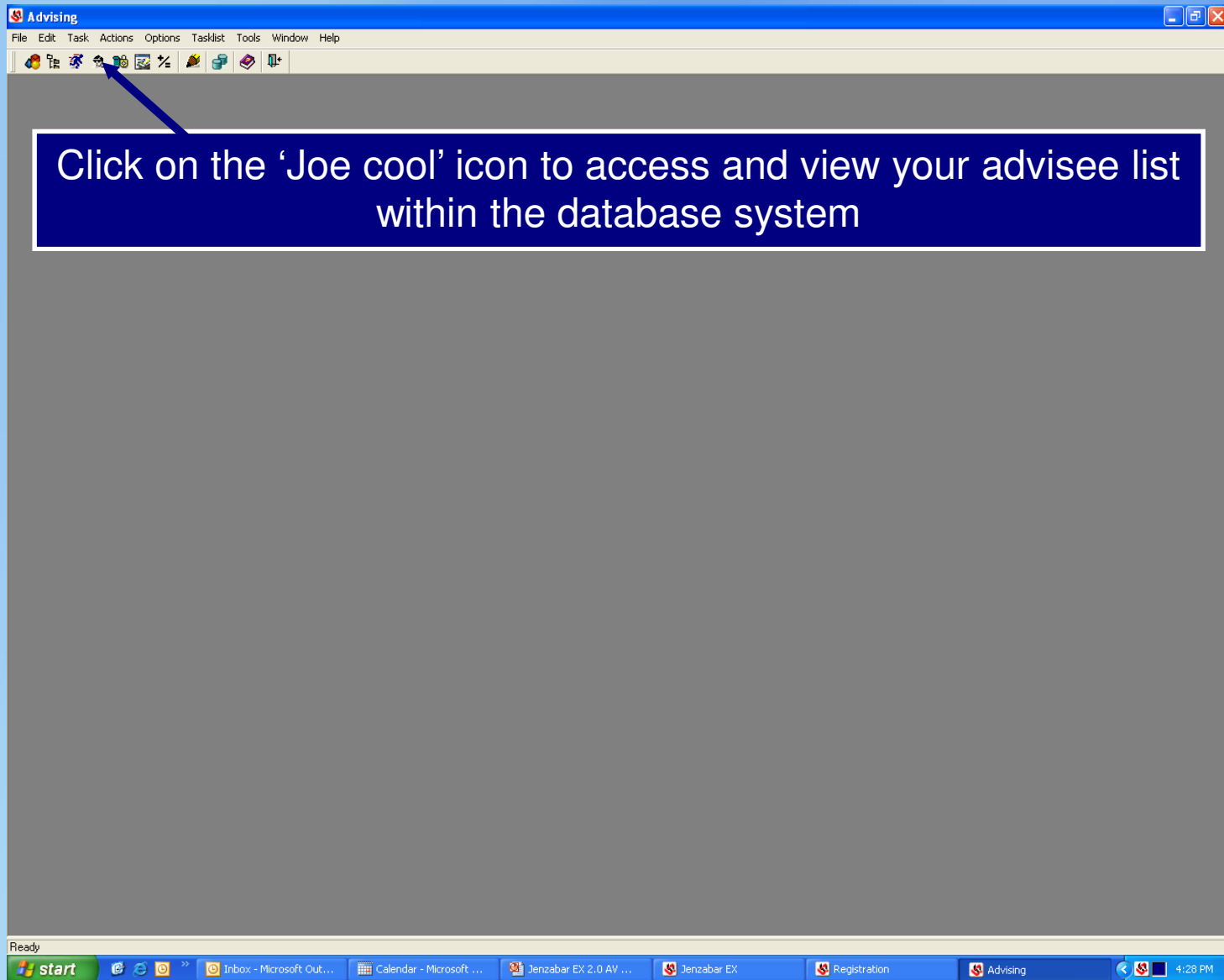
- **74519: Credit Memos**
  - o AP Main, Task, Daily, Invoices
  - o When entering a credit memo, an error is returned that the credit memo does not equal the invoice when it actually does.

#### Accounts Receivable

- **69640: Charges**
  - o In the Charges process, refunds were not being recognized if they met the following criteria: no courses were dropped, the charge was a student charge, and the refund type was % days. When the % days refund type is selected, the system assumed all charge amount reductions would be processed using the % days logic. This has now been corrected so that refunds are recognized as expected.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Calendar - Microsoft Office, Jenzabar EX 2.0 AV, Jenzabar EX), and the system clock (4:03 PM).

