

# Advisor Tracking Tool



## Business Process Guide

### Student Records

January 2014



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## Purpose

The Advisor Tracking Tool provides a way for Advisors to view on/off track status by student. It also gives Advisors the ability to put students on track by overriding individual critical requirements.

## Navigation

**ASU Customization > Student Records > ASU Advising > Advisor Tracking Tool.**

## Prerequisites and Assumptions

Before you can use the advisor tracking tool, it is assumed that each of the following conditions has been met.

- ❑ You have attended the on-line FERPA refresher course at <http://myasucourses.asu.edu> and passed the test.
- ❑ You have attended either the on-line "Advisor 201: Use ASU Advising to clear system generated service indicators" class at <http://myasucourses.asu.edu> or attended the instructor-led Advisor 201 class (schedule can be found at <http://www.asu.edu/hr/training>)
- ❑ You have requested and been granted the PeopleSoft Access roles of:
  - ✓ SR Standard Student Pages
  - ✓ SR Catalog Schedule View
  - ✓ ASU Enrollment Advising Update(request access at <https://www.asu.edu/go/oasis/AddSecurityRequest/>)



## Using the Advisor Tracking Tool

### REVIEW -- Actions to Take When Reviewing Students (also see attached chart)

Any time during a semester or after end of semester processing

- **Set the track term back.** If a student is working on prerequisite coursework to critical requirements and as a result causes the student to be falsely off track in the current track term and future track terms, an advisor can set the track term back. This function can be used throughout the semester to re-baseline what tracking term a student is assessed on. Setting the track term back to 0 is only recommended when a first semester student changes a major in the middle of a semester and as a result is being evaluated on courses in the new major that they have not had an opportunity to enroll in.

Any time before course withdrawal deadline of a semester

- If a student is taking prerequisite courses or is awaiting transfer coursework from another institution you can use the **Prerequisite/Transfer checkbox**. This is recommended to be used early in the semester to avoid students from receiving email notifications and an eAdvisor hold. This is a preferable option when the advisor has already had communication during the semester with the student and wants to stop the student from getting email notification and holds for being off track. Also, this option does not change the students' status. The student will remain off track. At end of semester processing (typically 10-14 days post all grades submitted) the Prerequisite/Transfer checks will be expired. These waivers do not carry forward to another semester.

After final grade processing for a semester

- Review student data and **take no action**, leaving the student's off/on track status as is. If a student is truly off track, their status should remain off track.

### What are the main things that cause a student to go off track or get a hold?

A student will have an off track status if they have not met a critical requirement by the term in which it is required. Critical requirements include registering for specific courses, obtaining a minimum grade in a course, maintaining a minimum GPA (overall and/or within their major), and meeting major-specific milestones. Critical requirements are indicated on the major map for each major with a symbol.

Holds are placed when a student's status is off track either for two consecutive terms in their current major (S74, S67) or once for the current term (S57). The difference between the S74 and S67 hold is that the S74 is a positive hold (doesn't restrict future registration) which is initially placed to indicate that the student is potentially twice off track. We place the S74 hold to provide an opportunity for the advisors to reach out to the students to help them avoid being officially twice off track.

When an advisor removes an S74 hold from a student, indicating that they do not want that student to receive the twice off track hold and messaging, a S57 hold is applied instead.



## **What happens when they are off track more than twice, we have heard they can get kicked out of their program?**

Students who have an S67 hold are required to change their majors. In the communication to students we say “may be required” because advisors do have the ability to not follow through with this requirement. However, technically the policy is that they are required to change their majors and most colleges do uphold this policy. Remember that the whole point of critical tracking is to identify a major for a student, early on in their college career, in which they are going to be successful. So, if they are twice off track, they have not been successful in those items/classes which the faculty have identified as predictors of future success in that major. It is in the best interest of the student to get into a major in which they can be successful as early as possible.

## **If a student changes majors and no previous credits carry over is the student off-track?**

If a student changes majors, they will be re-evaluated against the critical requirements for that new major based on their current track term, courses they have already completed, current GPA, etc. They won't be off-track automatically if none of their previous credits apply.

All credits earned at ASU are applicable towards the basic 120 hours necessary to graduate. What changes is the degree applicability of certain hours and classes. The student's past classes and credits will be evaluated against the degree requirements for the new major and applied appropriately.

## **REMINDER**



The following actions in the Advisor Tracking Tool are informational only and do NOT perform any action in the system or student's record:

- Selecting Reviewed in the “reviewed” pull-down menu – this is so the next time you search any of your students in the Tool you can filter out the ones that you have already reviewed.
- Selecting a reason in the “reason” pull down menu next to the change term box—this only indicates the reason for setting the term back, it does not apply any action to the student's record.

