

This guide is to assist users with the Campus Experience Advisor Dashboard in PeopleSoft. The Advisor Dashboard has many components that this guide will overview. Please note that users with Student Financials access in the Campus Experience Dashboard will need to consult with Student Business Services and Financial Aid and Scholarships for information pertaining to those pages.

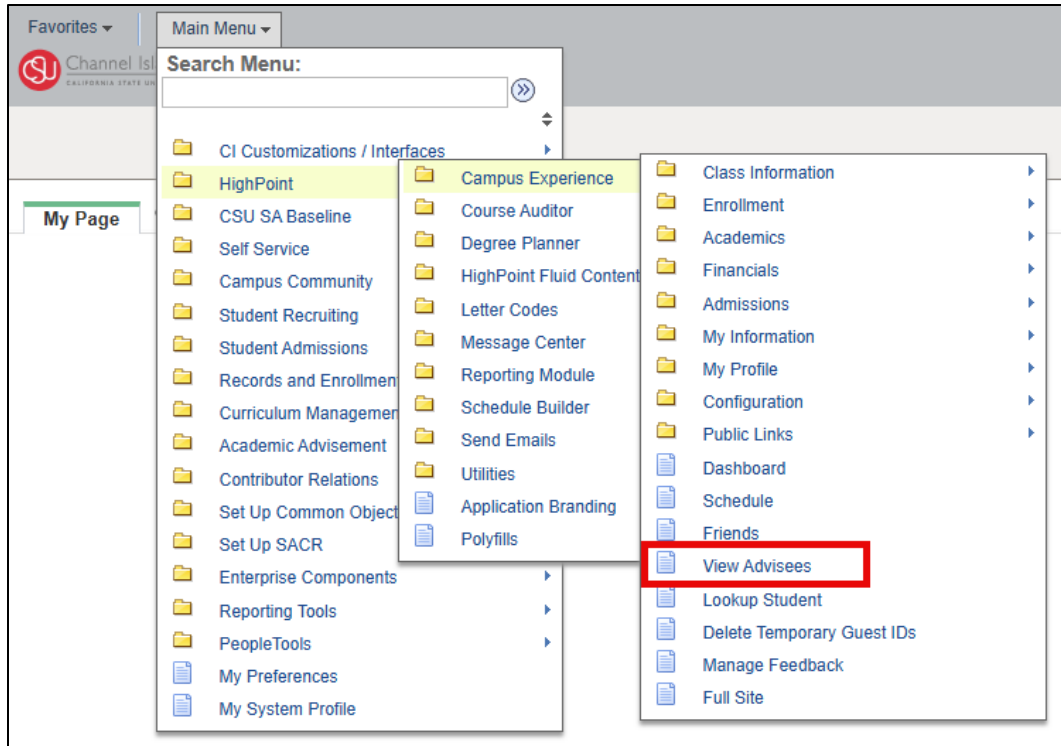
Navigating to the Advisor Dashboard

1. Log in to your myCI account at myCI.csuci.edu
2. Click the CI Records tile under the services section.

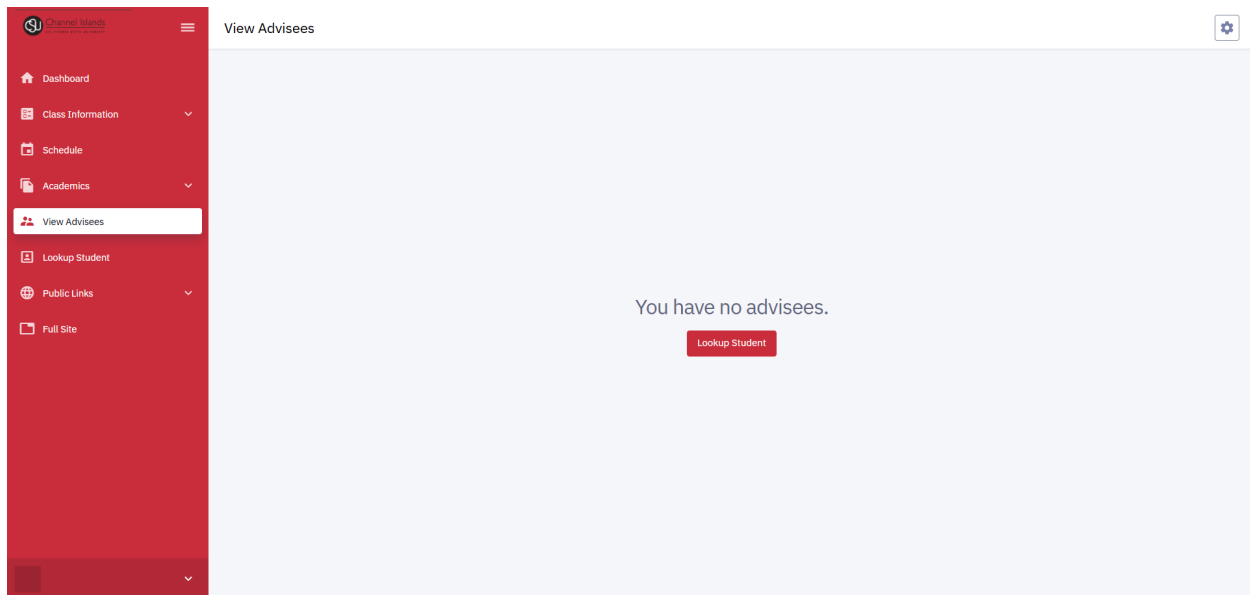
Pinned Services [\(What's this?\)](#)

 CI Records Student registration and records system 	 University Catalog Course descriptions, pre-requisites, areas of study and more 	 CI Personnel Employee and departmental records and data management 
 ITS Solution Center Request IT Services. Previously known as Help Desk. 	 OneCI Data warehouse and institutional reporting repository 	 OneDrive Cloud-based storage and collaboration tool from Microsoft 
 Directory Search student, faculty, staff, and department information 	 Zoom Video conferencing system & virtual meeting space 	 Cal Employee CONNECT View and print your pay information 

3. Once CI Records loads, you will be in PeopleSoft. Users may have different landing pages, so please note the two navigation options.
 - a. From the upper left corner of the window, click Main Menu then navigate to HighPoint > Campus Experience. From here, you may select View Advisee. This will give you access to **Act As** the student you are reviewing. Please note that acting as the student does not allow you to make transactions like enrollment or financial aid accepting and declining. This is a view that mirrors the students' so we may better serve them.



- b. If you see the Campus Experience Dashboard after logging in to PeopleSoft, then you may select View Advisees from the left navigation panel.