# To Access and view your 'Advisee' list



# To view 'Advisee' list

Your name should be displayed as an 'Advisor' within the database system

The screenshot shows the 'Advising' application window. The title bar reads 'Advising'. The menu bar includes 'File', 'Edit', 'Task', 'Actions', 'Options', 'Tasklist', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations. The main window is divided into a table on the left and a form on the right. The table has two columns: 'Advisor ID' and 'Advisor Name'. The first row contains '214396' and 'Hurtt Jr., Ronnie A.'. A blue arrow points to this row. The form on the right has the following fields and controls:

- Advisor ID: 214396
- Advisor Name: Hurtt Jr., Ronnie A.
- Advisor Type:  Faculty,  Staff,  Resident,  Other
- Office: Location/Building/Room: [ ] [ ] [ ], Phone: [000] 000-0000
- Buttons: 'Name Entry', 'Advisees' (circled in blue), 'Office Lookup', 'Add Advisor', 'Delete Advisor'

The Windows taskbar at the bottom shows the 'start' button and several open applications: 'Sent Items - Micro...', 'Calendar - Microsoft ...', 'Registration', 'Advising', 'Presentation2', and 'Jenzabar EX AV Mod...'. The system clock shows '4:02 PM'.

# To view 'Advisee' list

Click on the 'Advisees' tab to view your advisee list

The screenshot shows the 'Advising' application window. At the top, a blue banner contains the text 'Click on the 'Advisees' tab to view your advisee list'. Below this, the software interface is visible. It includes a search section with fields for 'Last Name', 'First Name', 'Building', and 'Advisor Type', along with 'Find Now' and 'New Search' buttons. A table lists advisors, with '214396 | Hurtt Jr., Ronnie A.' selected. To the right, the 'Advisor Detail' section shows 'Advisor ID: 214396' and 'Advisor Name: Hurtt Jr., Ronnie A.'. The 'Advisor Type' is set to 'Faculty'. A blue circle highlights the 'Advisees' tab in the 'Advisor Detail' section. Other tabs include 'Name Entry', 'My Lists', and 'Office Lookup'. Below the tabs are buttons for 'Add Advisor' and 'Delete Advisor'. The 'Office' section has fields for 'Location/Building/Room' and 'Phone'. The Windows taskbar at the bottom shows the Start button and several open applications: 'Sent Items - Microso...', 'Calendar - Microsoft ...', 'Registration', 'Advising', 'Presentation2', and 'Jenzabar EX AV Mod...'. The system clock shows '4:02 PM'.

Advisor ID	Advisor Name
214396	Hurtt Jr., Ronnie A.

Advisor Detail

Advisor ID: 214396 | Advisor Name: Hurtt Jr., Ronnie A.

Advisor Type: Faculty

Buttons: Add Advisor, Delete Advisor

# View Advisee list

Select the appropriate assigned student by clicking on the student's name

Last Name:  Aim:   
First Name:  Requirement:

Active  
 Inactive  
 All

Find Now  
New Search

ID Number	Name	Active	Begin Date	End Date	Year	Term	Division	Class	Aim	Requirement	Corr
175862	Docusen, Brandon Philip	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
225250	Drake, Derrick A	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
190602	Elliott, Teresa E	✓	00/00/0000	00/00/0000	2006	FL	UG	03			
275060	Gentles, Patrick St. Clair	✓	00/00/0000	00/00/0000	2006	FL	UG	01			
199665	Grant, Tonya E	✓	00/00/0000	00/00/0000	2005	SP	UG	02			
149664	Grant, Eric Wayne	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
214396	Hurt Jr., Ronnie A.	✓	00/00/0000	00/00/0000			UG	00			
235556	Joseph, Robert M. Wesley	✓	00/00/0000	00/00/0000	2006	FL	UG	01			
229196	Joseph, Mara Elayna	✓	00/00/0000	00/00/0000	2006	FL	UG	01	MAJOR	06BSELED	
240396	Keyes, Matthew David	✓	00/00/0000	00/00/0000	2006	FL	UG	02			
24035	King, Elizabeth Ann	✓	00/00/0000	00/00/0000	2006	FL	UG	01			
227874	Mallard, George Patrick	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
258362	Moss, Melanie Anne	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
240358	Stafford, Ashley Porter	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
316650	Torres, Guillermo	✓	00/00/0000	00/00/0000	2006	FL	UG	01			

Active - adv\_stud\_act

start Sent Items - Microsof... Calendar - Microsoft... Registration Advising Presentation2 4:11 PM

# Access 'Student AIMS'

Using your mouse, 'right' click on the highlighted and selected student to access and view his/her academic records and information

The screenshot shows the 'Advising' application window. At the top is a menu bar with 'File', 'Edit', 'Task', 'Actions', 'Options', 'Tasklist', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a table with the following columns: ID Number, Name, Active, Begin Date, End Date, Year, Term, Division, Class, Aim, Requirement, and Cor. The table lists several students, with 'Hurt Jr., Ronnie A.' (ID 214396) highlighted in blue. A right-click context menu is open over this row, listing options such as 'Add Row', 'Delete Row', 'Insert Row', 'Restore Row(s)', 'ELITE POINT', 'Maintain Student Aims', 'Advising Workbooks', 'Name Entity', 'Student Courses History', 'Meetings', 'Prospective Student Transfer Course Entry', 'Advisors for Student', 'Notepad', and 'Program GPA Profiles for Student'. A blue callout box with a white border points to the 'Maintain Student Aims' option in the menu. At the bottom of the window is a taskbar with the Windows Start button, several open applications (Sent Items, Calendar, Registration, Advising, Presentation2), and the system clock showing 4:12 PM on 4/12/2006.

