

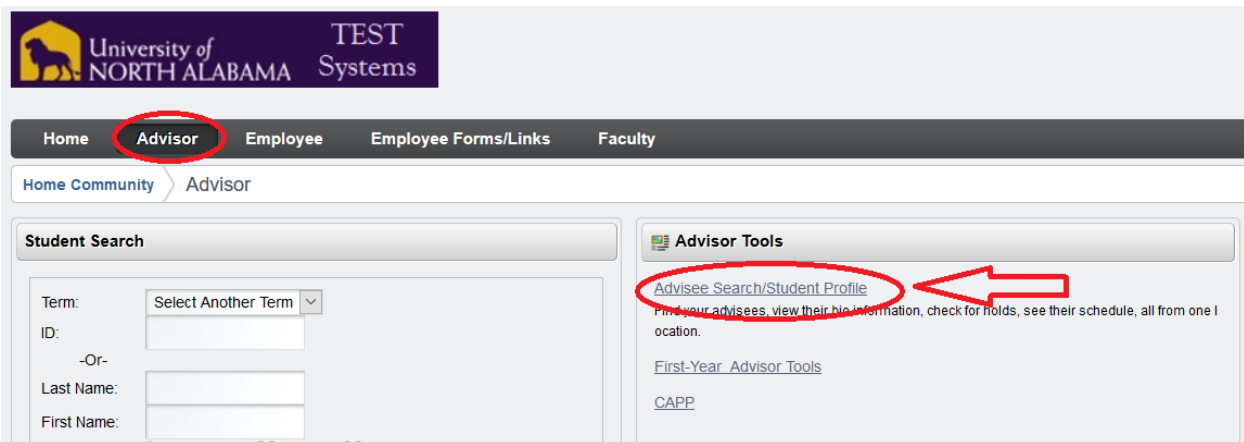
New Advising Self-Service Functionality

As we move toward the end of the semester, we (in IT Services) have been working to provide you with enhanced resources that will help you as you advise students. After you return from Thanksgiving break, you will see a new link in UNAPortal.

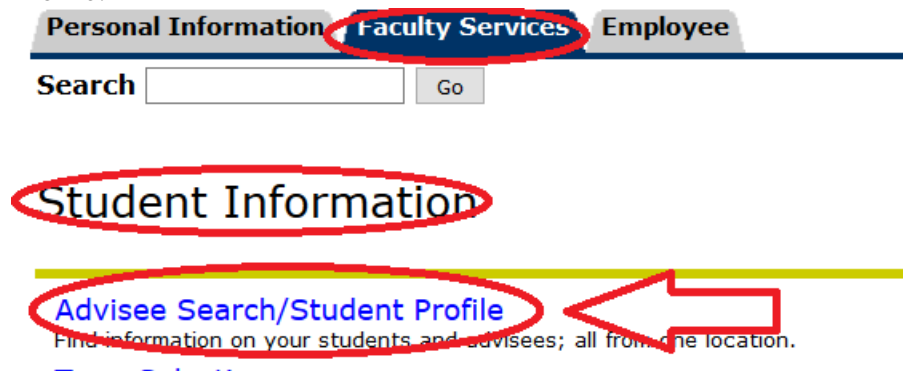
From this single location, you can:

- See and e-mail all your advisees.
- View the student's current degree/major information.
- View the student's currently registered courses.
- See all the student's Biographical Information (Date of Birth, Citizenship, Emergency Contact Information).

