

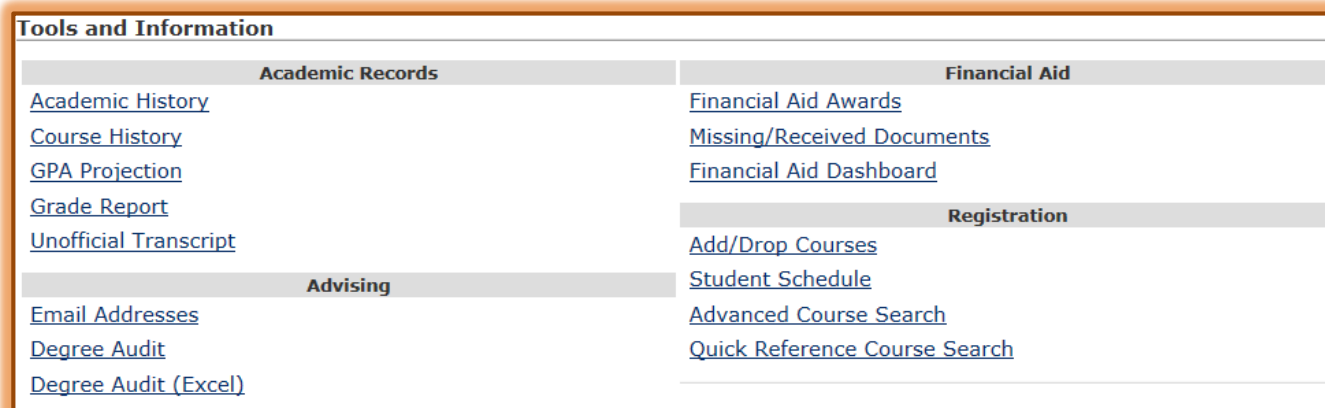
Advisor Tools-Advisee Details

To display details about the student such as their classification, address, phone number, home campus, and degree, click the student's name in the list that was generated during the search.

Academic History

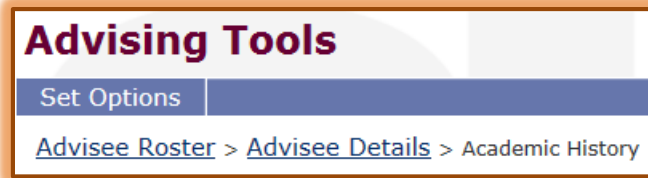
This area shows the student's education records and examination scores.

- ✚ Click the student's name in the advisee list.
- ✚ The **Advisee Details** window will display.
- ✚ Under **Tools and Information**, in the **Academic Records** section, click **Academic History** (see illustration below).



Tools and Information	
Academic Records	Financial Aid
Academic History	Financial Aid Awards
Course History	Missing/Received Documents
GPA Projection	Financial Aid Dashboard
Grade Report	
Unofficial Transcript	Registration
	Add/Drop Courses
Advising	Student Schedule
Email Addresses	Advanced Course Search
Degree Audit	Quick Reference Course Search
Degree Audit (Excel)	

- ✚ The **Academic History** page will display.
- ✚ The **Education Record** and **Examination Scores** for the student will appear.
- ✚ Click the **Advisee Roster** link at the top of the window to return to the list of advisees.
- ✚ Click the **Advisee Details** link to return to the list of tools and information.
 - ★ It is **not a good idea** to use the **Back** button in the **Browser** window.
 - ★ Clicking the **Back** button may return you to the **My Siena Home** page.
 - ★ You should always use the links at the top of the window as shown in the illustration.



Course History

This area shows the student's education records and examination scores.

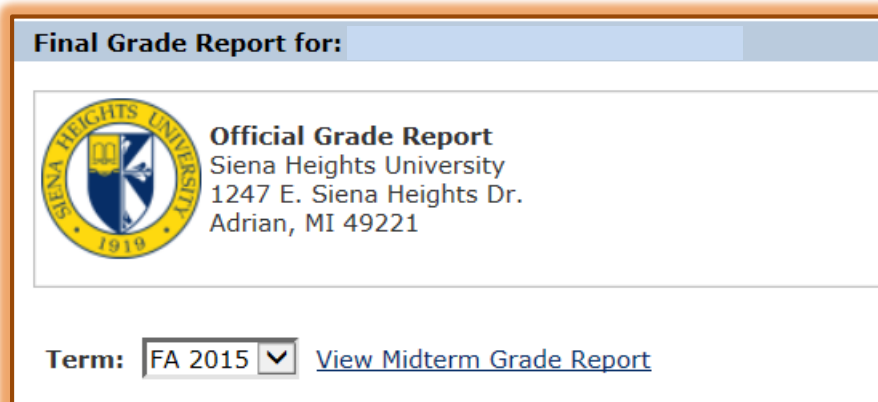
- ✚ In the **Advisee List**, click the student's name for which the grades are to be checked.
- ✚ The **Advisee Details** window will display.
- ✚ Under **Academic Records**, click the **Course History** link.
- ✚ The **Course History Detail** window will display.
- ✚ All the grades for the selected student will display.

