
ERP - Faculty Advisor System

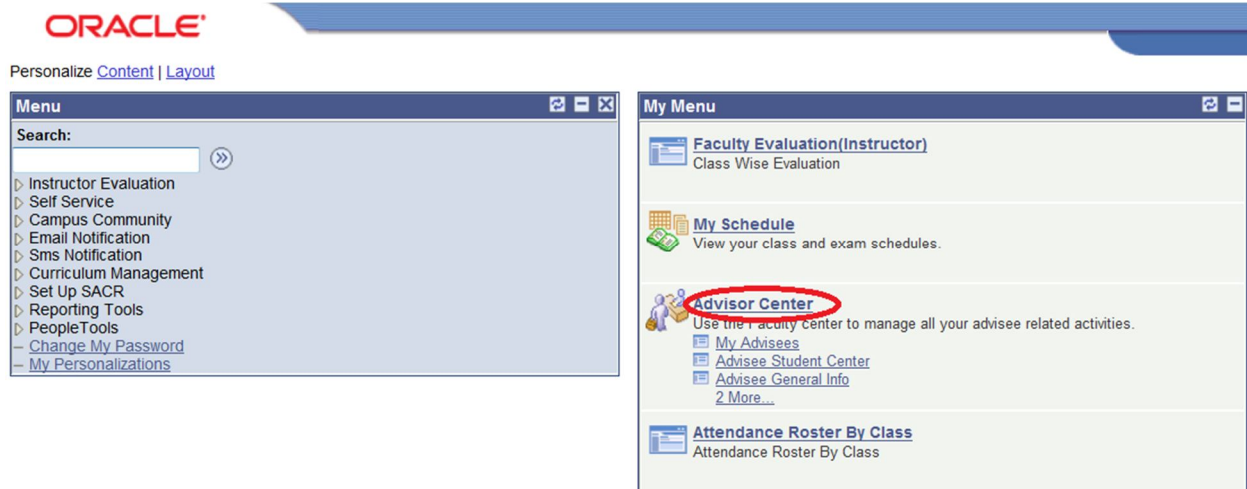
Contents

1. Advisor Center
 - a. View My Advisees -Advisee Roster
 - b. Student Center
 - c. General Info (general information)
 - d. Academics
2. Send Comments to Advisee
3. Reports

1. Advisor Center

The Advisor Center is available for faculty members who are also academic advisors in ERP. This tool combines the old View My Advisees and Student Services Center pages to put student and academic records at your fingertips. You can access your Advisor Center from within your Faculty Center, or you can navigate there directly by clicking Self Service, then Advisor Center, then My Advisees.

Advisor Center has five subtabs: my advisees, student center, general info, transfer credit, and academics.



a. Advisee Roster

An advisor can view a list of his or her advisees and access other academic and personal information about them, for example, class schedules, term progress, transfer credit reports, and transcripts. Email notification can be send by this page.



Select display option: Link to Photos Include photos in list

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		..MOHAMMAD SHAHNAWAZ	04150	View Student Details
2	<input type="checkbox"/>		ABBASI,TANYA TANVEER	06053	View Student Details
3	<input type="checkbox"/>		AFZAL,SHUMAILA	05026	View Student Details
4	<input type="checkbox"/>		AKBAR,MOHAMMAD AHSAN	04319	View Student Details

download list

b. Student Center

Advisors can access an advisee's related transactions and view information such as class schedule, dates, and account information.

Faculty Center	Advisor Center	Search	Learning Management
my advisees	student center	general info	transfer credit
		academics	

Advisee Student Center

MOHAMMAD SHAHNAWAZ .

*Change Advisee

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic...

Deadlines
URL
Gradebook

This Week's Schedule		
	Class	Schedule
	ACC 111-4 LEC (1052)	MoWe 10:15AM - 11:30AM Room: TBA
	ECO 211-2 LEC (1144)	TuTh 12:00PM - 1:15PM Room: TBA
	ENT 451-1 LEC (1537)	MoWe 3:45AM - 5:00AM Room: TBA
	FIN 401-6 LEC (1082)	Sa 12:00PM - 1:15PM Room: TBA Fr 11:30AM - 12:45PM Room: TBA
	HUM 231-1 LEC (1276)	MoWe 8:30AM - 9:45AM Room: TBA
	MGT 211-4 LEC (1097)	MoWe 2:00AM - 3:15AM Room: TBA
	MTS 212-4 LEC (1318)	TuTh 10:15AM - 11:30AM Room: TBA

weekly schedule ▶

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Izhar M. Hussain
[details ▶](#)

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Permanent Address	Home Address
None	None

c. General Info (general information)

Advisors can view information such as an advisee's service indicators, initiated checklists, personal data, and student groups.

