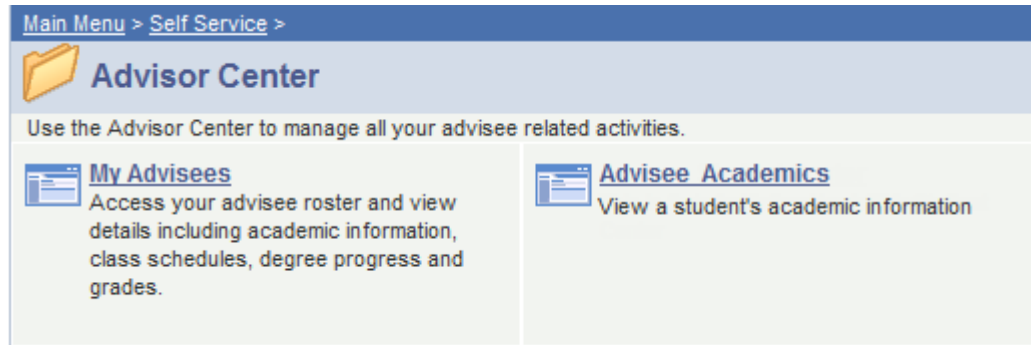# Advisor Center

The Advisor Center is a central location to access advisee academic information, advisement reports, and advisement tools to facilitate graduation.

Navigation: Main Menu > Self Service > Advisor Center

Main Menu > Self Service >

Advisor Center

Use the Advisor Center to manage all your advisee related activities.

My Advisees
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

Advisee Academics
View a student's academic information

My Advisees: :

1) View what your advisee sees in their Student Center:

- Class Schedule
- Grades
- Open Enrollment Dates
- Contact Information

2) Drop down access to Student's:

- CI Academic Requirements Report (CARR)
    *formerly the Degree Progress Report (DPR)
- Advisor Requests
- Course History
- Exam Schedule
- Grades
- Unofficial Transcripts
- Transfer Credit Summary
- What-If Report

3) New Tabs are shortcuts to Student's:

- General Info
- Transfer Credit
- Academics

For screen shots and detailed information on the **My Advisees** go to page 2-3.

Advisee Academics:

1) Institution / Career /Program summary:

- Program
- Status
- Admit Term
- Expected Graduation
- Approved Load
- Plan (Major)
- Requirement Term (Major Catalog Year)

2) Term Summary:

- Term Eligibility
- Academic Standing
- Level /Load
- Classes
- Statistics (Units, Cum Units, GPA)

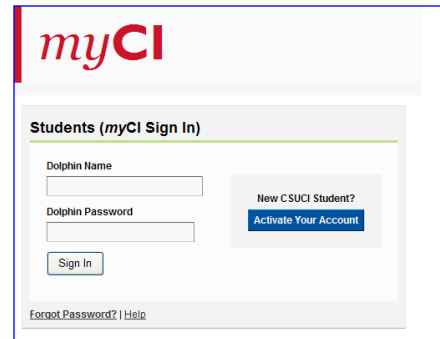For screen shots and detailed information on **Advisee Academics** go to page 4.

How to Access the Advisee Student Center

Advisee Student Center gives Advisors is a centralized page to access academic records, advisement reports, and advisement tools.

