



## **How Do I? Online Advising for Advisors**

PeopleSoft Version 9

**Students may make changes** to their online advising form up to the point of review by an advisor. After the advisor has responded “approve” or “disapprove,” no further changes can be made by the student.

**NOTE:** If an advisor disapproves of a student’s list of courses, he or she should give instructions in the comment box on how to proceed (email corrections; phone in corrections; face-to-face meeting).

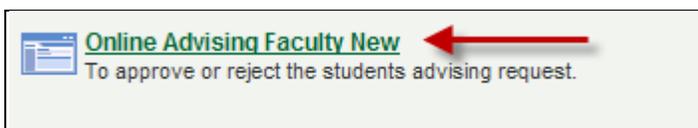
- The advisor can add information or changes to a student's record - by opening the student's online advising form in the advisor's “history.”
- An email can be copied and pasted, or a phone call or face-to-face conversation can be summarized “As per our conversation on (date), the following changes are noted. These corrections are approved.” The advisor would then change the response from “disapproved” to “approved.” This process allows for a permanent and paperless academic advising process.
- OR – an advisor can open the record, view it for error, and if error exists, the advisor can close the form without saving and send an email to the student with required changes to be made before the form will receive an approval.

Advisor’s can add new information until the close of the registration period. At that point, it becomes a stable part of advising history.

1. Log into **LEONet for Faculty and Staff**.
2. Click **Self-Service**.



3. Click **Online Advising Faculty New**.



4. Click the **Search** button. (This will display all online advising submissions.), then follow your department's policy.

[New Window](#) | [Help](#) | 

### Online Advising Faculty New

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID:

Name:

Term:

Submit Date:

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)



5. Click the student's record to open, review, and respond. (*Names and W#s have been blocked to ensure privacy.*)

### Online Advising Faculty New

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID:

Name:

Term:

Submit Date:

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First  1-17 of 17  Last

EmpID	Name	Term	Submit Date	Requested Advisor	Academic Plan	Advisement Date	Academic Level - Term Start
	Student name and W# will appear here. Click on one to select a record.	2113	11/11/2010	Advisor name appears here.	ENGL-BA	(blank)	40
		2113	11/16/2010		ENGL-BA	(blank)	40
		2113	11/17/2010		ENGL-BA	(blank)	40
		2113	11/17/2010		ENGL-BA	(blank)	30
		2113	11/15/2010		ENGL-BA	(blank)	40
		2113	11/12/2010		ENGL-BA	(blank)	20
		2113	11/16/2010		ENGL-BA	(blank)	20



**NOTE:** For departments that require students to list their advisor's name before a record will be reviewed, and a record was submitted with no advisor listed, then SOMEONE will need to send an email to the student, telling him or her to go back into the system and add the advisor's name.

**NOTE:** For departments that do NOT require advisor names before review, be aware that it is possible for two advisors to click on a student record simultaneously. Other criteria should be used to by advisors before opening and reviewing a record – such as alphabet, term level (classification) or submission date. Term levels: 10 = freshman, 20 = sophomore, 30 = junior, and 40 = senior. Criteria will show on the unopened record to help advisors know which records to view.

**NOTE:** IF you open a record accidentally, simply close it by clicking on "Return to Search." **Do not click on the "Save" button.**

- Review the form. (Note the total number of hours intended, preferred courses, alternate courses, student's standing, status, GPA, course history, etc.)

**Online Advising New**

EmplID  
Term 2113 Spring 2011  
Email ID SATestStudent@selu.edu

Academic Plan ENGL-BA English (Major)  
Sub-Plan LL Literature and Language  
Academic Level - Term Start 30 Junior  
Faculty advisor's name

Total hours planned on registering for  Dean's approval required for > 19 hrs

**Planned Courses to Schedule** [Customize](#) | [Find](#) | [First](#) | [1-4 of 4](#) | [Last](#)

	Subj / Catatlog	Description	Min Units	Alternate		
1	COMM 211	INTRO PUBLIC SPEAKING	3.00	<input type="checkbox"/>	<input data-bbox="1209 793 1234 825" type="button" value="+"/>	<input data-bbox="1258 793 1282 825" type="button" value="-"/>
2	ENGL 392	NATIVE AMERICAN LIT	3.00	<input type="checkbox"/>	<input data-bbox="1209 835 1234 867" type="button" value="+"/>	<input data-bbox="1258 835 1282 867" type="button" value="-"/>
3	ENGL 447	ADV WRITING WORKSHOP	3.00	<input type="checkbox"/>	<input data-bbox="1209 877 1234 909" type="button" value="+"/>	<input data-bbox="1258 877 1282 909" type="button" value="-"/>
4	ENGL 491	MAJOR AMERICAN AUTHORS	3.00	<input type="checkbox"/>	<input data-bbox="1209 919 1234 951" type="button" value="+"/>	<input data-bbox="1258 919 1282 951" type="button" value="-"/>

- Before approving a student's courses, click on **Southeastern Course History** and/or **External Course History** to determine if the student meets the pre-requisites to enroll in the requested courses.