ID Number	Name	Active	Begin Date	End Date	Year	Term	Division	Class	Aim	Requirement	Cor
175862	Docusen, Brandon Philip	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
225250	Drake, Derrick A	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
190602	Elliott, Teresa E	✓	00/00/0000	00/00/0000	2006	FL	UG	03			
275060	Gentles, Patrick St. Clair	✓	00/00/0000	00/00/0000	2006	FL	UG	01			
199666	Grant, Tonya E	✓	00/00/0000	00/00/0000	2005	SP	UG	02			
117634	Hunter, Erika Nova	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
214396	Hurt Jr., Ronnie A	✓	00/00/0000	00/00/0000	2005	UG	00				
253336	Jackson, Adam M	✓	00/00/0000	00/00/0000	2005	UG	01				
229196	Joseph, Mara Elay	✓	00/00/0000	00/00/0000	2005	UG	01	MAJOR	06BSELED		
240396	Keyes, Matthew D	✓	00/00/0000	00/00/0000	2005	UG	02				
24035	King, Elizabeth Ann	✓	00/00/0000	00/00/0000	2005	UG	01				
227874	Mallard, George P	✓	00/00/0000	00/00/0000	2005	UG	01				
258362	Moss, Melanie Ann	✓	00/00/0000	00/00/0000	2005	UG	01				
240358	Stafford, Ashlee	✓	00/00/0000	00/00/0000	2005	UG	01				
316650	Torres, Guillermo	✓	00/00/0000	00/00/0000	2005	UG	01				

Highlight and click on 'Maintain Student Aims' option within the drop down box

# View Advisees Assigned AIMs

The screenshot displays the 'Advising' application window. The 'Maintain Student Aims' dialog is open for student ID 214396 (Hurt Jr., Ronnie A.) in the 'FIRST TIME FRESHMAN' class. The 'Aim Detail' section shows the following information:

Field	Value
Aim Level	MAJOR Primary Major
Status	Active
Requirement	04BACOMM 04 B.A. COMMUNICATIO
Year	2004
Description	B.A. IN COMMUNICATIONS
Primary	<input type="checkbox"/>

The 'Summary' section shows the following data:

Category	Met	Not Met	Hours Attempted	Hours In Progress
Hours	33.00	126.00	33.00	0.00
Count	6	0		
Quality Points	108.00	0.00		
GPA	3.2727	0.0000		

The 'Summary' section also includes a 'Student Progress' button and a 'GPA Hours' field with a value of 33.00.

View a student's Aim Summary information

# To view a student's AIM Progress

The screenshot shows the 'Advising' software interface. The main window is titled 'Maintain Student Aims' and displays the following information:

Student ID Number: 214396 | Name: Hutt Jr., Ronnie A. | Class: FIRST TIME FRESHMAN

Aim Label	Requirement
MAJOR	04BACOMM

**Aim Detail:**

Aim Label: MAJOR Primary Major | Status: Active | Add Aim  
Requirement: 04BACOMM 04 B.A. COMMUNICATIO | Year: 2004 | Delete Aim  
Description: B.A. IN COMMUNICATIONS | Primary  
Comment:

**Date:** Begin: 00/00/0000 | End: 00/00/0000

**Options:**  Print |  Display | Print Order: 100

**Summary:** Met: Not Met

	Earned	Needed	Hours Attempted:	Hours In Progress:
Hours:	33.00	126.00	33.00	0.00
Count:	6	0		
Quality Points:	108.00	0		
GPA:	3.2727	0.00		

The 'Student Progress' tab is highlighted with a blue circle and a callout box.

**Click on 'Student Progress' tab within the Student AIMS area**

Ready | start | Sent Items - Microsof... | Calendar - Microsoft... | Registration | Advising | Presentation2 | 4:14 PM

# To 'Recal' a student's AIM Progress

The screenshot shows the 'Advising - [Student Progress]' application window. The student information is as follows:

Student ID Number:	214396	Hurt Jr., Ronnie A.	Class:	FIRST TIME FRESHMAN
--------------------	--------	---------------------	--------	---------------------

View Requirements:  All  Needed

MAJOR: 0001-0005-0151 COMMUNICATIONS

04BACOMM 04 B.A. COMMUNICATIONS

Requirement Status:

Met:	Not Met	Reason Not Met:	
Override:		Transaction:	

Needed:

Earned:

Hours Earned:	0.00	Hours in Progress:	0.00
Count:		Grade:	
Quality Points:	0.00	GPA:	0.0000
GPA:	0.0000	GPA Hours:	0.00

Buttons: Alteration, **Recalc**, Course History

Taskbar: start, Sent Items - Microsof..., Calendar - Microsoft..., Registration, Advising - [Student P..., Presentation2, 4:15 PM

To recalculate a student's AIM progress, click on the 'Recalc' tab within the Student Progress area

# To access and view AIM detail

The screenshot displays the 'Advising - [Student Progress]' application window. At the top, the menu bar includes File, Edit, Task, Actions, Options, Tasklist, Tools, Window, and Help. Below the menu, the student information is shown: Student ID Number: 214396 | Hurt Jr., Ronnie A. and Class: FIRST TIME FRESHMAN. On the right side, there are buttons for Alteration, Recalc, Course History, and Print.

