CHAPTER 2

Advisor Pages
Introduction

Advisee Listing

This component will provide a list of advisees that has been assigned to an advisor for each term.

PS Student Information

This component will provide a comprehensive view of the student’s academic record. It will include current and completed course work, academic legacy history data moved to the official transcript, credit for courses granted through test out procedures, and other test results used to determine the skill level of students, such as ACT or ASSET.

LSAR Grades

The LSAR Grades page will display a student’s entire KCTCS academic history from legacy systems prior to Summer 2000. This page will list each class and will include the academic year, term, course number, course description, campus, final grade, and additional class data.

Class Schedules

This page will provide a list of all classes offered by campus. This page will allow you to view the class number, catalog number, current enrollment count, enrollment limit, meeting pattern, and instructor name for each class. Since this data is current, it will be very useful during heavy registration periods to determine the number of remaining seats in a class at any given time.

Class Rosters

This page will generate a roster for an individual class. The roster will provide some contact information for the students enrolled in the class.

Class Roster Inquiry

The Class Roster Inquiry lists can presents a class roster of enrolled students, as well as those who have dropped the class after the add period expires. Students who dropped the class prior to the end of the add period will not appear on this roster. This inquiry lists the students in alphabetical order.

Unevaluated Incoming Coursework

Colleges may be in the middle of the process of entering and evaluating incoming transfer coursework for a student while the student is being advised. This page will allow advisors to view incoming transfer coursework while it is still in the evaluation stage in order to assist with advising. The transfer courses displayed on this page have not been posted to the student’s record as transfer credit, so you must understand that the data on this page is a “work in progress”. The information displayed on the Test/Transfer Credit tab of the PS Student Information pages will display all evaluated and posted transfer credit.
Advisee Listing

This page will provide a list of all of the students who have been assigned to a particular advisor within PeopleSoft.

To retrieve an advisee list, follow these steps:

1. From the Home page, select KCTCS Student Administration.

2. Select Advisors.

3. Select Advisees.
4. Enter the advisor’s **EmplID** in the **Academic Advisor** field. *If the EmplID is unknown, you may search for it by entering data in the **Advisor Name** field, using the following naming convention: lastname,firstname with no spaces. For example, howard,cynthia. Or you might try entering the **National ID** (Social Security number).*

- Enter the **Term** that you wish to view. *If you don’t know the term number, click the **Lookup Term** icon to view a list of valid term numbers.*

- Click the **Search** button and select from the resulting list.

5. To print this list, follow the instructions below:

- Select **File**, **Print** from the menu bar.
• You may wish to click the Preferences button to change the orientation of the print on the page from portrait to landscape, depending on the layout of the information that you want to print.

• Click the Print button.

6. Click the Home link to return to the Home page.
This component will provide a comprehensive view of the student’s academic record. This will include current course work, academic legacy history data moved to the official transcript, credit for courses earned through test out procedures, and other test results used to determine the skill level of students, such as ACT or ASSET.

To retrieve a student’s record, follow these steps:

1. From the Home page, select KCTCS Student Administration.

2. Select Advisors.

3. Select PS Student Information.
4. Enter the student’s EmpID in the ID field and click the Search button. If the ID is unknown, enter the student’s social security number in the National ID field or first and last name in the Last Name and First Name fields and then click the Search button. If a list is generated, select the correct student from the list.

5. Review the student information on the PS Grades page. If available, use the scroll areas to the right and bottom of the page to view all of the data. The PS Grades page will display the entire academic record of the student from Summer 2000 forward.

To print out any of the student data within these pages, follow the steps outlined in the Advisee Listing section of this chapter.

If a tab you wish to see is not visible on the screen, click the Show Following Tabs icon or the Show Previous Tabs to view more tabs.
6. Click the **Historical Enrollment** tab.

7. Review the student information on the **Historical Enrollment** page. *This page will display any data moved from the legacy data onto the student’s official transcript. Individual courses will not appear on this page; only the total credit hours taken at each college campus will appear. If available, use the scroll areas to the right and bottom of the page to view all of the data.*

   ![](image)

   *If you want to see detailed class information from legacy systems, follow the instructions in the **LSAR Grades** section of this chapter.*

8. Click the **Term Statistics** tab.

9. Examine the information on the page to view the student’s **Home Campus** and the **Academic Program/Plan** data for each term listed. *If available, use the scroll areas to the right and bottom of the page to view all of the data.*
10. Click the **Test Scores** tab.

