The Advisor Center is a central location to access advisee academic information, advisement reports, and advisement tools to facilitate graduation.

Navigation: Main Menu > Self Service > Advisor Center

**My Advisees:**

1) View what your advisee sees in their Student Center:
   - Class Schedule
   - Grades
   - Open Enrollment Dates
   - Contact Information

2) Drop down access to Student’s:
   - CI Academic Requirements Report (CARR)
   - Advisor Requests
   - Course History
   - Exam Schedule
   - Grades
   - Unofficial Transcripts
   - Transfer Credit Summary
   - What-If Report

3) Shortcuts on Student Center:
   - General Info
   - Transfer Credit
   - Academics

For screen shots and detailed information on the My Advisees go to page 2-3.

**Advisee Academics:**

1) Institution / Career / Program summary:
   - Program
   - Status
   - Admit Term
   - Expected Graduation
   - Approved Load
   - Plan (Major)
   - Requirement Term (Major Catalog Year)

2) Term Summary:
   - Term Eligibility
   - Academic Standing
   - Level /Load
   - Classes
   - Statistics (Units, Cum Units, GPA)

For screen shots and detailed information on Advisee Academics go to page 4.
How to Access the Advisee Student Center

Advisee Student Center gives Advisors is a centralized page to access academic records, advisement reports, and advisement tools.

1. Open your browser and go to http://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page:
   a. Enter your Dolphin Name* (ex. first.last###)
   b. Enter your Dolphin password*
   c. Click on "Sign in" to log in.
   *Both are case sensitive.

3. Once you are logged into myCI, click on CI Records in the Services section.

4. Navigate: Main Menu > Self Service > Advisor Center > My Advisees

5. Click "View data for other students"

6. Enter the student ID (or other search parameter) and click on search.
My Advisees Student Center gives Advisors a view of the Student center.

**Navigation:** Main Menu > Self Service > Advisor Center > Advisee Student Center

**Advisee Student Center Tabs** give you quick access to Transfer Credit and Academics. For details about the "Academics", see page 3.

- **Academics** displays the current term information. Here you will also find the students class schedule.

**Drop Down Options:**

- **Academic Requirements** will take you to the CI Academic Requirements Report (CARR) formerly the DPR. For details on the new features of the report, see page 5.

- **Advisor Requests** is where you can submit and update CARR Discrepancies, Transfer Credit Discrepancies, Records Inquires, and Front End Transfer Credit (FETC). For details on how to create an Advisor Request, see page 6.

- **Course History** now shows all course work taken at CI combined with all Transfer credit, Test credit, and other credit equivalents. For more details view page 7.

- **Exam Schedule**

- **Grades** displays all grades received at CI.

- **Transcript: View Unofficial**

- **Transfer Credit Report** displays a summary of all transferred course work and equivalencies.

- **What-If Report** view a simulated CARR for students who are considering changing their major or taking a certain class. For details on how to run What-if Report’s, see pages 8-10.

**Contact Information:**
Access to the following information:
- Permanent Address
- Phone Number
- Mailing Address
- Dolphin Email Address
Institution / Career / Program

Displays the advisee's current term information

Term Summary

Displays all terms active at CI along with Level/Load, Classes, and Statistic's details.
CARR is a student specific customizable electronic report that outlines General Education, Graduation, Major and Minor requirements for Undergraduate students.

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > CARR: CI Academic Requirements

New Icons:

Course Substitutions:

Course Substitutions that have been approved and processed will appear in the CARR in two ways:

1) Displayed in the requirement grid with a Note link. To view the details click on the numbered link.

2) Displayed with the triangular Exception / Waiver icon with course substitution details.

Interactive Features:

Collapse All / Expand All: Option to expand the entire report or Collapse the entire report.

View All: For Requirements that have more than 10 courses, Click on the "View All" icon to view all course available to complete the requirement.
How to Create an Advisor Request

Advisor Requests are submitted on behalf of the student to update their CI Academic Advisement Report (CARR) or transfer credit via PeopleSoft.

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > Advisor Request

1. Click on “Create New Request.” Previously completed Requests at various stages of processing will be listed on this page.