<b>Scenarios</b>	If a student is truly offtrack; their status should remain off-track	If student working on pre-requisite or transfer coursework that precludes critical requirement	If student changes major during their first semester and has not had the opportunity to enroll in critical coursework for new major	If student communicates to advisor they are transferring in critical coursework OR are currently enrolled in prerequisite for critical course
<b>ACTIONS:</b>	<b>No Action</b>	<b>Set Term Back</b>	<b>Set Term Back to Zero</b>	<b>PreReq/Transfer Box</b>
<b>What advisor can do</b>	No action necessary	Set term back the number of terms anticipated for student to get on track <ul style="list-style-type: none"> <li>• should only set back to terms 1-4</li> <li>• term zero not used for this case</li> </ul>	Set term back to zero	Check the transfer/pre requisite box for the specific requirement(s)
<b>When</b>	Advisors can review student's tracking status any time but especially prior to eAdvisor notifications going out to students (end of drop add through course withdrawal deadline and end of semester processing) and mark the record as reviewed even if no action is taken.	Any time during the semester; especially prior to eAdvisor notifications going out to students (enrollment period; end of semester processing)	As soon as student changes major (recommend doing now for CT08 major changers)	As early in the semester as possible <ul style="list-style-type: none"> <li>• expires prior to end of semester processing</li> <li>• student's status is off-track until critical requirement is met</li> </ul>
<b>Effect of action</b>	<ul style="list-style-type: none"> <li>• Student's overall tracking status for the term is off-track and counts as one term off track</li> <li>• eAdvisor hold applied and email note sent to student</li> </ul>	<ul style="list-style-type: none"> <li>• Student's overall status adjusted if setting back term results in student being on track</li> <li>• If on track, no eAdvisor hold or email note sent if student remains on track</li> <li>• Tracking term increased by 1 at end of semester</li> </ul>	<ul style="list-style-type: none"> <li>• Student is not assessed against any critical requirements ("free pass")</li> <li>• no eAdvisor hold or email note sent</li> <li>• Tracking term increased by 1 at end of semester</li> </ul>	<ul style="list-style-type: none"> <li>• No eAdvisor hold or email sent to student between end of drop/add and course withdrawal deadline for that specific requirement</li> <li>• Student's overall track status at the end of the semester will be off-track and will receive eAdvisor hold and email at end of semester</li> <li>• Status can change to</li> </ul>



## Helpful Hints

- ✓ Notice that there may be a  or  that appear next to the available fields. When you click on the down arrow or the hour glass, all available choices for this field will display. OR, if you already know what to type in any given field, you may just type it in without utilizing the arrow or hour glass.
- ✓ **Remember**, for any given field, all current and up to date choices may be viewed by clicking on the down arrow or the magnifying glass.
- ✓ Notice the operators available to broaden or narrow your search. Available operators may include "begins with", "contains", "=", "not=", "<", "<=", ">", ">=", "between", or "in", depending on the type of field you are searching on.
- ✓ Notice the [New Window](#) link in the upper right hand corner of the page. This allows you to open another window in People Soft, while still keeping the current window open.
- ✓ Notice the [Help](#) link in the upper right hand corner of the page. This link takes you to ASU's collection of Job Aids, Tutorials and Business Process Guides.
- ✓ The link to [DARS](#) (available on the "tools tab") will open DARS in a new window.
- ✓ The link to [Student Services Center](#) (also available on the "tools" tab) will replace your current page, taking you away from the current screen.



## Track a Student Using the Advisor Tracking Tool

1. Navigate to the Advisor Tracking Tool Page: [ASU Customizations > ASU Student Records > ASU Advising > Advisor Tracking Tool](#)

Type in all information about the student you want to track, and then click **Search**

This is the Advisor Tracking tool search screen. Numbered notes about each field are on the next page.

**Advisor Tracking Tool**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

ID:	begins with ▼	<input type="text"/>
Student Career Nbr:	= ▼	<input type="text"/>
Enrolled Term:	begins with ▼	2147
Academic Load:	= ▼	<input type="text"/>
Campus:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>
Academic Plan:	begins with ▼	<input type="text"/>
Track Status:	= ▼	<input type="text"/>
Reviewed:	= ▼	<input type="text"/>
eAdvisor Student Group:	begins with ▼	<input type="text"/>
Student Group:	begins with ▼	CT
Academic Standing Action:	begins with ▼	<input type="text"/>

☐ Include History

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)





- **ID** = Affiliate ID of the student (1000.... or 1200...)
- **Student Career Nbr** = Each active major of a student will have a career number.
- **Enrolled Term** = This is a required field and works in conjunction with the Academic Load field. \*\*\*See detailed explanation below.
- **Academic Load** = Pick from different enrollment loads – from “Enrolled full time” to “not enrolled”  
\*\* *advanced search tip*: To eliminate students who are active, but not enrolled in classes for the enrolled term, pick the “Load” of “Not Enrolled” and set the comparator to “not =”  
\*\*\*See detailed explanation below.
- **Campus** = Tempe, Downtown, West, Poly or Online
- **Name** = (Last Name, First Name) Enter the last and first name of the student.
- **Academic Plan** = Student's major, minor or certificate
- **Track Status** = “On Track”, “Off Track” or “On Track by Override”
- **Reviewed** = “Not Reviewed or “Reviewed”
- **eAdvisor Student Group and Student Group** = Now you can search for students that are in two student groups at the same time: All athletes that are critically tracked, for example.

