

SIS FACULTY & ADVISORS SELF-SERVICE REQUEST FOR PIN and ACCESS

Complete form, sign and fax to IRIM/SIS Production at 405-744-4834.
Retain the remaining pages of this document.
Contact IRIM/SIS Production at 405-744-6698 for assistance.

USER INFORMATION

NAME	EMPLOYEE ID NUMBER
DEPARTMENT	CAMPUS ADDRESS
TITLE	E-MAIL ADDRESS
TELEPHONE NUMBER	Phone number is required for notification of default PIN

FAC Faculty Access

Input & view grades, view & download class rolls, view contact information for students in your classes, send e-mail to your class, view your teaching schedule. Access is limited to **YOUR** courses. Search for classes and create GenEd course lists.

ADV Advisor Access

Place and release advising holds, view schedules, transcripts, enrollment status, holds, and addresses for students assigned to you. Contact advisees via e-mail. Produce GenEd course lists and search for available classes. Limited on-line degree audit is available.

SIS Faculty and Advisors Self-Service access is limited to Faculty and Advisors.

New PINs are activated upon receipt of a properly signed request for access. You may not use O-Key to access SIS until you have signed and submitted this form to SIS Production. IRIM/SIS Production will contact you by phone to help you set a personalized PIN. After the personalized PIN is created, you may use either your ID number and SIS PIN or O-Key Username and Password to access SIS.

Confidentiality Information

Access to OSU's Student Information System (SIS) gives you access to sensitive personal information. You recognize the responsibility of maintaining the confidentiality of this information and protecting the privacy of OSU students, faculty, and staff. FERPA (the Federal Educational Right to Privacy Act) covers educational information. Without a signed release from the student, educational records including grades, enrollment information, and financial information may not be released. **It is the intent that OSU abides by these mandates and any confidential information should remain confidential and restricted to those who have a legitimate need for such information.** Exceptions to the rules are rare and entail the use of subpoenas in conjunction with legal proceedings. Personal use of SIS is not permitted. Identification numbers and PINs are considered confidential information and are not to be released to anyone, including co-workers. Writing an identification number and/or PIN in a readily accessible location shall be considered release of this information and is not permitted.

The signature below will be used as the instructor's official signature on file for the Registrar's Office.

I have read and understand the above information and agree to comply with the policies contained in this agreement. I understand failure to comply can result in loss of access privileges or disciplinary action.

User Signature & Date

<input type="checkbox"/> Payroll	Notes: _____
<input type="checkbox"/> 1F3	_____
<input type="checkbox"/> PIN Generated	_____
<input type="checkbox"/> Employee Notified	_____
<input type="checkbox"/> Access Denied	_____
(Signature & Date)	IRIM/SIS Production Use Only

SIS FACULTY AND ADVISORS SELF-SERVICE

WHAT IS SIS AND WHAT CAN IT DO FOR ME?

Use the **Student Information System (SIS)** to view and change (where appropriate) information about your advisees and students in your classes. **SIS Faculty & Advisors Self-Service is used to receive official class lists, submit mid-term and final grades, and report students' excessive absence each term.** An on-line classroom system (D2L) that complements the SIS system is maintained by ITLE (the Institute for Teaching and Learning Excellence).

Teaching Faculty

- View a summary of your courses each term:
 - How many students have enrolled?
 - Where and when does the class meet?
- View your class rolls and analyze composition:
 - Who is enrolled?
 - Has a student withdrawn from this class?
 - Are any sophomores enrolled?
- Send e-mail to one or all students in your class.
- Download your class rolls into Excel to create a personal grade book.
- Submit official grades or view previous term grades.
- Search for courses, including courses designated as GenEd and summer short sessions.

Advisors

- View and download lists of your advisees.
- Release Advising holds.
- Contact your advisees via e-mail:
 - Send to one student or a group of students.
- View your students' data:
 - Addresses and phone numbers.
 - Registration status and holds.
 - OSU transcripts and transfer work.
 - Advisee grades by semester.
 - Student schedules.
- Perform multiple course search functions.
- View lists of GenEd courses.
- Create unofficial degree audits.