1. Open your browser and go to http://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon.
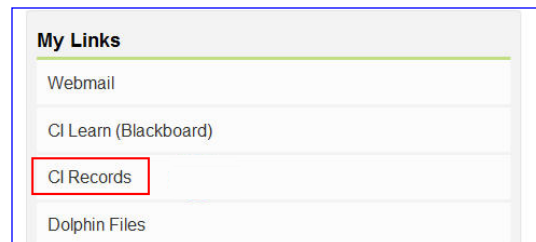
2. On the sign-in page:
   - a. Enter your Dolphin Name* (ex. first.last###)
   - b. Enter yourDolphin password*
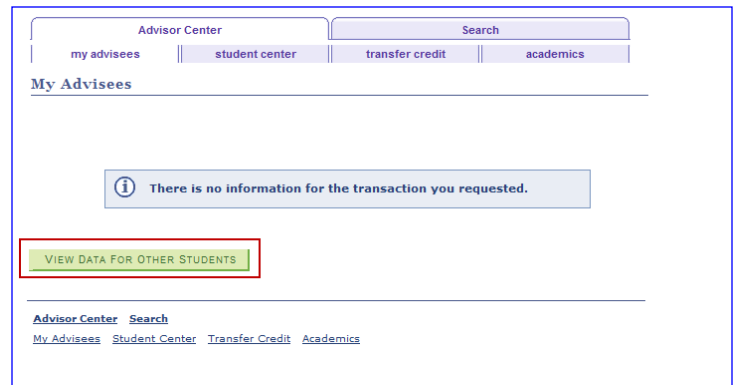   - c. Click on "Sign in" to log in.
   - *Both are case sensitive.

3. Once you are logged into myCI, click on **CI Records** in the *My Account* section.
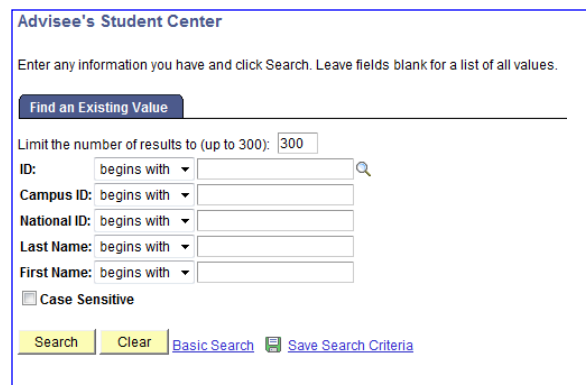
4. Navigate to:
   - a. Self Service
   - b. Advisor Center
   - c. My Advisees

5. Click "View Data For Other Student"

6. Enter the student ID (or other search parameter) and click on search.

My Advisee Student Center

My Advisees Student Center gives Advisors a view of the Student center.

Navigation: Main Menu > Self Service > Advisor Center > My Advisee Student Center
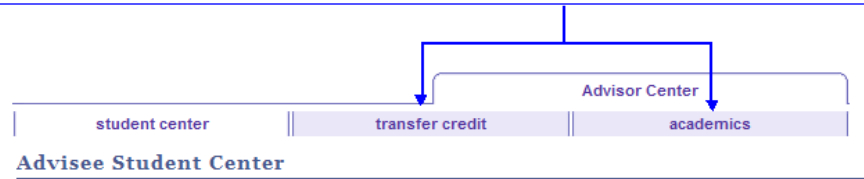
Advisee Student Center Tabs give you quick access to Transfer Credit and Academics. For details about the "Academics" see page 3.

Advisor Center		
student center	transfer credit	academics

Advisee Student Center

Academics displays the current term information. Here you will find the students class schedule.

Academics

My Class Schedule
Shopping Cart

other academic...

Academic Requirement
Advisor Request
Course History
Exam Schedule
Grades
Transcript: View Unoffic
Transfer Credit: Report
What-if Report
other academic...

Deadlines   URL

This Week's Schedule

Class	Schedule
BIOL 313-01 LEC (1436)	MoWe 4:30PM - 5:50PM Bell Tower 1302
MGT 335-01 LEC (1102)	MoWe 1:30PM - 2:45PM Bell Tower 1436

weekly schedule ▶

Holds
No Holds.

To Do List
Application Fee
In-Progress Transcript
Test Scores
details ▶

Enrollment Dates
Open Enrollment Dates

Personal Information

Contact Information

Permanent Address Withheld	**Mailing Address** 1102 Bell Tower Ventura , CA 93012
Main Phone Number Withheld	**Dolphin Email Address** first.last 930@csuci.edu

---

Drop Down Options:

Academic Requirements will take you to the CI Academic Requirements Report (CARR) formerly the DPR. For details on the new features of the report see page 5.

