ADVISOR CENTER—Locate a Student

TO ACCESS ADVISOR CENTER AND FIND FIRST STUDENT:
In the myFSU Faculty/Staff Community:
1) Expand Advising and select “Advisor Center”. This will take you to the My Advisees tab.
—OR—
2) Click “SC” - To go to the Home Page of Student Central.

Note: If you have a large list of Assigned Advisees, you may choose to enter Student Central Advisor Center through SC (#2) when entering Student Central for the first time. Go to Main Menu > Self Service > Advisor Center > Advisee Student Center.

Enter your first student’s information (ie: Campus ID). This tip will save you processing time in locating your first student in SC if you have a long list of Assigned Advisees. (Campus ID is the beginning of a student’s FSU email address. [ie: abc17g]).

FROM YOUR LIST OF ASSIGNED ADVISEES:
3) If you have Assigned Advisees, you use the spyglass beside the “Change Advisee” field to search for another student. Only the first 300 advisees will display in the search box so you may need to search for the next student by Empl ID or First and Last Name. After you have searched and found the student, click the “Change” button to view the record for that advisee.

IF YOU DON’T HAVE ASSIGNED ADVISEES:
4) If you do not have Assigned Advisees, or need to access a student not assigned to you, go to: My Advisees tab > View Data for Other Students to locate an individual student.
ADVISOR CENTER—Advisee Student Center

CURRENT CLASS SCHEDULE
Select “My Class Schedule” to view a list of classes with instructor names.
Select “weekly schedule” for a week-at-a-glance view.

STUDENT NAME

EMPLID

AFFILIATIONS:
Summary of the student’s affiliations to the University.

HOLDS:
Summary of current holds. If no hold is listed, no current hold exists. Select “Details” when hold is listed to determine the nature of the hold and the instructions for the student.

TO-DO LISTS:
Summary of outstanding tasks a student must complete. Select “Details” to view more information. To-Do’s do not prohibit a student’s ability to enroll.

EMPLID

TO ACCESS ONE OF THE REPORTS ABOVE, SELECT REPORT AND CLICK

STUDENT DEMOGRAPHIC DATA:
• Student Photo
• Date of Birth
• Basic Citizenship Information

CONTACT INFO:
• Addresses
• Phone Numbers
• FSU Email Address

ADVISOR DETAILS:
View student’s Advising Office or Academic Advisor(s) contact information by selecting “Details”.
You may also see “Supplemental Advisors” and their contact information listed here.

ADVISOR TOOLS:
• Academic Requirements: Degree Audit.
• Course History: View a list of all courses a student has taken.
• Transcript View Unofficial: View a student’s transfer and FSU courses taken, degree’s earned, and hour/quality point totals.
• Transfer Credit Report: View the courses a student took at other institutions (includes AP/IB), and the FSU equivalents.
• What-If Report: View how the student’s courses fulfill alternative Plan requirements.

QUICK VIEW FOR: Viewing Demographic Data, Student Class Schedule, Enrollment Appointment, Holds, Advisor Contact Info, Academic Advising Tools

STUDENT NAME

ADVISOR CENTER—Advisee Student Center

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MANAGE SERVICE INDICATORS:
You can release active Service Indicators (holds) by selecting “Edit Service Indicators”. You may only manage the Service Indicators for which you have been provisioned Row-level security.

SEE ADVISOR CENTER JOB AID FOR MANAGING SERVICE INDICATOR INSTRUCTIONS.

Click the “Details” link to see the service impacted, description, and any additional notes and/or comments about the specific Service Indicator.

Click Cancel to return to the General Info tab.

MANAGE STUDENT GROUPS:
You can activate/inactivate Student Groups by selecting “Edit Student Groups”.

You can only manage the Student Groups for which you have been provisioned Row-level security.

SEE ADVISOR CENTER JOB AID FOR MANAGING STUDENT GROUP INSTRUCTIONS.

View Status of Student Group here!

View Student Group Description here!

QUICK VIEW FOR: Viewing/Managing Service Indicators and Student Groups, Viewing general information about a student.

NAVIGATION TIP FOR THE GENERAL INFO TAB:
Click any link to go a specific area on this (general info) page.
**VIEW PROGRAM/PLAN STACK:**

View Program/Plan stack history (what Program/Plan change has been made, when the change occurred, and by whom).

**SEE ADVISOR CENTER JOB AID FOR VIEWING PROGRAM/PLAN STACK INFORMATION.**

If you perform Program/Plan stack changes (major changes), with the appropriate security, you can modify the Student Program/Plan stack from this link in Advisor Center. See *Student Records 201 Training Materials* for instructions on editing the Program/Plan Stack and Quick Enrollment.

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**VIEW ACADEMIC TERM SUMMARY INFORMATION:**

1. **Term Information:** Includes Program, Academic Standing, Level (Fr, So, Jr, Sr), and Load (full-time, part-time).
2. **Class Information:** Includes Classes, Units, Grading Schema (graded course or S/U), Grade Earned and Status (shows courses dropped after the 4th day of class) for the selected Term.
3. **Statistics:**
   - *From Enrollment:* Viewing Unit and GPA information *for a selected term at FSU.*
   - *Combined Term Total:* Viewing Unit and GPA information *for selected term at FSU and courses taken simultaneously elsewhere* (dual enrollment).
   - *Cumulative Total:* Viewing Unit and GPA information *for all terms at FSU and elsewhere.* View Cumulative GPA.