WHAT ABOUT SECURITY?

The Family Educational Right to Privacy Act (FERPA) covers student records. Faculty & Advisor Self-Service is a secure Web site. Because a personalized PIN controls access, you may only view your own advisee or class information. To reduce exposure of your SSN, SIS permits you to login with your Campus Wide ID (CWID). Each time you access SIS with your SSN, SIS will display a CWID reminder page. You may view your CWID by selecting the "What is My CWID" option on the navigation bar.

WHAT IS A PIN? HOW DO I GET ONE?

PINs (**P**ersonal **I**dentification **N**umbers) are used to access your records from SIS Faculty & Advisors Self-Service. They are **NOT** created until you request one. Your initial PIN will be the two-digit month and four-digit year of your birth (MMYYYY). For example, if your birthday is February 28, 1960, then your PIN is 021960. The first time the PIN is used, the system will require you to change your PIN from your birthday to any other six-digit number. Fill out the form on Page 1 of this document and fax it to 405-744-4834. We will contact you to activate your PIN.

MAY I USE O-KEY TO LOGIN?

O-Key may be used to access SIS **AFTER** you have created your personalized PIN. D2L (the on-line classroom system) requires you to use your O-Key login.

HOW DO I USE SIS?

Initial Sign On (including PIN change)

When the SIS office receives your request for a PIN we will phone you. We will ask you to:

- Open a Web browser; go to <http://sis.okstate.edu/>, and select "Web for Faculty".
- Click "Login to Faculty/Advisor Services".
- Select the 2nd login option.
- Key your OSU Employee ID and initial PIN (your birthday in MMYYYY format) in the boxes. Click "Login".
- Re-key your initial (birthday) PIN (MMYYYY).

- Key a **new** six-digit PIN. Re-key the new PIN to verify it.
- Click "Submit", then "Log In".
- Key your employee ID and **new** PIN in the appropriate boxes.
- Click "Login". If necessary, record your CWID, then click "Continue".
- Review the confidentiality statement; then Click "I agree to abide by this policy" to access SIS Faculty & Advisors Self-Service.

WHAT IF I FORGET MY PIN?

PIN numbers will not be reset via phone. Fax a request to reset your PIN to **SIS Production** at 405-744-4834. Include your **phone number, full legal name, employee ID number and signature.** Your PIN will be reset to your initial PIN.

How Do I . . . ?

Sign On (After PIN Change)

Go to <http://sis.okstate.edu/>; select “Web for Faculty”.

Click “Login to Faculty/Advisor Services”.

Select the 2nd login option.

Key your OSU ID and personalized PIN. If you used your SSN to access SIS, a reminder page will be displayed. Click “Continue”.

Click “Login”, then review the confidentiality statement.

Click “I agree to abide by this policy”.

Exit

Click the “Exit” link in the upper right corner of any page.

Change the Selected Information

SIS retains the information for whatever you chose last—the student name, the class or grade roll, the term,

and what page you were viewing—until you change it.

That is, the same student is displayed on each page until you select another student. The displayed term does not change until you request another term.

Drop-down boxes containing class lists or grade rolls do not include the course you are currently viewing.

Select Another Term

Multiple academic terms are available in SIS. Most pages display the term parameter. Some pages permit you to select a term if multiple terms are available for that function.

1. Highlight “Select Term/Change PIN” in the navigation bar.
2. Click “Select Term” from the pull-down menu.
3. Highlight a term from the drop-down box.
4. Click “Submit”.

NEED MORE INFORMATION?

- Click the “Important Dates” icon at the top of the SIS Faculty and Advisors homepage to view finals schedules.
- Select the “Registrar” link for academic calendars, enrollment guides, advising links, degree sheets, and lists of short courses, Internet and CD classes.
- Click the “Important Messages” icon for grade submission tips and due dates.
- AFTER you have personalized your PIN, you may use your O-Key login and password to access SIS. If you have problems with that login, contact the IT Help Desk or visit the Web page at <http://okey.okstate.edu/>.
- For help with D2L (the online classroom) contact 744-2161 or visit <https://oc.okstate.edu/>.
- Contact SIS Production at 405-744-6864. Send an e-mail to SIS-DM@okstate.edu.

