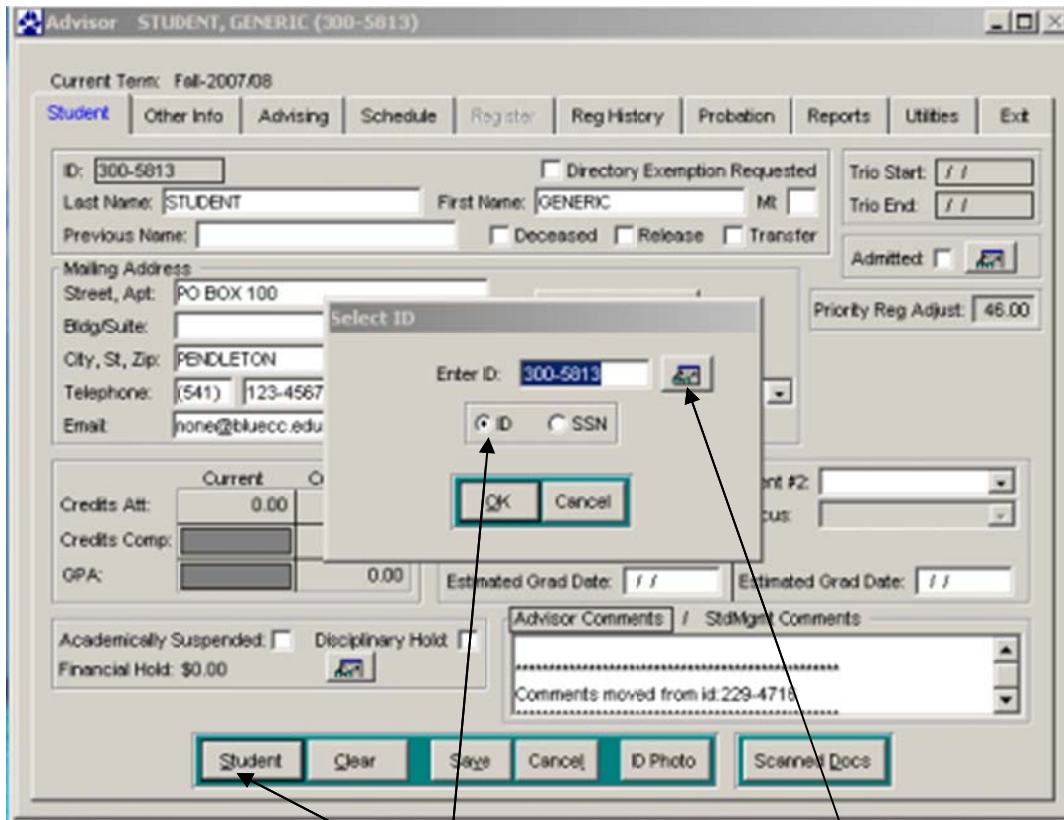
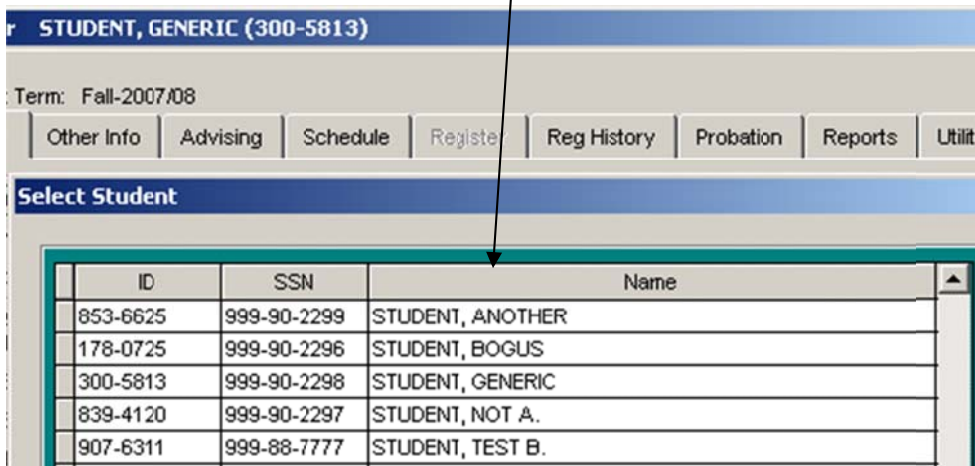


ADVISOR VIEW BASICS



To open a student's file, first click on student, then when the "Select ID" box opens, you can choose to search by ID or SSN by clicking on your choice, or you can click on the eye glass to bring up a list of students' names. When you click on the eye glass, a "Select Student" box will open. In that box, you can click on the title box of "ID", "SSN" or "Name". Whichever you choose, start typing the ID, the SSN or the name, last name first, and the box will scroll to the student you are looking for. Once to the right student, choose "OK" and that student's file will open.



