

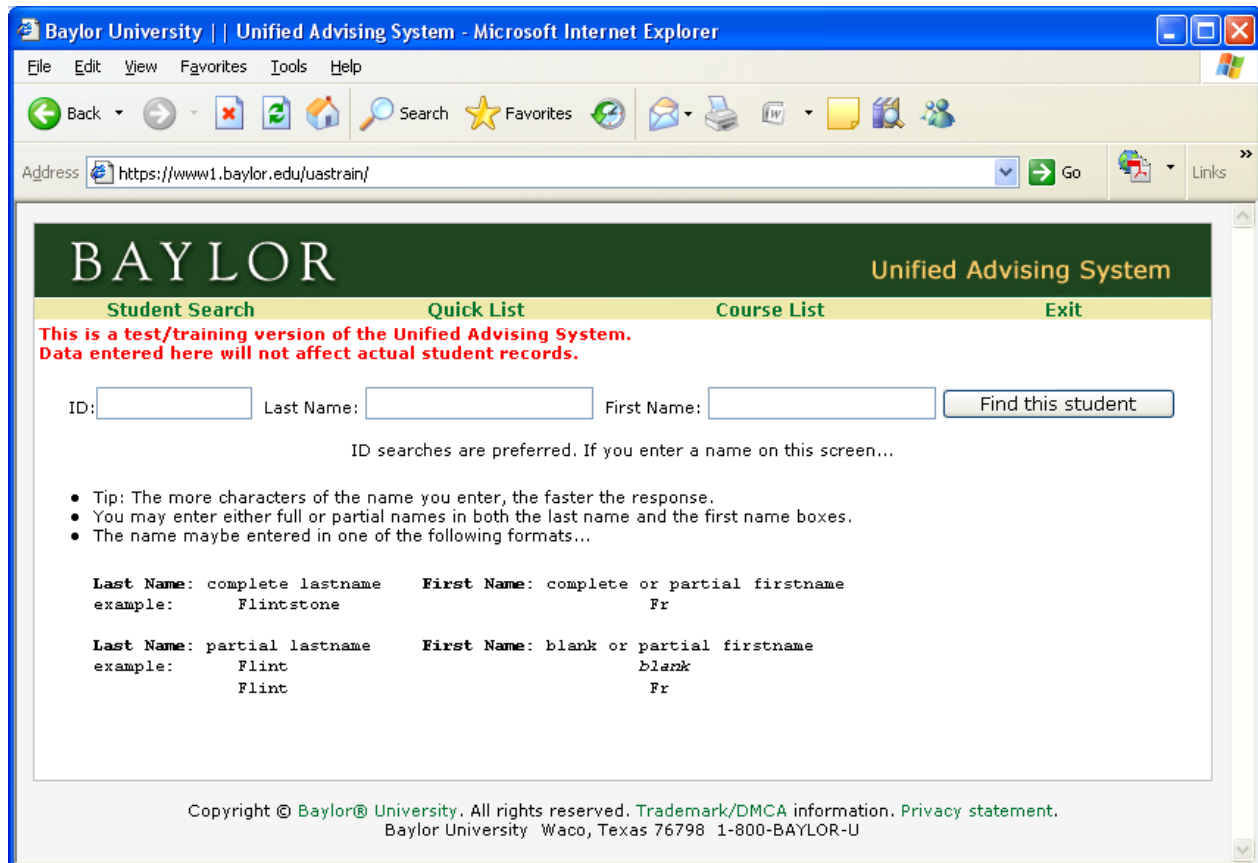
# Unified Advising System Baylor University

An Advisor must log in with Network ID and password.



A Windows-style dialog box titled "Connect to www1.baylor.edu". It features a blue header bar with a question mark and close button. Below the header is a yellow background area. On the left, there is a "Bear ID" label. To the right, there are two input fields: "User name:" with a dropdown menu showing "Margaret\_Lemon" and "Password:" with a masked field of dots. Below the password field is a checkbox labeled "Remember my password". At the bottom right are "OK" and "Cancel" buttons.

The front page of the Unified Advising System opens to the Student Search. Notice that the **RED** message indicates that we're in the test / training version of the system. This is necessary for this demonstration of the system because we've "dummied" up some actual student records.



A screenshot of a Microsoft Internet Explorer browser window displaying the Baylor University Unified Advising System. The browser's address bar shows "https://www1.baylor.edu/uastrain/". The page has a green header with "BAYLOR" and "Unified Advising System". Below the header is a yellow navigation bar with links: "Student Search", "Quick List", "Course List", and "Exit". A red message box states: "This is a test/training version of the Unified Advising System. Data entered here will not affect actual student records." Below this is a search form with fields for "ID:", "Last Name:", and "First Name:", followed by a "Find this student" button. A note says "ID searches are preferred. If you enter a name on this screen...". A list of tips follows: "Tip: The more characters of the name you enter, the faster the response.", "You may enter either full or partial names in both the last name and the first name boxes.", and "The name maybe entered in one of the following formats...". Two examples are provided: "Last Name: complete lastname" (example: Flintstone) and "First Name: complete or partial firstname" (example: Fr). Another set of examples shows "Last Name: partial lastname" (example: Flint) and "First Name: blank or partial firstname" (example: blank, Fr). The footer contains copyright information: "Copyright © Baylor® University. All rights reserved. Trademark/DMCA information. Privacy statement. Baylor University Waco, Texas 76798 1-800-BAYLOR-U".

An Advisor can look up a student by ID number or by name. There are some tips on the Student Search page for looking up students by name. Below, I've entered an ID number and I'll click on **Find this student**.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail New Tab Links

Address <https://www1.baylor.edu/uastrain/> Go

# BAYLOR

## Unified Advising System

[Student Search](#) [Quick List](#) [Course List](#) [Exit](#)

**This is a test/training version of the Unified Advising System.**  
**Data entered here will not affect actual student records.**

ID:  Last Name:  First Name:

ID searches are preferred. If you enter a name on this screen...

- Tip: The more characters of the name you enter, the faster the response.
- You may enter either full or partial names in both the last name and the first name boxes.
- The name maybe entered in one of the following formats...