Grade Report

This area shows the student's education records and examination scores.

- ✚ In the **Advisee List**, click the student's name for which the grades are to be checked.
- ✚ The **Advisee Details** window will display.

- ✦ Under **Academic Records**, click the **Grade Report** link.
- ✦ The **Official Grade Report** window will display (see illustration below).
- ✦ Click the **Term** list arrow to select the term for the **Grade Report**.



- ✦ To display the **Midterm Grades** for the student, click the **View Midterm Grade Report** link.
- ✦ To return to the **Final Grade Report** window, click the **View Final Grade Report** link.
 - ★ This is the same link as you clicked before.
 - ★ It is a toggle button that toggles between the two options.
- ✦ To display and print a copy of the **Grade Report**, click the **Printer Friendly** link in the upper right corner of the window (see illustration).
- ✦ The **Print** dialog box will display.
- ✦ Select the options in this dialog box and then click **Print**.



Check for Financial Holds

This area is used to check for any holds a student may have that might prevent them from registering for a semester.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ In the middle of the page a list of holds will appear (see illustration below).

Holds		
Code	Type	Begin Date
☐ BUWO	Bus. Office/Written Off -- Absolute Hold Grades	09/30/2013
☐ BUWO	Bus. Office/Written Off -- Absolute Hold Transcripts	09/30/2013

- ✦ To display additional information about the hold, click the plus (+) sign on the left side of the hold.
- ✦ Click the **Advisee Roster** link to return to the search window.

GPA Projection

This link is used to estimate what a student's GPA will be after the current semester is over.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ Under **Academic Records**, click the **GPA Projection** link.
- ✦ The **GPA Projection** window will display (see illustration below).
- ✦ In the **Program** list, select either **Graduate** or **Undergraduate**.

GPA Projection for:

Please select a Course Program for which to calculate your projected GPA.

Course Program: **Undergraduate**

Current Term Projection GPA Calculator

There are no courses available to project for the selected Division

Career GPA: 3.750
The Career values displayed here include any graded courses listed below.

Career Credits: 102.000

Uncheck the Include checkbox for any un-graded courses you do not wish to include in the projection. For each of the remaining un-graded courses, enter a projected grade and press the Create Projection button.

A career GPA estimate will be calculated based on your current career GPA (displayed above) and the grades you provide. Also, a GPA will be calculated for just the selected courses.

Note: GPA projection does not take into account repeat logic for repeat courses or for courses that do not count for graduation

* The Credits column will contain attempted credits for un-graded courses and earned credits for graded courses.

Create Projection Reset

- + In the **Course List** in the **Projected Grade** column, select the grade that is projected for the student for each of the courses.
- + Click the **Create Projection** button.
- + The **Projected Results** will appear below the **Create Projection** button.
- + To return to the **Advisee Details** window or the **Advisee Roster** window, click the appropriate link at the top of the window.

Unofficial Transcript

This area provides an unofficial list of grades for your advisees.

- + In the **Advisee List**, click on the student's name.
- + The **Advisee Details** window will display.
- + Under **Academic Records**, click the **Unofficial Transcript** link.
- + The **Unofficial Transcript** window will display (see illustration below).

Unofficial Transcript for:

Course Program: Undergraduate

Advisor(s):

Summary						
	Attempted Credits	Earned Credits	Pass Credits	GPA Credits	Quality Points	GPA
Transfer	0.000	0.000	0.000	0.000	0.000	0.000
Residential	102.000	102.000	0.000	102.000	383.000	3.755
Cumulative	102.000	102.000	0.000	102.000	383.000	3.750

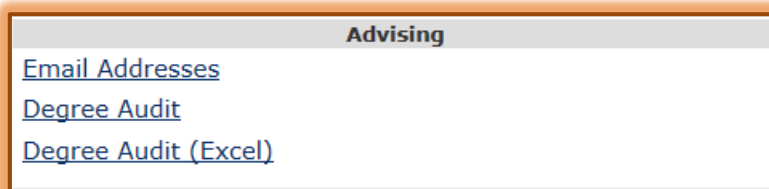
Classification: Senior
Major: Bus Admin/Marketing
First Minor: Spanish
Degree: Bachelor of Arts
Academic Status: Good Standing

- ✦ In the **Program** list, select either **Graduate** or **Undergraduate**.
- ✦ The top section of the report shows the student's **Transfer, Residential, and Cumulative Grade Point Average**.
- ✦ The next section of the report shows the **Transfer Credit** for the student.
- ✦ After the **Transfer Credit** section, the grades earned by the student at **Siena** are listed.