The main area is divided into two panes. The left pane, titled 'View Requirements', shows a tree view of requirements. The '04BACOMM 04 B.A. COMMUNICATIONS' requirement is highlighted with a blue oval. Below it, a list of courses is shown, with 'ENGL1133 ENGLISH COMPOSITION I' also highlighted with a blue oval. The right pane displays the details for the selected requirement, '04 B.A. COMMUNICATIONS'. It includes a description, requirement type (ROOT Root requirement), relation (AND), and required status. The requirement status is 'Not Met' with a reason of 'HOURS'. The 'Needed' section shows '93.00 hours needed'. The 'Earned' section shows 'Hours Earned: 33.00', 'Count: 6', and 'Quality Points: 108.00'. The 'Hours in Progress' is 0.00.

At the bottom of the window, the Windows taskbar is visible, showing the Start button and several open applications: Sent Items - Microsoft..., Calendar - Microsoft..., Registration, Advising - [Student P..., and Presentation2. The system clock shows 4:16 PM.

To view Major, Minor or Concentration requirement status information, click on the specific group(s) or course requirement detail.

# To view AIM requirement detail

The screenshot shows the 'Advising - [Student Progress]' application window. The student information is: ID Number: 214396, Name: Hurt Jr., Ronnie A., Class: FIRST TIME FRESHMAN. The 'View Requirements' section is set to 'All'. A tree view on the left lists requirements for MAJOR 2004-2005 04 B.A. COMMUNICATIONS. Two requirements are circled in blue: 'PSYC1133 INTRODUCTION TO PSYCHOLOG' and 'SSCI2133 INTRODUCTION TO SOCIOLOGY'. A blue callout box with white text points to these circled items, stating: 'Click on a specific group or requirement to view student aim detail'. The right pane shows details for the selected requirement, including a description of 'Behavioral Science', requirement status, and hours earned (3.00).

Advising - [Student Progress]

File Edit Task Actions Options Tasklist Tools Window Help

Student  
ID Number: 214396 | Hurt Jr., Ronnie A. Class: FIRST TIME FRESHMAN

View Requirements  
All Needed

Alteration Recalc  
Course History Print

MAJOR 2004-2005 04 B.A. COMMUNICATIONS  
04BACOMM 04 B.A. COMMUNICATIONS  
FREE FREE ELECTIVES M  
PSYC1133 INTRODUCTION TO PSYCHOLOG M  
SSCI2133 INTRODUCTION TO SOCIOLOGY M

Description:  
Behavioral Science

Type: GROUP Group Relation: OR Required: Yes

Requirement Status  
Met Reason Not Met  
Override Transaction

Needed

Hours Earned: 3.00 Hours in Progress: 0.00

Click on a specific group or requirement to view student aim detail

Ready

start Sent Items - Microsof... Calendar - Microsoft... Registration Advising - [Student P... Presentation2 4:18 PM

# View student AIM Detail

The screenshot displays the 'Advising - [Student Progress]' application window. At the top, the menu bar includes File, Edit, Task, Actions, Options, Tasklist, Tools, Window, and Help. The main area shows student information: ID Number 214396, Name Hurtt Jr., Ronnie A., and Class FIRST TIME FRESHMAN. Below this, there are buttons for Alteration, Recalc, Course History, and Print. A tree view on the left lists various courses, with 'PSYC1133 INTRODUCTION TO PSYCHOLOG' highlighted in blue. The right pane shows details for this course, including a description, requirement status (Met), and earned information (Hours Earned: 3.00, GPA: 3.0000). A blue callout box points to the course name in the tree view, and another blue callout box contains the text 'Look here to view student aim detail for groups and requirements'. The Windows taskbar at the bottom shows the Start button and several open applications, including Sent Items, Calendar, Registration, Advising, and Presentation2. The system clock shows 4:19 PM.

