Student Search Advising Tools: A Primer

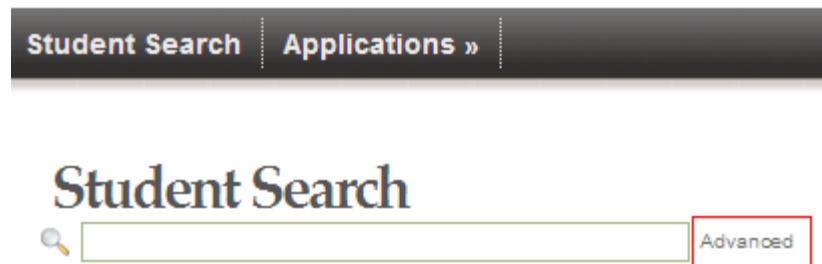1. Log in to https://webapp.mis.vanderbilt.edu/student-search. Or, click on the YES link toward the bottom of the page on the right-hand side of the Vanderbilt homepage.

2. Sign in using your VUNet ID and e-password.

3. Accept responsibility for maintaining the confidentiality of the information (click accept).

4. The student search feature will open to the Quick Search page.

5. Click on "Advanced" in order to search by name, class, *etc.*

The easiest way to search is simply to leave all fields blank, ensure that the Current Students Only and Advisees Only boxes are checked, and click search.

NOTE: Social Security Number is no longer a search parameter in the student-search tools. Students will be assigned a Commodore ID. The Commodore ID is a nine-digit number that for now starts with three zeroes (*e.g.*, 000111222). The Commodore ID will be listed on each student's landing page; next to each student's name on the Adviser Holds page (see below); and as "Student ID" on the Advising Snapshot (see below).

6. The search will return all of your active advisees to the adviser landing page. Students are listed in alphabetical order.

7. The page also includes the following information for each student (as well as a photo, if available):

- **Alias(es):** This only includes a student's previous name if his or her name has been changed; nicknames/preferred names are not included.
- **School(s):** The student's primary school.
- **Class:** The student's current class standing.
- **Major(s)**
- **Deg Exp Term:** The student's expected graduation term.
- **Source:** For now, the source will be SRS for all students. (It eventually will be Peoplesoft.) Changes to this information will require an overnight student records update, and may not appear for at least one-to-two days after the student submits the necessary paperwork to the registrar's office.
- **DOB:** Date of birth.
- **Email function:** Click on the envelope next to a student's name in order to send an email to that student.

8. Any links to which you have access will be listed beneath the student information.

AAI Academic Record   Advising Snapshot   Student Registration

They will include:

- **Academic Record:** Access to Academic Information (AAI)
- **Advising Snapshot and Student Registration:** see below.

**NOTE: You can return to the adviser landing page from any other tool either by clicking on Student Search at the top of the page (if available)

Student Search | Applications »   Help | Logout:

or by selecting Student Search (if available) from the Applications drop-down menu.**

Class Search | Catalog | Schedule | Applications »   Print | Your Record | Help | Logout:

- Student's Information
- Academic Record
- Advising Snapshot
- Application Access
- Adviser Holds
- Oak
- Online Grading
- Student Search
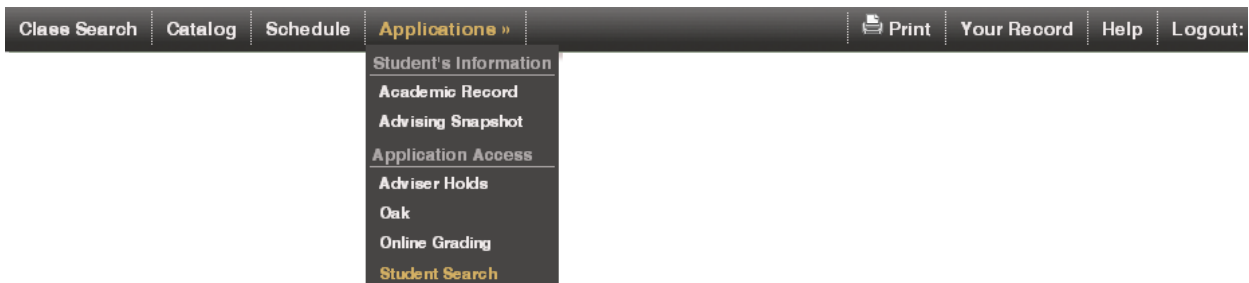
9. You can access the following tools from the Student Search page by clicking on the Applications drop-down menu at the top of the page:

- **Adviser Holds:** see below.
- **Class Search:** The online Schedule of Courses.
- **Course Catalog:** Catalog information for all approved courses.
- **OAK**
- **Online Grading**

Adviser Holds page:

Students no longer will need an adviser approval code to register, but they will not be able to register until you remove the adviser approval hold.