BROWSER SET-UP TIPS

POP-UP BLOCKERS

SIS uses multiple windows and JavaScript™ pop-ups to provide instruction and information to you. Options on the browser you are using, options controlled by your ISP (Internet Service Provider) and software installed on your machine individually and collectively affect what you may view. These tips may help you access the information you need.

- Check to see if you have pop-up blocking software installed on your machine. You may need to adjust some settings before you use SIS.
- Try holding down the Control key when clicking a link. That may override your pop-up blocker.
- If you’ve turned off the message that indicates a site has been blocked, you may miss information telling you how to access information you want to download.
- Many ISPs automatically provide pop-up blocking services. Contact your ISP to ensure that your settings allow you to view information from OSU sites.

“WHITE LIST” OSU SITES

When you receive a “pop-up blocked” message, click on the pop-up message bar to receive options and instructions specific to your browser. You can choose to temporarily permit the pop-up or set your browser to always permit a pop-up from the SIS Web page.

Internet Explorer

1. From the browser menu, select “Tools”, then “Pop-up Blocker”, then “Pop-up Blocker Settings”.
2. Go to step 3 below.

For older versions of IE:

1. From the browser menu, select “Tools”, then “Internet Options”, then “Privacy”.
2. Locate the Pop-up Blocker options; click “Settings”.

3. Type the URL of the site you want to trust, e.g. <http://prodfosu.okstate.edu> in the box. Click “Add”, then “Close”.
4. Set your browser to play a sound and/or display a message when a site is blocked.
5. Click “Pop-up Blocker FAQ” for additional help.
6. Close all dialog boxes.

Mozilla

1. From the browser menu, select "Tools", then "Options", then "Content".
2. Click the "Exceptions" button adjacent to "block popup windows".
3. Type the URL of the site you want to trust, e.g. <http://prodfosu.okstate.edu> in the address box. Click "Allow".
4. Close all dialog boxes.

Netscape

1. From the browser menu, select "Tools", then "Options", then "Content".
2. Select the "Exceptions" button next to "Block pop-up windows".
3. Type the URL of the site you want to trust, e.g. <http://prodfosu.okstate.edu> in the box. Click "Allow".
4. Close all dialog boxes.

E-MAIL SET-UP

E-mail programs do not reside in a browser or on a server. They reside on your computer. Therefore, Web for Faculty uses whatever e-mail package is installed *and* set up on the computer you are using. If an e-mail package has not been set up and you attempt to send e-mails from Web for Faculty, the computer may invoke a mail set-up wizard that asks you to provide server names and other information relevant to the e-mail package on that machine. Contact your ISP (Internet Service Provider) for help. The following are links to some local ISP configuration pages.

<http://www.provalue.net/support/configuration.asp> (select FAQ, then E-mail setup)

<http://www.provalue.net/support/faq/index.asp?CATE=#27>

<http://suddenlink.com/Support/How-To.html>

<http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.msp>

SIS E-MAILING TIPS

- Many servers and e-mail software packages limit the number of addresses you may use for one e-mail message. SIS automatically creates multiple e-mail groups that remain below OSU's established limits. For large classes or advisee groups, it may be necessary to send the message twice to ensure everyone is included.
- Always use the subject line. If you send e-mail from your home address, spam-blockers may automatically move them to junk mail or students may not recognize the address and delete them.
- Use very descriptive subjects when creating e-mail messages to help prevent automatic deletion of your message.
- SIS places student e-mail addresses in the blind copy address area as required by FERPA. Address a copy of the message to yourself. This ensures that you have a copy of what you sent. Further, some ISPs and e-mail packages won't send messages with at least one address that is not in the "blind" option.
- Your e-mail package may not send messages, even though you click the "send" button. It may just place the message in an outgoing mail box. Click the "Send/Receive" button to move mail from your outbox into the delivery system. Check your e-mail "Tools" menu. You may be able to change to automatic send and receive settings.
- Cached e-mail addresses may be a problem on shared computers. An e-mail cache may contain old e-mail addresses that are used in place of addresses generated by SIS. You can force Outlook to always search the global address lists. From within Microsoft Office Outlook, go to Tools/Options/E-mail Options/Advanced E-mail Options. Uncheck the "Suggest Names" option.