Student ID Number: 214396 | Hurtt Jr., Ronnie A. | Class: FIRST TIME FRESHMAN

View Requirements:  All  Needed

Alteration Recalc  
Course History Print

MAJOR: 2004-2005 04 B.A. COMMUNICATIONS  
04BACOMM 04 B.A. COMMUNICATIONS  
FREE FREE ELECTIVES M  
COMM44\* COMMUNICATIONS SEMINAR  
**PSYC1133 INTRODUCTION TO PSYCHOLOG M**  
PSYC1203 INTRODUCTION TO PSYCHOLOG M  
COMM1B\* Historical Perspectives  
COMM1C\* Social Science M  
SSCI2133 INTRODUCTION TO SOCIOLOGY M  
SSCI2233 MARRIAGE AND FAMILY  
COMM2\* Mathematics  
COMM3A\* Natural Science Lecture  
COMM3B\* Natural Science Lab  
COMM4A\* Humanities  
COMM4B\* Literature  
COMM5\* Foreign Language  
COMMCR\* Communications Electives  
RELGEA\* New Testament Bible  
RELGEB\* Religion Electives  
BINT1233 NEW TESTAMENT SURVEY  
BIOT1133 OLD TESTAMENT SURVEY M  
COMM1422 FUNDAMENTALS OF SPEECH  
COMM2001 COMMUNICATION SEMINAR  
COMM2122 MEDIA ETHICS  
COMM2233 INTRODUCTION TO MASS COMM  
COMM3333 JOURNALISM  
COMM3533 COMMUNICATION THEORY  
COMM4533 COMMUNICATION LAW  
ENGL1133 ENGLISH COMPOSITION I M  
ENGL1233 ENGLISH COMPOSITION II M  
PHIL1322 CHRISTIAN THOUGHT I  
PHIL1422 CHRISTIAN THOUGHT II  
PHIL2003 PRINCIPLES OF ETHICS

Description: INTRODUCTION TO PSYCHOLOG

Type: CRS Course Relation: Required: No

Requirement Status:  
Met:  Met Reason Not Met:  
Override: Transaction: Transfer

Needed:

Earned  
Hours Earned: 3.00 Hours in Progress: 0.00  
Count: 1  
Quality Points: 9.00 Grade: 02 TR B  
GPA: 3.0000 GPA Hours: 3.00

Look here to view student aim detail for groups and requirements

Student Progress loaded.

start Sent Items - Microsof... Calendar - Microsoft... Registration Advising - [Student P... Presentation2 4:19 PM

# To view Advising Worksheet or Graduation Report

Select the appropriate assigned student by clicking on the student's name

The screenshot shows the 'Advising' application window. At the top, there is a menu bar with 'File', 'Edit', 'Task', 'Actions', 'Options', 'Tasklist', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. A dark blue banner with white text reads: 'Select the appropriate assigned student by clicking on the student's name'. Below this banner is the main interface. On the left, there are input fields for 'ID Number', 'Last Name', and 'First Name'. To the right of these fields are 'Primary Aim', 'Requirement', and 'Status' (with radio buttons for 'Active', 'Inactive', and 'All'). A 'Find Now' button is also present. The main area is a table with columns: ID Number, Name, Active, Begin Date, End Date, Year, Term, Division, Class, Aim, Requirement, and Corr. The row for 'Hurt Jr., Ronnie A.' (ID 214358) is highlighted in blue. A right-click context menu is open over this row, with 'Advising Worksheet' highlighted in blue. Other menu items include 'Add Row', 'Delete Row', 'Insert Row', 'Restore Row(s)', 'ELITE PAINT', 'Maintain Student Aims', 'Remove', 'Student Courses History', 'Meetings', 'Prospective Student Transfer Course Entry', 'Advisors For Student', 'Notepad', and 'Program GPA Profiles for Student'. At the bottom of the window, the Windows taskbar is visible with the 'start' button and several open applications: 'Inbox - Microsoft Out...', 'Calendar - Microsoft...', 'RE: Jenzabar EX AV ...', 'Jenzabar EX 2.0 AV ...', 'Jenzabar EX', and 'Advising'. The system clock shows '3:34 PM'.

ID Number	Name	Active	Begin Date	End Date	Year	Term	Division	Class	Aim	Requirement	Corr
175862	Docusen, Brandon Philip	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
225250	Drake, Derrick A	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
190602	Elliott, Teresa E	✓	00/00/0000	00/00/0000	2006	FL	UG	03			
275060	Gentles, Patrick St. Clair	✓	00/00/0000	00/00/0000	2006	FL	UG	01			
199656	Grant, Tonya E	✓	00/00/0000	00/00/0000	2005	SP	UG	02			
117634	Hunter, Erika Nova	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
214358	Hurt Jr., Ronnie A	✓	00/00/0000	00/00/0000	2005	UG	00				
253336	Jackson, Adam McI					UG	01				
229196	Joseph, Mara Elayn					UG	01	MAJOR	06BSELED		
240396	Keyes, Matthew Dav					UG	02				
24035	King, Elizabeth Ann					UG	01				
227874	Mallard, George Pat					UG	01				
258362	Moss, Melanie Anne					UG	01				
240358	Stafford, Ashley Port					UG	01				
316650	Torres, Guillermo					UG	01				

Using your mouse, 'right' click on the highlighted and selected student to access and view his/her Advising Worksheet or Graduation Report

# Advising Worksheet or Graduation Report

Advising - [Graduation Report Preview]

