

MyView Faculty Advisor Center

The Advisor Center is available for faculty members who are also academic advisors.

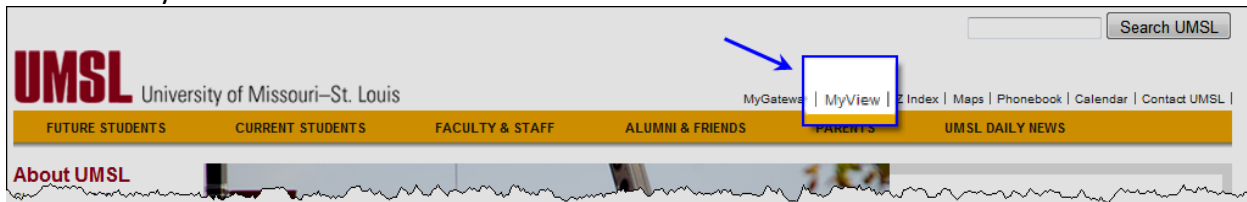
The Advisor Center replaced the advisement tab that was part of the Faculty Center for advisors prior to the MyView upgrade November 20, 2012.

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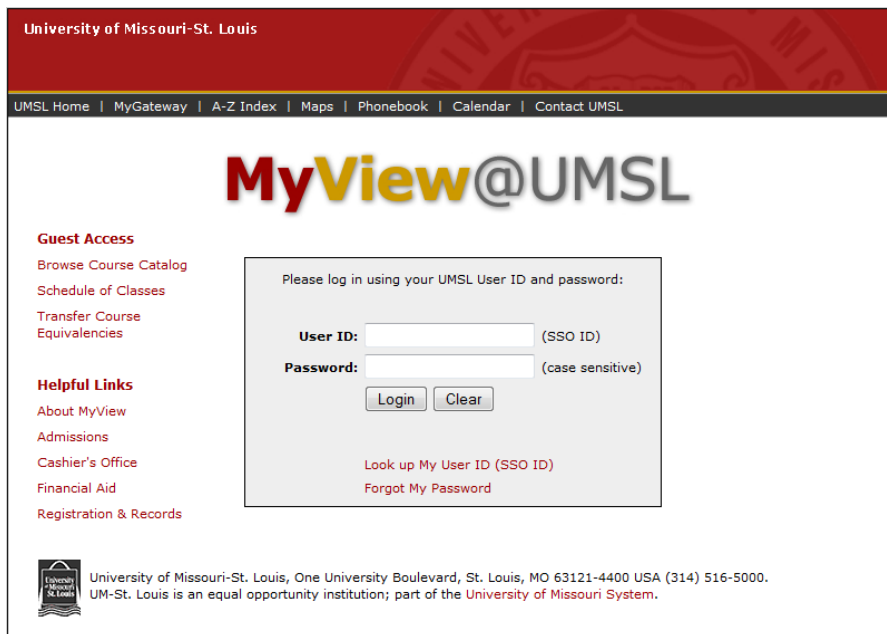
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Access MyView

The MyView URL is <https://myview.umsl.edu>. A quick link to MyView is also available on the UMSL home page under the University of Missouri – St. Louis header. Use Internet Explorer, Firefox, or Safari to access MyView.



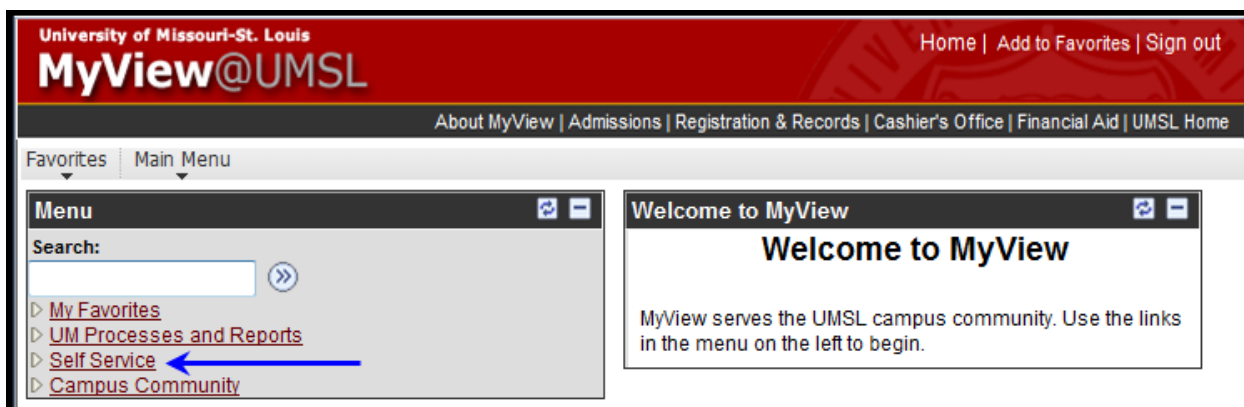
Log in using your user id (SSO id) and password (the same id and password you use currently to log into MyGateway and your Outlook e-mail).