Select Your Default E-Mail Program

Some browsers allow you to set a preferred e-mail application such as Lotus Notes, Microsoft Outlook or Outlook Express.

Internet Explorer

1. Click "Tools" from the Internet Explorer menu.
2. Click "Internet Options" from the drop-down menu.
3. Click the "Programs" tab.
4. Select an e-mail program from the drop-down "E-mail" list.
5. Click "OK".

Use Commas to Separate E-Mail Addresses

Outlook uses a semicolon to separate multiple addresses. To accept both semicolons and commas from Microsoft Office:

1. Open Outlook.
2. Select "Tools" from the menu.
3. Click "Options", then "Preferences", then "E-mail Options".
4. Click "Advanced E-mail Options".
5. Click "Allow comma as address separator".
6. Click "OK"; continue to click "OK" until all option windows are closed.

View Faculty Schedule

This option provides a one-page summary of your classes for a term. It includes class numbers, titles of each section, when and where the classes meet, and how many students are currently enrolled.

1. Highlight "Faculty" on the navigation bar; click "Faculty Schedule" from the pull-down menu.
- ❖ Tip: Click the number in the "enrolled" column to transfer to that class list.

View Class Rolls

1. Highlight "Faculty" on the navigation bar; click "Class List" from the pull-down menu.
2. Highlight a course from the drop-down box and click "Submit".
3. Scroll down to display the list.
4. Click the blue "Records" numbers to view additional pages of the class roll.

If desired, select another class from the drop-down list and click "Submit". Note that the class roll already displayed is not included in the drop-down list of classes. To view class rolls for other available terms, highlight "Select Term/Change PIN", then click "Select Term".

View Grade Rolls

1. Highlight "Faculty" on the navigation bar; click "Final Grades" from the pull-down menu.
2. Highlight a course in the drop-down box. Click "Submit".

To view another grade roll, return to the top of the page and select the class from the drop-down box. Click "Select Another Course".

Use "Select Term" to view grade rolls from other available terms.

Download Class Rolls by Section

1. Highlight "Faculty" on the navigation bar and click "Download Class List by Section" on the pull-down menu.
2. Complete the information on the request form. You may use your nine-digit ID or your CWID. The subject code MUST be in ALL CAPS. Course numbers are four characters. Section numbers are 3 digits. Select a Calendar Year and Term from the drop-down box. Click "Submit".
3. Use your browser's download functions to access the file, name it, and choose a location to store the records.
4. Close the dialog box if necessary. You may need to use the browser "back" button to return to the class roll request form.
5. Repeat steps 2 through 4 as necessary. Use the "Reset" button to clear the form if needed.
6. Close the form window if required. Don't forget to exit from SIS.

Download Multiple Class Rolls to One Spreadsheet

1. Highlight "Faculty" on the navigation bar and click "Download Class List of ALL Sections" from the pull-down menu.
2. Fill in the request form. Key your eight-digit employee CWID or nine-digit ID. Select a term from the drop-down box. Click "Submit".
3. Use your browser's download functions to access the file, name it, and choose a location to store it.
4. Close the dialog box if necessary.
5. Use the browser "back" button to return to the request form if needed.
6. Close the form window if required. Don't forget to exit from SIS.

Send E-Mail to All Students in a Class

Check your browser e-mail settings. See e-mail tips on page four of this flier.

1. Display the class list.
 2. Click "Send E-Mail to Class".
 3. Click the first link for "E-mail Group".
 4. Your e-mail package should open a new message with all students listed in the BCC address slot.
 5. Add appropriate subject to the message.
 6. Type your message (or copy it from a previously prepared text) and send.
- Don't forget to return to and exit from SIS.

Send E-Mail to an Individual Student

Check your browser e-mail settings. See e-mail tips on page four of this flier.