Email Forwards Using Email Addresses Page

Use this option to set up a forward for an advisee's email. This is the same as the Email Forwarding link under the My Tools area on the Home page of My Siena. The only difference is that the advisor can set up the forward for an advisee.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ Under **Advising**, click the **Email Addresses** link (see illustration below).



- ✦ The **Email Maintenance** window will display.
- ✦ The student's current **Email Address** will appear at the top of the window.
- ✦ The current **Forwarded Email Address** will display in the next line of text.
- ✦ The **Messages** shown in the illustration below will appear in the middle of the window.
- ✦ In the **Email Address** box, input the new email address (see illustration below).

 A screenshot of a web window titled "Your email is being forwarded to:". The window contains the following elements:

- A header bar with the text "Your email is being forwarded to:".
- A paragraph of text: "If you set an email address other than your Siena Heights email address as the default, then all messages sent to your Siena Heights email address will be forwarded to the default address. Please allow 24 hours for forwarding changes to take effect."
- A **NOTICE**: "Siena Heights University cannot assure delivery to other email providers. By creating a forward, you hereby assume all responsibility for lost messages and for confidential data forwarded to this account. To help ensure delivery of your mail to your forwarded address, don't forget to make sure that sienaheights.edu is whitelisted or set to not be flagged in your spam filter."
- A note: "* denotes default email address."
- A section titled "Add Email Address to List:" containing:
 - An "Email Address:" label followed by a text input field.
 - A checkbox labeled "Make Default".
 - "Add" and "Reset" buttons.

- ✦ To make the new address the default one, click the **Make Default** check box.
- ✦ Click **Add** to set the new email address as the default.
- ✦ To select the **Siena Heights Email Address** as the default, click the **Set as Default** link beside that address.
- ✦ An asterisk will appear beside the new default address.

Degree Audit

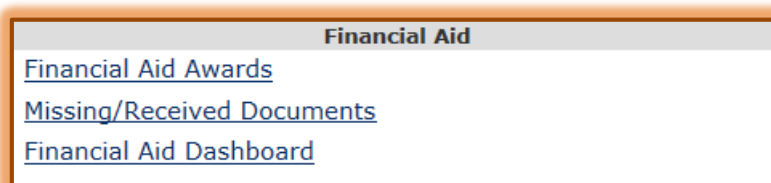
The Degree Audit can be used as an Advising tool, but is not to be used as the Final Degree Evaluation. All final reviews are done by the program chairperson and the registrar. The Degree Audit lists the courses the student has completed towards graduation in each required category.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ Under **Advising**, click the **Degree Audit** link.
- ✦ The **Degree Audit** window will display.
- ✦ A list of the courses that match the categories required for a degree will display.


Financial Aid Awards

This feature is only available to selected advisors; those who have permissions to view student financial records.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ Under **Financial Aid**, click the **Financial Aid Awards** link (see illustration below).



- ✦ The **Aid Awards List** window will appear (see illustration below).



The image shows a screenshot of a web interface for "Financial Aid Awards". At the top, there is a dropdown menu for "Award Year" set to "1516 - UNDG". Below this is a link for "Download PDF Award Letters". A "Not Attending" notice is present, followed by a "Note" about award amounts. A paragraph of text instructs users to contact the Financial Aid Office if they will not be attending. Below this is a table titled "Awards" with columns for Description, Total Award, Accepted Award, and two columns for Fall 2015 and Winter 2016. The table lists various awards such as Subsidized Loan Elig., Unsubsidized Loan Elig., Siena Room Grant, Men's Golf Grant, Trustee Scholarship, Parent Plus Loan Elig., and Work Study, along with their respective amounts and statuses for each semester. A "Total" row is at the bottom of the table.