<b>Last Name:</b> complete lastname	<b>First Name:</b> complete or partial firstname
example: Flintstone	Fr
<b>Last Name:</b> partial lastname	<b>First Name:</b> blank or partial firstname
example: Flint	blank
Flint	Fr

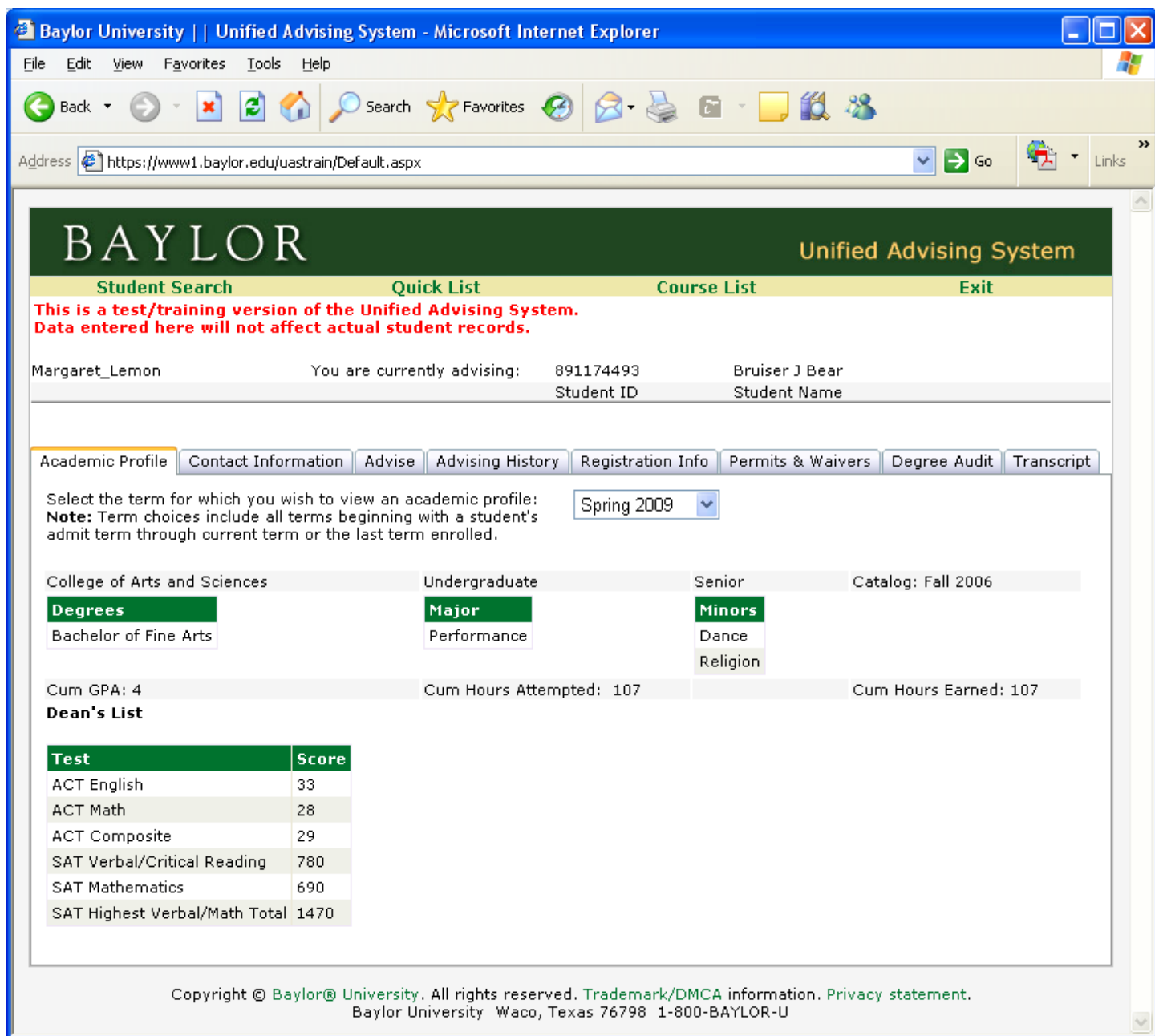
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The student's Academic Profile is shown first. Notice that the student's information is organized in a tab format so that this student's information is easily accessible. Academic Profile is the first tab, but we'll go through each of these tabs one by one to show the information and functionality available to the advisor.

First of all, concerning the Academic Profile screen (shown below)... This is a snapshot of the student's academic situation for the current term. Current term is the default, but an advisor can change the term and follow the student's academic progression throughout their career at the institution.

The following information is displayed on this academic profile screen:

- Level (Undergraduate, Graduate, Law, or Seminary)  
Classification  
College, Degree, Major(s), Minor(s)  
Educational Goals (Pre-med, Pre-dent, etc.)  
Any special programs (Honors, ROTC, Athlete, Baylor Interdisciplinary Core)  
Catalog Term  
Cumulative GPA, attempted hours, earned hours  
Designations (Dean's List, Probation, Suspension, Faculty Referral)  
Deficiencies for the current term if any  
Certain test scores (placement exams, highest ACT, highest SAT, etc.)



The second tab shows basic Contact information for the student. Home and local addresses are shown along with phone numbers and email address. The email address is a “mailto” link so the advisor can email the student directly from this screen.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail News Groups Links

Address <https://www1.baylor.edu/uastain/Default.aspx?view=0> Go

# BAYLOR

## Unified Advising System

[Student Search](#) [Quick List](#) [Course List](#) [Exit](#)

**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret_Lemon	You are currently advising:	891174493	Bruiser J Bear
		Student ID	Student Name

[Academic Profile](#) [Contact Information](#) [Advise](#) [Advising History](#) [Registration Info](#) [Permits & Waivers](#) [Degree Audit](#) [Transcript](#)

### Addresses

<b>Home Address:</b>	200 Landing Drive Waco, TX 76712	<b>Email Address:</b>	Bruiser_Bear@baylor.edu
<b>Local Address:</b>	1000 Sterling Apartments #123 Waco, TX 76706		

### Telephone Numbers

<b>Student Home:</b>	(254) 222-8585
<b>Student Local:</b>	(254) 222-8585

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The top half of the Advise tab is the place where an Advisor can document their advising session with the student. The advisor should make sure the term in the drop-down box is the term they're advising the student for. Then they can enter course recommendations for the student. Any course recommendations entered here will be available to the student on their BearWeb account (Banner self-service).

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www1.baylor.edu/uastrain/Default.aspx?view=0>

Margaret\_Lemon You are currently advising: 891174493 Student ID Brainer J Bear Student Name

Academic Profile Contact Information **Advise** Advising History Registration Info Permits & Waivers Degree Audit Transcript

Select the term for which you are advising: **Fall 2009** Complete Course Listings Quick Course Listings Print Student Advising Session

Course Recommendations

No course advice data available.

Enter course you are advising student to take:

Prefix:	Number:	This course is:	Comment:
Any pfx (ANY)		Recommended	

Save Course Cancel

Flag(s) for your area will be set automatically when you enter course information. No flags will be set unless you and this student have assigned advising areas in common.

- Use \* for any wildcard indications.
- Use the prefix ANY to indicate general elective.
- To indicate category of classes, pick one course and add comments.

Some Examples:  
 SPA 1401 Will need to take placement exam- Draper 300  
 SOC 33\*\* Any upper level Sociology course  
 FDM 1303 Or any other Fine Arts- see audit  
 ANY \*3\*\* Elective

Set advising flag(s):

Term	Advising Area	Requirement Type	Status
Fall 2009	NACADA Tech. Innov.	Required	Not Advised
Fall 2009	Theater Arts	Required	Not Advised

You only need to use this area to set advising flags manually.