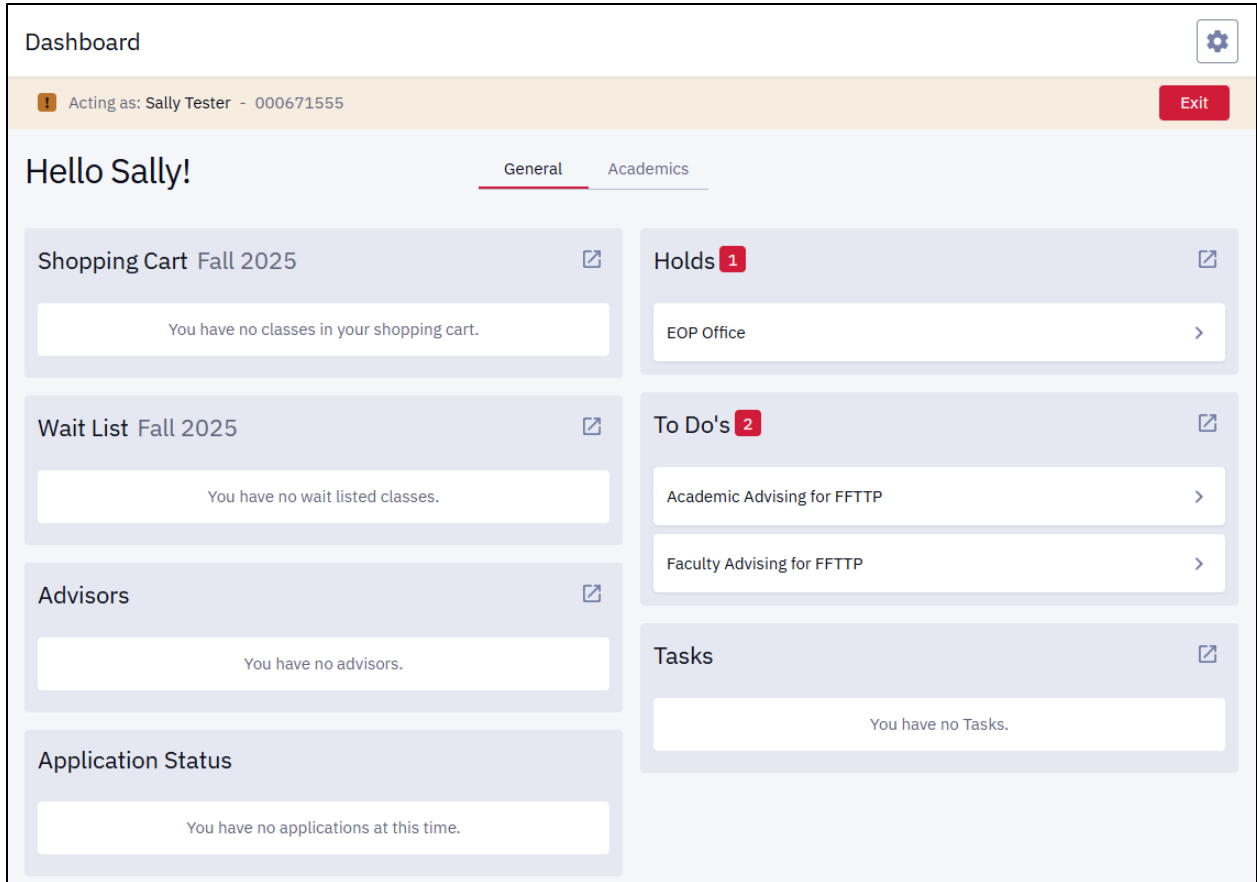
4. **View Advisees**¹ allows you to easily access, and act as, your assigned students, or you may lookup students by EMPLID or First and Last Name. Click **Act As** on the student in your advisee list, or enter the Student ID for the student you need to review, then click search followed by **Act As**.

¹ Advisee assignments will be coming in Spring 2026 as part of a new Advisor Assignment process.

Navigating the Advisor Dashboard

You are now acting as the selected student. From their Dashboard, you can see a preview of their General and Academic Information for the Future and Upcoming Term once published. Below are screenshots of the two tabs on the Advisor Dashboard.

General Information



The screenshot shows the 'Dashboard' interface for a student named Sally Tester. The top navigation bar includes a settings gear icon and an 'Exit' button. Below the header, the user is identified as 'Acting as: Sally Tester - 000671555'. The main content area is titled 'Hello Sally!' and features two tabs: 'General' (selected) and 'Academics'. The 'General' tab displays several informational cards: 'Shopping Cart Fall 2025' (no classes), 'Wait List Fall 2025' (no wait listed classes), 'Advisors' (no advisors), and 'Application Status' (no applications). On the right side, there are cards for 'Holds 1' (EOP Office), 'To Do's 2' (Academic Advising for FFTTP and Faculty Advising for FFTTP), and 'Tasks' (no tasks). Each card includes a pop-out icon (box with an arrow) for further details.

The General Information tab of the Advisor Dashboard shows you the current term information along with any Holds, To Do's, or required Tasks. Clicking on the pop out icon (box with arrow) will take you to that app in the corresponding Enrollment, Academics, or My Information section. Once enrollment begins for next term, you will see the information reflected.

Academic Information

Hello Sally!