The Basics

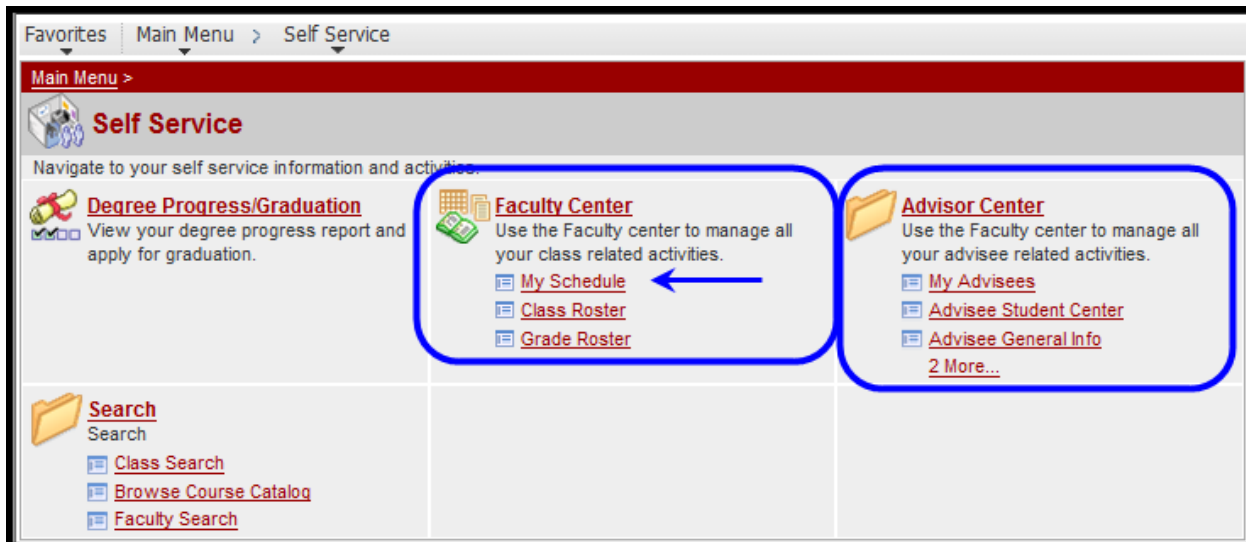
Getting around in MyView is done by following navigation links on the left side menu or using the icons featured on the page. Each user may have a different set of menu items depending on his or her role at the university. **The following guide is for faculty members who are also academic advisors.**

To start using MyView choose the Self-Service link.