Advisor Requests is where you can submit and update CARR Discrepancies, Transfer Credit Discrepancies, Records Inquires, Front End Transfer Credit (FETC). For details on how to create an Advisor Request see page 6.

Course History now shows all course work taken at CI combined with all Transfer credit, Test credit, and Other credit equivalents. For more details view page 7.

Exam Schedule

Grades displays all grades received at CI.

Transcript: View Unofficial

Transfer Credit Report displays a summary of all transferred course work and equivalencies.

What-If Report view a simulated CARR for students who are considering changing their major or taking a certain class. For details on how to run What-if Reports see pages 8-10.

Contact Information:

Access to the following information:

Permanent Address
Phone Number
Mailing Address
Dolphin Email Address

Advisee Academics

Institution / Career / Program

Displays the advisee's current term information

Institution / Career / Program

	edit program data

- CICMP - Channel Islands
  - UGRD - Undergraduate
    - *UGRD – Undergraduate*

Program:	UGRD	Undergraduate
Student Career Nbr:	0	
Status:	Active	as of 08/02/2011
Admit Term:	2118	Fall 2011
Expected Graduation:	2152	Spring 2015
Approved Load:	Full-Time	
Load Determination:	Base On Units	
Level Determination:	Base On Units	
Plan:	LIBSTTL-BA	BA: Liberal Studies, Teach Lrn
Requirement Term:	2118	Fall 2011

Term Summary

Displays all terms active at CI along with Level/Load, Classes, Statistics details.

Term Summary

	edit term data

- CICMP - Channel Islands
  - UGRD - Undergraduate
    - 2122 - Spring 2012
    - *2118 – Fall 2011*

Fall 2011

Eligible to Enroll:	Yes	
Primary Program:	UGRD	Undergraduate
Academic Standing Status:		Data unavailable

▽ **Level / Load**

Academic Level - Projected:	Junior
Academic Level - Term Start:	Junior
Academic Level - Term End:	Junior
Approved Academic Load:	Full-Time
Academic Load:	Enrolled Full-Time

▽ **Classes**

✔ Enrolled	⊗ Dropped	⚠ Wait Listed

Class	Description	Units	Grading	Grade	Status
COMM 345-01 (1350)	MEDIA LITERACY AND YOUTH (Lecture)	3.00	Letter Grade		✔
EDUC 320-01 (1872)	EDUCATION IN MODERN SOCIETY (Lecture)	3.00	Letter Grade		✔
GEOL 300-02 (1358)	FOUNDATIONS OF EARTH SCIENCE (Lecture)	4.00	Letter Grade		✔
GEOL 300-02L (1359)	FOUNDATIONS OF EARTH SCIENCE (Laboratory)		Non-Graded Component		✔
HLTH 322-04 (1807)	HEALTH ISSUES IN EDUCATION (Lecture)	2.00	Letter Grade		✔
MATH 308-01 (1558)	MODERN MATH FOR ELEM TCHRS (Lecture)	3.00	Letter Grade		✔

▽ **Statistics**

Fall 2011	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Units Toward GPA:				
Taken		62.000	62.000	62.000
Passed		62.000	62.000	62.000
In Progress	15.000		15.000	15.000
Units Not for GPA:				
Taken				
Passed				
In Progress				
GPA Calculation				
Total Grade Points		206.000	206.000	206.000
/ Units Taken Toward GPA		62.000	62.000	62.000
= GPA		3.323	3.323	3.323

CI Academic Advisement Report (CARR)

CARR is a student specific customizable electronic report that outlines General Education, Graduation, Major and Minor requirements for Undergraduate students.

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > Academic Requirements

New Icons:

Degree Audit Icons		Course Icons	
✓	Requirement Met	✓	Course Graded at CI
◆	In Progress	◆	In Progress Current/ Next Term
★	(For Future Use)	★	(For Future Use)
■	Requirement Not Met	⬅	Transfer / Test / Other Credit
⚠	Exception / Waiver	?	What-If Course

Course Substitutions:

Course Substitutions that have been approved and processed will appear in the CARR in two ways:

1) Displayed in the requirement grid with a Note link. To view the details click on the numbered link.