General Academics

Class Schedule Fall 2025

Introduction to Data Science DATA 200 01-LEC (1062)

MoWe 10:30 am - 11:45 am Gateway Hall 2501

08/23 - 12/06

Composition and Rhetoric ENGL 105 01-LEC (1544)

TuTh 9:00 am - 10:15 am Bell Tower 2352

08/23 - 12/06

Public Speaking COMM 101 3A-SEM (1986)

We 12:00 pm - 1:15 pm Bell Tower 1602

08/23 - 12/06

Public Speaking COMM 101 02-LEC (2430)

- 08/23 - 12/06

Grades Fall 2025

Public Speaking COMM 101 Grade not available

Introduction to Data Science DATA 200

Composition and Rhetoric ENGL 105 Grade not available

Milestones 2

Math/Quant. Reasoning Status Not Completed

Written Communication Status Completed

Student Exams Fall 2025

ENGL 105 01-LEC (1544)

December 9, 2025

8:00 am - 10:00 am

Bell Tower 2352

DATA 200 01-LEC (1062)

December 10, 2025

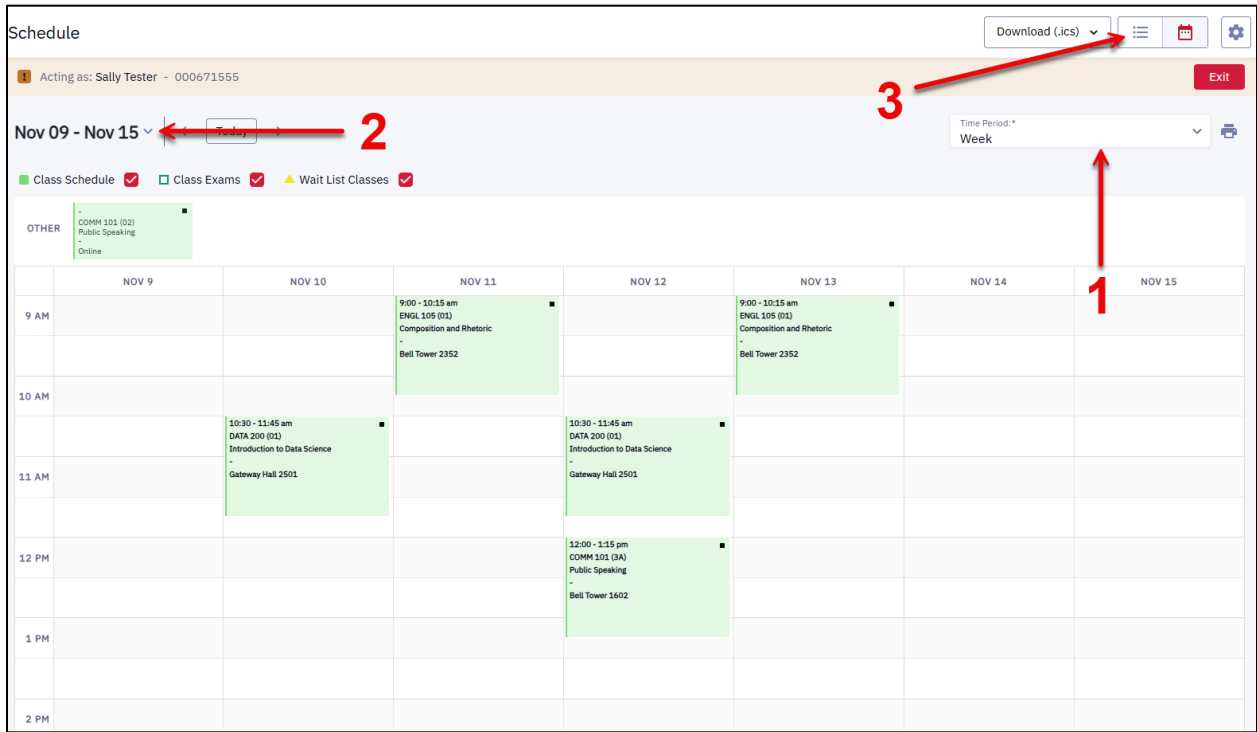
8:00 am - 10:00 am

Gateway Hall 2501

The Academics Information tab of the Advisor Dashboard shows you the current term information for Class Schedule, Student Exams, Grades, and Today's Schedule. You can even check the Milestone completion for Math and English. Clicking on the pop out icon (box with arrow) will take you to that app in the corresponding Academics or Schedule section.

By using the left-hand Navigation Panel, you may review Class Information, Schedules, Academics like Degree Progress, Degree Planner, and much more. The below sections outline what apps are available under each section. Please note that is list will be updated as new features become available.