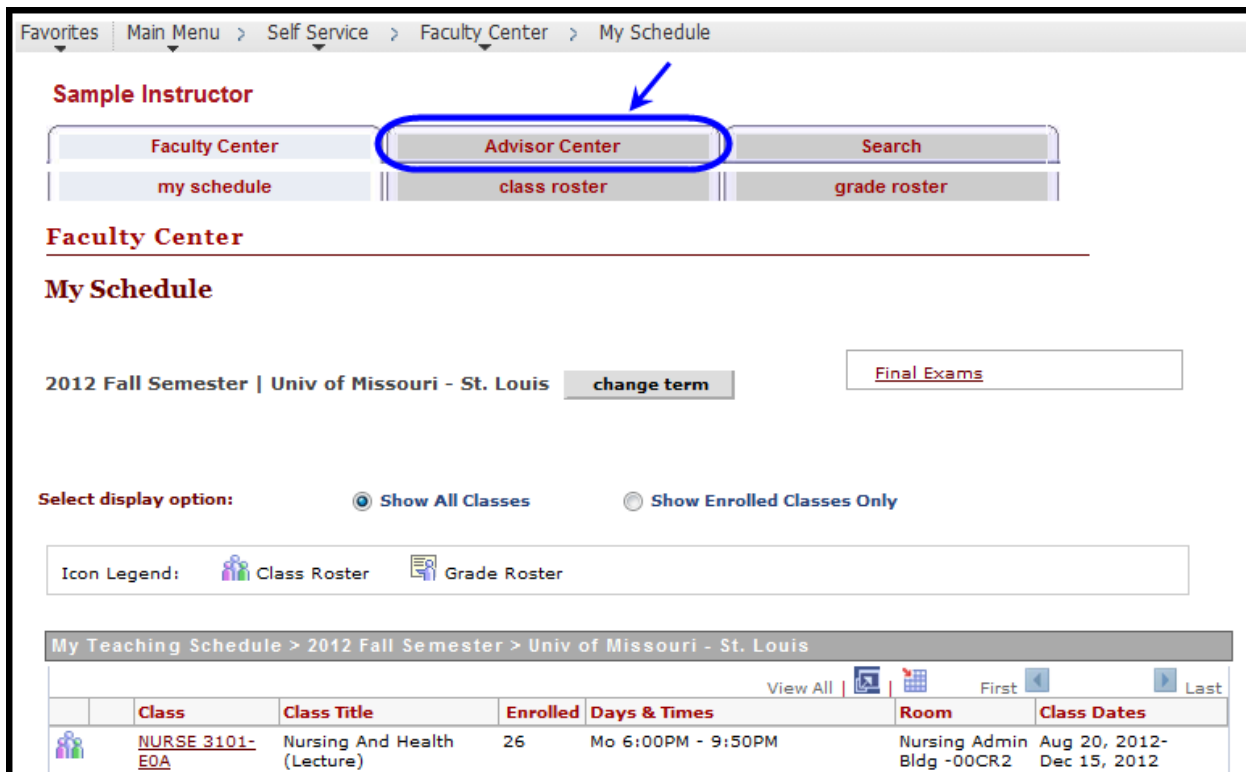


You will see Faculty Center and Advisor Center. There are several ways to navigate to the advisee pages. These instructions will show you the advisee functions from the perspective of going through the Faculty Center.

Click the **My Schedule** link under the **Faculty Center** menu.

