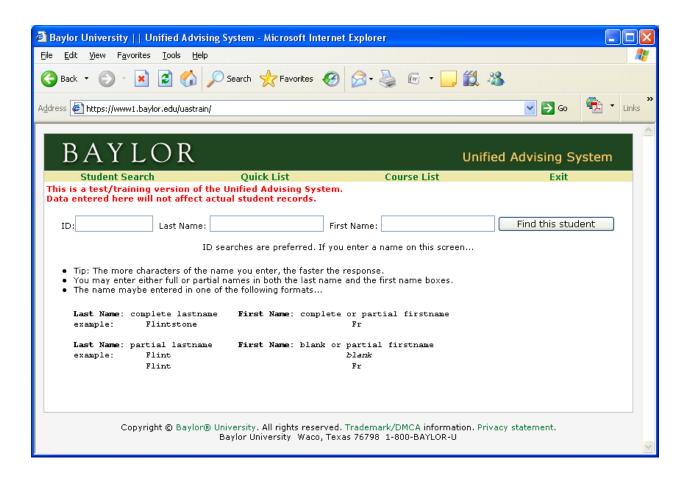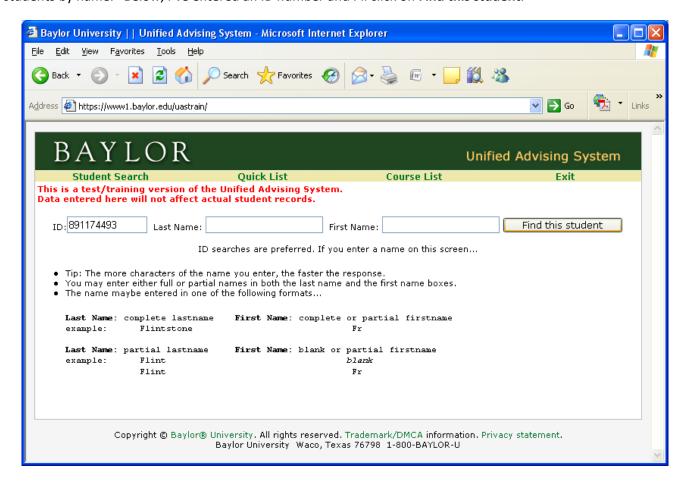# Unified Advising System
Baylor University

An Advisor must log in with Network ID and password.

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.

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**.

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.

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).

Make sure term is the term advising for.

Enter course recommendations here and click Save Course.

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

Complete Course Listings

Select the term for which you are advising: Fall 2009 ▾

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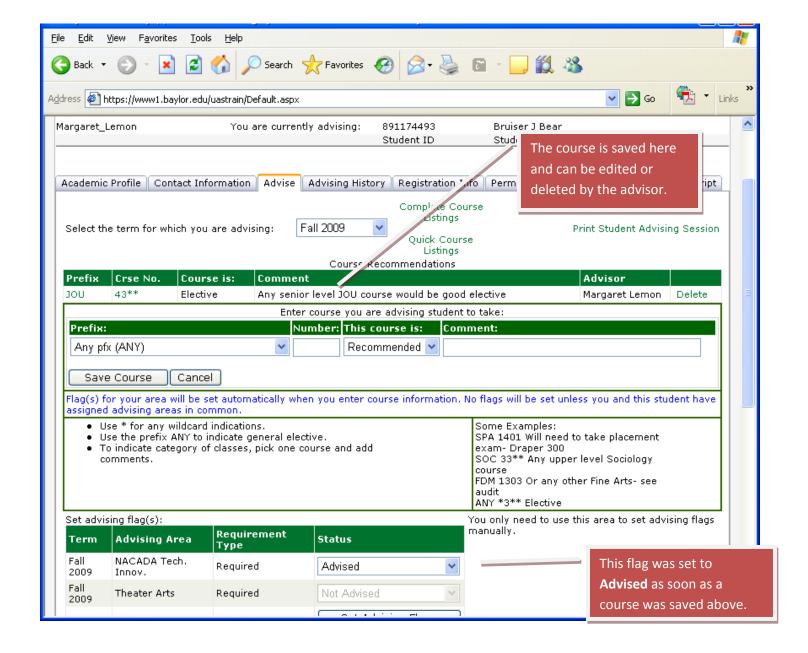
You only need to use this area to set advising flags manually.