2. Select the appropriate Request Type. The page will reformat based on the Request Type.
   a. CARR Discrepancy Resolution Request
   b. Change of Major / Minor
   c. TC Discrepancy Resolution
   d. Front End Transfer Credit (FETC)*
   *For FETC Academic Advisors Only

3. Instructions and fields will appear. Fill in all appropriate fields and utilize the Comments for details.

4. Click the Requestor drop down to change the Request Status to “Submit.”

   Note: Requests returned for clarification by a Records Evaluator, will be sent to your PeopleSoft “In Basket.” An Email notification will be sent to your Outlook. To re-submit, add details to the comments and set the Requestor Status to "Submit with Changes."

5. Click “Apply” and then “OK” to return to the Advising Request page. Click the “Cancel” button to exit without saving.

6. Students are emailed at the completion of the request and the Requestor (Advisor) will be blind copied.

7. To view requests in your "In Basket:"
   a. Navigate to Advisee Student Center
   b. Enter student ID number
   c. Select Advisor Request from drop down.
   d. Click “Edit” on the request in "In Basket" status
Course History

Course History is a summary of all courses work taken at CI combined with all Transfer credit, Test credit, and other credit equivalents posted to their academic record.

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > Course History

Sort:

Sort options include sorting by two criteria. The following sorting options are available: Course, Description, Grade, Status, Term and Units.

Course Icons:

- Taken at CI
- Transfer Credit, Test Credit, or Other Credit Equivalent
- In Progress at CI

Interactive Features:

View All: Click on the View All icon to view all course taken.
Export: Click on the Export icon to export to excel.

Course History Grid:

Lists all CI courses and transfer credit equivalents.
What-If Program Scenario is a simulated CARR for students who are considering changing their major, adding a major, and/or adding a minor. Students have the option to define up to three scenarios in one report.

*Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > What-If Report*

1. Click on the "Create New Report" option.  
   *Note: One previously run report will be available for review.*

2. Select Program Scenario:  
   a. Change current Major or Concentration see step 3  
   b. Add an additional Major and/or Minor see step 4.

3. To change current Major or Concentration:  
   *Note: Current major defaults as Area of study.*  
   a. Select new major or concentration from drop down menu in the first row to designate the new area of study.  
      *Note: Change Academic Program for Undergraduate Ext (Degree) programs.*  
   b. Select plan term (current term recommended)  
   c. Select concentration (if appropriate)  
   d. Subplan term (current term recommended if appropriate)

4. To add an additional Major and/or Minor:  
   *Note: Current major defaults as Area of study. Do not change.*  
   a. Select new major from drop down menu in the second row to designate the area of study.  
      *Note: Change Academic Program for Undergraduate Ext (Degree) programs.*  
   b. Select plan term (current term recommended)  
   c. Select concentration (if appropriate)  
   d. Subplan term (current term recommended if appropriate)  
   e. To add an additional major or minor use the third row.

5. Click on "Submit Request" to view simulated CARR.
What-If Report - Program Scenario

Glossary of Terms:

**Academic Programs** - At CI we have two programs that have degree audits built: Undergraduate (UGRD) and Undergraduate Ext (Degree) (UGEXD). UGEXD are degree-seeking programs that are offered through extended university.

**Area of Study** - Major or minor also referred to as a Plan.

**Plan Term** - Major Catalog year

**Concentration** - Emphasis or Option for a major. Also referred to as a sub plan.

**Sub plan Term** - Emphasis or Option catalog year.
What-If Report is a simulated CARR for students who are considering taking a specific class.

Navigation: Main Menu > Self Service > Advisor Center > Advisee Student Center > What-If Report

1. Click on the "Create New Report" option.
   Note: One previously run report will be available for review.

2. Click "Browse Course Catalog"

3. Select Subject.

4. Click "Select" on the desired course.

5. Enter a Grade* (optional)
   Note: What-If Grade will obey grade requirements within the What-If report. What-If grades are not reflected in the Grade Point Average (GPA).

6. Repeat Step 1-3 for additional courses.

7. Click "Submit Request" to generate simulated CARR.

8. What-If Courses will appear as follows:

For assistance with the Advisee Student Center,
Please email Student Systems at EnrollmentManagementTicket@csuci.edu