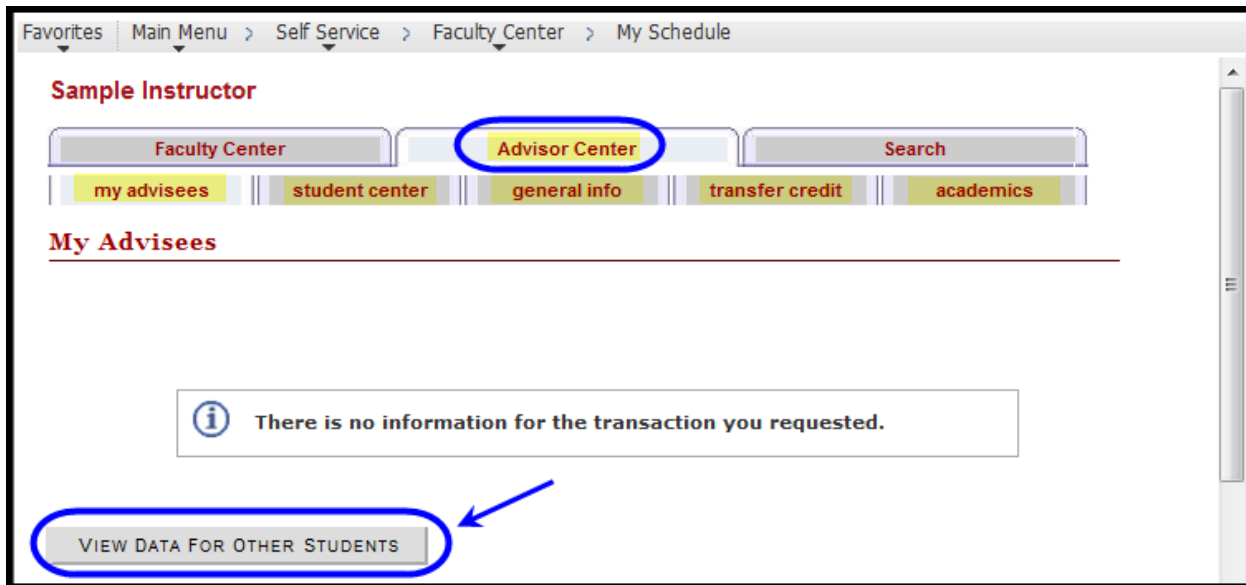


From your Faculty Center, click the **Advisor Center** tab.



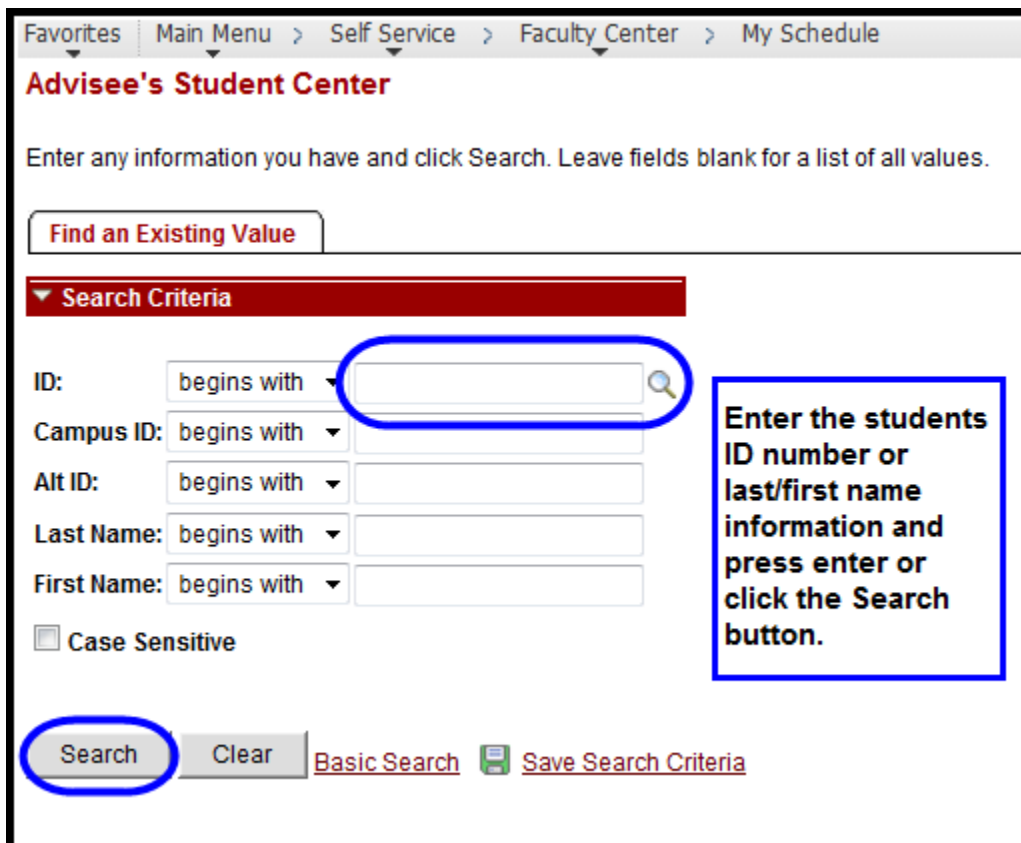
Viewing Advisee Information and Releasing an Advising Hold

The Advisor Center tab has 5 sub tabs. The **my advisees** tab is automatically selected. Some departments assign individual advisors to students in MyView. Those advisors will see a list of names on the my advisees page. All other advisors will need to click the **VIEW DATA FOR OTHER STUDENTS** button to search for a student.



