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## Chapter 11 – Advisement

Advisors can use *HigherEd* to advise students on which courses to take based on their degree plan. They can view the courses that the students have already taken, as well as the students' assessments at course and program-levels. Advisors have detailed information available on their students' transcripts, test scores, and other academic achievements to enable them to make appropriate decisions.

The **Advisement** tab contains **Students**, **Program Requirements**, **Change Program**, and **Advisement Reports** sections. In the **Students** section, advisors can browse for students, and pull up a student's record for advisement purposes. In the **Program Requirements** section, advisors can create or revise the requirements or degree plans for specific programs. In the **Change Program** section, advisors can change a student's program. In the **Advisement Reports** section, advisors can see reports that pertain to advisement.

## 11.1 Students

### Browsing Students

From the **Advisement** tab, click on the **Students** link in the **Side Menu** to browse students. This will bring up the **Search for Students** box, *Figure 11.1.1*, which allows you to search for students.

The screenshot shows the 'Advisement' tab selected in the top navigation bar. On the left, a 'Side Menu' is open with 'Students' selected. The main content area is titled 'Students' and contains a 'Search For Students' form. The form has the following fields: First Name (empty), Last Name (Acree), Program (BS Ed. Middle Grades Education), Social Security Number (empty), Year (Any), and Classification (Any). A 'Search' button is located at the bottom of the form.

*Figure 11.1.1. Search for Students box*

Enter search criteria and click the Search button to bring up the **Students Found** box, *Figure 11.1.2*.

This screenshot shows the same 'Search For Students' form as in Figure 11.1.1, but with the 'Search' button clicked. Below the search form, a 'Students Found' box is displayed, containing a table with the following data:

Name	Program	Year	Classification	Matriculation
<a href="#">Ruth Acree</a>	BS Ed. Middle Grades Education	Junior	undergrad	
<a href="#">April Acree</a>	BS Ed. Middle Grades Education	Sophomore	undergrad	

A 'Close' button is located at the bottom of the 'Students Found' box.

*Figure 11.1.2. Search for Students box with Students Found box*

To view additional information about a student, click on the student's Name. This will bring up a student detail screen, *Figure 11.1.3*.

**Ruth Acree**

Basic | Contact Information | Degrees | Certifications | Test Scores | Transcripts | Courses | Transition Points | Assessments | Notes

**Ruth Acree**

Social Security Number: 612003403  
 First Name: Ruth  
 Middle Name:   
 Last Name: Acree  
 Salutation: Mrs.  
 Gender: Male Female  
 Attending Status: Full time  
 Religious Affiliation: Buddhist  
 Primary Language: Please Select  
 Other Language: Please Select  
 Race: Black Non Hispanic  
 Email:   
 Secondary Email:   
 Mobile:   
 Phone:   
 Classification: Undergraduate  
 Minor:   
 < Back

**Ruth Acree**

Question	Answer
<b>Area A: Essential Skills</b>	
9 Hrs	<input checked="" type="checkbox"/> ENGL 1101 (3 hrs) Composition I <input checked="" type="checkbox"/> ENGL 1102 (3 hrs) Composition II <input checked="" type="checkbox"/> MATH 1111 (3 hrs) College Algebra or higher
<b>Area B: Institutional Options</b>	
4 Hrs	<input checked="" type="checkbox"/> HIST 1112 (3 hrs) World History <input type="checkbox"/> IDS 2210 (1 hr) Turning Points and Connections
<b>Area C: Humanities &amp; Fine Arts</b>	
6 Hrs	<input type="checkbox"/> Option 1: ENGL 2111 or ENGL 2112 (3 hrs) World Literature AND Elective (3 hrs) from ART 1000, COMM 1110, HUMN 2433, HUMN 2434, MUSC 1100, PHIL 1030, RELS 2130, THEA 1100
1 or Option 2	<input checked="" type="checkbox"/> Option 2: HUMN 2321 AND HUMN 2322 (6 hrs) Humanities I & II
<b>Area D: Science/Math/Technology</b>	
11 Hrs	<input checked="" type="checkbox"/> Section I: Traditional Lab Science (4 hrs) from ASTR 1010/1211, ASTR 1020/1211, BIOL 1130/1110, CHEM 1140/1145, GEOL 1121/1110, PHYS 1111/1113, PHYS 2211/1113 <input type="checkbox"/> Section II: Environmental Lab Science (4 hrs) from BIOL 1230/1210, CHEM 1040, GEOL 1330/1310, PHYS 1140 <input type="checkbox"/> Section III: Elective (3 hrs) from ASTR 1000, BIOL 1331, BIOL 1333, BIOL 1335, CHEM 1030, CHEM 1146, CISM 1120/1110, CSCI 1230, GEOG 1111/1110, GEOL 1122, MATH 1112, MATH 1234, PHYS 1112/1114, PHYS 2212/1114, STAT 2231, TCOT 1530