Term	Advising Area	Requirement Type	Status
Fall 2009	NACADA Tech. Innov.	Required	Not Advised ▾
Fall 2009	Theater Arts	Required	Not Advised ▾
			[Set Advising Flags]

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.

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.

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.

Enter notes for students here

Enter notes about the advising session here.

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.

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:

| 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.)

Enter advisor notes: (Maximum 4000

Save Advisor Notes

All advisor notes - this term

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: Refer - Career Counseling   (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)

I advised that Bruiser should visit with a Career Counselor soon to see what his options are after graduation.

Save Advisor Notes

All advisor notes – this term

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Baylor University Waco, Texas 76798 1-800-BAYLOR-U

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.

If I want the student to walk away from our advising session with a piece of paper, I can go to back to the top of the Advise tab and click on **Print Student Advising Session**. Course recommendations will be displayed along with the student note I have entered. There is also a disclaimer at the bottom and a place for the student and advisor to sign. Even though the same information is available to the student on their BearWeb accounts, some advising offices like to have the student sign this agreement and take a copy with them.

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

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 ▾ ☒ ◷ ⌂ 🔍 Search ⭐ Favorites ❸ ✉ ▾ 🖨 ⓦ ▾ 📒 🔍 👥

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

Search Courses | List Courses

Course Listings - Registration and Academic Records Office

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 Course Listings

Term: Fall 2009

Course Prefix: JOU

From Course No.: 4300 through

Section:

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

[Find courses]

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.
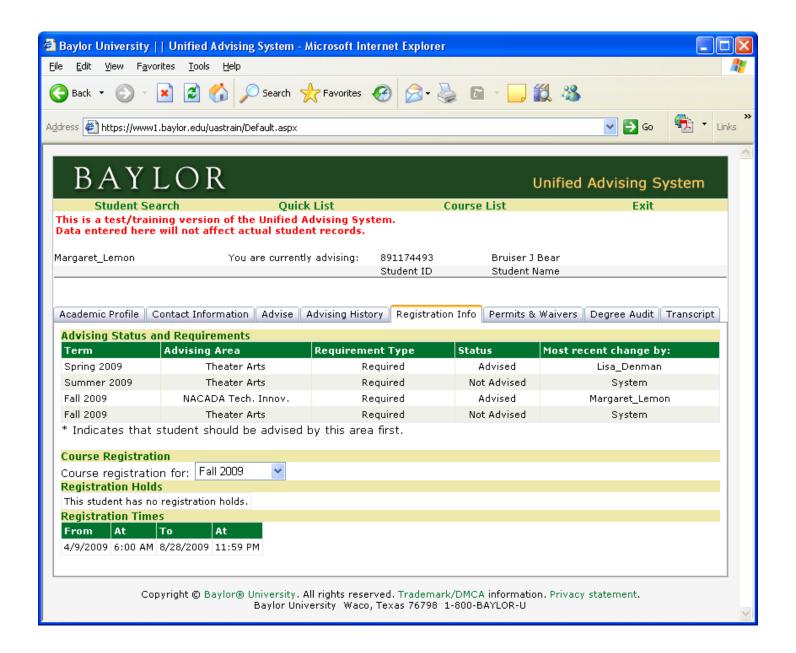
You can see my course advice and notes at the top, and then information about previous semester advising below that. Nothing is updatable on this page.
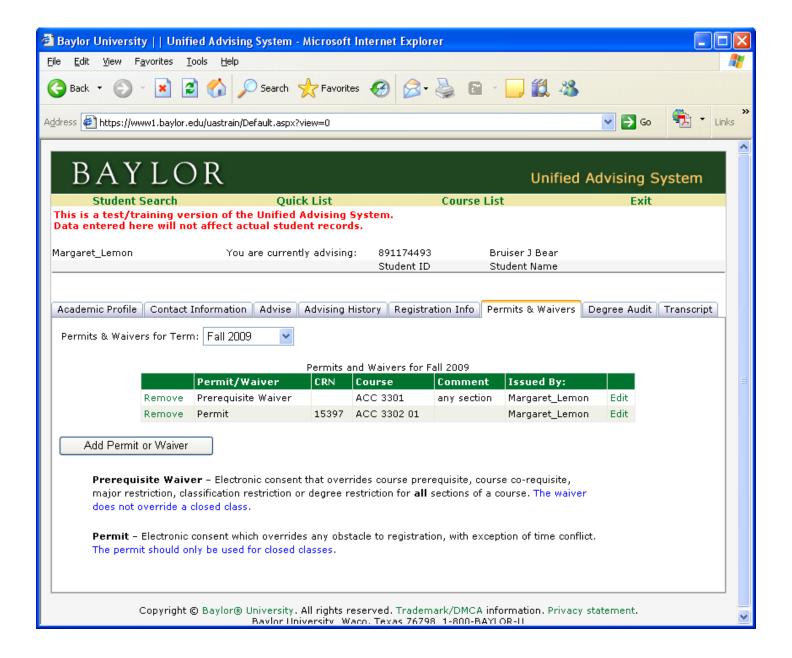
The Registration Info tab (below) shows all the student's advising flags and whether or not they've been set. You can see that I have set Bruiser's NACADA advising flag (we made up this advising flag, just for this demonstration), but his Theater Arts flag has not been set for the Fall 2009 term. He 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.)