Awards	Description	Total Award	Accepted Award	Fall 2015		Winter 2016	
»	Subsidized Loan Elig.	\$1,946.00	\$0.00	\$973.00	Ready	\$973.00	Ready
»	Unsubsidized Loan Elig.	\$5,554.00	\$0.00	\$2,777.00	Ready	\$2,777.00	Ready
	Siena Room Grant	\$4,000.00	\$4,000.00	\$2,000.00	Accepted	\$2,000.00	Accepted
	Men's Golf Grant	\$3,500.00	\$3,500.00	\$1,750.00	Accepted	\$1,750.00	Accepted
	Trustee Scholarship	\$6,220.00	\$6,220.00	\$3,110.00	Accepted	\$3,110.00	Accepted
	Parent Plus Loan Elig.	\$14,796.00	\$0.00	\$7,398.00	Ready	\$7,398.00	Ready
»	Work Study	\$1,800.00	\$0.00	\$900.00	Ready	\$900.00	Ready
	Total	\$37,816.00	\$13,720.00	\$18,908.00		\$18,908.00	

- ✦ The default **Award Year** will be the current academic year.
- ✦ To view **Awards** for previous years, click the **Award Year** list arrow and select the year.
- ✦ This list shows all the awards for the selected student for the specified award year.

- ✦ Click either the **Advisee Roster** or **Advisee Details** link at the top of the window to exit from this window.

Missing/Received Documents

This area provides a list of financial aid awards that a student has received for the specified year. It will also provide a list of documents that the Financial Aid office has not received for the specified year.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ Under **Financial Aid**, click the **Missing/Received Documents** link.
- ✦ A list of **Financial Aid** that the student has received for the year will appear (see illustration below).

Award Year:

[Download PDF Financial Aid Status Letters](#)

Below is a summary of the documents we have received to process your Financial Aid for this award year.

Received Documents				
Document	Source	Status	Last Updated	
Loan Entrance Interview	N/A	Received	04/25/2015	
FAFSA Received	N/A	Received	04/25/2015	
Master Prom Note Rec'd	N/A	Received	04/25/2015	
FAFSA not filed or rec'd	N/A	Received	04/25/2015	

- ✦ A list of any documents that are still needed to process **Financial Aid Awards** will appear.

Financial Aid Dashboard

This window provides a list of Financial Aid received by the student for a specified semester. It shows the student the steps that need to be taken to apply for and accept this aid.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ Under **Financial Aid**, click the **Financial Aid Dashboard** link.
- ✦ In the **Viewing Award Year** list, select the current **Academic Year**.
- ✦ A listing of **Financial Aid Information** for the selected **Academic Year** will appear.

[Advisee Roster](#) > [Advisee Details](#) >

Step 1 Complete FAFSA → Step 2 Assign Budget → Step 3 Generate Award → Step 4 Approve Award → Step 5 Award Completed

Add/Drop Courses

This window will allow an advisor to register a student for courses or to drop a student from a course.

- ✦ Under **Registration**, click the **Add/Drop Courses** link (see illustration below).
- ✦ The **Add/Drop Courses** window will display (see illustration below).
- ✦ Select the registration term from the **Term** list.

Registration

[Add/Drop Courses](#)

[Student Schedule](#)

[Advanced Course Search](#)

[Quick Reference Course Search](#)

✦ Select either **Graduate** or **Undergraduate** from the **Program** list.

Add Courses

- ✦ Under **Add by Course Code**, start inputting the course code for the course that is to be added, such as BAM218.
- ✦ A dropdown list of courses that match the code will appear.
- ✦ Select the course code and section number for the course.
- ✦ Input the section in the appropriate box.
- ✦ Click the **Add Course(s)** button (see illustration below).

Term:

Student Program: Undergraduate *Select the Student Program for this registration and then select the Course Program to find a course.*

Add/Drop course period is OPEN. Advisor registration is open from 03/16/2015 to 10/30/2015.

You are currently registered for **15 credits**.

Course Program: *Select which courses will be displayed in the searches below.*

✦ The course(s) should appear in the **Your Schedule** list.

Search for Courses

If you are not sure of the Course Code, you can search for the course by Title. Other search options are also available through the Course Search tab.

- ✦ Click the **Course Search** tab next to the **Add by Course Code** tab.
- ✦ The **Course Search** window will display (see illustration below).

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

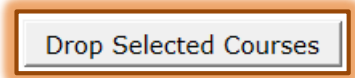
<p>Course Code:</p> <p>1. <input type="text"/></p> <p>3. <input type="text"/></p> <p>5. <input type="text"/></p>	<p>Course Code:</p> <p>2. <input type="text"/></p> <p>4. <input type="text"/></p> <p>6. <input type="text"/></p>
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The screenshot shows a web interface for searching courses. At the top, there are two tabs: 'Add by Course Code' and 'Course Search'. Below the tabs, there are four search criteria: 'Title', 'Course Code', 'Term', and 'Department'. Each criterion has a dropdown menu with 'Begins With' selected for Title and Course Code, and 'FA 2015' for Term. The Department dropdown is set to 'All'. There is a 'Search' button and a 'More Search Options' link below the search criteria.