The screenshot shows the 'Sample Instructor' interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Faculty Center', and 'My Schedule'. Below this, the 'Advisor Center' tab is selected and highlighted with a blue circle. Underneath, there are five sub-tabs: 'my advisees' (selected), 'student center', 'general info', 'transfer credit', and 'academics'. A message box states: 'There is no information for the transaction you requested.' At the bottom left, the 'VIEW DATA FOR OTHER STUDENTS' button is circled in blue, with a blue arrow pointing to it from the right.

Enter your search criteria. Each field will search partial information but the most effective and quickest searches use the student's id or the entire first and last names.



The screenshot shows the 'Advisee's Student Center' search interface. It includes a navigation bar at the top with 'Favorites', 'Main Menu', 'Self Service', 'Faculty Center', and 'My Schedule'. Below the header, there's a section titled 'Find an Existing Value'. Underneath, there's a 'Search Criteria' section with several input fields: 'ID:', 'Campus ID:', 'Alt ID:', 'Last Name:', and 'First Name:'. Each field has a dropdown menu set to 'begins with' and a search icon. A blue circle highlights the 'ID:' field. To the right of these fields, a blue box contains the text: 'Enter the students ID number or last/first name information and press enter or click the Search button.' At the bottom left, the 'Search' button is circled in blue. To its right is a 'Clear' button, and further right are links for 'Basic Search' and 'Save Search Criteria'.

If you searched on name and there is more than one record that met your search criteria, then you will get a **Search Results** list. Click on the student for whom you want to view information.

Favorites Main Menu > Self Service > Faculty Center > My Schedule

Advisee's Student Center

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

Campus ID: begins with

Alt ID: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-9 of 9 Last

ID	Name	Gender	Date of Birth	Campus ID	Alternate ID	National ID	Country	NID	Short Description	Last Name	First Name
	Doe, John W	Male		(blank)	*****4633	USA		SSN			
	Doe, John D	Male		(blank)	*****5406	USA		SSN			

In this example, the search is for a student with a Last Name that begins with "doe" and First Name that begins with "jo".

The Student Center page will appear with information about the student you chose.

Sample Instructor

Faculty Center Advisor Center Search

my advisees student center general info transfer credit academics

Advisee Student Center

John Doe

Academics

[My Class Schedule](#)

other academic...

You are not enrolled in classes.

Personal Information

Contact Information

Local Address: None

Local Phone Number:

Permanent Address:

UM Assigned Email Address: @mail.umsl.edu

[Demographic Data](#)
[Emergency Contact](#)

Holds

Advising
120 Days Past Due
Past Due-No Future Term Reg
Past Due Student Acct Balance

[details](#)

To Do List

SAP Appeal Form Fall
SAP Appeal Form Summer

[details](#)

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
None Assigned

[details](#)

[Return to Search](#) [Notify](#)

Use the tabs to view the student's information.

student center

- View student's schedule, holds and to do list

general info

- Remove or view holds, view student's contact information

transfer credit

- View student's transfer course credits

academics

- View student's academic record (program/plan/courses/GPA etc.)

Student Center **student center**

The Student Center page provides advisors with access to what a student sees in his or her Student Center page in MyView. You can view the students schedule and see their holds and to do list.

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

Advisee Student Center

Jane Doe

Academics

My Class Schedule

other academic... >

This Week's Schedule

Class	Schedule
ACCTNG 4402-E01 RSD (10433)	MoWe 5:30PM - 6:45PM Social Science Business -00218
ACCTNG 4435-E01 RSD (10435)	TuTh 5:30PM - 6:45PM Social Science Business -00218

weekly schedule >

Deadlines

URL

Personal Information

Demographic Data

Emergency Contact

Contact Information

Local Address

None

Local Phone Number

None

Permanent Address

UM Assigned Email Address

@mail.umsl.edu

Holds

Advising
Past Due-No Future Term Reg
Past Due Student Acct Balance

details >

To Do List

No To Do's.

details >

Enrollment Dates

Enrollment Appointment

You may begin enrolling for the 2013 Spring Semester Regular Academic Session session on November 5, 2012.

details >

Advisor

Program Advisor

None Assigned

Return to Search

Notify

General Info and Removing an Advising Hold general info

You can remove an advising hold (service indicator) from the General Info page. This page is also where you can view the student's phone number(s) and email address(es).

