FACULTY ADVISOR – STUDENT PROFILE

INTRODUCTION AND PURPOSE

The purpose of this document is to provide information on the new Student Profile. This profile will be used by students, advisors and faculty advisors to review the student's academic record and to provide notes related to advising sessions. Please note that students cannot see the advising notes in their student profile, but per FERPA guidelines they can request to see them. Ensure that all notes are factual and without subjective personal opinions.

If you have been identified as a faculty advisor, you will have access to the Student Profile through R'Space.

If you do not see the link in your authorized applications or need other assistance, please use the following website - http://ucrbanner.ucr.edu/support/index.html - to reach appropriate support for your needs.

PROCEDURES

ACCESSING THE STUDENT PROFILES

STEPS

1. The Advisee Search provides several options for locating a student's profile. There is a Getting Started tab on the right with some helpful tips.
2. Select **Term** – this will impact the students that show on your advisee list because that can change per term.
   a. Search for any student, including those that you are not currently assigned to as an advisor.
      i. Use the radio button to select how you want to search for the student
      ii. Type in the corresponding information into the field. The system should automatically begin displaying potential results. For name ensure you type Last name, First Name.
      iii. Once you have found the student you are looking for. Click View Profile

   b. View your Advisee Listing
      i. Select the View My Advisee Listing link

ii. Once your advisee list appears you can clink on the student's name to bring up that student's profile page.

ADVISEE LISTING

STEPS

Your advisee list provides you a list, for the term selected, of all students who have you listed in Banner as an advisor. You do not have to be listed as their primary advisor for them to show on your list. There is a Getting Started tab on the right with some helpful tips.

The columns can be sorted alphabetically by clicking on the arrows in the column header.

The form does also have a filter option that can allow you select criteria to narrow down your list of students. You can add column criteria and the select Go to perform the filter.

STUDENT PROFILE OVERVIEW

The Student Profile is intended to be the main hub for advisors to review a student's academic record. From this profile you can access a large variety of student record information. The profile is term based so ensure you select the appropriate term during your advisee search.

Top Bar

In the top bar you can quickly determine the student's academic standing for the term, overall earned hours, cumulative GPA, current holds and if the student is eligible for registration or not.

Right Body of Profile

This area will show the student's current curriculum, overview of their hours and GPA and if they are currently enrolled for the term.

Left Navigation Bar

These links take you to various data sources that are outside of the Student Profile. The links open up in new web browser tabs so that you can easily return to the Student Profile. A few you want to pay close attention to are:

Degree Audit and Plans - this is your access to the student's degree audit and 4-year course plans.

View Grades – provides you a comprehensive list of the student's graded courses. The columns are sortable so this allows you to view the student's grades in alphabetical order by course subject.

Term Plans – provides you access to review and approve term plans for registration.

Academic Transcript – this is access to an unofficial/advising transcript. Students do not have access to an unofficial transcript.

If you were a previous student at UCR and now a staff member – when the left navigation links for Academic Transcript, Student Schedule, Student Summary and Application to Graduate take you to self-service the displayed page is for the student you are reviewing. Please note however, that if you clink on any of the navigation tabs once there that will bring you to your student self-service information. Not the student you are reviewing.
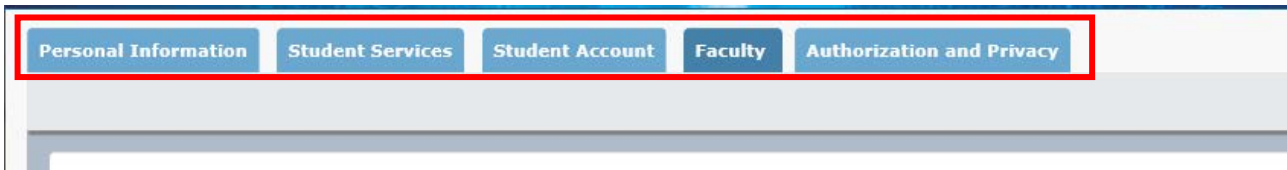
Currently student photos will not be present in the Student Profile. This is a future enhancement we are looking to provide.

STUDENT PROFILE NOTES

STEPS

Notes in the Student Profile are to be advising notes only. If a student has previous notes on file you will see a number greater than 0 in the red box next to the Notes header.

You can sort the notes by Date, Author or Category by using the Sort drop down
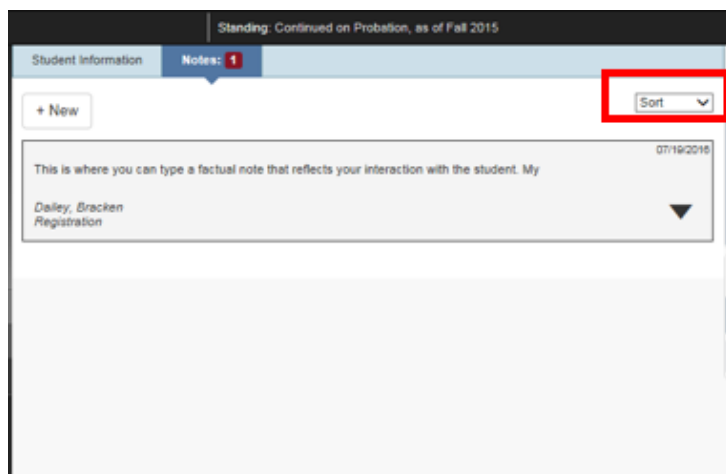
To add a note

1. Click on the Notes tab
2. Select New
3. Type note in box – Do remember that these notes should be factual without subjective personal opinions. The student has rights under FERPA to review all notes.
4. Select Category – the category selection can assist in sorting of notes and reporting. General categories are listed to group many items together. Select Other if no category applies.
   a. Notes that were converted from SIS are classified under the Other category with an advisor of Convert, Advisor Notes

GENERAL COMMENT:

10/21/2013

Convert, Advisor Notes
Other

5. Select Contact Type
6. Always leave Viewable by Advisor checked
7. Click on Post Note

Once you have saved the note you will see that it reflects in the number count and you can now see the note with your name associated with it.