1. Display the class list; locate the student on the roll.
 2. Click the student's e-mail address.
 3. Your e-mail package should open a new message.
 4. Add appropriate subject to the message.
 5. Type your message.
 6. Send the message.
- Don't forget to exit from SIS.

Search for Courses

1. Highlight "Courses" on the navigation bar; click "Course Section Search" from the pull-down menu.
2. Verify that the correct term is displayed. Use "Select Term" to choose another term.
3. Highlight a "Subject" from the drop-down box.
4. Select the day(s) to search.
5. Choose start times, sessions, and course level, if desired.
6. Click "Submit".

To search for additional classes, click "Select Another Search" at the top of the list.

You may search for all classes, including closed classes by using the "Available Courses" link from the Web for Faculty Home Page.

Summer Short Session Search

During summer terms, you may limit searches to the three-week pre-session or the four-week sessions offered in June and July.

1. Highlight "Courses" on the navigation bar; click "Summer Course Sessions for 3 and 4 Week Sessions".
2. Complete the information on the request form. Select a calendar year, term and session from the drop-down boxes.
3. Click "Submit".
4. Close the window to return to SIS.

View GenEd Courses

1. Highlight "Courses" on the navigation bar; click "General Education Course Index" from the pull-down menu.
 2. Fill in the form.
Select a calendar year, term code and GenEd code from the drop-down boxes.
Tips for printing your generated list are shown on the form.
 3. Click "Submit".
 4. If desired, use the "back" button to return to the form and display another list.
- Close the browser window when you have finished searching.

GRADE INPUT AND ATTENDANCE TRACKING

Select the "Important Messages" link from the Faculty Web home page for grade due dates, valid grade types, grading rules, how to correct grades, and how to input Honors, "F" and "I" grades.

Attendance Tracking

An electronic Attendance Tracking system permits you to report excessive absences at the end of add/drop for Spring and Fall terms.

1. Highlight "Faculty" on the navigation bar; click "Attendance Tracking" from the pull-down menu. If the process is not available, a "Function Not Available" message is displayed.
2. Highlight a course from the drop-down menu box; click "Submit".
3. Scroll down to display the class.
4. In the column labeled "Attendance Status", select an option from the drop-down box to record attendance for each student. No entry is required to indicate "good attendance".
5. Tab or use the mouse to move to the next field or student. If desired, add a comment.
6. Click "Submit" when you have finished input for a page.
7. *Click on the blue "Records" numbers at the top of each class roll to display additional pages.

*If you have not submitted the information on this page, SIS will display a reminder when you change pages. Click "OK" to record the data. This will return you to the previous page so you may verify the data.

Mid-Term Grades

Midterm grades are generally not required for upper division classes. "N" (no grade required) is automatically created for students who do not need a mid-term grade.

1. Highlight "Faculty" on the navigation bar and select "Mid-Term (Six-Week) Grades" from the drop-down menu.
2. Highlight a course from the drop-down box containing your courses. Click "Submit".
3. If necessary, scroll down to display the grade roll.
4. Enter the grades in the column labeled "Midterm Grade".
5. Tab or use the mouse to move to the next field.
6. Click "Submit" to record the grades.

7. *Click the blue "Records" numbers at the top of each grade roll to display additional pages.

*If you did not click "Submit" to record the grades before you select the next page of the grade roll, SIS will display a reminder. Click "OK" to record the grades. This returns you to the previous page so you may check the data.

Ten-Week Grades

SIS is used to collect additional grading data for certain student populations. Consequently, not all students will be displayed on these grade rolls.

Select "10 Week Grades" from the "Faculty" drop-down menu. If you have no students in the selected population group, no grade roll is displayed. When this special process is not available, a "Function Not Available" message is displayed.

Final Grades

Information in the drop-down boxes used to display your class lists includes the number of grades submitted for each class. Check to ensure that all your grades have been submitted before the deadline.