Set Advising Flags

Make sure term is the term advising for.

Enter course recommendations here and click Save Course.

The course prefix is a drop-down list. The advisor picks a subject from the list and enters a course number. A wildcard can be used in the course number. There are some tips and examples provided just below that section. The advisor can choose to label a course recommendation as *Recommended*, *Alternate*, or *Elective* and they can enter a comment for the course, if desired. I entered a recommendation for an elective JOU 43\*\*, meaning any four-thousand level JOU course as an elective. I clicked **Save Course** to save it. A progress bar shows it's being saved.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh

Address <https://www1.baylor.edu/uastain/Default.aspx?view=0> Go Links

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

Academic Profile Contact Information **Advise** Advising History Registration Info Permits & Waivers Degree Audit Transcript

Select the term for which you are advising: Fall 2009

[Complete Course Listings](#) [Print Student Advising Session](#)  
[Quick Course Listings](#)

Course Recommendations

No course advice data available.

Enter course you are advising student to take:

Prefix:	Number:	This course is:	Comment:
Journalism (JOU)	43**	Elective	Any senior level JOU class would be a good elective

Flag(s) for your area will be set automatically when you enter course information. No flags will be set unless you and this student have assigned advising areas in common.

- Use \* for any wildcard indications.
- Use the prefix ANY to indicate general elective.
- To indicate category of classes, pick one course and add comments.

Some Examples:  
SPA 1401 Will need to take placement exam- Draper 300  
SOC 33\*\* Any upper level Sociology course  
FDM 1303 Or any other Fine Arts- see audit  
ANY \*3\*\* Elective

Set advising flag(s):

Term	Advising Area	Requirement Type	Status
Fall 2009	NACADA Tech. Innov.	Required	Not Advised
Fall 2009	Theater Arts	Required	Not Advised

You only need to use this area to set advising flags manually.

Once saved, the course recommendation can be edited or deleted by the advisor but not any other advisor. Notice that as soon as a course recommendation was saved, the advising flag to which I have access was automatically set to *Advised*. The flag can be set manually as well, but this just saves the advisor a step.

File Edit View Favorites Tools Help

Address <https://www1.baylor.edu/uastrain/Default.aspx> Go

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Stud:

Academic Profile Contact Information **Advise** Advising History Registration Info Perm

Select the term for which you are advising: Fall 2009

Complete Course Listings Quick Course Listings Print Student Advising Session

Course Recommendations

Prefix	Crse No.	Course is:	Comment	Advisor	
JOU	43**	Elective	Any senior level JOU course would be good elective	Margaret Lemon	Delete

Enter course you are advising student to take:

Prefix:	Number:	This course is:	Comment:
Any pfx (ANY)		Recommended	

Save Course Cancel

Flag(s) for your area will be set automatically when you enter course information. No flags will be set unless you and this student have assigned advising areas in common.

- Use \* for any wildcard indications.
- Use the prefix ANY to indicate general elective.
- To indicate category of classes, pick one course and add comments.

Some Examples:  
SPA 1401 Will need to take placement exam- Draper 300  
SOC 33\*\* Any upper level Sociology course  
FDM 1303 Or any other Fine Arts- see audit  
ANY \*3\*\* Elective

Set advising flag(s):

Term	Advising Area	Requirement Type	Status
Fall 2009	NACADA Tech. Innov.	Required	Advised
Fall 2009	Theater Arts	Required	Not Advised

You only need to use this area to set advising flags manually.

The course is saved here and can be edited or deleted by the advisor.

This flag was set to **Advised** as soon as a course was saved above.

The bottom half of the Advise tab allows the advisor to enter anecdotal notes for the student as well as notes for other advisors about the advising session. Students can view the notes entered for them on their BearWeb account. Notes entered for advisors are visible to other advisors advising the student, but are not visible to the student unless requested through a FERPA request.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail Print Mail Print Mail

Address <https://www1.baylor.edu/uastrain/Default.aspx> Go Links

Enter notes for student: (Maximum 500 characters)

Save Student Notes **Note:** Student notes are visible to students on their BearWeb accounts.

---

**You are entering notes for Fall 2009**

Specify type of advising session: Formal Advisement (Note this information is available to students who request it under FERPA and can be viewed by certain other university personnel.)

Contact Date: 3/1/2009

Enter advisor notes: (Maximum 4000 characters)

Save Advisor Notes

Enter notes for students here

Enter notes about the advising session here.

All advisor notes - this term

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I entered a note (below) for Bruiser reminding him to send transcripts in for transfer work completed in the summer. The student notes area is a good place for advisors to remind the student of issues they discussed during the advising session. I can only enter one student note per term for the student and the limit is 500 characters.

For advisor notes, the type of advising note is a drop down list with several choices. It defaults to **Formal Advisement**, but in this case I am going to refer the student to career counseling, so I'll categorize the note as that type. I can enter more than one advising note, each with a 4000 character limit. In some instances advisors may choose to copy and paste brief email exchanges they have had with the student.



Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail Address Bar Links

Address <https://www1.baylor.edu/uasttrain/Default.aspx?view=0> Go

Enter notes for student: (Maximum 500 characters)

Make sure to send transcripts for any coursework you take during the summer.

Save Student Notes **Note:** Student notes are visible to students on their BearWeb accounts.

---

**You are entering notes for Fall 2009**

Specify type of advising session: Formal Advisement

Contact Date:

Enter advisor notes: (Maximum 4000)