File Edit Task Actions Options Tasklist Tools Window Help

Graduation Requirement Audit For Degree  
Southeastern University  
09/26/2006 16:21:37  
Page 1 of 2

r\_grad\_rpt

**ID Number** 214396  
**Name and Address** Hurtt Jr., Ronnie A.  
3555 Raintree Way  
Lakeland, FL 33803-4971  
**Class** FIRST TIME FRESHMAN

**Name** Hurtt Jr., Ronnie A.  
**Type** **Division**

**Advisor(s):** Hurtt Jr., Ronnie A.

**REQUIREMENTS SUMMARY SECTION**

Aim	Requirement	Year	Description	Hours Needed	Hours Earned	Hours In Progress	Count Needed	Actual Count	Quality Points	GPA	Status
MAJOR	04BACOMM	2004	B.A. IN COMMUNICATIONS	126.00	33.00	0.00	0	6	108.00	3.2727	Not Met

**REQUIREMENTS DETAIL SECTION**

MAJOR B.A. IN COMMUNICATIONS Offer Date: 00/00/0000 Enter Date: 00/00/0000

REQUIRED			TAKEN									
Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade				
COMM1A* -- Behavioral Science			3.00	3.00	0	1	M					
PSYC1133 -- INTRODUCTION TO PSYCH	PSY 101	PSYCHOLOGY BASICS - F	3.00	3.00	0	1	M	T	B			
COMM1B* -- Historical Perspectives (HOUR			3.00	0.00	0	0	R					
COMM1C* -- Social Science			3.00	3.00	0	1	M					
SSCI2133 -- INTRODUCTION TO SOCIOL	PSY 301	MARRIAGE & FAMILY COUN	3.00	3.00	0	1	M	T	A			
COMM2* -- Mathematics (COUNT)			0.00	3.00	2	1	R					
MATH1313 -- LIBERAL ARTS MATH I	MATH 1012	LIBERAL ARTS MATH	3.00	3.00	0	1	M	T	B			
COMM3A* -- Natural Science Lecture (COI			0.00	0.00	1	0	R					
COMM3B* -- Natural Science Lab (COUNT)			0.00	0.00	1	0	R					
COMM4A* -- Humanities (HOURS)			3.00	0.00	0	0	R					
COMM4B* -- Literature (HOURS)			3.00	0.00	0	0	R					
COMM5* -- Foreign Language (HOURS)			6.00	0.00	0	0	R					
COMMCR* -- Communications Electives (H			21.00	0.00	0	0	R					
RELGEA* -- New Testament Bible (COUNT			0.00	0.00	1	0	R					
RELGEB* -- Religion Electives (HOURS)			5.00	3.00	0	1	R					
BIOT1133 -- OLD TESTAMENT SURVEY	REL 101	OLD TESTAMENT SURVEY	3.00	3.00	0	1	M	T	B			
BIOT1233 -- NEW TESTAMENT SURVEY			3.00	0.00	0	0	R					
BIOT1133 -- OLD TESTAMENT SURVEY	REL 101	OLD TESTAMENT SURVEY	3.00	3.00	0	1	M	T	B			
COMM1422 -- FUNDAMENTALS OF SPEEC			3.00	0.00	0	0	R					
COMM2001 -- COMMUNICATION SEMINAR			1.00	0.00	0	0	R					
COMM2122 -- MEDIA ETHICS			2.00	0.00	0	0	R					
COMM2233 -- INTRODUCTION TO MASS C			3.00	0.00	0	0	R					
COMM3333 -- JOURNALISM			3.00	0.00	0	0	R					
COMM3533 -- COMMUNICATION THEORY			3.00	0.00	0	0	R					
COMM4533 -- COMMUNICATION LAW			3.00	0.00	0	0	R					
ENGL1133 -- ENGLISH COMPOSITION I	ENC 101	ENGLISH COMPOSITION I	3.00	3.00	0	1	M	T	A			
ENGL1233 -- ENGLISH COMPOSITION II	ENC 201	ENGLISH COMPOSITION II	3.00	3.00	0	1	M	T	A			
PHIL1322 -- CHRISTIAN THOUGHT I			2.00	0.00	0	0	R					
PHIL1422 -- CHRISTIAN THOUGHT II			2.00	0.00	0	0	R					
PHIL2003 -- PRINCIPLES OF ETHICS			3.00	0.00	0	0	R					

Ready

start Sent Items - Microsof... Calendar - Microsoft... Registration Advising - [Graduatio... Presentation2 4:21 PM

# View Advising Worksheet or Graduation Report

Advising - [Graduation Report Preview]

File Edit Task Actions Options Tasklist Tools Window Help

Advisor(s): HUNT JR., RONNIE A.