1. Highlight "Faculty" on the navigation bar and select "Final Grades" from the drop-down menu.
2. Highlight a course from the drop-down box and click "Submit". If necessary, scroll down to display the grade roll.
3. Key the grades in the Column labeled "Final Grade".
4. Tab or use the mouse to move to the next grade field.
5. Click "Submit" at the end of each page.
6. Verify the grades and make any necessary corrections.
7. *Click on the blue "Records" numbers at the top of each page to display additional pages.

*If you have not submitted your grades, SIS will remind you to do so when you request the next page of grades. Click "OK" to submit the grades. SIS will display the submitted grades for you to check.

“F”, “I” and Honors Grades

These grades require additional information. Refer to the SIS Help Screens for full details. Collect the information **before** you begin grade input.

Grades of “F” require you to report whether the student attended, did not attend, or stopped attending the class.

If you choose “stopped attending”, a date is required before the grade will be accepted. The date may be based on assignments not submitted, quizzes not taken, or missed exams. You may review and change submitted comments until the grade system closes for the term.

“I” grades require an explanation of what must be done to complete the course, and the due date for the work to be submitted to the instructor.

Comments are limited to 250 characters. Use a word processor to create lengthy comments prior to beginning the grade input process. The information may be copied from the word processor and pasted into the comment window. Comments that exceed 250 characters will be truncated when pasted into the comment window.

Do not use special characters such as the ampersand (&). They are reserved for system use and may cause the system to malfunction.

If a student has submitted an honors contract for this course, you are required to report whether or not the student completed the requirements for the contract. Regardless of the grade, a “Y” or “N” value must be entered for every student with a pending contract. If the student receives a grade of “A” or “B”, and a contract is completed, the student will receive honors credit. If any other grade is entered or the contract was not complete, honors credit will not be awarded.

Grade Changes

Final Thesis/Research/Dissertation Grades

“R” (research in progress) grades may be submitted for your students taking Masters (5000) and Doctoral (6000) research, thesis, and dissertation courses. Contact your Dean’s Office for forms and assistance when you are ready to change “R” grades to a regular letter grade.

Submitting a Letter Grade to Replace an “I”

Contact your Department Head or Dean’s Office for appropriate forms.

Changing an Official Grade

Contact your Department Head if you need to change an official grade after the end of the grading period for a term.

ADVISOR SERVICES

View Advisee Lists

1. Highlight “Advisor” on the navigation bar; click “My Advisees” from the pull-down menu.
2. Scroll down to view the lists.

Use the blue “Records” numbers to display additional pages.

If your advisees do not appear, try selecting another term. If the problem persists, contact your Dean’s Office to verify that students are assigned to you.

Download Advisee Lists

Check the “My Advisees” list to ensure that students have been assigned to you. Contact your Dean’s Office if none have been assigned to you.

1. Highlight “Advisor” on the navigation bar; click “Download Advisee List” from the pull-down menu.
2. Key your SSN or CWID as your Advisor ID.
3. Select a calendar year and term from the drop-down box.
4. Click “Submit”.
5. Use your browser’s download functions to access the file, name it, and choose a location to store it.
7. Close the dialog box if necessary.
8. Use the browser “back” button to return to the request form if needed.
6. Close the form window if required. Don’t forget to exit from SIS.

Release Advising Holds

Advising holds are automatically placed as students are entered into the SIS database. Spring undergraduate advising holds are put back each September. Summer/

Fall advising holds are recreated in February. Graduate student holds are **not** reset for succeeding terms.

1. Select a student from the “My Advisees” display (click the radio button by a student’s name).
2. Highlight “Advisor” on the navigation bar; click “Release Advising Hold” from the pull-down menu.
3. Release (or place) the hold for the correct term(s).
4. Click “Submit”.

Repeat steps 1 through 4 as necessary.

View Student Addresses

1. If necessary, select a student from the “My Advisees” display.
2. Highlight “Advisor” on the navigation bar; click “Contact a Student” from the pull-down menu.

You may e-mail an individual student from this page.

Send E-mail to One Advisee

Review the e-mail tips on page four of this flier. From the “My Advisees” list:

1. Click on an e-mail address.
2. Your e-mail package should open a new message.
3. Type an appropriate subject on the subject line.
4. Type the message; send.