Would you like to talk to an advisor personally before registering for classes?  Yes  No

[Southeastern Course History](#) 

[External Course History](#)

Enter a telephone number or university email for contact

ACT Comp 22.00    ACT Engl 25.00    ACT Math 17.00  
Requirement Term 2083    Cumulative GPA 3.167    Acad Standing GOOD

Submit Date 11/17/2010    Advisement Date  
Advisor

Approve this student's advising session  Yes  No

Advisor comments

## SLU Course History

ID: \_\_\_\_\_

	Subject	Catalog Nbr	Grade	Repeat Code	Term	Term Description	TrnNote	Units Taken
1	MATH	92	P		2083	Sp 2008		3.00
2	SPAN	101	A		2083	Sp 2008		3.00
3	HIST	101	B		2083	Sp 2008		3.00
4	ENGL	101	A		2083	Sp 2008		3.00
5	SE	101	A		2083	Sp 2008		3.00
6	MATH	155	C		2088	Fa 2008		5.00
7	SPAN	102	B		2088	Fa 2008		3.00
8	ART	106	A		2088	Fa 2008		3.00
9	ENGL	102	A		2088	Fa 2008		3.00
10	LS	102	A		2088	Fa 2008		1.00
11	GBIO	106	B		2093	Sp 2009		3.00
12	ENGL	300	B		2093	Sp 2009		3.00

OK

Apply

Would you like to talk to an advisor personally  
before registering for classes?  Yes  No

[Southeastern Course History](#)

[External Course History](#) 

Enter a telephone number or university email for contact

ACT Comp

ACT Engl

ACT Math

Requirement Term 2108

Cumulative GPA 3.932

Acad Standing

Submit Date 11/06/2010

Advisement Date

Advisor

Approve this student's advising session  Yes  No

Advisor comments

 Save

 Return to Search

 Previous in List

 Next in List

## Transfer History

ID:

	Subject	Nbr	Xfer Subj	Xfer Nbr	Grade	Rpt-Cd	E-Term	Year	Units Taken
1	XXXX	XXX	PSY	120	A		FALL	2009	3.00
2	MATH	241	MATH	160	A		FALL	2009	3.00
3	GEOG	XXX	GEOG	121	W		SPR	2010	1.00
4	GEOG	309	GEOG	120	W		SPR	2010	3.00
5	FREN	BBB	FREN	220	A		SPR	2009	5.00
6	KINL	XXX	ES	130A	A		SPR	2010	1.00
7	ENGL	DDD	ENGL	232	A		SPR	2010	3.00
8	ENGL	CCC	ENGL	145	A		SPR	2010	3.00
9	ENGL	BBB	ENGL	126	A		SPR	2010	3.00
10	ENGL	AAA	ENGL	124	A		FALL	2009	3.00
11	ENGL	102	ENGL	122	A		FALL	2009	3.00
12	ENGL	101	ENGL	120	A		SPR	2009	3.00

OK

Apply

8. Once you have confirmed the necessary pre-requisites, select **Yes** or **No** and add any comments to the student as necessary.

Would you like to talk to an advisor personally  
before registering for classes?  Yes  No

[Southeastern Course History](#)

[External Course History](#)

Enter a telephone number or university email for contact

ACT Comp 22.00

ACT Engl 25.00

ACT Math 17.00

Requirement Term 2083

Cumulative GPA 3.167

Acad Standing GOOD

Submit Date 11/17/2010

Advisement Date

Advisor

Approve this student's advising session

Yes

No

Advisor selects "Yes" or "No" and offers comments as necessary.

Advisor comments

Save

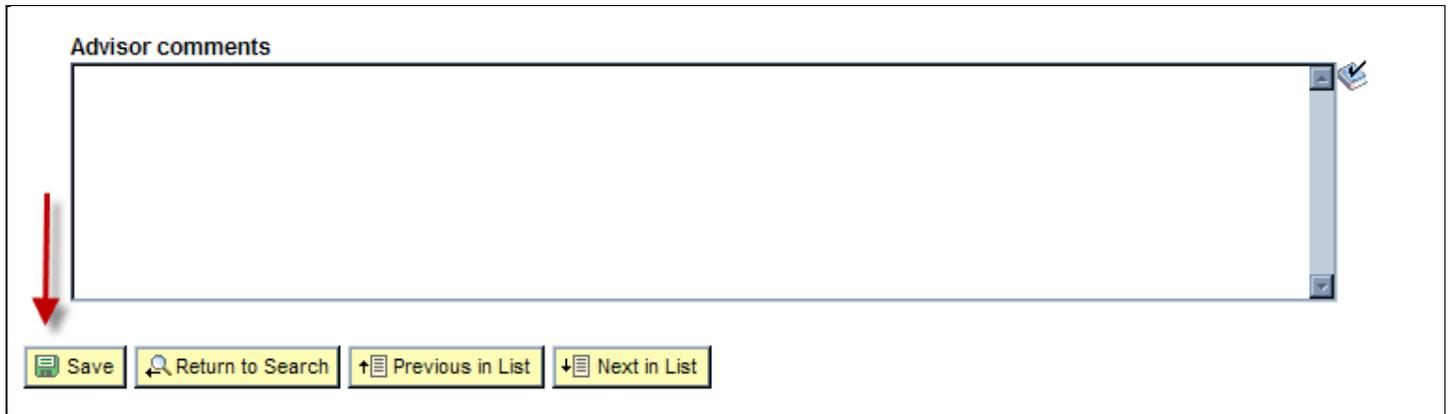
Return to Search

Previous in List

Next in List

**NOTE:** If one or two minor errors exist, it would be expedient to select “Approve,” and write “With Conditions” in the comment box- then list the conditions. Since the students will not have access to the “Remove Advising Hold” button without viewing the comment box (and the conditions), this communication process is as effective as requesting students to come to your office for the same information.

9. Click the **Save** button to submit your request.



Advisor comments

Save Return to Search Previous in List Next in List

10. Once submitted, the record will become part of your advising history and will be removed from the list associated with the link **Online Advising Faculty New**. The online advising system will automatically send an email to the student, from the responding advisor, with a note stating his or her submission has been reviewed. The email will tell the student to go back into the system to read the advisor’s response.

**Note:** You can view past advising records for students you advised by clicking **Self-Service > Online Advising Faculty History > Search**.