**REQUIREMENTS SUMMARY SECTION**

Aim	Requirement	Year	Description	Hours Needed	Hours Earned	Hours In Progress	Count Needed	Actual Count	Quality Points	GPA	Status
MAJOR	04BACOMM	2004	B.A. IN COMMUNICATIONS	126.00	33.00	0.00	0	6	108.00	3.2727	Not Met

**REQUIREMENTS DETAIL SECTION**

MAJOR: B.A. IN COMMUNICATIONS      Offer Date: 00/00/0000      Enter Date: 00/00/0000

REQUIRED			TAKEN									
Requirement	Course		Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade			
COMM1A* -- Behavioral Science				3.00	3.00	0	1	M				
PSYC1133 -- INTRODUCTION TO PSYCH	PSY 101		PSYCHOLOGY BASICS - F	3.00	3.00	0	1	M	T	B		
COMM1B* -- Historical Perspectives (HOUR)				3.00	0.00	0	0	R				
COMM1C* -- Social Science				3.00	3.00	0	1	M				
SSCI2133 -- INTRODUCTION TO SOCIOL	PSY 301		MARRIAGE & FAMILY COUN	3.00	3.00	0	1	M	T	A		
COMM2* -- Mathematics (COUNT)				0.00	3.00	2	1	R				
MATH1313 -- LIBERAL ARTS MATH I	MATH 1012		LIBERAL ARTS MATH	3.00	3.00	0	1	M	T	B		
COMM3A* -- Natural Science Lecture (COU				0.00	0.00	1	0	R				
COMM3B* -- Natural Science Lab (COUNT)				0.00	0.00	1	0	R				
COMM4A* -- Humanities (HOURS)				3.00	0.00	0	0	R				
COMM4B* -- Literature (HOURS)				3.00	0.00	0	0	R				
COMM5* -- Foreign Language (HOURS)				6.00	0.00	0	0	R				
COMMCR* -- Communications Electives (H				21.00	0.00	0	0	R				
RELGEA* -- New Testament Bible (COUNT)				0.00	0.00	1	0	R				
RELGEB* -- Religion Electives (HOURS)				5.00	3.00	0	1	R				
BIOT1133 -- OLD TESTAMENT SURVEY	REL 101		OLD TESTAMENT SURVEY	3.00	3.00	0	1	M	T	B		
BINT1233 -- NEW TESTAMENT SURVEY				3.00	0.00	0	0	R				
BIOT1133 -- OLD TESTAMENT SURVEY	REL 101		OLD TESTAMENT SURVEY	3.00	3.00	0	1	M	T	B		
COMM1422 -- FUNDAMENTALS OF SPEEC				3.00	0.00	0	0	R				
COMM2001 -- COMMUNICATION SEMINAR				1.00	0.00	0	0	R				
COMM2122 -- MEDIA ETHICS				2.00	0.00	0	0	R				
COMM2233 -- INTRODUCTION TO MASS C				3.00	0.00	0	0	R				
COMM3333 -- JOURNALISM				3.00	0.00	0	0	R				
COMM3533 -- COMMUNICATION THEORY				3.00	0.00	0	0	R				
COMM4533 -- COMMUNICATION LAW				3.00	0.00	0	0	R				
ENGL1133 -- ENGLISH COMPOSITION I	ENC 101		ENGLISH COMPOSITION I	3.00	3.00	0	1	M	T	A		
ENGL1233 -- ENGLISH COMPOSITION II	ENC 201		ENGLISH COMPOSITION II	3.00	3.00	0	1	M	T	A		
PHIL1322 -- CHRISTIAN THOUGHT I				2.00	0.00	0	0	R				
PHIL1422 -- CHRISTIAN THOUGHT II				2.00	0.00	0	0	R				
PHIL2003 -- PRINCIPLES OF ETHICS				3.00	0.00	0	0	R				

**FREE ELECTIVES**

REQUIRED			TAKEN									
Requirement	Course		Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade			
LANG1144 -- ELEMENTARY SPANISH (A)	SPAN 101		BEGINNER SPANISH I	4.00	3.00	0	0	N	T	C		
LANG1244 -- ELEMENTARY SPANISH (B)	SPAN 201		BEGINNER SPANISH II	4.00	3.00	0	0	N	T	A		
MATH0033 -- COLLEGE PREPARATORY M. MATH	1011		INTRODUCTION TO ALGEBF	3.00	3.00	0	1	M	T	C		
PSYC3103 -- MARITAL AND FAMILY THER	PSY 302		FIXING THE QUACKS IN OUI	3.00	3.00	0	1	M	T	A		

**Requirements Detail Status Legend**

M = Met    R = Required    N = Not Met    I = In Progress    L = Local Detail    T = Transfer    O = Override    S = Substitution

start    Sent Items - Microsof...    Calendar - Microsoft...    Registration    Advising - [Graduatio...    Presentation2    4:22 PM