**Academic Standing Action** = pick from 14 different standings

\*\**advanced search tip*: to NOT see disqualified students, select the “Standing Action” of “Disqualified” and set the comparator to “not =”

Search Tips:

Always click on the **Include History** checkbox in order to get all information about your student. If you don't you will only see one row of history, and it will look like the student had not been evaluated!

Once you set your search criteria, you can save it by clicking on “Search Save Criteria”. You will be asked to name the search, and then it will appear in a drop down field at the top of the screen.

You can change the comparator from “begins with” to other comparisons for better searches.

\*\*\*The tracking tool allows you to search based on a student's enrollment status as of the time the search is executed. You can “pair up” term and academic load to perform powerful searches:

1. Enrolled term = 2087 / Academic load = blank. This will show you all students currently active in their program and active in a CT student group. This may include students who attended last spring but who have not enrolled for fall. These students will have a discontinued row but it is future dated for the end of the term – so while they are not here, they do still show as active.
2. Enrolled term = 2087 / Academic load **not=** No Status. This will filter out all students who are not enrolled in at least one hour.
3. Enrolled term = 2087 / Academic load = Full Time or Part Time etc. This will show you only students who are enrolled with the selected status.
4. Enrolled term = 2081 / Academic load = Full time – This could even be used to filter by enrollment in a past or future term.



## Status Tab

This is the eAdvisor On/Off Track Status critical tracking screen. Numbered notes are on the next page.

StatusCourse DetailsHistoryToolsReevaluate

eAdvisor On/Off Track Status

1

★

🔑

View FERPA Statement

Groups

CA14 FTF Admit 2014  
CT14 eAdvising Tracking Student 14  
NC04 Continuing UGRDs; enrolled  
NC10 Active Students Tempe Campus  
NC15 Active Undergrads Tempe Campus  
NC31 First Time Freshmen 2144-2147  
NC33 First Time Freshmen 2114-2117  
NC61 On Campus Students  
R000 FYS Current Year  
R115 FYS 2014 Coach 115  
SFU5 Fall 2014 5 Years  
SRHT Educators Academy-Tempe

Student Enrollment

Term	Units Taken	Cum GPA
2014 Fall	14.000	
2015 Spring	16.000	

Current Plan

TEMATBAE

Secondary Ed - Mathematics

Catalog Year

2014 Summer

Current Subplan

Career Nbr

0

Career

UGRD

Academic Standing

Total Hours

38.00000

Total Upper Division Hours

Requirement Types

❗ Critical Major Requirement

★ Necessary Requirement

Status

✓ On Track

✗ Off Track

✓ On Track by Override

✗ Out of sequence

🟢 No Status - Term 0

FindView AllFirst1 of 1Last

Effective Date

11/09/2014

Effective Sequence

1

Campus

TEMPE

eAdvisor DPROG

TE MAT 8AE

Evaluated Plan

TEMATBAE

Secondary Ed - Mathematics

Catalog Year

2014 Summer

Reviewed

Not Reviewed

Evaluated Subplan

Status

✓ On Track

Change current track term

Current Track Term

1

Reason

Comment

Evaluation Term

2147

Expand All

Track Term 1 (0 - 15) Credit Hours

Requirement Detail	Reason	Course/GPA	Grade	Units	Term Taken	Transfer/Prereq Course
❗ ENG 105: 3 hours, C minimum	✓ Currently enrolled	ENG 105	NR	3.00	2014 Fall	<input type="checkbox"/>
❗ TEL 101: 1 hour	✓ Currently enrolled	TEL 101	NR	1.00	2014 Fall	<input type="checkbox"/>
❗ Term 1 MAT 270 (MA): 4 hours, C minimum	✓ Requirement met	MAT 270	AP	4.00	2014 Summer	<input type="checkbox"/>
Elective: 3 hours (MAT 208 recommended)	✓ Future Enrollment	MAT 208	NR	3.00	2014 Fall	<input type="checkbox"/>
MLF Natural Science - General (SQ or SG): 4 hours, C minimum	Future Enrollment	AST 112	NR	3.00	2015 Spring	<input type="checkbox"/>
		AST 114	NR	1.00	2015 Spring	<input type="checkbox"/>