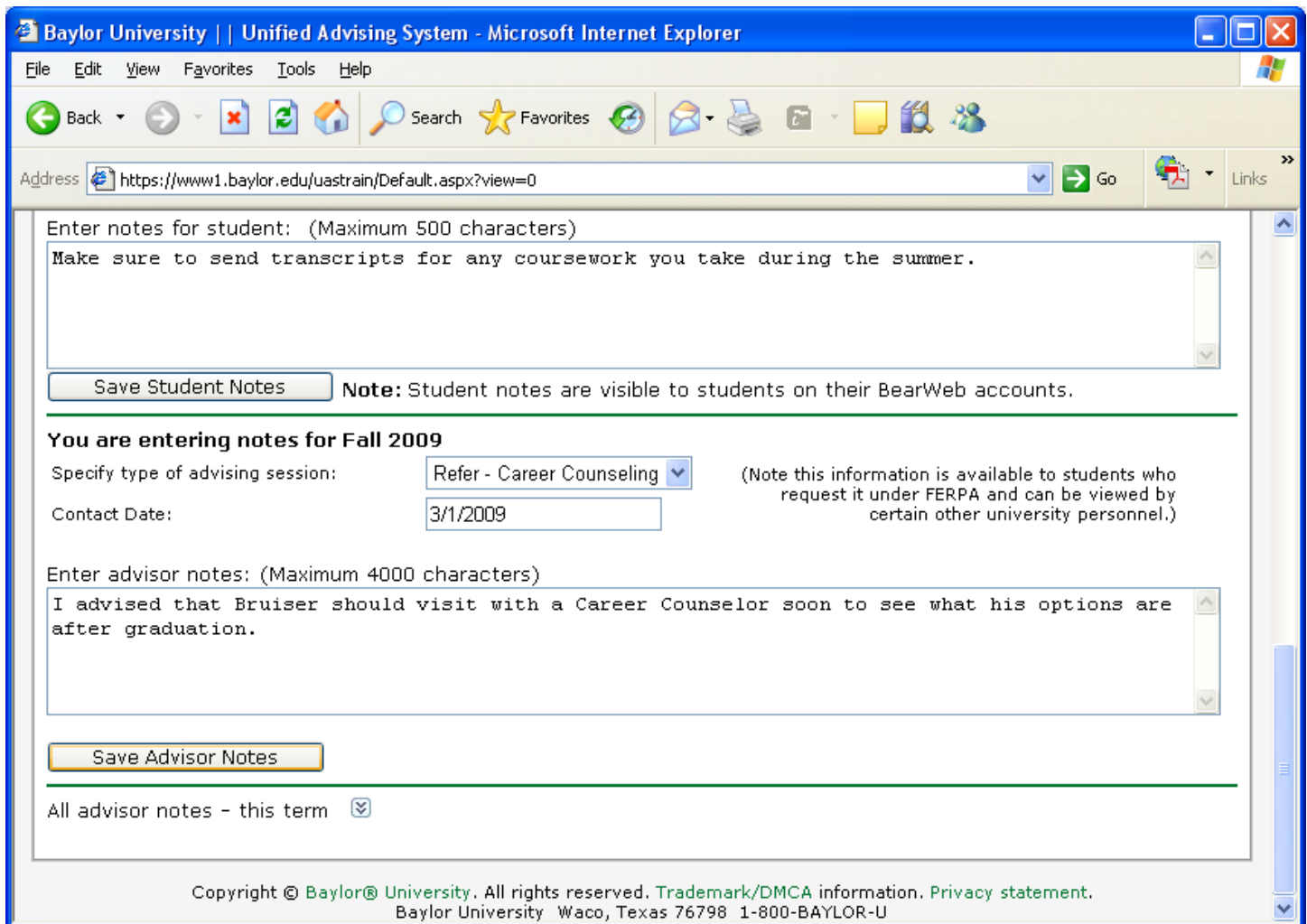
Save Advisor Notes

Change of Major  
Counsel  
Drop/Add  
Email  
Formal Advisement  
No Show  
Other  
Phone  
Planning  
Refer - Career Counseling  
Refer - Other  
Walk-in

(Note this information is available to students who request it under FERPA and can be viewed by certain other university personnel.)

All advisor notes - this term

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When I save the advisor notes, they disappear from the entry box, but can be viewed by clicking on the down arrows at the bottom next to “*All advisor notes – this term*”. I can edit or delete my advisor notes for current or future terms. After a term is no longer current, I can no longer edit my course recommendations, student notes, or advisor notes. I can see notes other advisors have entered for this student but cannot edit or delete them.



Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Printers Recent Places Links

Address <https://www1.baylor.edu/uastain/Default.aspx?view=0> Go

# BAYLOR

## Unified Advising System

**Student Search Quick List Course List Exit**

**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

Click here for a print-out of the session.

Academic Profile Contact Information **Advise** Advising History Registration Info Permits & Waivers Degree Audit Transcript

Select the term for which you are advising:  [Complete Course Listings](#) [Print Student Advising Session](#)  
[Quick Course Listings](#)

Course Recommendations

Prefix	Crse No.	Course is:	Comment	Advisor	
JOU	43**	Elective	Any senior level JOU course would be good elective	Margaret Lemon	Delete

Enter course you are advising student to take:

Prefix:	Number:	This course is:	Comment:
<input type="text" value="Any pfx (ANY)"/>	<input type="text"/>	<input type="text" value="Recommended"/>	<input type="text"/>

Flag(s) for your area will be set automatically when you enter course information. No flags will be set unless you and this student have

The “Print Student Advising Session” link opens a new window, so the advisor can print the screen below and then close the window.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail New Tab Links

Address <https://www1.baylor.edu/uasttrain/PrintableSession.aspx> Go

**Student Course Advising** **Fall 2009**

**Advisor:** Margaret Lemon **Student:** Bruiser J Bear (891174493)

Course Recommendations

Prefix	Crse No.	Course is:	Comment
JOU	43**	Elective	Any senior level JOU course would be good elective

**Registration Times**

No registration times have been assigned for future terms.

**Notes:**  
Make sure to send transcripts for any coursework you take during the summer.(01-MAR-09)

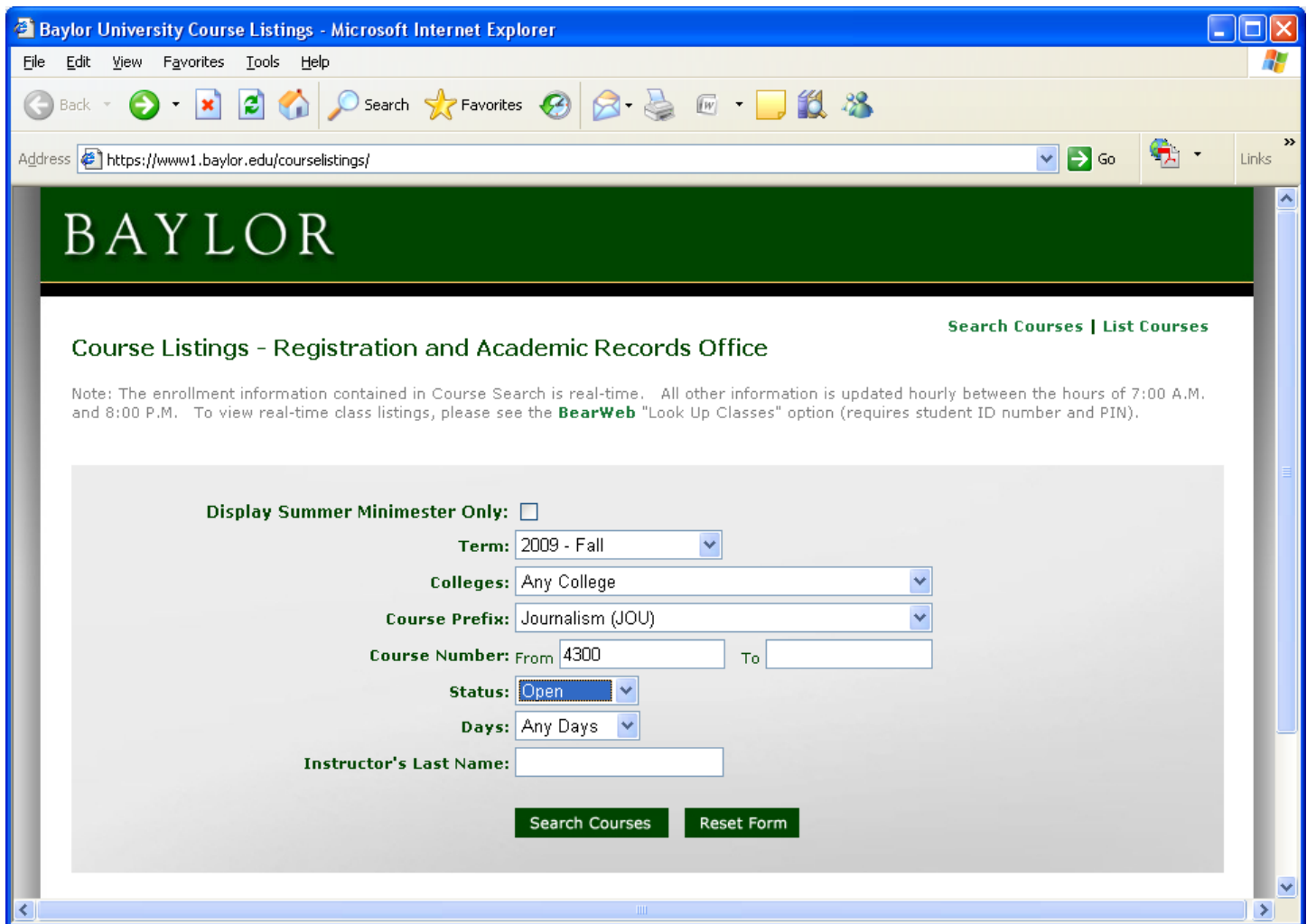
I understand that it is my responsibility to follow-up on the suggestions that my advisor has given me and monitor my degree audit online to ensure that I am making timely progress to graduation.