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
PSY 100	INTRO TO PSYCHOLOGY	3.00	Spring 2008	A	01	⬅

View All | 🖺   First ◀ 1-2 of 2 ▶ Last

2) Displayed with the triangular Exception / Waiver icon with course substitution details.

▽ **Language Requirement**   ⚠

The language requirement can be met by taking one course in a language other than English (or category C3a) and obtaining a "C" or better.

⚠Language Waiver approved by Stephen Clark on 4/5/2011, via exam (Portuguese).

Interactive Features:

Collapse All / Expand All: Option to Expand the entire report or Collapse the entire report .

collapse all   expand all

View All: For Requirements that have more than 10 courses, Click on the "View All" icon to view all course available to complete the requirement.

View All 🖺   First ◀ 1-10 of 27 ▶ Last
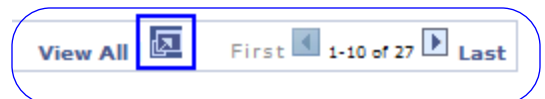
How to Create an Advisor Request

Advisor Requests are submitted on behalf of the student to update their CI Academic Advisement Report (CARR) or transfer credit via PeopleSoft.

*Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > Advisor Request*

1. Click on "Create New Request." *Previously completed Requests at various stages of processing will be listed on this page.*
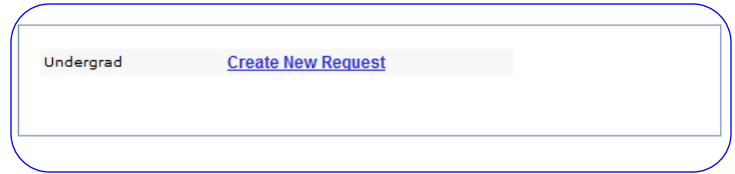
2. Select the appropriate **Request Type**. The page will reformat based on the Request Type.
   - a. CARR Discrepancy Resolution Request
   - b. TC Discrepancy Resolution Request
   - c. Records and Registration Inquiry
   - d. Front End Transfer Credit (FETC)*
   **For FETC Academic Advisors Only*
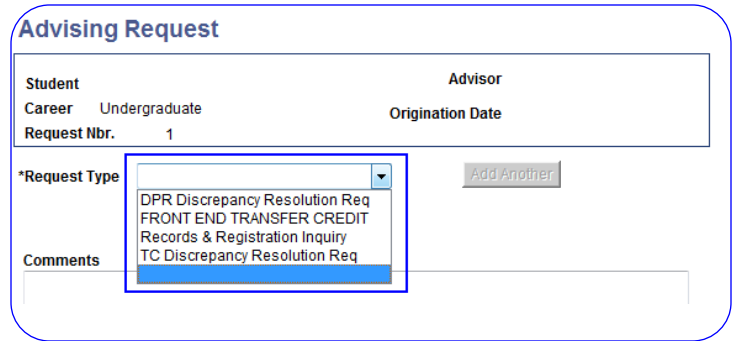
3. Instructions and fields will appear. Fill in all appropriate fields and utilize the **Comments** for details.
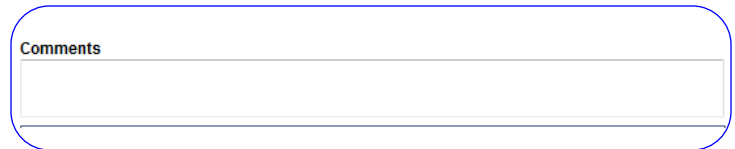
4. Click the Requestor drop down to change the **Request Status** to "Submit."
   Note: *Requests returned for clarification by a Records Evaluator, will be sent to your PeopleSoft "In Basket." An Email notification will be sent to your Outlook. To re-submit, add details to the comments and set the Requestor Status to "Submit with Changes."*
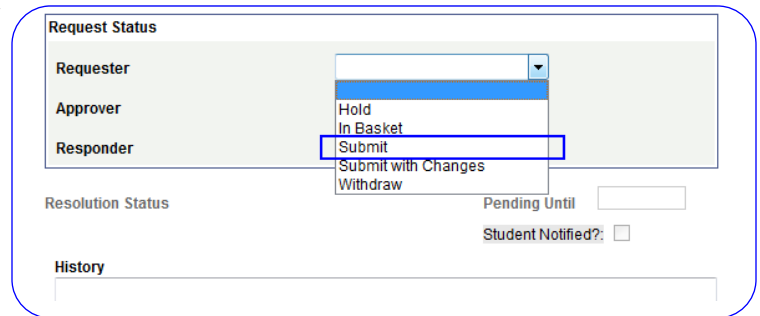
5. Click "Apply" and then "OK" to return to the Advising Request page. *Click the "Cancel" button to exit without saving.*
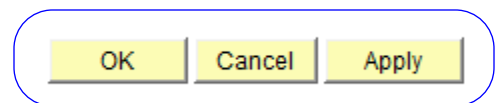
6. Students are emailed at the completion of the request and the Requestor (Advisor) will be blind copied.