- ✚ Input information into the appropriate box for the search.
- ✚ The Title and Course Code have four options available for the search. These are:
 - ★ **Begins with** – The course Title or Course Code must begin with the specified text. For instance, under Course Code you could input EDU.
 - ★ **Ends with** – The course Title or Course Code must end with the specified information, such as 421.
 - ★ **Exact Match** – The text input into the box must match exactly the Title or Course Code.
 - ★ **Contains** – The Title or Course Code information must contain the specified data.
- ✚ Select the **Term** which is to be searched. The default is the current term.
- ✚ Select the **Program**. The options are **Undergraduate** and **Graduate**.
- ✚ Click the **Search** button.
- ✚ Click the **More Search Options** link to apply additional search criteria.
- ✚ Information about the course will appear in the **Results** window.
- ✚ Click the **Drop/Add Courses** link to return to the **Add/Drop Courses** window.
- ✚ Input the **Course Code** into the **Course Code** box to specify the course that is to be added.

Drop Courses

- ✚ Click the check box next to the course that is to be dropped.
- ✚ Click the **Drop Selected Courses** button (see illustration at right).
- ✚ The course will be removed from the list.

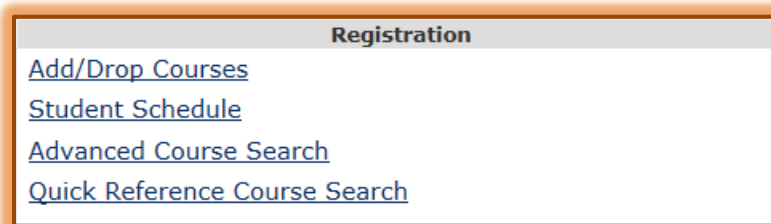


NOTE: Multiple courses may be removed at one time by clicking the check box next to each course before clicking the Drop Selected Courses button.

Student Schedule

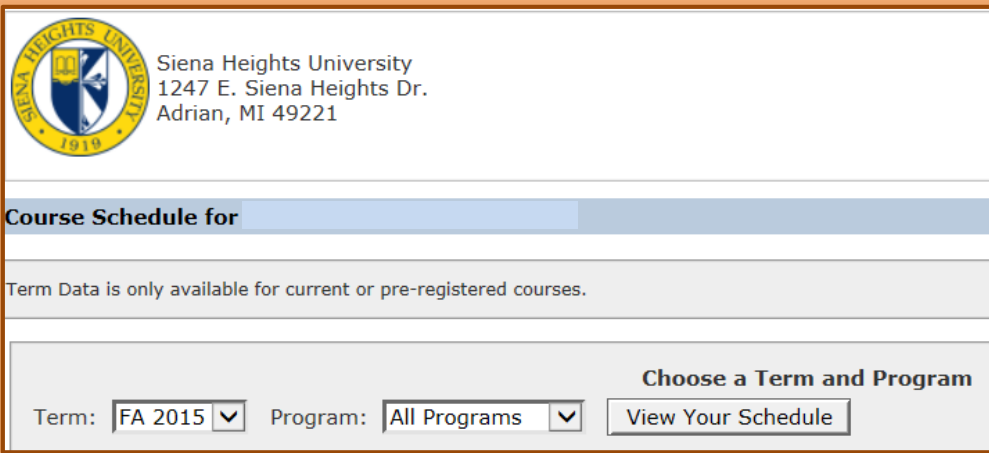
This option allows the advisor to view the schedule for each advisee.

- ✚ In the **Advisee List**, click on the student's name.



- ✚ The **Advisee Details** window will display.

- ✦ Under **Registration**, click the **Student Schedule** link.
- ✦ The **Schedule Details** window will display (see illustration below).



The screenshot shows the Siena Heights University Student Schedule interface. At the top left is the university's logo, a circular seal with a shield and the year 1919. To the right of the logo is the university's name and address: "Siena Heights University, 1247 E. Siena Heights Dr., Adrian, MI 49221". Below this is a header section titled "Course Schedule for" with a blue background. Underneath is a grey box containing the text "Term Data is only available for current or pre-registered courses." At the bottom, there is a section titled "Choose a Term and Program" which includes two dropdown menus: "Term:" with "FA 2015" selected, and "Program:" with "All Programs" selected. To the right of these dropdowns is a button labeled "View Your Schedule".

- ✦ The schedule for the selected student will display.
- ✦ To change the term for which the schedule is viewed, click the **Term** list arrow.
- ✦ Click the **Program** list arrow to select from either **Graduate** or **Undergraduate**.
- ✦ Click the **View Your Schedule** button to display the courses.