\_\_\_\_\_  
Student Signature  
3/1/2009

\_\_\_\_\_  
Advisor Signature

Some other useful links at the top of the Advise tab are **Complete Course Listings** and **Quick Course Listings**. Both of these bring up a separate page where advisors can search for available courses. The **Complete Course Listing** includes course descriptions and pre-requisites.

I want to look up open 4000 level JOU courses, so I enter the criteria and click on Search Courses:



It comes up with the list (see below). Since this is a separate window, I can leave it up and continue to search for courses during my advising session, and then close it whenever I'm through.

**Baylor University Course Listings - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail W Y Go Links

Address <https://www1.baylor.edu/courselistings/Results.aspx?TermCC=20&Term=094&College=0&Prefix=JOU&StartCN=4300&EndCN=&Status=O&D>

**Course Listings - Registration and Academic Records Office** [Search Courses](#) | [List Courses](#)

Note: The enrollment information contained in Course Search is real-time. All other information is updated hourly between the hours of 7:00 A.M. and 8:00 P.M. To view real-time class listings, please see the **BearWeb** "Look Up Classes" option (requires student ID number and PIN).

**2009 - Fall**  
**College of Arts & Sciences (AS)**  
**Journalism (JOU)**

**JOU 4325 Advanced Editing**

4325 Advanced Editing  
 Prerequisite(s): JOU 2325 for journalism undergraduates.  
 Continued development of editing skills through exploration of advanced techniques in newspaper layout and design. Individual project required. Use of Macintosh computer to design information graphics and news pages.

Section	Status	Max Enroll	Seats Available	CRN	Days	Time	Room	Credits	Activity
01	Open	15	15	18792	TR	0800AM - 0915AM	CASTL 210	3	Lecture

Carol Perry  
 Start Date: 08/24/2009; End Date: 12/16/2009

**JOU 4350 Mass Media & Popular Culture**

4350 Mass Media and Popular Culture  
 Prerequisite(s): Upper-level standing or consent of instructor.  
 Examination and evaluation of the roles of the mass media in promoting popular culture, including how media practitioners are portrayed.

Section	Status	Max Enroll	Seats Available	CRN	Days	Time	Room	Credits	Activity
01	Open	15	15	18776	MWF	0125PM - 0215PM	TBA TBA	3	Seminar

The **Quick Course Listings** can be used for a more basic search. It doesn't give as much detail, but it's a bit faster look-up. It's convenient for finding classes with available seats. **Quick Course Listings** is also a separate window, so it can be left up during the advising session or closed whenever it's no longer needed. This search tool is handy in many ways but it does not display information regarding restricted sections of courses.

Quick Check - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail W Go Links

Address <https://www1.baylor.edu/uastrain/CrseList.aspx>

### Quick Course Listings

Term:

Course Prefix:

From Course No.:  through

Section:

☒ Check here to limit results to sections with available seat(s).

CRN - Course	Title	Instructor(s)	Days	Time	Location	Max Seats	Enrolled / Available
18792-JOU 4325 01	Advanced Editing	Carol Perry	TR	8:00 AM-9:15 AM	CASTLW 210	15	0/15
18776-JOU 4350 01	Mass Media & Popular Culture	Douglas R. Ferdon	MWF	1:25 PM-2:15 PM		15	0/15
18780-JOU 4359 01	History Of Photography	Clark Baker	TR	11:00 AM-12:15 PM	CASTLW 240	15	0/15
12813-JOU 4368 01	Advanced Public Relations	Cassy Burleson	MWF	10:10 AM-11:00 AM	CASTLW 245	20	0/20
20415-JOU 4368 02	Advanced Public Relations	Staff				20	0/20
16815-JOU 4371 01	Public Relations Media Program	Mia N. Moody-Hall	TR	9:30 AM-10:45 AM	CASTLW 252	25	0/25
20078-JOU 4371 02	Public Relations Media Program	Mia N. Moody-Hall	TR	2:00 PM-3:15 PM	CASTLW 245	25	0/25
12816-JOU 4380 01	Law/ Ethics-Journalism	Douglas R. Ferdon	MWF	11:15 AM-12:05 PM	CASTLW 240	20	0/20

The Advising History tab shows the advisor all of the course recommendations and notes entered for this student for all of their advising sessions. It displays the most recent first, but the advisor can scroll down to see past terms. This is helpful for giving the advisor a full picture of advice given in the past to this student.

You can see my course advice and notes at the top, and then information about previous semester advising below that. Nothing is updatable on this page.



Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Printers Recent Places Links

Address <https://www1.baylor.edu/uastain/Default.aspx?view=0> Go

# BAYLOR

## Unified Advising System

[Student Search](#) [Quick List](#) [Course List](#) [Exit](#)

**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

Academic Profile Contact Information Advise **Advising History** Registration Info Permits & Waivers Degree Audit Transcript

**Fall 2009**  
**Advisor: Margaret Lemon**  
**Student Note:** Make sure to send transcripts for any coursework you take during the summer.(01-MAR-09)

Course	Course is:	Comment	
JOU 43**	Elective	Any senior level JOU course would be good elective	3/1/2009

**Advisor Notes**  
3/1/2009 Refer - Career Counseling  
I advised that Bruiser should visit with a Career Counselor soon to see what his options are after graduation.