11. Review the student information on the **Test Scores** page. *You may need to scroll to the right of the page to view more of the data.* The **Test Scores** page will show all test scores from skill assessments, such as ACT or ASSET. Click the **View All** link to show all test scores.

12. Click the **Test/Transfer Credit** tab.

13. Review the student information on the **Test/Transfer Credit Scores** page. *You may need to scroll to the right of the page to view more data.* The **Test/Transfer Credit** page will show any courses a student has opted out of with a STEP or CLEP test. This page will also show any transfer credits granted from non-KCTCS institutions. Click the **View All** link to show all courses and transfer credits.

14. Click the **Neg Service Indicators** tab.
15. Review the student information on the Neg Service Indicators page. You may need to scroll to the right of the page to view all of the data. The Neg Service Indicators page will show any service indicators attached to the student. Many of these service indicators will prevent the student from registering for classes or receiving a transcript. If the View All link displays on the screen, you may need to press it to show all Neg Service Indicators.

Service indicator codes and subsequent impacts are listed below:

**Academic Dean Hold - ACD (No future enrollment):** The academic deans can use this indicator to prevent a student from registering due to academic reasons or to require him or her to see the academic dean before registering. Only the academic dean’s office should have the ability to place and remove this Indicator.

**Advising Plan – ADP:** This indicator is used to identify students who have already seen an advisor and are ready to register for classes.

**Academic Suspension - SUS (No future enrollment):** This can be placed on a student’s record when the rules have been met for suspension and can be done at the system level. The indicator will be removed at the local records office when the college’s reinstatement procedures have been met.

**Admissions Hold – ADM (No future enrollment):** This will be used for a student who is required to submit an application every term (i.e. the admit types of High School and Visiting). It can be placed on the student’s record at the time the application is entered using the next term for the Service Indicator Active Term. It will prevent future enrollment and will be removed by the records staff upon receipt of a new application.

**Advising Hold – ADV (No future enrollment):** This indicator can be used if a student is required to see an advisor before registering. It can be placed on any student selected by special criteria, such as students in developmental classes, students enrolled in certain programs, or first time freshmen, etc.

**Advisory Board Member – AVB:** Indicates membership in the local college’s...
Benefactor of the Year Recipient – BNF: This indicator is placed only at the system level and indicates that the individual has received the annual award through KCTCS.

Board of Directors – BOD: Indicates membership in the local college’s board of directors. The college or system level employee must indicate the district code as the reason for this indicator.

Board of Regents Member – BOR: This indicator is placed only at the system level and indicates membership on the KCTCS Board of Regents.

Bookstore Hold – BKS (No future enrollment, No transcripts sent): This indicator is used if the student owes money to the bookstore.

Collections Account – COL (No current or future enrollment, No financial aid disbursement, No transcripts sent): This indicator is placed on accounts that are delinquent and have been turned over for collection. The student will not be allowed access to any services, and the college should not accept payments from the student. All payments must be made by the student to the collection vendor. For additional information you can contact the local business dean.

Conditional Admission – CAD (No future enrollment, No transcripts sent): This indicator will be placed on the records of students who were allowed to register with incomplete files. Staff in the records and admissions area can place the indicator on the student’s record using the next term as the Service Indicator Active Term and will remove it when all credentials are submitted.

Council on Postsecondary Education Member – CPE: This indicator is placed only at the system level and indicates membership on the CPE.

Do Not Record Gifts to ID – DRG: This indicator is placed at the system level and indicates that gifts should not be recorded to the record within the contributor relations module.

FACTS – FAC: This service indicator is placed manually to indicate that a student is on the FACTS Pay Plan. It is informational only. When it is placed on a student’s record, the NOC service indicator should also be placed on the record to prevent the student from being cancelled for non-payment.

Feasibility Study – FS: Indicates that the individual has participated in the study prior to a campaign being launched. The college or system level employee must indicate the district or system code as the reason for this indicator.

Financial Aid Prior Year Balance (No financial aid disbursement) – FAP: This indicator is placed on a student’s record to indicate a balance from a prior year. The local financial aid office should request that the student sign a release authorizing KCTCS to use financial aid from the current term to pay for prior term expenses.

Financial Hold – FIN (No future enrollment, No transcripts sent): This
indicator can be placed on the record by the business office personnel when tuition and/or other fees have not been paid.