Schedule



Schedule

Acting as: Sally Tester - 000671555

Nov 09 - Nov 15

Time Period: Week

Download (.ics)

Class Schedule ☒ Class Exams ☒ Wait List Classes ☒

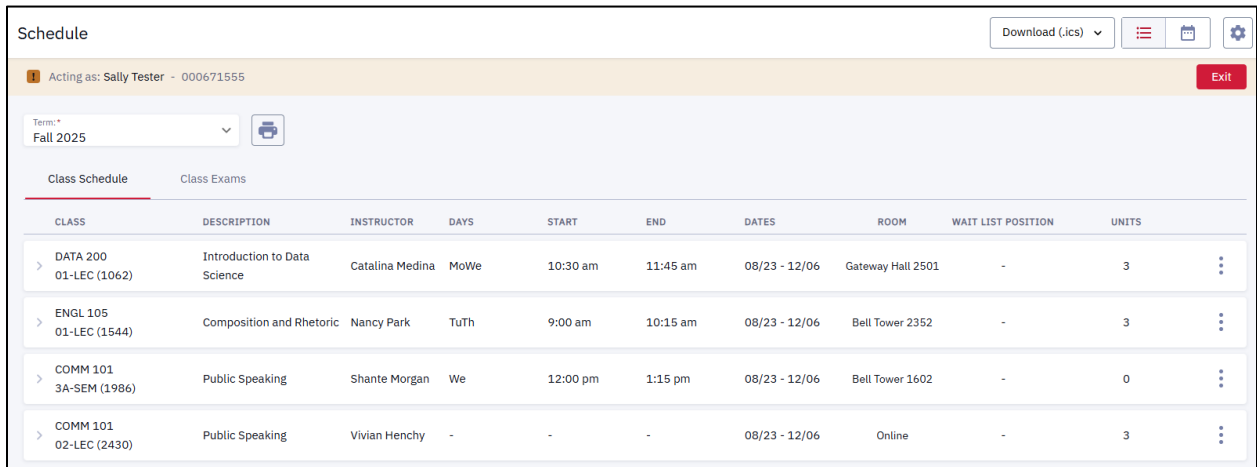
OTHER

- COMM 101 (02) Public Speaking - Online

	NOV 9	NOV 10	NOV 11	NOV 12	NOV 13	NOV 14	NOV 15
9 AM			9:00 - 10:15 am ENGL 105 (01) Composition and Rhetoric - Bell Tower 2352		9:00 - 10:15 am ENGL 105 (01) Composition and Rhetoric - Bell Tower 2352		
10 AM							
11 AM		10:30 - 11:45 am DATA 200 (01) Introduction to Data Science - Gateway Hall 2501		10:30 - 11:45 am DATA 200 (01) Introduction to Data Science - Gateway Hall 2501			
12 PM				12:00 - 1:15 pm COMM 101 (3A) Public Speaking - Bell Tower 1602			
1 PM							
2 PM							

The Schedule app allows users to see a calendar or list view of the available terms. In the below example, we can see the courses that Sally Tester has enrolled in for Fall 2025. In the calendar view, you can scroll through the Time Period by Day, Week (default), or Month.

1. You can update the **Time Period** based on your preference using the dropdown menu.
2. Clicking on the **date range** will allow you to see a calendar of dates to scroll through for quicker navigation.
3. Clicking the **bullet list icon** will allow you to switch to a list view.
 - a. The default of the list view is the next enrollment period if it is available. Click the **Term** dropdown to navigate between terms.



Schedule

Acting as: Sally Tester - 000671555

Term: Fall 2025

Class Schedule ☒ Class Exams

CLASS	DESCRIPTION	INSTRUCTOR	DAYS	START	END	DATES	ROOM	WAIT LIST POSITION	UNITS
> DATA 200 01-LEC (1062)	Introduction to Data Science	Catalina Medina	MoWe	10:30 am	11:45 am	08/23 - 12/06	Gateway Hall 2501	-	3
> ENGL 105 01-LEC (1544)	Composition and Rhetoric	Nancy Park	TuTh	9:00 am	10:15 am	08/23 - 12/06	Bell Tower 2352	-	3
> COMM 101 3A-SEM (1986)	Public Speaking	Shante Morgan	We	12:00 pm	1:15 pm	08/23 - 12/06	Bell Tower 1602	-	0
> COMM 101 02-LEC (2430)	Public Speaking	Vivian Henchy	-	-	-	08/23 - 12/06	Online	-	3

The Download option on this page is meant to download to your calendar. It ***does not*** provide a PDF option for you to save or print out for your students.

