




Advising Center


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

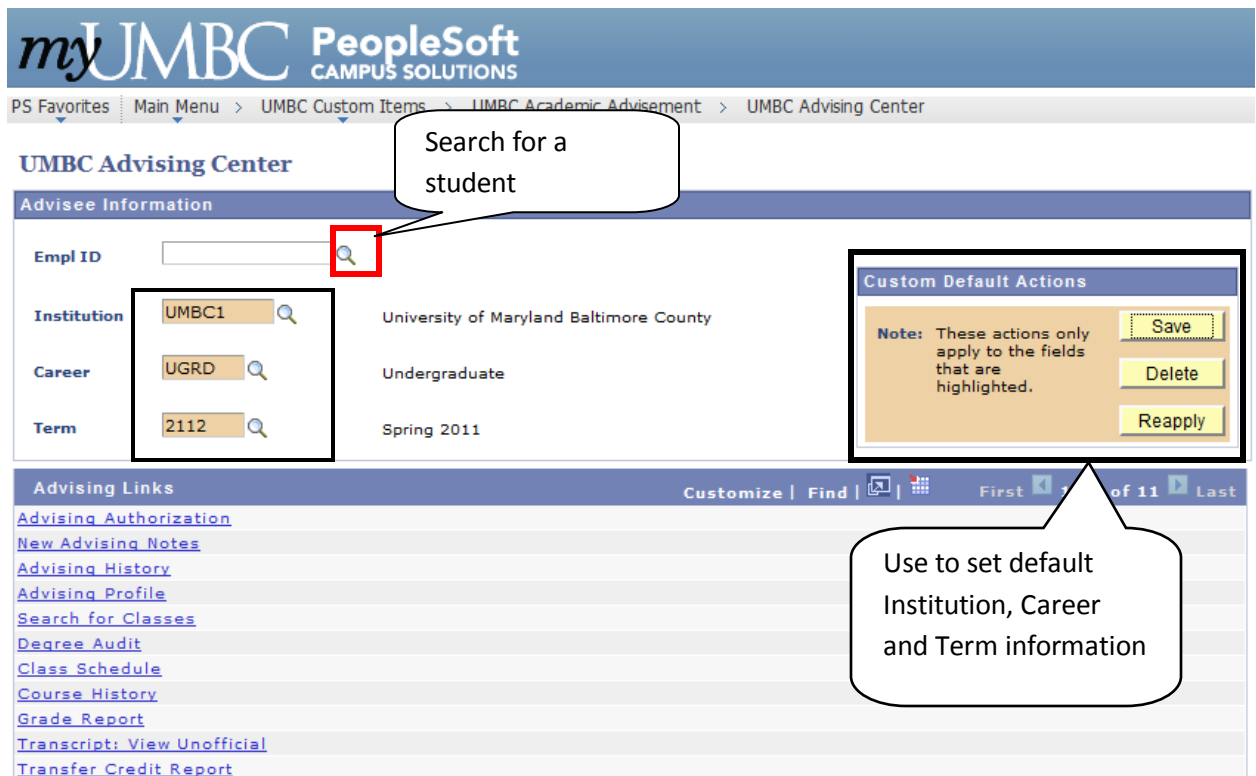
Pop-up blockers must be turned off!

- Go to   Faculty Center or  Staff Center .
- Scroll to **Advising & Student Support** and select **Advising Center**.

★ Advising Center

- View a student's advising profile
- Manage a student's advising notes and history
- Provide advising clearance
- View student academic information

- Locate the **EmpID** field and click the Lookup icon  to search for a student.



The screenshot shows the UMBC Advising Center interface. At the top, there is a navigation bar with the myUMBC logo and PeopleSoft Campus Solutions branding. Below this, there is a breadcrumb trail: PS Favorites | Main Menu > UMBC Custom Items > UMBC Academic Advisement > UMBC Advising Center. The main content area is titled "UMBC Advising Center" and contains an "Advisee Information" section. This section has four rows: "Empl ID" with a text input field and a red-bordered search icon; "Institution" with a dropdown menu showing "UMBC1" and a search icon; "Career" with a dropdown menu showing "UGRD" and a search icon; and "Term" with a dropdown menu showing "2112" and a search icon. To the right of these fields, the corresponding values are displayed: "University of Maryland Baltimore County", "Undergraduate", and "Spring 2011". A callout bubble points to the search icon in the Empl ID field with the text "Search for a student". To the right of the form is a "Custom Default Actions" panel with a note: "Note: These actions only apply to the fields that are highlighted." and three buttons: "Save", "Delete", and "Reapply". Below the form is an "Advising Links" section with a list of links: "Advising Authorization", "New Advising Notes", "Advising History", "Advising Profile", "Search for Classes", "Degree Audit", "Class Schedule", "Course History", "Grade Report", "Transcript: View Unofficial", and "Transfer Credit Report". A callout bubble points to the "Save" button in the Custom Default Actions panel with the text "Use to set default Institution, Career and Term information".

- Enter the student's **Campus ID**. Click **Look Up**. The student's name will appear in the search results.

Look Up

Look Up Empl ID

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1 of 1

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name
	,Brennan J	Male	08/	ME32283	*****	USA	SSN	SMITH

- Click anywhere on the [hyperlinked](#) text to select the student. You are returned to the Advising Center screen.
- Enter the **Term**. Click the **Lookup** button to display a list from which you may choose. This field is required.

UMBC Advising Center

Advisee Information

Empl ID: ,Brennan J

Institution: University of Maryland Baltimore County

Career: Undergraduate

Term: Spring 2011

Custom Default Actions

Note: These actions only apply to the fields that are highlighted.

Save Delete Reapply

Advising Links

- [Advising Authorization](#)
- [New Advising Notes](#)
- [Advising History](#)
- [Advising Profile](#)
- [Search for Classes](#)
- [Degree Audit](#)
- [Class Schedule](#)
- [Course History](#)
- [Grade Report](#)
- [Transcript: View Unofficial](#)
- [Transfer Credit Report](#)

Click the Lookup Icon to **select the term for which you are advising.**

Click on any hyperlink to launch part of the advising center.

IMPORTANT: each link opens in a **new** tab or window.

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.