All of your advisees are listed on this page, with a hand icon next to each student's name. For students with an active adviser approval hold, a red **X** will appear on the hand icon.

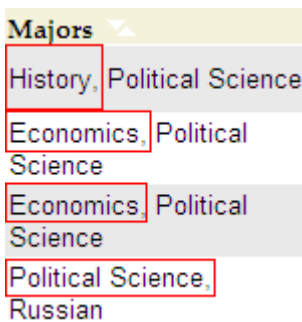***NOTE:** Only the adviser for a student's primary major can remove holds. The primary major is listed first in the Majors column on the Adviser Holds page.

The students can be sorted by name, school, major, *etc.*, by clicking on the up/down arrows next to each column title (highlighted by the red box in the picture above). In addition, you can select only those advisees with holds by clicking Advisees with holds.

To remove a student's hold, click on the box next to the hand icon on that student's row,

then scroll to the bottom of the page and click the Remove Holds button.
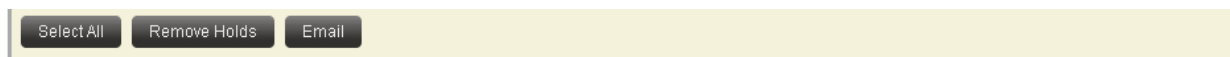
To remove the holds of several students at the same time, select the box on each student's row, then scroll to the bottom of the page and click the Remove Holds button. You can also click the Select All button at the bottom of the page and then Remove Holds to remove the holds of all of your advisees. In addition, an email function allows you to send an email message to any selected students.

NOTE: Students' enrollment windows will be assigned based on the degree expect term. Therefore, you may find it useful to send a message to all students in a particular registration week by sorting by degree expect term, selecting the appropriate students, and clicking the Email button.

Click Student Search at the top of the page to return to the search feature. Or, click on any student's name on the Adviser Holds page to be directed to that student's **Advising Snapshot**.

Advising Snapshot:

Access the Advising Snapshot either by clicking on a student's name from the Adviser Holds page or by selecting the option from a student's summary on the adviser landing page.
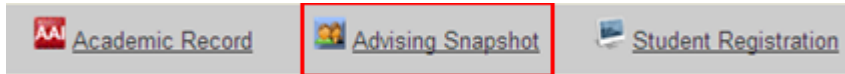
The advising snapshot includes the following:

Basic information:

NOTE regarding Parental Release: At this point, you must click on the "Show Buckley message" link in order to determine whether or not you can release any information. We have requested that this information be more readily available.

Student ID: This is the Commodore ID.

Academic Summary: GPA, classification, majors, *etc.*

Holds: You will be able to see the Adviser Approval hold here. If the adviser approval hold is active, a minus sign will show in the Holds box. You can click on the minus sign in order to remove the hold. Once the hold is released, the minus sign will be replaced with **[Released]**.

Holds	
2010 Fall	
Adviser Approval Hold - Please see your adviser to release this hold.	▬

NOTE: If you have removed the adviser approval hold and the student contacts you stating that he still cannot access his registration, please direct the student to his student landing page for information about any other holds (registration, immunization, *etc*.).

AAI Academic Detail: A quick list of all earned credits and grades, including AP/IB credits and transfer credit, plus information about mid-semester deficiencies and/or probations. In-progress courses will show with 0 hours.