- A student's on/off track status will be checked nightly and evaluated when one of these things occur:
  - change of major
  - add or drop a class
  - new transfer work



- final grades are posted
  - milestone is posted
  - tracked term is changed by an Academic Support Specialist
- Each evaluation creates a new row to be reviewed. Click on "include history" to see all rows.
- If the student is evaluated more than once in the same day, the effective sequence will increment by one.
- Click on the "Include History" button to make sure you see all effective dated rows. You can scroll through each row to see how the student's on/off track status has changed over time.
- Each evaluation creates a new row of information to be reviewed. Click the left and right triangles, or click "view all" and scroll through the rows top to bottom.
- Student's Enrollment, Student Groups and FERPA flag are visible on this screen.

A note about the Student Enrollment by term. This includes enrollment for the most recent past term enrollment, the current term and the future term if registered. The hours will be a reflection of hours the student took. It will not include units for classes the student dropped or received a W.

- Current Plan. This field shows the current plan of the student. Notice further down in the row is a field that displays "evaluated plan". The tracking tool will now show all rows for the student, including past plans. If the student has changed plans, previous rows will show that the evaluated plan will be different from the current plan.
- The current track term is indicated for the student. This is the track term that the student is currently being evaluated against. This is cumulative – if the student's current track term is 2, the overall track status will be evaluated based on all term 1 and term 2 Critical Major Requirements. The track term is initially determined by when the student was admitted. Students admitted Fall 07 were evaluated on track term 1 in Fall 07, now Spring 08, they are evaluated on track term 2 requirements.  
You can now set the track term back if necessary. For example, if a student has been at ASU for 3 semesters (typically track term 3), but has just changed majors, you can set the track term back to term 1 or 2, as needed, to track the student in their new plan.
- The bottom of the page includes a date/time stamp of the last time the page was updated along with the ASUrite ID of the person who made the last update. You can tell that the record has been updated by the weekly update process if the ID is a system ID (i.e. ASU\_CRITICAL\_TRACKING, for example).
- Give feedback about the screen using the email feedback link at the bottom of the page.
- Highlighted information indicates changes to the student data since the last row marked "Reviewed". You can go back through the rows to see what the specific change. The changes will continue to be highlighted until a new row is added and set to "Reviewed"
- \*\* This symbol indicates a change occurred to a course associated with the requirement. Other information will include, grades, milestones, term taken and evaluated plan.



## Mark the Status as Reviewed

If you have reviewed a student in the Advisor Tracking Tool, you will want to set the status from Not Reviewed to Reviewed. This must be done manually and the record must be saved. This flag will reset if the student's track status goes from On Track to Off Track.

Instructions:

- Navigate to the Advisor Tracking Tool Page: **ASU Customizations > Student Records > ASU Advising > Advisor Tracking Tool**
- Search for your student.
- Click on the + sign to add a new effective dated row.
- Change the Reviewed box from Not Reviewed to Reviewed.
- Click "Save"

StatusCourse DetailsHistoryToolsReevaluate

eAdvisor On/Off Track Status

1

★

🔑

View FERPA Statement

Groups

CA14 FTF Admit 2014  
CT14 eAdvising Tracking Student 14  
NC04 Continuing UGRDs; enrolled  
NC10 Active Students Tempe Campus  
NC15 Active Undergrads Tempe Campus  
NC31 First Time Freshmen 2144-2147  
NC33 First Time Freshmen 2114-2117  
NC61 On Campus Students  
R000 FYS Current Year  
R115 FYS 2014 Coach 115  
SFU5 Fall 2014 5 Years  
SRHT Educators Academy-Tempe

