



# Student Records 102

## Presentation Overview

- Enrollment
- Queries & Student Tracking
- Academic Advisement Report
- Academic Advisors
- Nolij

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# Understanding Enrollment Records and Auditing Enrollment Actions

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Enrollment

*Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search*

- Institution: CLKSN
- Many options to search!

Academic Institution:	CLKSN	Clarkson University
Academic Career:	<input type="text"/>	
Term:	<input type="text"/>	
Enrollment Request ID:	<input type="text"/>	
Enrollment Request Source:	<input type="text"/>	
Enrollment Request Action:	<input type="text"/>	
Enrollment Action Reason:	<input type="text"/>	
User ID:	<input type="text"/>	
Empl ID:	<input type="text"/>	
Class Nbr:	<input type="text"/>	

# Commonly Used Queries

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Queries & Student Tracking

- Query Viewer vs Query Manager
- Wildcard Search
  - CU\_ACAD%
- Favorites
- Excel vs HTML
- Pop-ups!

Query	Description
CU_ACAD_DEPT_STUDENT_GROUP	Returns active students who are active in a particular student group, with their program/plan stack
CU_ACAD_DEPT_STDNT_DATA_PLAN	Returns students who are active in a major, with basic data (address, phone, advisor, GPA, credits earned)
CU_ACAD_ENRL_NO_ENRL_HOLD_DATA	Used during enrollment, to monitor students who have not yet enrolled
CU_ACAD_GRD_ROSTER_STATUS	Used during grading, to monitor faculty who have not submitted grades

# Student Tracking



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Queries & Student Tracking

- Career + Program + Plan + Subplan
- Student Groups

# Tracking Progress Toward Degree Completion

*Main Menu > Academic Advisement > Student Advisement > Request Advisement Report*

- Set your defaults!
- Always “Add a New Value” (pay attention to dates!)
- Timeline for CRC programs – Fall 2018

## Student Records 102 Academic Advisement Report

### Academic Advisement Report

Select Institution / Career  [change](#)

This report last generated on 05/03/2017 1:33PM

[collapse all](#) [expand all](#) [view report as pdf](#)

Taken  In Progress  Planned

#### Disclaimer [RG9350]

#### Engineering Management MS [RG 9312]

**Not Satisfied:** The Engineering Management Master of Science degree requires six core courses and three electives, culminating in a Capstone project. Students must complete all coursework with a combined GPA of 3.000 or higher.

• GPA: 3.000 required, 0.000 actual

#### Engineering Management, Course Requirements [RQ 489]

**Not Satisfied:** All Engineering Management majors must take a common set of core courses

#### Core Courses

**Not Satisfied:** Students must complete the six core courses listed below

• Courses: 6 required, 0 taken, 6 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade/Notes	Status
EM 660	<a href="#">Cost Mgmt &amp; Financial Analysis</a>	3.00			
	<a href="#">*** view multiple offerings</a>				
EM 680	<a href="#">Decision Analysis &amp; Risk Mgmt</a>	3.00	Given When Needed		
OM 650	<a href="#">Op Strat &amp; Int Competitiveness</a>	3.00			
OM 680	<a href="#">Strategic Project Management</a>	3.00	Spring Semesters		
OM 685	<a href="#">Quality Mgmt &amp; Process Improve</a>	3.00	Fall Semesters		
OS 666	<a href="#">Negotiations/Relationship Mgmt</a>	3.00	Fall Semesters		

View All | [First](#) | [1-6 of 6](#) | [Last](#)

Requirement Group

Requirement (many per group!)

Requirement Line (many per requirement!)

Requirement Line Details

# Academic Advisor Assignment

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Student Advisor

*Main Menu > Records and Enrollment > Student Background Information > Student Advisor*

- Currently, advisors are assigned manually by departmental personnel
- Click the “related content” link in the top right hand side of the Student Advisor screen for a short tutorial and/or written instructions!

## Student Advisor

The screenshot shows the 'Student Advisor' interface. At the top, there is a search bar (highlighted with a red box) and navigation links: 'Find | View All', 'First 1 of 1', and 'Last'. Below this, there are two main sections for advisor assignment, each with a 'Find | View 1' and 'First 1-2 of 2' / 'Last' navigation.

**Advisor 1:**

- \*Academic Institution: CLKSN (Clarkson University)
- \*Effective Date: 12/14/2015
- \*Advisor Role: Advisor
- \*Advisor Number: 1
- \*Academic Career: GQTR (Grad Quarterly Calendar)
- \*Academic Program: GDBUS (Graduate Business (Distance))
- Academic Plan: MGMTD-MBA (Graduate MBA)
- Academic Advisor: [Red Box]
- Advisor Percentage: [Empty]
- Committee: [Empty]
- Options:  Advised by Committee,  Must Approve Enrollment,  Must Approve Graduation,  Graduation Approved

**Advisor 2:**

- \*Advisor Role: Advisor
- \*Advisor Number: 2
- \*Academic Career: GQTR (Grad Quarterly Calendar)
- \*Academic Program: GDBUS (Graduate Business (Distance))
- Academic Plan: MGMTD-MBA (Graduate MBA)
- Academic Advisor: [Red Box]
- Advisor Percentage: [Empty]
- Committee: [Empty]
- Options:  Advised by Committee,  Must Approve Enrollment,  Must Approve Graduation,  Graduation Approved

At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

# Digital Student Files

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Nolij

- nolij.clarkson.edu
  - Access and Roles
- Policies
  - Copies for students
  - Retention policy (indexing)
- Wildcard Search
- Content 7
- <http://confluence.clarkson.edu/x/IQDL>