# To access and view Student Course History Information

Select the appropriate assigned student by clicking on the student's name

The screenshot shows the 'Advising' application window. At the top, there is a menu bar (File, Edit, Task, Actions, Options, Tasklist, Tools, Window, Help) and a toolbar. Below the toolbar is a search area with fields for ID Number, Last Name, First Name, Primary Aim, Requirement, and Status (Active, Inactive, All). A 'Find Now' button is also present. The main area contains a table with the following columns: ID Number, Name, Active, Begin Date, End Date, Year, Term, Division, Class, Aim, Requirement, and Corr. The table lists several students, with 'Hurt Jr., Ronnie A.' (ID 214396) highlighted in blue. A context menu is open over this row, listing actions such as 'Add Row', 'Delete Row', 'Insert Row', 'Restore Row(s)', 'ELITE PAINT', 'Maintain Student Aims', 'Advising Worksheet', 'Name Editor', 'Student Courses History' (which is circled in blue), 'Meetings', and 'Discontinue Student Transfer Course Entry'. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Calendar, PowerPoint, Jenzabar EX, Advising), and the system clock (9:47 AM).

ID Number	Name	Active	Begin Date	End Date	Year	Term	Division	Class	Aim	Requirement	Corr
290120	Bither, Natasha Marie	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
62762	Brown, Jason Richard	✓	00/00/0000	00/00/0000	2006	FL	UG	04			
61592	Brown, Russell	✓	00/00/0000	00/00/0000	2005	SP	UG	04			
258600	Burnham, Erica Kay	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
213730	Cook, David Ryan	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
25509	Cortez, Rebekah Melissa	✓	00/00/0000	00/00/0000	2005	SP	UG	02			
175862	Docusen, Brandon Philip	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
225250	Drake, Derrick A	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
190602	Elliott, Teresa E	✓	00/00/0000	00/00/0000	2006	FL	UG	03			
275060	Gentles, Patrick St. Clair	✓	00/00/0000	00/00/0000	2006	FL	UG	01			
199668	Grant, Tonya E	✓	00/00/0000	00/00/0000	2005	SP	UG	02			
117634	Hunter, Erika Nova	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
214396	Hurt Jr., Ronnie A.	✓	00/00/0000	00/00/0000	2005	SP	UG	01			
253336	Jackson, Adam Mc Kinley	✓	00/00/0000	00/00/0000	2005	SP	UG	01	MAJOR	06BSELED	
229196	Joseph, Mara Elayna	✓	00/00/0000	00/00/0000	2005	SP	UG	01			

Using your mouse, 'right' click on the highlighted and selected student to access and view his/her Student Course History information

# Student Course History

Advising - [Student Courses History]

File Edit Task Actions Options Tasklist Tools Window Help

Student: 214396 Ronnie A. Hutt Class: FIRST TIME FRESHMAN

Year	Term	Course	Title	Organization	Requirement	Cred Hrs	Hrs Earn	Qual Pts	Grade	Status	Detail	Inst Division
2003	ZA	MATH 1012	LIBERAL ARTS MATH	*LOCAL	MATH1313	3.00	3.00	9.00	B	H	Transfer Detail	
2003	ZA	SPAN 201	BEGINNER SPANISH II	*LOCAL	LANG1244	3.00	3.00	12.00	A	H	Transfer Detail	
2003	ZA	SPAN 101	BEGINNER SPANISH I	*LOCAL	LANG1144	3.00	3.00	6.00	C	H	Transfer Detail	
2003	ZA	ENC 101	ENGLISH COMPOSITION I	*LOCAL	ENGL1133	3.00	3.00	12.00	A	H	Transfer Detail	
2003	ZA	ENC 201	ENGLISH COMPOSITION II	*LOCAL	ENGL1233	3.00	3.00	12.00	A	H	Transfer Detail	
2003	ZA	MATH 1011	INTRODUCTION TO ALGEBRA	*LOCAL	MATH0033	3.00	3.00	6.00	C	H	Transfer Detail	
2003	ZB	PSY 302	FIXING THE QUACKS IN OUR MARRI	*LOCAL	PSYC3103	3.00	3.00	12.00	A	H	Transfer Detail	
2003	ZB	PSY 101	PSYCHOLOGY BASICS - FOUNDATIO	*LOCAL	PSYC1133	3.00	3.00	9.00	B	H	Transfer Detail	
2003	ZB	REL 101	OLD TESTAMENT SURVEY	*LOCAL	BIOT1133	3.00	3.00	9.00	B	H	Transfer Detail	
2003	ZB	PSY 301	MARRIAGE & FAMILY COUNSELING	*LOCAL	SSCI2133	3.00	3.00	12.00	A	H	Transfer Detail	

Ready

start | Inbox - Microsoft Out... | Calendar - Microsoft ... | Microsoft PowerPoint ... | Jenzabar EX | Advising - [Student ...] | 9:42 AM

The 'Course History' information is a comprehensive list of what a student has completed, transferred in and is currently enrolled in to the most recent term.

**This concludes our basic  
Jenzabar EX 2.0 AV Module  
session. Thanks you for your  
attention.**

**Contact or visit us if you have  
any questions. We look  
forward to working with you  
this year.**

Training Session I