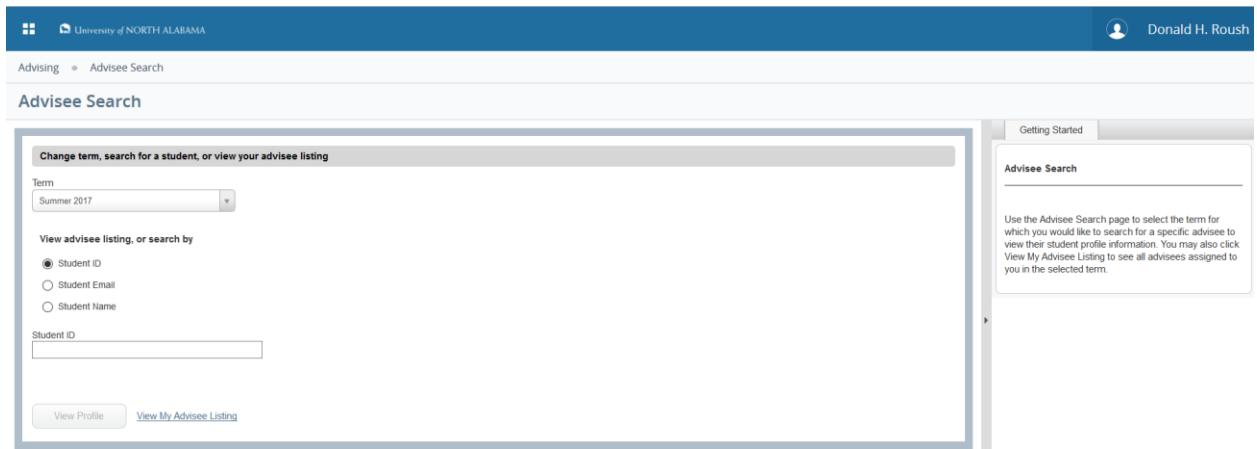
To access this site, log into UNAPortal and navigate to the Advisors tab. Then, click on the Advisee Search/Student Profile link.



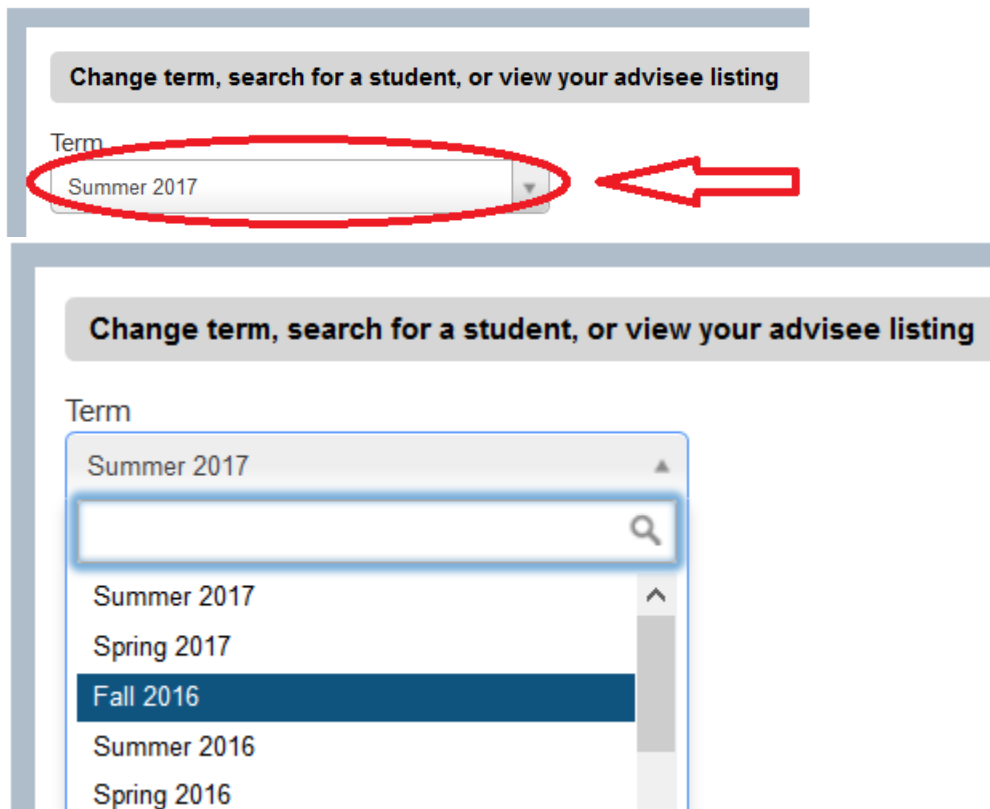
Or, from Self-Service, click on the Faculty Services tab. Then, click on the Student Information Menu link. Finally, click on the Advisee Search/Student Profile link. Also, many of the links on this page have been removed as all the information can be viewed within the new Student Profile.



The Advisee Search page opens where you can search for students and view their information.



Make sure you select the proper term.



You can search for a student by ID, e-mail address, or by name (Last, First).