Current Plan

TEMATBAE

Secondary Ed - Mathematics

Catalog Year

2014 Summer

Current Subplan

Career Nbr

0

Career

UGRD

Academic Standing

Total Hours

38.00000

Total Upper Division Hours

Student Enrollment

Term	Units Taken	Cum GPA
2014 Fall	14.000	
2015 Spring	16.000	

Requirement Types

❗ Critical Major Requirement

★ Necessary Requirement

Status

✓ On Track

✗ Off Track

👉 On Track by Override

✗ Out of sequence

🟢 No Status - Term 0

Find | View All

First

1 of 1

Last

Effective Date

11/09/2014

Effective Sequence

1

Campus

TEMPE

eAdvisor DPROG

TE MAT 8AE

Evaluated Plan

TEMATBAE

Secondary Ed - Mathematics

Catalog Year

2014 Summer

Reviewed

Not Reviewed

Evaluated Subplan

Status

✓

On Track

Change current track term

Current Track Term

1

Reason

Comment

Evaluation Term

2147

Expand All

Track Term 1 (0 - 15) Credit Hours

Requirement Detail	Reason	Course/GPA	Grade	Units	Term Taken	Transfer/Prereq Course
❗ ENG 105: 3 hours, C minimum	✓ Currently enrolled	ENG 105	NR	3.00	2014 Fall	<input type="checkbox"/>
❗ TEL 101: 1 hour	✓ Currently enrolled	TEL 101	NR	1.00	2014 Fall	<input type="checkbox"/>
❗ Term 1 MAT 270 (MA): 4 hours, C minimum	✓ Requirement met	MAT 270	AP	4.00	2014 Summer	<input type="checkbox"/>
Elective: 3 hours (MAT 208 recommended)	✓ Future Enrollment	MAT 208	NR	3.00	2014 Fall	<input type="checkbox"/>
MLF Natural Science - General (SQ or SG): 4 hours, C minimum	Future Enrollment	AST 112	NR	3.00	2015 Spring	<input type="checkbox"/>
		AST 114	NR	1.00	2015 Spring	<input type="checkbox"/>



## Change a Student's Track Term

If a student changes major, or studies abroad, or works ahead in their classes, you can change the track term of a student.

Instructions:

- Navigate to the Advisor Tracking Tool Page: **ASU Customizations > Student Records > ASU Advising > Advisor Tracking Tool**
- Search for your student.
- Click on the + sign to add a new effective dated row.
- Change the term to better reflect the student's current status.
- Select a reason from the list. If you don't see a reason that fits, email the team by using the email link in the bottom right corner of the screen.
- If a course related reason was selected, a comment is required that indicates the course the student needed to enroll in. For example, if the reason is "Courses not offered", enter the course that was not offered in the Comment field.
- Click "Save"



## Set Milestone for Student

If a milestone is available in a student's term, you can complete the milestone by clicking on the button. You will be asked to confirm your request. The next time the record is evaluated, the milestone will be included in the evaluation and the milestone button will no longer display. If you click on the milestone button many times, it will give you a message that says that the milestone has already been entered. (There is no danger to clicking on the milestone multiple times.)

Note: You do not need to add a new effective dated row to complete the milestone.

Track Term 3 (32 - 48) Credit Hours									
	Requirement Detail		Reason	Course/GPA	Grade	Units	Term Taken	Transfer/Prereq Course	
⚠	Term 3 MAT 272 (MA): 4 hours, C minimum		Future Enrollment	MAT 272	NR	4.00	2015 Spring	<input type="checkbox"/>	
⚠	Milestone: Intent to Progress Online Form							<input type="checkbox"/>	Milestone
	Complete Mathematics (MA) requirement	✓	Requirement met	MAT 270	AP	4.00	2014 Summer	<input type="checkbox"/>	
	Humanities, Arts and Design (HU): 3 hours (G recommended)							<input type="checkbox"/>	
	MAT 300 (L): 3 hours, C minimum							<input type="checkbox"/>	
	MLF Natural Science - Quantitative (SQ): 4 hours, C minimum	✓	Requirement met	PHY 111	AP	3.00	2014 Summer	<input type="checkbox"/>	
				PHY 113	AP	1.00	2014 Summer	<input type="checkbox"/>	
	Social - Behavioral Sciences (SB): 3 hours			SPE 222	NR	3.00	2015 Spring	<input type="checkbox"/>	



## Review Course Details for a Student

This is the "Course Details" Tab. This screen includes a history of all courses where a student earned a passing grade and all transfer courses that ASU has accepted for credit. It also includes AP, IB and other test credit.

Status

Course Details

History

Tools

Reevaluate

View FERPA Statement

Course History

Current Plan

TEMATBAE

Secondary Ed - Mathematics

Catalog Year

2014 Summer

Current Subplan

Career Nbr 0

Career

UGRD

Academic Standing

Filter by Requirement Type

☒ Critical Major Requirement

☒ Necessary Requirement

☒ Not Applied in Terms 1-8

☒ Non-critical/Non-necessary

Filter

	Course	Course Title	Grade	Credits	Term Taken
!	MAT 272	CALC W/ANALYTIC GEOMETRY III	NR	4.00	2151
!	ENG 105	ADV FIRST-YEAR COMPOSITION	NR	3.00	2147
!	MAT 271	CALCULUS W/ANALYTIC GEOMETRY I	NR	4.00	2147
!	TEL 101	TEACHERS COLLEGE EXPERIENCE	NR	1.00	2147
!	MAT 270	CALCULUS W/ANALYTIC GEOMETRY	AP	4.00	2144
	AST 112	INTRO STARS, GALAXIES & COSMO	NR	3.00	2151
	AST 114	ASTRONOMY LABORATORY II	NR	1.00	2151
	MAT 207	ALGEBRA AND GEOMETRY IN THE H	NR	3.00	2151
	MTE 210	MENTORED TUTORING INTERNSHIP	NR	1.00	2151
	PPE 294	TABLE TENNIS	NR	1.00	2151
	SPE 222	ORIENT TO ED EXCEPTIONAL CHIL	NR	3.00	2151
	CSE 110	PRIN OF PROGRAMMING WITH JAVA	NR	3.00	2147
	MAT 208	DISCRETE MATH FOR SECONDARY E	NR	3.00	2147
	PHY 111	GENERAL PHYSICS	AP	3.00	2144
	PHY 113	GENERAL PHYSICS LABORATORY	AP	1.00	2144