The Permits & Waivers tab shows the advisor what permits and prerequisite waivers have been given to the student for the term shown. If the advisor has access to give permits and waivers, he/she will see the button called **Add Permit or Waiver.** Some faculty members have access to give permits and waivers, but they don't advise students. In that case, they would use the Unified Advising System, but have access to this tab only. You can see I've previously given Bruiser a permit and a waiver for a couple of ACC classes.

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.

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

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.

I'm going to view it on the screen. We've color coded the degree audit to quickly see what sections are complete (green color), and which have incomplete requirements (yellow). Requirements that are "In Progress (IP)" will still show up as incomplete until a grade is entered.

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 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.

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

- The requirements for completing a degree program are dictated by the academic catalog. Choose the catalog term against which you would like to run a "What If" degree audit. The default catalog term is the student's catalog term.
- Choose one of the degree granting colleges here at Baylor.
- The list of degrees offered by the college you have selected will appear.

[Fall 2006]

[School of Business]

[Bachelor of Business Admin.]

- Choose a first major from the list of majors which are available through the degree you have selected. Some majors offer a concentration within that specific major. In some cases a concentration will be required for a selected major. The drop down menu(s) will display the concentrations available (if any) for the major(s) you have selected.

[Marketing]   [Select concentration]

- Choose an optional second major from the list of majors which are available through the degree you have selected. Some majors offer a concentration within that specific major. In some cases a concentration will be required for a selected major. The drop down menu(s) will display the concentrations available (if any) for the major(s) you have selected.

[Select 2nd major]

- If this student would like to consider pursuing one or two minors, choose from the list of available minors in the drop down lists.

[Select Minor 1]

[Select Minor 2]

[Run What If Audit]

Now the "what if" audit shows up on the list of audits and is clearly identified as a "what if" audit. Again, I can choose to print it or view it.

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.

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.

I'm going to choose Bruiser Bear again because he came back to see me a few weeks later. I'll go to Advising History to see what's happened since I last saw him.

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.

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

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   ▼]   (Note this information is available to students who
                                                                          request it under FERPA and can be viewed by
Contact Date: [3/2/2009]   certain other university personnel.)

Enter advisor notes: (Maximum 4000 characters)

[   ]

[Save Advisor Notes]

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