**Foundation Board Member – FND:** Indicates membership in the college or system foundation board. The college or system level employee must indicate the district or system code as the reason for this indicator.

**Library Hold – LIB (No future enrollment, No transcripts sent):** This indicator can be used for students who have not returned books or who owe fines.

**Metropolitan College Students – MET:** This indicator is used to identify students who are part of the Metropolitan College program with United Parcel Services (UPS).

**No Cancellation – NOC (Will not be cancelled from classes for non-payment):** Records with this service indicator will not appear on the list of students to be cancelled due to non-payment of tuition and fees. Use the ADMIN code when an Administrative reason allows the student additional time to pay tuition and fees. Use FINAID when a student’s financial aid has been approved. Use THP if you need to signify that a student is on a third party contract (this should not be necessary if the third party contract is working correctly).

**No Checks Accepted – NCK:** The business office may want to use this indicator to identify students who have had checks returned due to lack of funds. This indicator has no impact within the system. It is informational only.

**No Refund – NOR (No Refund):** Student should not receive a refund.

**No Self Service – NSS:** This indicator is used to prevent online payments by a student.

**Payment Plan – PYP:** This indicator can be used by the business office as a way to track students who are on a payment plan. It should only be used for students who are on the payment plan used within PeopleSoft and not on the FACTS payment plan.

**President's Leadership Team – PLT:** Indicates membership in the KCTCS President’s system leadership team and is only placed at the system level.

**Program Advisory Committee Member – PAC:** Indicates membership in the local college’s program advisory committee.

**Student Dean Hold – STD (No future enrollment):** This indicator can be used by the dean of student’s office to prevent enrollment for a variety of reasons.

**Write-Off – WRO (No future or current enrollment actions including drops/adds, Actions No transcripts sent):** This indicator is used for students who had balances that have been written off. It is important when running cashiering to look for this service indicator. Student accounts do not show any balances written off unless this service indicator is viewed. It can be removed manually by the business dean, but it is removed automatically when a student pays the balance that was written off.
16. Click the **Acad Standing** tab.

17. Review the student information on the **Acad Standing** page. If available, use the scroll area to view academic standing for other terms for this student. If the **View All** link displays on the screen, you may need to press it to show more terms.

18. Click the **Degrees Conferred** tab.

19. Review any degree credentials earned by the student at a KCTCS college.

20. Click the **NonCredit Courses** tab.
21. Review any NonCredit courses as necessary.

22. Click the **Home** link when finished to return to the **Home** page.
LSAR Grades

The LSAR Grades page will display a student’s entire KCTCS academic history from legacy systems prior to Summer 2000. This page will list each class and will include the academic year, term, course number, course description, campus, final grade and additional class data.

To retrieve a student’s LSAR record, follow these steps:

1. From the Home page, select KCTCS Student Administration.

2. Select Advisors.

3. Select LSAR Grades.
4. Enter the student’s EmpID in the ID field and click the Search button. If the ID is unknown, enter the student’s social security number in the National ID field or first and last name in the Last Name and First Name fields and then click the Search button. If a list is generated, select the correct student from the list.

5. Review the student information on the LSAR grades page. If available, use the scroll areas to the right and bottom of the page to view all of the data. If the View All link displays on the screen, you may need to press it to show all Legacy records for this student.

To print any of the student data on this page, follow the steps for printing outlined within the Advisee Listing section of this chapter.

6. Click the Home link when finished to return to the Home page.
Class Schedules

This page provides a list of all classes offered by campus. This page will allow you to view the class number, catalog number, current enrollment count, enrollment limit, meeting pattern, and instructor name for each class. Because this data is current, it will be very useful during heavy registration periods to determine the number of remaining seats in a class at any given time.

To retrieve list of classes, follow these steps:

1. From the Home page, select KCTCS Student Administration.

2. Select Advisors.

3. Select Class Schedules.
4. Complete the search page according to these directions:

- Enter the appropriate campus code in the **Campus** field. For example, SMC for all classes at Somerset Community College or SMCMC for classes only at the Somerset Community College McCreary County Campus.

- Enter the **Term** you wish to view. If you don’t know the term number, click the **Lookup Term** icon to view a list of valid term numbers.