FAQ

Email Feedback

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Save

Return to Search

Update/Display

Include History

You can filter the results to show "Critical Major Requirements", "Major Requirements", classes "Not Applied in Terms 1-8" and/or "Non-critical/Non-necessary" classes. Click on the check boxes and then the "filter" button.

Note: "Not applied in terms 1-4" means they could apply to degree requirements in terms 5-8 or not apply at all.



## Review the On/Off Track History of a Student

You can see the history of the student by term from the "History" tab.

StatusCourse DetailsHistoryToolsReevaluate

eAdvisor On/Off Track History

View FERPA Statement

Current PlanBAMKTBSMarketing

Catalog Year2013 Summer

Current Subplan

Career Nbr 0CareerUGRDAcademic StandingGood Standing

Status Codes

✓ On Track

✗ Off Track

✓ On Track by Override

✗ Out of sequence

⊕ No Status - Term 0

Term History

Find | View All | First | 1 of 2 | Last

Eff Date 05/20/2014Sequence 1

Personalize | Find | 1-2 of 2 | Last

Term	Track Term	Academic Plan	Track Status		
2137	2013 Fall	1	BAMGTBS	On Track	✓
2141	2014 Spring	2	BAMKTBS	On Track	✓

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FAQ

Email Feedback

Save

Return to Search

Previous in List

Next in List

Update/Display

Include History

This will be populated after end of term processing, once per term. It will indicate the student's official track status for a given term.

Advisor Tracking Tool BPG

Page 16 of 21





## Access to Tools

There is a "Tools" tab that contains links to pages that are related to advising

Status Course Details History **Tools** Reevaluate

**Advising** [View FERPA Statement](#)

Current Plan TEMATBAE Secondary Ed - Mathematics Catalog Year 2014 Summer

Current Subplan

Career Nbr 0 Career UGRD Academic Standing

Links To:

- [DARS](#)
- [Student Services Center](#)
- [Student Advising Signoff and Notes Page](#)
- [Remove eAdvisor or S21 hold](#)
- [Major Map](#)
- [Student Milestones](#)
- [Academic Status Report](#)
- [Request Unofficial Transcript](#)

FAQ [Email Feedback](#)

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Save Return to Search Update/Display Include History

Notes:

A student's additional academic plans (certificates, minors and majors) will display on the page. If the student has more than one major, a link to the concurrent major critical tracking record is provided.

All the links open in a new window

**DARS** will take you to the DARS system.

**Student Services Center** will take you directly to the Academics tab

**Student Advising Sign off and Notes Page** will take you to that page.

**Remove eAdvisor or S21 hold** will take you to the page to edit service indicators directly.

**Major Map** – will pull up the pdf major map for the student and it's smart enough to know the student's catalog year and pull up the right one.