Faculty Center | Advisor Center | Search | Learning Management
my advisees || student center || general info || **transfer credit** || academics

Advisee General Info

MOHAMMAD SHAHNAWAZ .

*Change Advisee

- Service Indicators
- Student Groups
- National ID
- Addresses
- Email Addresses
- Initiated Checklists
- Personal Data
- Names
- Phones

▼ **Service Indicators**

No service indicators found.

▼ **Initiated Checklists**

No initiated checklists found.

▼ **Student Groups**

Student Group	Description	Institution	Status
F123		IBA Karachi	Active as of 1900-01-01
FA12	All Fall Add Drop Week	IBA Karachi	Active as of 1900-01-01

d. Academics

Advisors can view information such as an advisee's career, program, and term summary.

Faculty Center	Advisor Center	Search	Learning Management	
my advisees	student center	general info	transfer credit	academics

Advisee Academics

MOHAMMAD SHAHNAWAZ .

*Change Advisee

Institution / Career / Program	edit program data	
IBA - IBA Karachi	Program:	BBA BBA
UGRD - Undergraduate	Student Career Nbr:	0
BBA - BBA	Status:	Active as of 08/26/2011
	Admit Term:	1113 Fall 2011
	Expected Graduation:	
	Approved Load:	Full-Time
	Load Determination:	Base On Units
	Level Determination:	Base On Units
	Plan:	BBA BBA
	Requirement Term:	1113 Fall 2011

Term Summary

[edit term data](#)

- IBA - IBA Karachi
 - UGRD - Undergraduate
 - [1311 - Spring 2013](#)
 - [1213 - Fall 2012](#)**
 - [1212 - Summer 2012](#)
 - [1211 - Spring 2012](#)
 - [1113 - Fall 2011](#)

Fall 2012

Eligible to Enroll: Yes
 Primary Program: BBA BBA
 Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Freshman
 Academic Level - Term Start: Freshman
 Academic Level - Term End: Sophomore
 Approved Academic Load: Full-Time
 Academic Load: Enrolled Full-Time

Classes

✔ Enrolled
 ⊗ Dropped
 ⚠ Wait Listed

Class	Description	Units	Grading	Grade	Status
FIN 201-1 (10548)	INTRO. TO BUSINESS FINANCE (Lecture)	3.00	Graded		⊗
FIN 201-2 (10485)	INTRO. TO BUSINESS FINANCE (Lecture)	3.00	Graded		⊗
FIN 201-4 (10487)	INTRO. TO BUSINESS FINANCE (Lecture)	3.00	Graded	C-	✔
MGT 221-3 (10563)	ORGANIZATIONAL BEHAVIOR (Lecture)	3.00	Graded	B	✔
MKT 201-2 (10481)	PRINCIPLES OF MARKETING (Lecture)	3.00	Graded		⊗
MKT 201-3 (10482)	PRINCIPLES OF MARKETING (Lecture)	3.00	Graded	B	✔
MTS 102-2 (10558)	INTRODUCTION TO STATISTICS (Lecture)	3.00	Graded	B-	✔
MTS 111-1 (10560)	CALCULUS - II (Lecture)	3.00	Graded	C	✔
SSC 301-3 (10572)	SOCIOECONOMIC PHILO. OF ISLAM (Lecture)	3.00	Graded	B+	✔

Statistics

Fall 2012	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	18.000	54.000
Passed	18.000	51.000
In Progress		
Units Not for GPA:		
Taken		6.000
Passed		
In Progress		
GPA Calculation		
Total Grade Points	47.010	148.050
/ Units Taken Toward GPA	18.000	54.000
= GPA	2.610	2.740

[Term History](#)

[Faculty Center](#) [Advisor Center](#) [Search](#) [Learning Management](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

2. Send Comments to Advisee

Advisor can send comments to their Advisees. These comments will be used for Advisor reporting.

Navigation:

Main Menu > Campus Community > Comments > Comments - Person > Person Comment Entry

OR

My Menu > Person Comment Entry

Add New Value

Add ERP ID of Your Advisee

Person Comment Entry

ELISHA YOUSAF

ID: 05871

Comment DateTime: 03/22/2013 11:00:37AM

*Administrative Function: **GEN** General

*Academic Institution: IBA Karachi

*Comment Category: **ADV** Advising

Variable Data

Comment Data	
Comment ID:	03948 Mahmood,Asma
Department:	
Comment Date:	03/22/2013
Comments	text
Append Comments:	

Save Notify

Add Update/Display

Field	Values
Administrative Function	GEN (General)
Comments Category	ADV (Advising)
Comments	Add comments or Annual Advisor meeting points

3. Reports

S#	Report Name	Description of Report
1	IBA_ADVISOR	Program Wise Advisor & Student List
2	STD_ADVISOR	Advisor Wise Student List
3	IBA_ADV_CMNT	Advisor's Comments / Meeting Points