View advisee listing, or search by

- Student ID
- Student Email
- Student Name

Student Name

Search Fall 2016

Student, Example

Student, Example
ID: L12345678
Email: estudent@mailtest.una.edu

To search for a student enter their name: Last, First Middle e.g. Smith, John Martin

Click on the “View My Advisee Listing” link to see all your advisees in one location.

[View My Advisee Listing](#)

When the profile opens, you will see the student’s profile with all his/her information.

University of NORTH ALABAMA Example Student

Student Profile - Student, Example (L12345678)

Term: Fall 2016 Standing: Good Standing, as of Fall 2013 Overall Hours: 47 Overall GPA: 4.00 Registration Notices: 3 Holds: 1

Bio Information
Email: estudent@mailtest.una.edu
Phone: Not Provided
Gender: Male
Date of Birth: 01/01
Ethnicity: Not Hispanic or Latino
Race: White
Citizen: Yes
Citizenship: U.S. Citizen
Emergency Contact: Student, Example
Emergency Phone: 911 911-9111

General Information
Level: Undergraduate
Class: Sophomore
Status: Active
Student Type: Former Student
Residency: In-State Resident
Campus: Not Provided
First Term Attended: Fall 2009
Matriculated Term: Not Provided
Last Term Attended: Spring 2014

Graduation Information
Graduation Applications: None

Advisors
Primary / Advisor: Roush, Donald H

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Social Work	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	BSW in Social Work	
College:	College of Arts and Sciences	
Major:	Social Work	
Department:	Social Work	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Admitted	
Admit Term:	Fall 2016	
Catalog Term:	Fall 2015	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
General Psychology	PY 201 01	10157	3	**Registered**	Stone, Rebecca
Social Psychology	PY 442 01	10188	3	**Registered**	Carrasco, Gabriela
Intermediate Algebra	MA 100 05	10928	3	**Registered**	McCee, Melinda

You will find the student’s name and University ID along with his/her ManeCard photo.

Student Profile - Student, Example (L12345678)

Term: Fall 2016 ▾
Standing: Good Stan



Student, Example

Bio Information

Email:

Phone:

Gender:

Date of Birth:

Ethnicity:

Race:

Citizen:

Citizenship:

Emergency Contact:

Emergency Phone:

General Information ⓘ

In the upper right of the screen, you will see any notices or holds along with who to contact.

Registration Notices: 3 Holds: 1

Registrar's Office (Reg)

Originator: *Contact registrar@una.edu*

Processes Affected: *Registration*

Also, you can view the student's registration PIN from this single location.

Registration Notices: 4 Holds: 1

✓ **Overall Academic Standing**
Not Calculated
Permits Registration

✓ **Student Status**
Active
Permits Registration

✓ **Enrollment Status**
Permits Registration

Registration PIN Assigned
Student PIN: 123456

Within the registered courses section, you can simply click on his/her name and see contact information regarding the instructor.

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Social Psychology	PY 442 01	10188	3	**Registered**	Carrasco, Gabriela
Intermediate Algebra	MA 100 05	10928	3	**Registered**	McGee, Melinda
Microbiology	BI 307 01	11255	4	**Registered**	Roush, Donald
Pre-Health Professions Orient	BI 100 01	11636	1	**Registered**	Crews, Amy

Social Psychology	PY 442 01	10188	3	**Registered**	Carrasco, Gabriela
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Pre-Health Professions Orient	BI 100 01	11636	1	**Registered**	Crews, Amy



Roush, Donald H

Biology

dhroush@una.edu

On the left of the screen, you can click a link to view the student's grades.

- Academic Transcript
- Registration
- Student Schedule
- Apply for Graduation
- Week at a Glance
- View Grades**
- Pride Planner

[View Grades](#)

Student Grades Page

All Terms

Undergraduate

Course Work

Subject <input type="checkbox"/>	Course Title <input type="checkbox"/>	Campus <input type="checkbox"/>	Midterm ...
SO 221, 01	Introductory Sociology	M	
HES 244, 01	Diverse Learners	M	

There is a lot of information available from this one location. Some of the links and functionality are still using the old look and feel of Self-Service but we are working to improve them as well. This new functionality provides all a student's information in one location for easy viewing and easy access. Hopefully, this functionality will help you as you work with students and help them along their educational journey.

Information Technology Services
University of North Alabama