**Spring 2009**  
**Advisor: Lisa Denman**

Course	Course is:	Comment	
ART 1300	Recommended		10/22/2008
HP 1107	Recommended		10/22/2008
REL 33**	Recommended		10/22/2008
THEA 3104	Recommended		10/22/2008
THEA 3106	Recommended		10/22/2008
THEA 3302	Recommended		10/22/2008
THEA 3325	Recommended		10/22/2008

The Registration Info tab (below) shows all the student's advising flags and whether or not they've been set. You can see that I have set Bruiser's NACADA advising flag (we made up this advising flag, just for this demonstration), but his Theater Arts flag has not been set for the Fall 2009 term. He must be advised by all of his required advising areas before he will be allowed to register.

If Bruiser had already registered for classes for Fall 2009, I would be able to see them on this screen. He has not, but I can change the term to Spring 2009 to see what classes Bruiser is taking this term.

Any registration holds that exist on his account would also be shown on this screen. For example if Bruiser hadn't paid his bill, he might have a Cashier's hold placed on his account. The advisor would be able to see that he has a Cashiers hold (no details, of course) and remind Bruiser to take care of this piece of business. Bruiser's pre-registration date and time appear on this screen for the advisor to see (except in the case of a student-athlete.)



Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail Downloads Favorites Links

Address <https://www1.baylor.edu/uastrain/Default.aspx?view=0> Go

# BAYLOR

## Unified Advising System

**Student Search Quick List Course List Exit**

**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

Academic Profile Contact Information Advise Advising History Registration Info **Permits & Waivers** Degree Audit Transcript

Permits & Waivers for Term: Fall 2009

Permits and Waivers for Fall 2009

	Permit/Waiver	CRN	Course	Comment	Issued By:	
<a href="#">Remove</a>	Prerequisite Waiver		ACC 3301	any section	Margaret_Lemon	<a href="#">Edit</a>
<a href="#">Remove</a>	Permit	15397	ACC 3302 01		Margaret_Lemon	<a href="#">Edit</a>

[Add Permit or Waiver](#)

**Prerequisite Waiver** – Electronic consent that overrides course prerequisite, course co-requisite, major restriction, classification restriction or degree restriction for **all** sections of a course. [The waiver does not override a closed class.](#)

**Permit** – Electronic consent which overrides any obstacle to registration, with exception of time conflict. [The permit should only be used for closed classes.](#)

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On the Degree Audit tab, advisors can see any degree audits that the student has run within the last three days from his BearWeb account. The advisor can also run degree audits for the student, both for his current program as well as a “what-if” degree audit to simulate a change in academic program.

If any degree audits have been run for this student in the last three days, they would show on the list below. We’ll run an audit and then view it from the list.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail Downloads Uploads

Address <https://www1.baylor.edu/uasttrain/Default.aspx?view=0> Go Links

# BAYLOR

## Unified Advising System

[Student Search](#) [Quick List](#) [Course List](#) [Exit](#)


**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret_Lemon	You are currently advising:	891174493	Bruiser J Bear
		Student ID	Student Name

[Academic Profile](#) [Contact Information](#) [Advise](#) [Advising History](#) [Registration Info](#) [Permits & Waivers](#) [Degree Audit](#) [Transcript](#)

[Run an Audit](#) [Run What If Audit](#) [Existing Audits](#)

[Click here to refresh list.](#)

 Please don't print unless you really need to.

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The choices for a regular audit are **List All Requirements**, **List Completed Requirements**, and **List Incomplete Requirements**. I'll choose **All Requirements**.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Refresh Print Mail Stop Address Book Links

Address <https://www1.baylor.edu/uasttrain/Advise.aspx?view=0> Go

# BAYLOR

## Unified Advising System

[Student Search](#) [Quick List](#) [Course List](#) [Exit](#)

**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret_Lemon	You are currently advising:	891174493	Bruiser J Bear
		Student ID	Student Name

[Academic Profile](#) [Contact Information](#) [Advise](#) [Advising History](#) [Registration Info](#) [Permits & Waivers](#) [Degree Audit](#) [Transcript](#)

[Run an Audit](#) [Run What If Audit](#) [Existing Audits](#)

Select requirements to display on audit:

☒ List All Requirements ☐ List Complete Requirements ☐ List Incomplete Requirements

**Note:** If you select Incomplete Requirements, it will display only those requirements that:  
a) have NOT been completed, or  
b) have been completed by using "in progress" courses.

[Run Audit](#)

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Once I've run the Audit, it shows up on the list of existing audits (I may need to refresh the list once or twice while the audit is running). I can choose to print it or view it.



Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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# BAYLOR

## Unified Advising System

[Student Search](#) [Quick List](#) [Course List](#) [Exit](#)

**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

[Academic Profile](#) [Contact Information](#) [Advise](#) [Advising History](#) [Registration Info](#) [Permits & Waivers](#) [Degree Audit](#) [Transcript](#)

[Run an Audit](#) [Run What If Audit](#) [Existing Audits](#)

### DARS Code Reference

**All Req. Audit**

PREPARED: 03/02/09 - 08:51 891174493  
Bear, Bruiser J  
PROGRAM CODE: AS BFA PERF CATALOG YEAR: 200630  
BFA in Performance

=====

The University reserves the right to correct errors in records at any time.

=====

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

=====

**NO MINIMUM HOURS AND GPA**

A minimum of 124 hours must be earned.  
(Elective hours may be required.)

- 124 hours must be completed with a minimum GPA of 2.0.  
107.0 HOURS EARNED  
95.0 GPA HOURS 380.0 POINTS 4.00 GPA
- IP: 12.0 HOURS
- + 60 hours must be earned in residence.  
( 95.0 HOURS TAKEN )
- IP: 12.0 HOURS
- + The last 30 hours must be earned in residence.  
( 18.0 HOURS TAKEN )
- IP: 12.0 HOURS

=====

**NO MINIMUM ADVANCED HOURS**

36 hours advanced credit (including courses in the major) must be earned.

- 24.0 HOURS EARNED
- IP: 8.0 HOURS
- 08.1 MUS 4233 2.0 A 08.1 THEA3341 3.0 A
- 08.2 THEA3304 3.0 A 08.2 THEA4377 3.0 A

Click here for help interpreting the codes used in the degree audit

We've included a link to a **DARS Code Reference** to aid the advisor in reading the degree audit. This is a separate window that can be left open while reviewing the audit and closed when no longer needed.