Enrollment

The Enrollment Section has four options: Shopping Cart, View Wait List, Enrollment Dates, and Schedule Builder. Schedule Builder will be covered in a separate guide while the remaining Apps will be covered here.

Shopping Cart

The Shopping Cart displays any courses the student may have added for a given term. In the case of Sally Tester, we can see a Spring 2026 shopping cart with the chosen classes.

Shopping Cart

Acting as: Sally Tester - 000671555

Exit

Term: Spring 2026

Schedule

Search

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> COMM 200 01-LEC (1566)	Intro To Communication Studies	TuTh	9:00 am	10:15 am	Hyunsook Youn	3	35/35	

The Shopping Cart App displays the Subject and Course Number with the section below it, Course Title, the scheduled Days and Start/End Time, Instructor Name, and the unit and seat count. Click on the course to expand and see full details of the course.

	COMM 200 01-LEC (1566)	Intro To Communication Studies	TuTh	9:00 am	10:15 am	Hyunsook Youn 3	35/35										
INFORMATION																	
Class Number:	1566																
Career:	Undergraduate																
Session:	Regular Academic Session																
Units:	3 units																
Grading:	Letter Grade																
Description:	Hours: Three hours lecture per week Description: Explores foundational principles and theories of communication in order to help students understand human interaction and develop more effective communication skills. Students will access, evaluate, and synthesize communication research in a variety of areas, including interpersonal, groups, culture, and media.																
Class Attributes:	1B: Critical Thinking In-Person																
TEXTBOOKS/COURSE MATERIALS																	
Textbooks to be determined																	

Clicking on the View Deadlines button will pop up with the Academic Calendar Deadlines.

Academic Calendar Deadlines
×

Introduction To Communication Studies | COMM 200

CLASS DETAILS

Session:	Regular Academic Session
Career:	Undergraduate
Section:	01-LEC (1566)
Class Start Date:	01/24/2026
Class End Date:	05/22/2026
Last Date to Waitlist:	01/30/2026

DROP CALENDAR

Drop - Delete Record	01/23/2026	A class dropped on or before this date will be deleted from your academic record.
Drop - Retain Record	02/13/2026	A class dropped on or before this date will be retained on your academic record with a status of dropped.
Drop With Penalty	04/24/2026	A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.

CANCEL & WITHDRAW CALENDAR

Cancel	01/23/2026	Classes within a session, canceled on or before this date will not appear on your transcript.
Withdraw Without Penalty	02/13/2026	Classes within a session, withdrawn on or before this date will not appear on your transcript.
Withdraw With Penalty	04/24/2026	Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.

View Wait List

Users can view the students' waitlisted classes using View Wait List. For each class, the student's status and wait list position will be displayed. When a class is selected, users can view the details for the class. If multiple terms are available, a different term can be selected in the dropdown menu that can be accessed by selecting the header displaying the current view. The available terms will be listed in descending order.

View Wait List

Acting as: Sally Tester - 000671555

Exit

Term:

Spring 2026

Section List

SECTION	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	LIST POSITION
> PHED 208 01-LEC (1016)	Introduction To Kinesiology	Mo	4:00 pm	5:50 pm	Del Norte Hall 1555	Melissa Miller	3	1 🖐️

Enrollment Dates

Using the Enrollment Dates page, you can view the student's shopping cart appointments, enrollment appointments, and open enrollment dates as well as appointment, and term enrollment limits for the student's term activated terms.

You can also view details for a term by selecting the term from the list. Current and future shopping cart and enrollment appointments will be listed first, followed by the open enrollment dates for each session and term enrollment limits.