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

Advisee General Info

Jane Doe

Service Indicators

Phones

Email Addresses


COLLAPSE ALL


EXPAND ALL

▼ Service Indicators


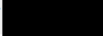
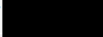

★ Positive


⊘ Negative

Service Indicators								
Personalize View All 								
Type	Details	Amount	Currency	Start Term	End Term	Start Date	End Date	Department
★	Lawful Presence HB 390			Begin Term		08/11/2009		University of Missouri
★	Financial Respons Agreement			2011 Fall Semester		07/22/2011		University of Missouri
★	Financial Respons Agreement			2012 Spring Semester		02/10/2012		University of Missouri
⊘	Past Due Student Acct Balance			Begin Term		05/08/2012		University of Missouri
⊘	Past Due-No Future Term Req			Begin Term		08/07/2012		University of Missouri



 [Go to top](#)


▼ Phones

Phone Type	Phone Number	Extension	Preferred
Mobile	314/ 		<input type="checkbox"/>
Local	314/ 		<input type="checkbox"/>
Parent	636/ 		<input type="checkbox"/>
Permanent	314/ 		<input checked="" type="checkbox"/>

 [Go to top](#)

▼ Email Addresses

Email Type	Email Address	Preferred
Other	 @gmail.com	<input type="checkbox"/>
UM Assigned	 @mail.umsi.edu	<input checked="" type="checkbox"/>

 [Go to top](#)

Use the links at the top of the page to jump to the Service Indicators, Phones, or Email Addresses sections on this page. Click the Collapse All and Expand All buttons to hide and display all sections of the page at once.

Faculty Center
Advisor Center
Search

my advisees
student center
general info
transfer credit
academics

Advisee General Info

Jane Doe

[Service Indicators](#)
[Phones](#)
[Email Addresses](#)

COLLAPSE ALL
EXPAND ALL

Removing an Advising Hold

You can view holds and **remove an advising hold** from the General Info page. The Service Indicators section shows all of the positive ★ and negative ⛔ “holds” on a student’s record. If there are several service indicators, you may need to select to “View All” in order to see the advising hold.

Service Indicators

★ Positive
⛔ Negative

Service Indicators
Personalize
View All

Type	Details	Amount	Currency	Start Term	End Term	Start Date	End Date	Department
★	Lawful Presence HB 390			Begin Term		08/11/2009		University of Missouri
★	Financial Respons Agreement			2011 Fall Semester		07/22/2011		University of Missouri
★	Financial Respons Agreement			2012 Spring Semester		02/10/2012		University of Missouri
⛔	Past Due Student Acct Balance			Begin Term		05/08/2012		University of Missouri
⛔	Past Due-No Future Term Reg			Begin Term		08/07/2012		University of Missouri

Click the View All link if the Advising hold is not showing in the list.

Only 5 of 7 service indicators are being shown.

In the screen shot below, all service indicators are being viewed (7 of 7), and now the Advising hold is showing in the list.

Service Indicators

★ Positive ⓧ Negative

Type	Details	Amount	Currency	Start Term	End Term	Start Date	End Date	Department
★	Lawful Presence HB 390			Begin Term		08/11/2009		University of Missouri
★	Financial Respons Agreement			2011 Fall Semester		07/22/2011		University of Missouri
★	Financial Respons Agreement			2012 Spring Semester		02/10/2012		University of Missouri
ⓧ	Past Due Student Acct Balance			Begin Term		05/08/2012		University of Missouri
ⓧ	Past Due-No Future Term Req			Begin Term		08/07/2012		University of Missouri
ⓧ	120 Days Past Due	201.64	USD	Begin Term		09/19/2012		University of Missouri
ⓧ	Advising			Begin Term				University of Missouri

To remove the Advising hold:

1. Click the link for the Advising hold.

ⓧ Advising		Begin Term			University of Missouri
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The Edit Service Indicator page will be displayed.