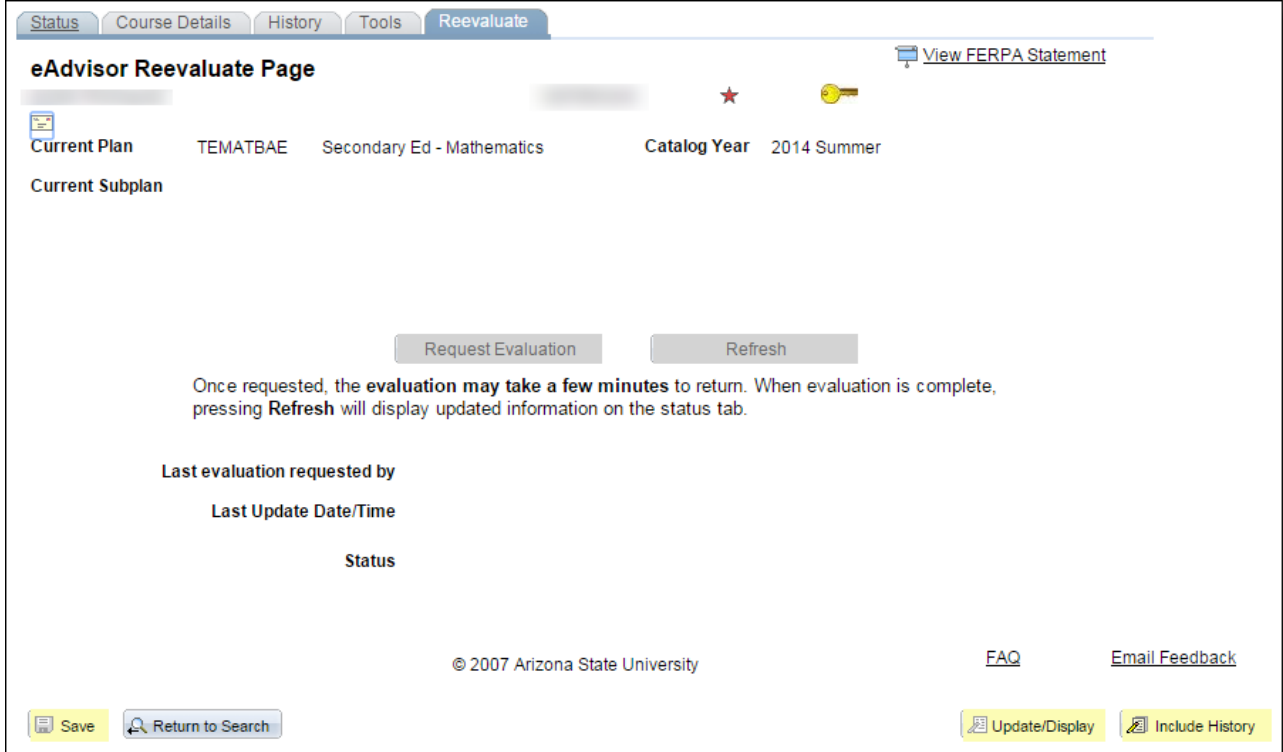
**Student Milestones** If you have access to enter milestones or can go to view.

**Academic Status Report** This will take you to the page to view if an academic status report was submitted for the student

**Request Unofficial Transcript** – Request (create) an unofficial transcript immediately as a .pdf for saving or printing.

## Re-Evaluate

You can have the system re-evaluate a student immediately. Most often you would do this if you set a student's track back to a previous term or if you change the student's major. The system will re-evaluate the student based on the new track term or major of the student.



The screenshot shows the "eAdvisor Reevalue Page" with a navigation bar at the top containing tabs for "Status", "Course Details", "History", "Tools", and "Reevaluate". The "Reevaluate" tab is currently selected. Below the navigation bar, there is a "View FERPA Statement" link. The main content area displays the following information:

- Current Plan:** TEMATBAE
- Secondary Ed - Mathematics**
- Catalog Year:** 2014 Summer
- Current Subplan:**

Below this information, there are two buttons: "Request Evaluation" and "Refresh". A message states: "Once requested, the **evaluation may take a few minutes** to return. When evaluation is complete, pressing **Refresh** will display updated information on the status tab."

Below the message, there are three labels: "Last evaluation requested by", "Last Update Date/Time", and "Status".

At the bottom of the page, there is a copyright notice: "© 2007 Arizona State University". There are also links for "FAQ" and "Email Feedback". At the very bottom, there are four buttons: "Save", "Return to Search", "Update/Display", and "Include History".

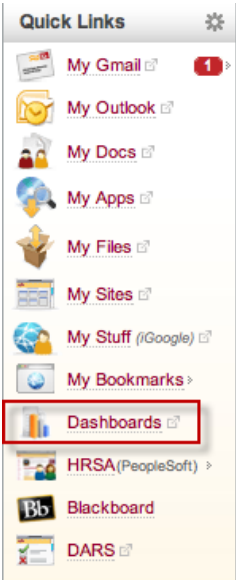
To initiate a reevaluation of the student's record, click on the "Request Evaluation" button. Periodically click on the Refresh button. Once the evaluation has completed, it may take a couple of minutes, you will be returned to the "Status" tab where the updated information will be displayed. If nothing is returned within four minutes, the evaluation has failed.

In some instances, the refresh may return an error message. The next page shows what that error screen looks like.

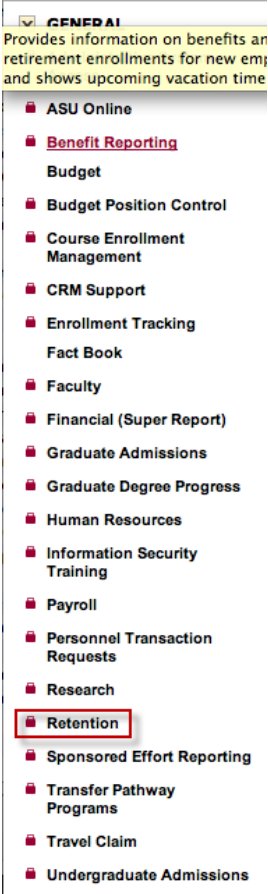


# Retention Dashboard

From My ASU, advisors can access Dashboards, located under the Quick Links section.