Once in a student's file, the primary things you will need to do for now are 1) confirm the student's choice of degree intent, 2) change the advisor to yourself, 3) make comments on your contact with the student, 4) verify placement test scores, and 5) clear the student to register.

- 1) To confirm the student's choice of degree intent, first make sure you are in the "Student" tab, then look at Intent #1 and/or Intent #2. If the student does not have a degree or certificate listed, encourage them to go on line to the WolfWeb, login and update their personal information. If they are undecided, they can actually list "Undecided". If a student lists "Undecided", their degree intent will not be financial aid eligible.
- 2) To change the "Advisor" to yourself, click on "Advisor" and use the same technique you used to select a student, and select yourself, then say "OK". The Advisor field should populate with your name.
- 3) To make comments about your contact with the student, place your cursor inside the comment box and begin typing. Start by going to the start of the top comment, hit "Enter" twice, type the date, your comments and end with your first name initial and full last name so people will know who made the comments.

The screenshot shows the 'Advisor' software interface for a student named 'STUDENT, GENERIC (300-5813)'. The window title is 'Advisor STUDENT, GENERIC (300-5813)'. The current term is 'Fall-2007/08'. The 'Student' tab is selected, showing fields for ID (300-5813), Last Name (STUDENT), First Name (GENERIC), and MI. There are also fields for Mailing Address, Telephone, and Email. The 'Intent #1' field is set to 'AAS - PARAEUCA'. The 'Advisor' field is set to '541-278-5802'. There is a 'Comments' section at the bottom with a text area containing 'Comments moved from id:229-4716'. Arrows from the text above point to the 'Intent #1' field, the 'Advisor' field, and the 'Comments' section.

You can also view any comments that have been made in the "Student Management" module, such as any releases of Information to speak to a family member, by clicking on the "StdMgmt Comments".

- 4) To verify placement scores, first click on the “Other Info” tab. Once there, click on the “Placement Test” tab.

Advisor STUDENT, GENERIC (300-5813)

Current Term: Fall-2007/08

Student **Other Info** Advising Schedule Register Reg History Probation Reports Utilities Exit

Gender: Female
 Birthdate: 01/01/1992 (15)
 U.S. Citizen: Perm Resident Immigrant:
 Residency: InDistrict State: OR
 Veteran: No
 Is English your second language:

Educational Goal: Not reported
 Reason for Attending: Not reported
 Transfer Intent: NOT TRANSFERRING

Employment: Full-time (>= 35 hours/week)

High School: OTHER OREGON HIGH SCHOOL
 Graduation Date: 06/15/1776 ADM:
 Completion Level: Not reported

Special Services: Not reported
 <none requested>
 <none requested>

College State: EOCCC:
 College: DECLINE TO ANSWER
 Graduation Date: 06/15/1776
 Degree: Not reported

Race: White
 Hispanic / Latino:
 Immunized:
 Underage Release:
 SOU Data Release:

Save Cancel **Placement Test** Financial Aid Invoice

When the placement Test page opens, you can see what the placement test scores were and verify what class they place into with those scores. If there are entries under “waivers” they may have taken the pre-req from another college or taken the placement test at another college. If the entries are under “Compass” then they took their tests here at BMCC.