Don’t forget to exit from SIS.

Send E-mail to All Advisees

1. Highlight “Advisor” on the navigation bar; click “My Advisees” from the pull-down menu.
2. Click “Send E-Mail to My Advisees”.
3. Click the first link for “E-mail group”.
4. Your e-mail package should open a new message with all students listed in the BCC address slot.

5. Add an appropriate subject to the message.
6. Type your message (or copy it from a previously prepared text), and send.

View Transcripts

1. If necessary, select a student from the "My Advisees" list.
2. Highlight "Advisor" on the navigation bar; click "Unofficial Academic Transcript" from the pull-down menu.
3. If necessary, select a level (doctoral, masters or undergraduate) from the drop-down list.
4. Click "Submit".

"Institutional Coursework" and "Unofficial Academic Transcripts" contain the same information in different formats. "Transfer Credit" limits the display to coursework that has been accepted for credit at OSU.

View Term Grades

1. If necessary, select a student from the "My Advisees" list.
2. Highlight "Advisor" on the navigation bar; click "Grades" from the pull-down menu.

You may view additional terms by selecting any available term.

View Student Holds, Registration Status or Student Schedule

1. If necessary, select a student from the "My Advisees" list.
2. Highlight "Advisor" on the navigation bar; click the desired option from the pull-down menu.

Advising holds indicate the student should "see your advisor". Registration holds display the office that placed the hold. A hold placed by "Academic Colleges" may be a hold placed by an advisor, but is NOT an "advisor clearance hold". It may be necessary to contact your Dean's Office for assistance.

View Records for a Student Who Is Not Listed

1. Highlight "Advisor" on the navigation bar; click "My Advisees" from the pull-down menu.
2. Scroll to the end of the page.
3. Click the link to "Advise by Student ID".
4. Enter a student ID in the "Student ID" box; click "Search".
5. Scroll down to the student display and click the radio button to select the student.
6. Continue as necessary.

View GenEd Courses

1. Highlight "Courses" on the navigation bar; click "General Education Course Index" from the pull-down menu.
2. Fill in the form.
Select a calendar year and term code from the drop-down box.
Choose a GenEd code from the drop-down box.
Tips for printing the list are shown on the form.

3. Click "Submit".
4. If desired, use the "back" button to return to the form and display another list.

Close the browser window when you have finished searching.

Search for Courses

1. Highlight "Courses" on the navigation bar; click "Course Section Search" from the pull-down menu.
2. Verify that the correct term is displayed. If necessary, select the appropriate term.
3. Highlight a "Subject" from the drop-down box.
4. Select the day(s) to search.
5. Choose start times, sessions, and course level if desired.
6. Click "Submit".

To search for additional classes, click "Select Another Search" at the top of the list.

Summer Short Session Search

During summer terms, you may limit searches to the three-week pre-session or the four-week sessions offered in June and July.

1. Highlight "Courses" on the navigation bar; click "Summer Course Sessions for 3 and 4 Week Sessions".
2. Complete the form. Select a calendar year, term and session from the drop-down boxes.
3. Click "Submit".
4. Close the window to return to SIS.

You may search for all classes, including closed classes by using the "Available Courses" link from the Web for Advisors Home Page.

Degree Audit (New Fall 2007)

Limited on-line degree audit is available beginning Fall 2007. Not all degree plans are available. Contact your Dean's Office if you need to have a specific program available on the Web.

Advisors may view an unofficial degree audit for students. There are two versions of the report. A summary report lists the requirements that remain for the student to complete the selected degree.

The full report consists of four sections. It includes a summary of the student's program, the remaining requirements for that degree, requirements completed or in progress, and completed courses that do not meet the requirements for the specified degree.

1. Select a student from the "My Advisees" page.
2. Highlight "Advisor" on the navigation bar; click "Degree Audit".
3. Verify the student's name; click "Submit".
4. Select "View Unofficial Full Report" if you want all available information.

You may print a copy for your records. Select either the "Print normal sized" or "Print condensed sized" links to send a report to your local printer.