- Enter a **Catalog Number** if desired. If searching by Catalog Number, put a % sign at the beginning of the catalog number (for example, %100CIS). If a % sign is not used when searching by Catalog Number, PeopleSoft will not locate any classes.

- Enter a **Location Code** if desired. The Location Code is a campus or sub-campus. For example, SMCMC for classes at Somerset Community College McCreary County Campus.

- Click the **Search** button and select from the resulting list.
5. Review the class information. If available, use the scroll areas on the right and bottom of the page to view more information. If the View All link displays on the screen, you may need to press it to view additional information.

Always check to make sure you are viewing classes for the correct campus and location. The Campus and Location fields are located in the upper left part of the screen.

To print out the class data within these pages, follow the steps for printing outlined within the Advisee Listing section of this chapter.

6. Click the Home link when finished to return to the Home page.
Class Rosters

This page will generate a roster for an individual class. The roster will provide some contact information for the students enrolled in the class.

To retrieve a class roster, follow these steps:

1. From the Home page, select KCTCS Student Administration.

2. Select Advisors.

3. Select Class Rosters.
4. Complete the search page according to these directions:

- Enter the **Class Nbr.**

- Enter the **Term.** *If you don’t know the term number, click the Lookup Term icon to view a list of valid term numbers.*

- Enter a **Catalog Number** if desired. *If searching by Catalog Number, put a % sign at the beginning of the catalog number (for example, %100CIS). If a % sign is not used when searching by Catalog Number, PeopleSoft will not locate any classes.*

- Click the **Search** button, and select from the resulting list.

You may also search by **Campus** and **Instructor Name.** Put in the desired information and click the **Search** button.
5. Review the roster information by utilizing the scroll areas on the right and bottom of the page.

敞 To print the class roster, follow the steps for printing outlined within the Advisee Listing section of this chapter.

6. Click the Home link when finished to return to the Home page.
Unevaluated Incoming Transfer Courses

Colleges may be in the middle of the process of entering and evaluating incoming transfer coursework for a student while the student is being advised. This page will allow advisors to view incoming transfer coursework while it is still in the evaluation stage in order to assist with advising. The transfer courses displayed on this page have not been posted to the student’s record as transfer credit, so you must understand that the data on this page is a “work in progress”. The information displayed on the Test/Transfer Credit tab of the PS Student Information pages will display all evaluated and posted transfer credit.

To view incoming coursework, follow these steps:

1. From the Home page, select KCTCS Student Administration.

2. Select Advisors.

3. Select Unevaluated Incoming Courses.
4. Enter the student’s EmplID in the ID field and click the Search button. If the ID is unknown, enter the student’s social security number in the National ID field or first and last name in the Last Name and First Name fields and then click the Search button. If a list is generated, select the correct student from the list.

5. Review the page as necessary.

> All incoming coursework recorded will display regardless of status. To view only coursework that has been fully posted and is therefore valid, you should view the Test/Transfer Credit tab in the PS Student Information area.

6. Click the Home link when finished to return to the Home page.
Class Roster Inquiry

The Class Roster Inquiry lists can be used to view students enrolled in a class, students dropped from a class, and/or students on the waitlist. This inquiry lists the students in alphabetical order.

To view a class roster, follow these steps:

1. From the Home page, select Curriculum Management.

2. Select Class Roster under the Class Roster folder.

3. Complete the search page according to these instructions:
   - Enter the Term you wish to view for the class roster. If you don't know the term number, click the Lookup Term icon to view a list of valid
term numbers.

- Enter a **Catalog Number** if desired. For example, 100CIS. You may need to add a % in front of the number, for example %100CIS.

- Enter the **Class Nbr.** Failure to do so will list all classes on all campuses with the catalog number.

- Click the **Search** button. If a list results, select the correct class from the resulting list.

4. Review the roster information by utilizing the scroll area on the right. The **Enrollment Status** field will show whether the student is **Enrolled** or **Dropped**.

5. To view students that have dropped the class, select **Dropped** from the **Enrollment Status** field.

6. To view waitlisted students, select **Waiting** from the **Enrollment Status** field.
7. To view enrolled students, select **Enrolled** from the **Enrollment Status** field.

8. To view additional class information such as class notes, mode of instruction, etc., click the **Detail** button.

To print the class roster, follow the steps for printing outlined within the **Advisee Listing** section of this chapter.
9. Click Close button.

10. Click the Home link when finished to return to the Home page.