7. To view requests in your "In Basket:"
   - a. Navigate to Advisee Student Center
   - b. Enter student ID number
   - c. Select Advising Request from drop down.
   - d Click "Edit" on the request in "In Basket" status

Course History

Course History is a summary off all courses work taken at CI combined with all Transfer credit, Test credit, and Other credit equivalents posted to their academic record..

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > Course History

Sort:

Sort options include sorting by two criteria. The following sorting options are available: Course, Description, Grade, Status, Term and Units.

Sort results by	
Then by	Course
	Description
	Grade
	Status
	Term
	Units
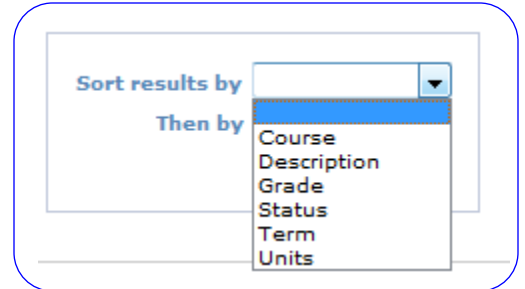
Course Icons:

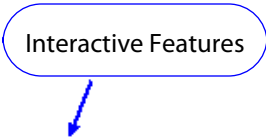| Taken	Taken at CI
Transferred	Transfer Credit, Test Credit, or Other Credit Equivalent
In Progress	In Progress at CI

Interactive Features:

View All: Click on the View All icon [ ] to view all course taken.

Export: Click on the Export icon [ ] to export to excel.

Course History Grid:

Lists all CI courses and transfer credit equivalents.

Interactive Features

							1-25 of 25	
Course	Description	Term	Units	Grade	Grd Points	Repeat Code	Reqmnt Desig	Status
ANTH 102	CULTURAL ANTHROPOLOGY	Fall 2011	3.00	B	9.000			⇐
ART 100	UNDERSTANDING ART PROCESSES	Fall 2011	3.00	A	12.000			⇐
BIOL 100	EXPLORING THE LIVING WORLD	Fall 2011	3.00	A	12.000			⇐
CHS 100	CHICANA/OS IN SOCIETY	Fall 2011	3.00	A	12.000			⇐
COMM 101	PUBLIC SPEAKING	Fall 2011	3.00	C	6.000			⇐
COMM 345	MEDIA LITERACY AND YOUTH	Fall 2011	3.00					◆
EDUC 101	INTRODUCTION TO ELEMENTARY SCH	Fall 2011	3.00	A	12.000			⇐
EDUC 320	EDUCATION IN MODERN SOCIETY	Fall 2011	3.00					◆
ENGL 105	COMPOSITION AND RHETORIC I	Fall 2011	4.00	B	12.000			⇐
GEOL 300	FOUNDATIONS OF EARTH SCIENCE	Fall 2011	4.00					◆

7

What-If Report - Program Scenario

What-If Program Scenario is a simulated CARR for students who are considering changing their major, adding a major, and/ or adding a minor. Students have the option to define up to three scenarios in one report.

