Advising Center

The Advising Center is a complete resource for all Student Academic Information with comprehensive access to all advising tools.

***Pop-up blockers must be turned off!***

1. Go to myUMBC or Staff Center.
2. Scroll to Advising & Student Support and select Advising Center.
3. Locate the EmpID field and click the Lookup icon to search for a student.
4. Enter the student’s Campus ID. Click Look Up. The student’s name will appear in the search results.
5. Click anywhere on the hyperlinked text to select the student. You are returned to the Advising Center screen.

6. Enter the Term. Click the Lookup button to display a list from which you may choose. This field is required.
Advising Center Activities:

- Advising Authorization – clear a student to enroll in classes
- New Advising Notes – enter new advising notes about what transpires during an advising session
- Advising History – view advising notes previously entered
- Advising Profile – view test scores, high school, GPA, transfer courses, test credit, milestones and current enrollments
- Search for Classes – search the Schedule of Classes
- Degree Audit Report – generate a degree audit report for the selected student
- Course History – A list of courses “completed” or “in progress,” the term taken and the grade received.
- Class Schedule – Courses for which the student is currently enrolled.
- Grade Report – Grades received by term
- Unofficial Transcript – An unofficial transcript for the selected student.
- Transfer Credit Report – Transfer and test credit received by the University.

NOTE: The reports above are also found within Student Academic Information in Advising & Student Support.