Enrollment Dates

Acting as: Sally Tester - 000671555

Exit

ATTENTION

Shopping Cart Appointment

Your Shopping Cart for the Spring 2026 Regular Academic Session is available for use beginning October 2, 2025 at 8:00AM.

Expand a term to get more information

TERM	CAREER
> Spring 2026	Undergraduate
> Fall 2025	Undergraduate

To Shopping Cart

To Shopping Cart

Schedule Builder

The Students' Schedule Builder can be loaded by clicking on the app under Enrollment. For more information on Schedule Builder, please review the Schedule Builder webpage and manual for more information.

Academics

The Academics section in Campus Experience provides staff and advisors with access to key academic tools and student information, including programs, degree progress, transcripts, grades, and advising resources. It centralizes the most frequently used academic functions to support student planning, progress tracking, and overall academic success.

Programs

You may use this app to view the student's program and plan information.

Test Scores

The Test Scores app allows you to view the student's test scores (i.e., ACT, SAT, AP). For a full list of courses, including Test and Transfer Credit, you may use the Course List App.

Degree Progress

In Degree Progress, users can browse the requirements of the student's Degree Audit report and see what is satisfied and what is not satisfied. Please see the Degree Progress Report guide and webpage for more information.

What-If

In What-If, you can generate and view the What-If reports for the selected student. The What-If report shows the information they would see on their Degree Progress page, but for a different Career, Program, and Plan Scenario or with additional courses completed. Please see the What-If guide and webpage for more information.

Course List

Course List is where you can view a list of all the students' courses including courses they have already taken, courses in which they are currently enrolled or waitlisted, courses in their Shopping Cart, and courses they have planned in their Degree Planner. Filters Status, Grade, Sort Type, Sort Order, and Search enable this potentially large list of all the student's courses to be presented and understood in a meaningful way.

Student Milestones

You can view a student's Milestones which have been added to their academic record.

Student Milestones 					
Status 	Search 				
MILESTONE 	MILESTONE LEVEL	STATUS	CAREER	PROGRAM	PLAN
> Math/Quant. Reasoning Status	M2	Not Completed	Undergraduate	Undergraduate	-
> Written Communication Status	NR	Completed	Undergraduate	Undergraduate	-

Apply for/View Graduation

The Apply for/View Graduation pages allow users to view the status of a student's application for graduation.

View Unofficial Transcript

You may use the View Unofficial Transcript app to review the students' unofficial transcripts for advising or evaluation purposes.

Grades

You can view the students' final grades using the Grades app. In addition to grades, the course title, subject and catalog number, units, grading basis, and grade points will be displayed for each course when applicable. The students' term and overall statistics, such as their academic standing, term and cumulative GPA, total number of credits they have completed for the term, and cumulative total credits will be displayed. By selecting a class, you may also view the details for the class.

Note that when selecting the Grades app, grades for the current term will be displayed. If multiple terms are available, a different term can be selected in the dropdown menu that can be accessed by selecting the header displaying the term currently being viewed. The available terms will be listed in descending order.

Advisor Information²

The students' advisors can be viewed on the Advisor Information app. When an advisor panel is expanded, their email address and phone number can be viewed. When the advisor's email address is selected, the user's email client will open with a pre-addressed message to the advisor. When using a voice-enabled device, the user can call the advisor by selecting the phone number.

Degree Planner 2.0

Please consult the Degree Planner webpage or Manual for more information.

Transfer Credit

The Transfer Credit app allows you to view the student's transfer credit from external institutions. For a full list of courses, including Test and Transfer Credit, you may use the Course List App.

Student Groups

If a student is placed in any student groups in the system (e.g., GEXX, EOP, etc.), you will be able to see the student groups if you have the corresponding access.

Withdrawals and Repeats

The Withdrawals and Repeats section allow you to view a student's withdrawal and course repeat history in alignment with CSU academic policies. It provides summaries of unit limits, usage, and available units

² Coming in Spring 2026 with the Advisor Assignment Process.

for both withdrawals and repeats, helping staff ensure compliance with Executive Order 1037 and institutional grade forgiveness policies.

If you have any questions or inquiries about the Campus Experience Dashboard, please reach out to Student Systems at StudentSystemsTicket@csuci.edu.