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > What-If Report

1. Click on the "Create New Report" option.
Note: One previously run report will be available for review.

What-If Report

What-if Report Selection

You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study. Click the Create New Report button to set up your what-if scenario.

CREATE NEW REPORT

2. Select Program Scenario:
    a. Change current Major or Concentration see step 3
    b. Add an additional Major and/or Minor see step 4.

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Plan Term	Concentration	Subplan Term
Undergraduate	BA: Liberal Studies, Teach L	Fall 2011	None	Fall 2011
None	None	Fall 2011	None	Fall 2011
None	None	Fall 2011	None	Fall 2011

Change current Major or Concentration

Academic Program	Area of Study	Plan Term	Concentration	Subplan Term
Undergraduate	BA: Liberal Studies, Teach L	Fall 2011	None	Fall 2011
None	None	Fall 2011	None	Fall 2011
None	None	Fall 2011	None	Fall 2011

Add Additional Major and/or Minor

3. To change current Major or Concentration:
Note: Current major defaults as Area of study.
    a. Select new major or concentration from drop down menu in the **first row** to designate the new area of study.
        Note: Change Academic Program for Undergraduate Ext (Degree) programs.*
    b. Select plan term (current term recommended)
    c. Select concentration (if appropriate)
    d. Subplan term (current term recommended if appropriate)

4. To add an additional Major and/or Minor:
Note: Current major defaults as Area of study. Do not change.
    a. Select new major from drop down menu in the **second row** to designate the area of study. *Note: Change Academic Program for Undergraduate Ext (Degree) programs.**
    b. Select plan term (current term recommended)
    c. Select concentration (if appropriate)
    d. Subplan term (current term recommended if appropriate)
    e. To add an additional major or minor use the third row.

5. Click on "Submit Request" to view simulated CARR.

SUBMIT REQUEST

What-If Report - Program Scenario

Glossary of Terms:

Academic Programs - At CI we have two programs that have degree audits built: Undergraduate (UGRD) and Undergraduate Ext (Degree) (UGEXD). UGEXD are degree seeking programs that are offered through extended university.

Area of Study - Major or minor, also referred to as a Plan.

Plan Term - Major Catalog year

Concentration - Emphasis or Option for a major. Also referred to as a subplan.

Subplan Term - Emphasis or Option catalog year.

What-If Report - Course Scenario

What-If Report is a simulated CARR for students who are considering taking a certain class.

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > What-If Report

1. Click on the "Create New Report" option.
Note: One previously run report will be available for review.

What-If Report

What-if Report Selection

You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study. Click the Create New Report button to set up your what-if scenario.

[CREATE NEW REPORT]

2. Click "Browse Course Catalog".

Course Scenario

Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[browse course catalog]

What-If Course List   View All | First 1 of 1 Last

Course

[SUBMIT REQUEST]

3. Select Subject.

What-If Report

Select Course for What-if Scenario

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

3. Click "Select" on the desired course.
4. Enter a Grade* (optional)
Note: What-If Grade will obey grade requirements within the What-If report. What-If grades are not reflected in the Grade Point Average (GPA).

▽ ANTH - Anthropology

Course Nbr	Course Title	Select
102	CULTURAL ANTHROPOLOGY	[select]
104	INTRODUCTION TO BIOANTHROPOLOGY	[select]
105	INTRODUCTION TO ARCHAEOLOGY	[select]
106	CULTURE AND COMMUNICATION: INTRODUCTION TO LINGUISTIC ANTHROPOLOGY	[select]

5. Repeat Step 1-3 for additional courses.

6. Click "Submit Request" to generate simulated CARR.

[SUBMIT REQUEST]

7. What-If Courses will appear as follows:

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ANTH 102	CULTURAL ANTHROPOLOGY	3.00	Spring 2012			?

View All | First 1 of 1 Last

For assistance with understanding the Advisor Center,
please contact Melissa Olague at 805-437-3135
or email melissa.olague@csusi.edu