The PeopleSoft Advisor Center is an online tool that places student records at the fingertips of staff and faculty advisers.

Advisers can navigate to the Advisor Center through the My Advisees tab on their MyU homepage. Faculty with assigned advisees can also access the Advisor Center from within the Faculty Center.

Note: All Graduate Program Coordinators (GPCs), Director of Graduate Studies (DGSs), and College Coordinators (CCs) will also have the My Advisee tab, even if they do not have assigned advisees.

Accessing PeopleSoft Advisor Center

1. Log in to MyU.umn.edu with your Internet ID and password.

2. Click on the My Advisees tab to see your assigned advisees.

3. Click either the View General Info or the Advisor Center link to be taken to the Advisor Center.

Note: Students assigned to an adviser will automatically appear on the My Advisees tab; information regarding students not assigned may be accessed through the Advisor Center.
Advisor Center

The Advisor Center is organized by five tabs: my advisees, student center, general info, transfer credit, and academics. The sub tabs make it easier to navigate to the area that you wish to view.

My Advisees

The My Advisees tab is a convenient way to view student information in one place.

Click the Name, ID, or Committee column headers to sort your advisees by that field.

View Student Details links to that advisee's Student Center page.

Use the Notify buttons to email all, or a selection of, students.

Click the View Data for Other Students button at the bottom to search for students who have not been assigned to you.

Download the list of advisees into Excel by clicking .

Note: The Faculty Center tab only displays if you have been assigned as an instructor or proxy to a class or classes in PeopleSoft.
My Advisees - Related Content

From the Related Content link, you can run two reports:

- My Advisees – No Enrollment
- Advisee Reg Holds

Click either of these reports to open, the Related Content area at the bottom of the page.

1. Choose the desired report.
2. Enter a term and click View Results.

Student Center

The Student Center tab provides you the ability to see a student’s view of their Student Center. The available sections are: Academics, Personal Information, Holds, To Do List, Milestones, Enrollment Dates, and Advisor.

Click the Student Center tab and search by ID number or name to view an advisee’s Student Center.

Click the Change Advisee drop-down to select an advisee, and then click Change to view another advisee.

Note: This page may take several seconds to process. You will see a revolving icon in the upper right as it is processing; once it disappears, the transcript should appear shortly.

This popup window allows you to view the transcript again if you have closed the transcript window.

The other academic drop-down menu provides additional information, including the student's transcript.

1. Choose Transcript View Unofficial.

2. Click the arrow button.

3. Click the Univ of Minnesota Unofficial entry in the Report Type drop-down.
General Info

The General Info tab provides you with access to the student’s holds, student groups and contact information. The available sections are: Service Indicators, Initiated Checklists, Student Groups, Personal Data, Names, Addresses, Phone, and Email Addresses.

Click the General Info tab and search by ID number or name to view your advisee’s personal information.

Click the Change Advisee drop-down, select another advisee, and then click Change to view another advisee.

Click the Collapse All and Expand All buttons to hide and display all sections of the page at once.

Click Edit Service Indicators to update, depending on your access.

Note: Name, Birthdate, and SSN cannot be changed on this page. Most information is display-only for advisers.

Transfer Credit

The Transfer Credit tab provides you with access to the student’s course credit, test credit, and other credit (for life or work experience).

Click the transfer credit tab and search by ID number or name to view an advisee’s transfer credit.

Click the Change Advisee drop-down, select another advisee, and then click change to view another advisee.

Click the Statistics tab to view the amount of credit posted to your advisee’s academic record, or click to expand the data from all columns, which merges the tabs.

Note: “Test Credits” will detail Special Exams.
Academics

The Academics tab puts the advisee's academic record at your fingertips. There are two parts to this page: Institution/Career/Program (this page) and Term Summary (next page).

Institution/Career/Program
The top of the page provides at-a-glance information about your advisee's career. This information includes admit term, expected graduation term, major(s), minor(s), and sub-plans.

To view an advisee's academic record, click the academics tab.

Click the Change Advisee drop-down, select another advisee, and then click Change to view another advisee.

If multiple programs (campus or college) are displayed, click another program to view the student’s academic record for that program. This advisee’s current program is College of Liberal Arts on the Twin Cities campus. Previously, this student was enrolled at Duluth’s College of Liberal Arts.

Click Edit Program Data to view or update the student’s career info, depending on your access.
Term Summary

The lower part of the page provides at-a-glance information about your advisee’s academic record by term. This includes information about his/her academic level and current term load, term schedule, and academic progress with grade point average.

There are three sub-sections on this part of the page, which can be collapsed by clicking on these headers: **Level/Load, Classes, and Statistics**.

Select a term to view the student’s academic record and cumulative progress through that term end date.

Click any class title to view the Class Detail page for that section.

Click **Quick Enrollment** to register your student into classes for an upcoming term, depending on your access.

Click **Edit Term Data** to view or update the student’s term activation record, depending on your access.

Click **Term History** to review your advisee’s grade point average for previous terms.