*Figure 11.1.3. Student detail screen*

On the left-hand side of the screen, you will be able to click through sub-tabs with information about the student. The **Basic** sub-tab has basic information about the student. The **Contact Information** sub-tab has the student's address. The **Degrees** sub-tab displays degrees earned by the student. The **Certifications** sub-tab lists any certifications that the student may have. The **Test Scores** sub-tab displays the types of tests that the student has taken and the score(s) for each test. The **Transcripts** sub-tab displays the student's transcript(s). The **Courses** sub-tab shows information about the current courses that the student is taking and previous courses that the student has taken. The **Transition Points** sub-tab shows the student's progress through program transition points. The **Assessments** sub-tab shows the student's assessments on course binders and portfolios. The **Notes** sub-tab, *Figure 11.1.4*, allows you to add notes about the student.

#### Ruth Acree

Basic | Contact Information | Degrees | Certifications | Test Scores | Transcripts | Courses | Transition Points | Assessments | **Notes**

**Notes**

	Comment	Last Update	Last Updated By
<input type="checkbox"/>	<a href="#">I substituted HIST 114 for HIST 112 for this student. -Debra Walker (Advisor)</a>	11/29/2004	Debra Walker

*Figure 11.1.4. Notes sub-tab*

To add a note for a student, click the **add new** button in the upper left-hand corner of the **Notes** box. This will display the **Add Note** screen, *Figure 11.1.5*.

Ruth Acree

Basic Contact Information Degrees Certifications Test Scores Transcripts Courses Transition Points Assessments **Notes**

**Add Comment**

substituted HIST 114 for HIST 1112 for this student.

-Debra Walker (Advisor)

Add Cancel

*Figure 11.1.5. Add Note screen*

Click **Add** to add the note.

On the right-hand side of the screen, you will see the program requirements for the program in which the student is enrolled. Update the program requirements, as required, and click **Save** when you are finished.

## Browse Students

To browse students, click on the **Students** link in the **Side Menu** of the **Advisement** tab, and on **Browse** below **Students**. This will display a browse screen, *Figure 11.1.6*.

Home Courses Artifacts Portfolios Document Room Reports Surveys Advisement Placement Help | Logout

Advisement

Students

Search

Browse

Program Requirements

Change Program

Advisement Reports

**Students**

**Browse Students**

Sort: BS Ed: Middle Grades Education View

Student	Program	Year	Classification	Matriculation
<a href="#">Ruth Acree</a>	BS Ed: Middle Grades Education	Junior	undergrad	
<a href="#">April Acree</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Cortressa Adams</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Tondra Adams</a>	BS Ed: Middle Grades Education	senior	undergrad	
<a href="#">Lamontra Alexander</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Alerna Barrett</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Teresa Benton</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Martine Bland</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Pamela Bowman</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Michael Brooks</a>	BS Ed: Middle Grades Education	Junior	undergrad	
<a href="#">Sisy Brown</a>	BS Ed: Middle Grades Education	Senior	undergrad	
<a href="#">Eric Brown</a>	BS Ed: Middle Grades Education	Graduate	grad	
<a href="#">Tywana Brown</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Lille Burroughs</a>	BS Ed: Middle Grades Education	Junior	undergrad	
<a href="#">Kristin Bush</a>	BS Ed: Middle Grades Education	Freshman	undergrad	
<a href="#">Jasmine Caldwell</a>	BS Ed: Middle Grades Education	Graduate	grad	
<a href="#">Erica Carlton</a>	BS Ed: Middle Grades Education	Junior	undergrad	
<a href="#">Rodricel Carter</a>	BS Ed: Middle Grades Education	Sophomore	undergrad	
<a href="#">Kenya Charles</a>	BS Ed: Middle Grades Education	Graduate	grad	
<a href="#">Gregory Chastano</a>	BS Ed: Middle Grades Education	Junior	undergrad	
<a href="#">Elizabeth Cooper</a>	BS Ed: Middle Grades Education	Senior	undergrad	
<a href="#">Ishia Cooper</a>	BS Ed: Middle Grades Education	Senior	undergrad	
<a href="#">Jolie Cornwell</a>	BS Ed: Middle Grades Education	Freshman	undergrad	
<a href="#">Carla Cowart</a>	BS Ed: Middle Grades Education	Junior	undergrad	
<a href="#">Janice Daniel</a>	BS Ed: Middle Grades Education	Senior	undergrad	

next>>

*Figure 11.1.6. Browse screen*

To view students enrolled in a specific program, select that program from the Sort dropdown menu and click **View**. Click **next>>** or **<<previous** to see additional or previous pages of students.