AAI Academic Detail			
2007 FALL			
HIST-115F	FYS:Potsdam to Vietnam	3.0	A-
HIST-130	Westn Military Hist 1815	3.0	B
MATH-150A	First Year Calculus I	3.0	A-
PSCI-102	Intro Internatl Politics	3.0	A
AP/IB CREDIT			
CS-101	PROGRAMMING & PROB SOLV	3.0	
ENGL-102W	LITERATURE: FORMS & TECH	3.0	
ENGL-105W	DRAMA: FORMS & TECH	3.0	
HIST-100	HIST WEST CIV TO 1700	3.0	
HIST-101	HIST WEST CIV SINCE 1700	3.0	

Enrollment Activity: Courses in which the student plans to enroll (cart) or in which the student is currently enrolled for the registration term.

Enrollment Activity

2010 FALL - ENROLLED

No Enrolled Classes

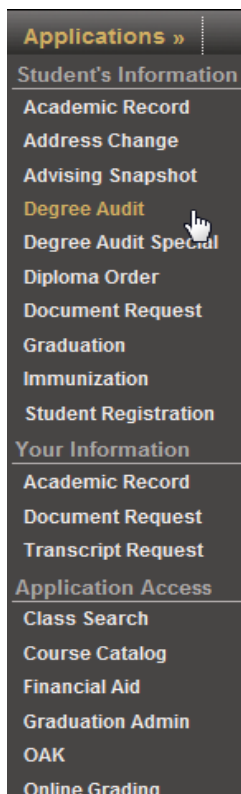**2010 FALL - CART**

No Saved Classes

Student Planner: Students will be able to select courses at any time from the online Catalog and place them in their planner. Any courses in a student's planner will be listed in this Student Planner box.

Student Planner

Number	Title	Typically Offered
No records found.		

To review more detailed registration information for the student whose snapshot you are viewing, select Student Registration from the Applications drop-down menu. (See next page for details about the Student Registration feature.) Or, to return to the Adviser Holds page, either select Adviser Holds from the Applications drop-down menu or click on the **X** at the top, right-hand side of the Advising Snapshot page.

Access to Degree Audit and Special Audit: Once you have a student's Advising Snapshot open, you may access the Degree Audit and Special Audit from the Applications drop-down menu at the top of the page:

Applications »

Student's Information
- Academic Record
- Address Change
- Advising Snapshot
- Degree Audit
- Degree Audit Special
- Diploma Order
- Document Request
- Graduation
- Immunization
- Student Registration

Your Information
- Academic Record
- Document Request
- Transcript Request

Application Access
- Class Search
- Course Catalog
- Financial Aid
- Graduation Admin
- OAK
- Online Grading

Student Registration:

Access the Student Registration feature either by selecting the option from a student's summary on the adviser landing page or, if you are reviewing a student's record, by selecting Student Registration from the Applications drop-down menu.

This feature allows you to see everything that the student sees in the registration program. Utilize this function to see a student's schedule (or your own—see below), but you cannot make any changes to a student's schedule through the Student Registration tool. Changes to a student's schedule will need to be processed through the Peoplesoft enrollment management system. Only Directors of Undergraduate Studies and Administrative Assistants have access to the enrollment management system on the departmental level.

At the top of the page, on the right-hand side, you can see the student's Appointments (enrollment windows). The next available window is listed in the box, but you can see other windows (such as open enrollment) by clicking on the date.

Click the In Cart or Enrolled boxes to see courses in either category.

To Search Classes, enter the course number or name in the search box.

You can also use the Advanced Search feature to search by other specific parameters, including class meeting days or times.

NOTE: For interdisciplinary programs or departments that generally dual-list courses, use the Advanced search to find for "dual-listed" courses in the Class Attributes menu. Select the appropriate "Eligible for . . . " option in order to see classes eligible to count toward your major, for example, that are not offered under your subject area rubric.

Once the search results are returned, you can click on a particular section row (it will turn dark gray)

in order to get catalog data about the course.

Note that for this section, no syllabus is listed. A link to the course syllabus will appear as soon as the instructor uploads the syllabus via Online Grading.

Fun fact: Click on "Your Record" at the top of the Student Registration page in order to see a calendar or list view of the courses that you are teaching for the upcoming semester. You can return to the student-specific information by selecting Student Search or Adviser Holds from the Applications drop-down menu.

Make sure to logout of the program when you are done!

Please call 343-3147 or email molly.thompson@vanderbilt.edu if you have any questions.