**Advisor Center**

*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**

<table>
<thead>
<tr>
<th>My Advisees:</th>
<th>Advisee Academics:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) View what your advisee sees in their Student Center:</strong></td>
<td><strong>1) Institution / Career /Program summary:</strong></td>
</tr>
<tr>
<td>- Class Schedule</td>
<td>- Program</td>
</tr>
<tr>
<td>- Grades</td>
<td>- Status</td>
</tr>
<tr>
<td>- Open Enrollment Dates</td>
<td>- Admit Term</td>
</tr>
<tr>
<td>- Contact Information</td>
<td>- Expected Graduation</td>
</tr>
<tr>
<td><strong>2) Drop down access to Student's:</strong></td>
<td>- Approved Load</td>
</tr>
</tbody>
</table>
| - CI Academic Requirements Report (CARR)  
  *formerly the Degree Progress Report (DPR)* | - Plan (Major) |
| - Advisor Requests | - Requirement Term (Major Catalog Year) |
| - Course History | **2) Term Summary:** |
| - Exam Schedule | - Term Eligibility |
| - Grades | - Academic Standing |
| - Unoffical Transcripts | - Level /Load |
| - Transfer Credit Summary | - Classes |
| - What-If Report | - Statistics (Units, Cum Units, GPA) |
| **3) New Tabs are shortcuts to Student's:** | For screen shots and detailed information on Advisee Academics go to page 4. |
| - General Info | |
| - Transfer Credit | |
| - Academics | |

For screen shots and detailed information on the My Advisees go to page 2-3.
How to Access the Advisee Student Center

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

1. Open your browser and go to [http://myci.csuci.edu](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 My Account section.

4. Navigate to:
   a. Self Service
   b. Advisor Center
   c. My Advisees

5. Click "View Data For Other Student"

6. Enter the student ID (or other search parameter) and click on search.
My Advisee Student Center

My Advisee Student Center gives Advisors a view of the Student center.

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

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

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, 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 Reports see pages 8-10.

Contact Information:

Access to the following information:

Permanent Address
Phone Number
Mailing Address
Dolphin Email Address
Advisee Academics

Navigation: Main Menu > Self Service > Advisor Center > Advisee Academics

Institution / Career / Program
Displays the advisee's current term information

Term Summary
Displays all terms active at CI along with Level/Load, Classes, Statistics details.
**CI Academic Advisement Report (CARR)**

*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 > Academic Requirements*

**New Icons:**

<table>
<thead>
<tr>
<th>Degree Audit Icons</th>
<th>Course Icons</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Requirement Met</td>
<td>✔ Course Graded at CI</td>
</tr>
<tr>
<td>✨ In Progress</td>
<td>✨ In Progress Current/ Next Term</td>
</tr>
<tr>
<td>✭ (For Future Use)</td>
<td>✭ (For Future Use)</td>
</tr>
<tr>
<td>🔴 Requirement Not Met</td>
<td>➡ Transfer / Test / Other Credit</td>
</tr>
<tr>
<td>⚠ Exception / Waiver</td>
<td>❓ What-If Course</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Notes</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>INTRO TO PSYCHOLOGY</td>
<td>3.00</td>
<td>Spring 2008</td>
<td>A</td>
<td>01</td>
<td>View All</td>
</tr>
</tbody>
</table>

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. TC Discrepancy Resolution Request
   c. Records and Registration Inquiry
   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 Advising 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**
  - Taken at CI

- **Transferred**
  - Transfer Credit, Test Credit, or Other Credit Equivalent

- **In Progress**
  - 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Term</th>
<th>Units</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Repeat Code</th>
<th>Regmt Desig</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102</td>
<td>CULTURAL ANTHROPOLOGY</td>
<td>Fall 2011</td>
<td>3.00</td>
<td>B</td>
<td>9.000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 100</td>
<td>UNDERSTANDING ART PROCESSES</td>
<td>Fall 2011</td>
<td>3.00</td>
<td>A</td>
<td>12.000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOD 100</td>
<td>EXPLORING THE LIVING WORLD</td>
<td>Fall 2011</td>
<td>3.00</td>
<td>A</td>
<td>12.000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH 100</td>
<td>CHICANA/OS IN SOCIETY</td>
<td>Fall 2011</td>
<td>3.00</td>
<td>A</td>
<td>12.000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 101</td>
<td>PUBLIC SPEAKING</td>
<td>Fall 2011</td>
<td>3.00</td>
<td>C</td>
<td>6.000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 345</td>
<td>MEDIA LITERACY AND YOUTH</td>
<td>Fall 2011</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 101</td>
<td>INTRODUCTION TO ELEMENTARY SCH</td>
<td>Fall 2011</td>
<td>3.00</td>
<td>A</td>
<td>12.000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 320</td>
<td>EDUCATION IN MODERN SOCIETY</td>
<td>Fall 2011</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 105</td>
<td>COMPOSITION AND RHETORIC</td>
<td>Fall 2011</td>
<td>4.00</td>
<td>B</td>
<td>12.000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 200</td>
<td>FOUNDATIONS OF EARTH</td>
<td>Fall 2011</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interactive Features
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.
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 subplan.

**Subplan Term** - Emphasis or Option catalog year.
What-If Report - Course Scenario

What-If Report is a simulated CARR for students who are considering taking a certain 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.

3. Click "Select" on the desired course.
4. 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).

5. Repeat Step 1-3 for additional courses.
6. Click "Submit Request" to generate simulated CARR.

7. What-If Courses will appear as follows:

For assistance with understanding the Advisor Center,  
please contact Melissa Olague at 805-437-3135  
or email melissa.olague@csusi.edu