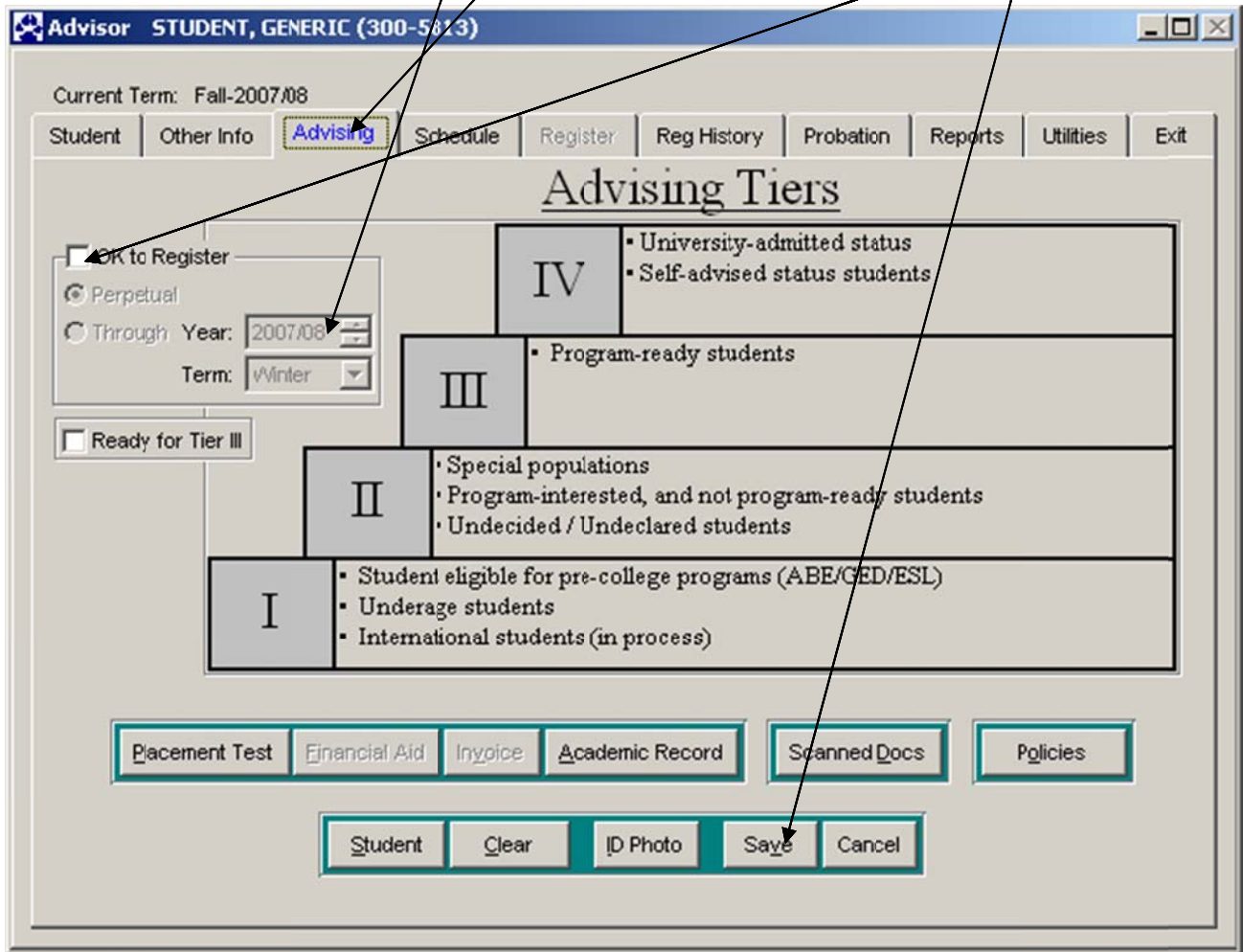
Waivers

Basis: Reading: Writing: Math:

* Please contact the counseling department to waive the placement test requirement

| | | | |
|---------------|------------|-----------------------|------------------------------------|
| ASSET | | | |
| Reading: | // | Numeric: | // |
| Writing: | // | Elementary Algebra: | // |
| Study Skills: | // | Intermediate Algebra: | // |
| | | College Algebra: | // |
| COMPASS | | | |
| Reading: | 48 | 04/19/2006 | 48 (RD 025; Effective Reading II) |
| Writing: | 47 | 12/19/2003 | 47 (WR 060; Elements of the Essay) |
| Math Domain: | Pre-Algebr | 04/26/2003 | |
| Pre-Algebra: | 30 | 04/19/2006 | 30 (MTH 015 or MTH 020) |
| Algebra: | | 04/26/2003 | |

- 5) To clear a student to register, go to the “Advising” tab. Click the “OK to Register” box, then make sure the current term and year are chosen. Click on “Save” and you are done.



That's the basics.