**DARS Code Reference - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address <https://www1.baylor.edu/uasttrain/DARSCodeReference.htm> Go

### DARS Degree Audit Codes, Terms, and Symbols

**A, B+, B, C+, C, D, F** – Standard grades for undergraduates  
**TA, TB, TC, TD, TP** – Transfer course grades  
**I** – Incomplete grade  
**CR** – Credit for credit/no credit course  
**P** – Passing grade for a pass/fail course  
**FA** – Failing grade for a pass/fail course  
**DP** – Dropped course, passing  
**DF** – Dropped course, failing  
**MG** – Missing grade  
**WP** – Withdraw from university, passing  
**WF** – Withdraw from university, failing  
**WVC** – Course that is waived  
**WVH** – Hours that are waived  
**RGRP** – Registered, repeating course  
**RGIP** – Registered (in progress) course  
**RP** – Repeated (Duplicated) course (appears after the course grade)  
**>D** – Course is registered to be repeated. Hours are 0.0 (not counting toward hours), but grade is still in the GPA (appears after the course grade)  
**>X** – Course has been repeated and replaced. Hours are 0.0 (not counting toward hours) and it is not included in the GPA (appears after the course grade)  
**>S** – Course hours split between sub-requirements (appears after the course grade)  
**PROCESSED AS:** - Course has been renumbered and DARS is reading it as the new course. Most often with language course.  
 01.3 SPA 2302                      3.0 B      PROCESSED AS: SPA 2320  
**MATCHED AS:** - The course has been petitioned to count as another course.  
 01.3 SPA 4302                      3.0 A      MATCHED AS: SPA 4330  
**OK** – Requirement is complete.  
**NO** – Requirement is not complete.  
**NA** – Requirement is not needed to complete degree (not applicable)  
**+** – Sub-requirement is complete.

Next, we'll run a simulation to see how a change of major might affect Bruiser's academic progress toward graduation. In this case, we'll simulate a change to BBA in Marketing.





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# BAYLOR

## Unified Advising System

**Student Search Quick List Course List Exit**


**This is a test/training version of the Unified Advising System.  
Data entered here will not affect actual student records.**

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

Academic Profile Contact Information Advise Advising History Registration Info Permits & Waivers **Degree Audit** Transcript

Run an Audit Run What If Audit Existing Audits

[Click here to refresh list.](#)

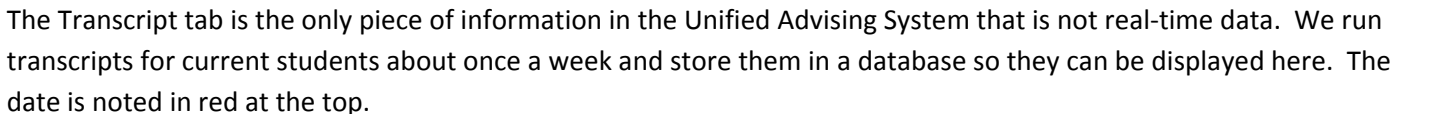
 Please don't print unless you really need to.

Existing Audits  
(Note: Audits will be deleted after 3 days.)

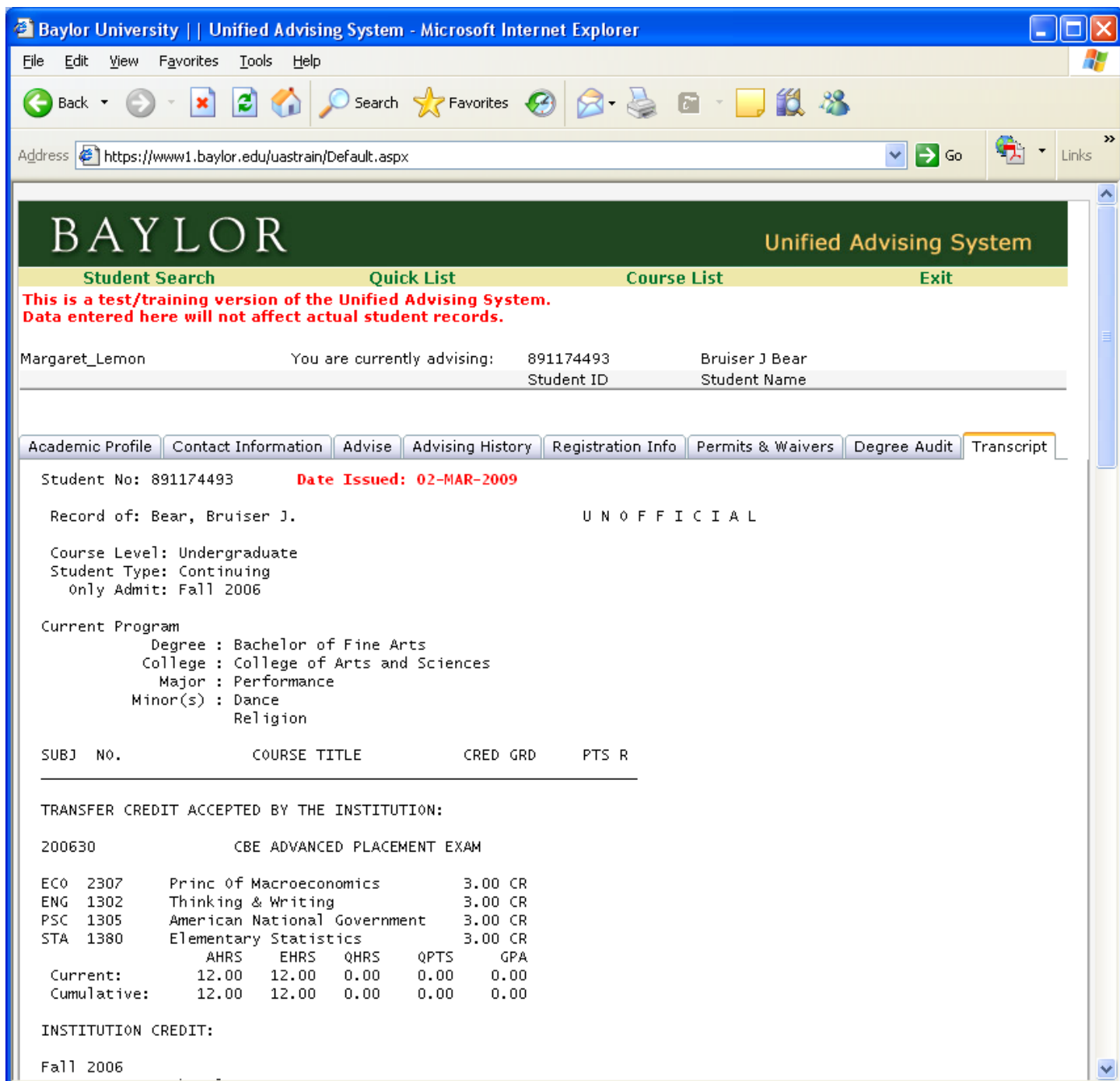
Degree Program	Type	Catalog Term	Run Date	
BBA in Marketing	What If	200630	3/2/2009 9:17:00 AM	<a href="#">View this audit</a> <a href="#">Printable Audit</a>
BFA in Performance	All Req.	200630	3/2/2009 8:51:00 AM	<a href="#">View this audit</a> <a href="#">Printable Audit</a>

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Note that when the audit is viewed, it is clearly identified at the top in red that it is a “what-if” audit.