That will take them to the Dashboards homepage. On the left will be listed various dashboards. Click on **Retention**.





This is another way you can view large groups of students or individuals and see their tracking status. If a student has an advising hold, you can remove that through the dashboard as well. Simply click on the hold and the system will take you to the advisor tracking tool where you can remove the hold.

**Retention Dashboard**

**Retention Indicators**

**What's New?** May 1st

Data Refresh  
08/15/12 6AM

**Related Links**

- Fall 2011-to-Fall 2012 Weekly Retention Report
- FTFTF plus JAC by College & Department
- Fall 2011-to-Spring 2012 Weekly Retention Report - 21st Day
- Fall 2010-to-Fall 2011 Weekly Retention Report - 21st Day Final Cohort
- Fall 2010-to-Spring 2011 Weekly Retention Report - 21st Day
- Online Retention Report
- Indicators Dictionary
- Dashboard Queries (SQL)

**ASU Dashboards**

A new version of the dashboard has been released since you last visited. [See what's new.](#)

Student Profile Search:  **Search** (e.g. John Doe or 1000923000)

**College Summary** **Student Detail** **Student Profile**

Undergraduate Student (FTF, Freshman)  
Business  
W.P. Carey School of Business

**General** **Academic** **Classes** **Finances** **Indicators** **Comments**

FinAid Issue	--
ASR	0
Enrollment Holds	0
CI Index	0
eAdvisor	Off Track
Cum GPA	0
Probation	--
Fall 12 Not Enrolled	--
Term MyASU Usage	
Term Average MyASU Usage	
30% Below Mean MyASU Usage	

Advisor Tracking Tool BPG

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## What a Student Sees

When student's sign into My ASU, they will see their eAdvisor status located in the My Programs and eAdvisor section of their My ASU page. This will only be true for the first four semesters they are students at ASU. If a student is off-track, there will be a hold on their account preventing them from registering for classes. They will need to see their advisor in order to get the hold removed.

**ASU ARIZONA STATE UNIVERSITY** ASU Home My ASU Colleges & Schools Map & Locations Directory **SIGN OUT**

Search ASU

**My ASU** Home Finances Service Center Campus Services Profile

**My Classes**

Summer '14 **Fall '14** Spring '15

CSE 110 Prin of Programming with Java  
CSE 110 Prin of Programming with Java (Lab)  
ENG 105 Adv First-Year Composition  
MAT 208 Discrete Math for Secondary Ed  
MAT 271 Calculus w/Analytic Geomtry II  
MAT 271 Calculus w/Analytic Geomtry II (Recitation)  
TEL 101 Teachers College Experience

Rubio Medrano  
Rubio Medrano  
Daer  
Kierstead  
Vaz  
Brager  
Amrein, Aparicio, more >

**View My Schedule** | Tutoring

Registration > Class Search Books Blackboard Grades & Transcripts

**Academic Calendar | ASU Events | Sports Calendar**

Dec 05 - Fall Complete Session Withdrawal Deadline Sessions B & C  
Dec 05 - Fall Classes End - Sessions B & C  
Dec 06 - Dec 07 - Fall Study Days - Session C  
Dec 08 - Dec 15 - Fall Final Grades Due - Sessions B & C  
Dec 08 - Dec 13 - Fall Final Exams - Session C  
View Full Calendar

**Announcements | News | Sports | Arts | State Press | AZ Central**

Not too late to get tutoring for finals  
Tips for staying focused on semester projects and final exams  
ASU Health Services Patient Portal offers convenient features  
Join your fellow Sun Devils for Finals Breakfast

**Priority Tasks**

**Academics**  
None

**Finances**  
☐ 1098-T Electronic Delivery  
☐ 1098-T Verify Address  
☐ 1098-T Verify SSN

**Campus Services**  
None

**My Programs and eAdvisor™**

**Programs** Find Programs Graduation

**Secondary Education (Mathematics) (BAE) | Tempe - On Track**

Major Map | My Progress Reports (DARS)  
Mary Lou Fulton Teachers College | Advising  
First Year Success >

**Your phone makes pictures. Our phones make you money.**  
Great job located on campus. Join the **hell-a-devil network**

**My Mary Lou Fulton Teachers College**

Welcome Program Information Advising Resources

**ASU Students needed to Volunteer on December 5-6 at ASU West!**

Volunteer at the AZ Summit on Volunteerism and Service-Learning, a state-wide conference that brings Arizona together to increase community involvement and positively impact the community.

The deadline to indicate volunteer interest is November 14.

Volunteers receive free entrance to the event and free lunch on both days.

Visit our website at [education.asu.edu](http://education.asu.edu).

**Feedback**

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