The Transcript tab is the only piece of information in the Unified Advising System that is not real-time data. We run transcripts for current students about once a week and store them in a database so they can be displayed here. The date is noted in red at the top.



Along with the **Student Search** option, which we used to look up Bruiser Bear, the **QuickList** is an option for finding students in your advising area. This option is listed across the top of the screen and is always available.

You can quickly find students you've already advised for the term, those you've not advised yet, plus any combination of classifications, certain majors, special programs, etc.

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Search

Favorites

Address

https://www1.baylor.edu/uasttrain/Advise.aspx

Go

Links

Search for students to whom you have access by specifying any of the following criteria, in any combination:

Students assigned for term:

Fall 2009

Only students with advising status of:

☒ All of my advisees

☐ Already advised

☐ Not yet advised

Students whose advising requirement is:

☐ Required

☐ Recommended

Show only:

☐ Currently Enrolled Students

☐ Students Not Currently Enrolled

Only students in this advising area:

NACADA Tech. Innov.

Only students with this major:

Any major

(Primary or secondary)

Only students with selected classification(s):

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Other

Only students with selected degree:

Any degree

Only students with an admit term of:

Any admit term

Only students with selected educational goals:

☐ Dental Assistant

☐ Pre-Occupational Therapy

☐ Physician's Assistant

☐ Pre-Optometry

☐ Pre-Dental

☐ Pre-Pharmacy

☐ Pre-Dental Hygiene

☐ Pre-Physical Therapy

☐ Pre-Law

☐ Pre-Podiatry

☐ Pre-Medical

☐ Pre-Veterinary Medicine

Selecting any of the following criteria may slow response to your request. Please be patient.

Only students with any selected attributes:

☐ Baylor Interdisciplinary Core

☐ Honors

☐ Air Force ROTC

Only student athletes:

☐

(Note: Sport involvement is based on current term not selected advising term.)

Note: Criteria will evaluated based on the advising term you have selected.

The list will indicate the students CURRENT enrollment status.

Note: Students who have added you as a temporary advisor, will not appear on this list.

Find these advisees

Once I click on **Find these advisees**, a list appears. From this list I can click on the ID number of a student on the list and display their information, click on their email address to email them, or export the whole list to an excel spreadsheet or address book.



Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www1.baylor.edu/uastain/Default.aspx> Go

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

Academic Profile Contact Information Advise Advising History Registration Info Permits & Waivers Degree Audit Transcript

**Fall 2009**  
**Advisor: Margaret Lemon**  
**Student Note:** Make sure to send transcripts for any coursework you take during the summer.(01-MAR-09)

Course	Course is:	Comment	
JOU 43**	Elective	Any senior level JOU course would be good elective	3/1/2009

**Advisor Notes**  
3/1/2009 Refer - Career Counseling  
I advised that Bruiser should visit with a Career Counselor soon to see what his options are after graduation.

**Advisor: Lisa Denman**  
**Student Note:** Bruiser, you're doing great! Try to do the workshop this summer to get some practical experience before job hunting. (02-MAR-09)

Course	Course is:	Comment	
THEA 4103	Recommended	Your last voice class	3/2/2009
THEA 4373	Recommended		3/2/2009

**Advisor Notes**  
3/2/2009 Formal Advisement  
Bruiser wants to take some classes this summer, but I advised him to take the acting workshop instead. I think it would be a great experience.

**Spring 2009**  
**Advisor: Lisa Denman**

Course	Course is:	Comment	
ART 1300	Recommended		10/22/2008
HP 1107	Recommended		10/22/2008
REL 33**	Recommended		10/22/2008
THEA 3104	Recommended		10/22/2008
THEA 3106	Recommended		10/22/2008
THEA 3302	Recommended		10/22/2008
THEA 3325	Recommended		10/22/2008

I can see that Bruiser has now been advised by another advisor for Fall 2009. She's entered some course recommendations and notes for Bruiser.

If I view this on the Advise tab, you can see that I can't alter any of the advice that Lisa has given Bruiser, only the course recommendations and notes that I have entered.

Baylor University | Unified Advising System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www1.baylor.edu/uastain/Default.aspx

Margaret\_Lemon You are currently advising: 891174493 Bruiser J Bear  
Student ID Student Name

Academics Advising History Registration Transcript

Select the term: Fall 2009

Complete Listings Quick Course Listings

Student Advising Session

Prefix	Crse No.	Course is:	Comment	Advisor	
JOU	43**	Elective	Any senior level JOU course would be good elective	Margaret Lemon	Delete
THEA	4103	Recommended	Your last voice class	Lisa Denman	
THEA	4373	Recommended		Lisa Denman	

Enter course you are advising student to take:

Prefix:	Number:	This course is:	Comment:
Any pfx (ANY)		Recommended	

Save Course Cancel

Flag(s) for your area will be set automatically when you enter course information. No flags will be set unless you and this student have assigned advising areas in common.

- Use \* for any wildcard indications.
- Use the prefix ANY to indicate general elective.
- To indicate category of classes, pick one course and add comments.

Some Examples:  
SPA 1401 Will need to take placement exam- Draper 300  
SOC 33\*\* Any upper level Sociology course  
FDM 1303 Or any other Fine Arts- see audit  
ANY \*3\*\* Elective

Set advising flag(s):

Term	Advising Area	Requirement Type	Status
Fall 2009	NACADA Tech. Innov.	Required	Advised
Fall 2009	Theater Arts	Required	Advised

Set Advising Flags

You only need to use this area to set advising flags manually.

I can click here to alter my own courses, but I can't change those entered by others.

Also, I can delete my own, but not others...

All of Bruiser's advising flags are set. He's ready to register!

Same with the notes.... I can only change the ones I have entered.



Make sure to send transcripts for any coursework you take during the summer.

**Note:** Student notes are visible to students on their BearWeb accounts.

## Specify type of advising session:

(Note this information is available to students who request it under FERPA and can be viewed by certain other university personnel.)

Contact Date:

3/2/2009

\_\_\_\_\_

I can edit my own notes

Hide advisor notes 

	Date	Advisor	Contact Type	Advisor Note	
	3/2/2009	Lisa Denman	Formal Advisement	Bruiser wants to take some classes this summer, but I advised him to take the acting workshop instead. I think it would be a great experience.	
Delete	3/1/2009	Margaret Lemon	Refer - Career Counseling	I advised that Bruiser should visit with a Career Counselor soon to see what his options are after graduation.	Edit