Favorites | Main Menu > Self Service > Advisor Center > Advisee Student Center

Edit Service Indicator

Jane Doe

Release

*Institution: STLOU Univ of Missouri - St. Louis

*Service Indicator Code: R04 Advising

*Service Ind Reason Code: ADVIS Advising Required

Description: Your Academic Department requires that you meet with an Advisor prior to registering for classes.

Effect: Negative

2. Click the **Release** button to remove the advising hold.

Favorites | Main Menu > Self Service > Advisor Center > Advisee Student Center

Edit Service Indicator

Jane Doe

***Institution:** STLOU Univ of Missouri - St. Louis

***Service Indicator Code:** R04 Advising

***Service Ind Reason Code:** ADVIS Advising Required

Description: Your Academic Department requires that you meet with an Advisor prior to registering for classes.

Effect: Negative

Release

3. Click **OK** to confirm the removal of the advising hold.

Favorites | Main Menu > Self Service > Advisor Center > Advisee Student Center

Are you sure you want to release this Service Indicator?

OK Cancel

4. Confirm that the advising hold has been removed. It should no longer be in the list of service indicators. You cannot remove other holds.

Favorites | Main Menu > Self Service > Advisor Center > Advisee Student Center

Service Indicators				Personalize		View 5	First 1-6 of 6 Last	
Type	Details	Amount	Currency	Start Term	End Term	Start Date	End Date	Department
★	Lawful Presence HB 390			Begin Term		08/11/2009		University of Missouri
★	Financial Respons Agreement			2011 Fall Semester		07/22/2011		University of Missouri
★	Financial Respons Agreement			2012 Spring Semester		02/10/2012		University of Missouri
⊘	Past Due Student Acct Balance			Begin Term		05/08/2012		University of Missouri
⊘	Past Due-No Future Term Reg			Begin Term		08/07/2012		University of Missouri
⊘	120 Days Past Due	201.64	USD	Begin Term		09/19/2012		University of Missouri

Transfer Credit transfer credit

To view an advisee's transfer credit, click the **transfer credit** tab.

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics


Advisee Transfer Credit

Jane Doe


Course Credits


Model

Statistics



Source	Career	Institution	Program	Plan	Articulation Term	Model Status
Saint Charles County Comm Coll	Undergraduate	Univ of Missouri - St. Louis	Ugrad College Arts & Sciences	Biology BS	2012 Fall Semester	Posted
Saint Louis Univ Main Campus	Undergraduate	Univ of Missouri - St. Louis	Ugrad College Arts & Sciences	Biology BS	2012 Fall Semester	Posted

Click the **Statistics** tab to view the amount of credit posted to your advisee's academic record. Or click  to expand the data from all columns, which collapses the tabs.

Course Credits											
											
Source	Career	Institution	Program	Plan	Articulation Term	Model Status	Units Transferred	Transfer Passed for GPA	Transfer Taken Not for GPA	Transfer Grade Points	Transfer GPA
Saint Charles County Comm Coll	Undergraduate	Univ of Missouri - St. Louis	Ugrad College Arts & Sciences	Biology BS	2012 Fall Semester	Posted			59.000		
Saint Louis Univ Main Campus	Undergraduate	Univ of Missouri - St. Louis	Ugrad College Arts & Sciences	Biology BS	2012 Fall Semester	Posted			3.000		

Academics – Courses and GPA Information academics

The **academics** page puts the advisee's academic record at your fingertips.
To view an advisee's academic record, click the **academics** tab.

There are two parts to this page: **Institution/Career/Program** and **Term Summary**.

Faculty Center		Advisor Center		Search	
my advisees	student center	general info	transfer credit	academics	

Advisee Academics

Jane Doe

Institution / Career / Program

STLOU - Univ of Missouri - St. Louis
UGRD - Undergraduate
UA_S - Ugrad College Arts & Sciences

Program:

UA_SUgrad College Arts & Sciences

Student Career Nbr:

0

Status:

Activeas of 08/09/2010

Admit Term:

36432008 Fall Semester

Expected Graduation:

Approved Load:

Full-Time

Load Determination:

Base On Units

Level Determination:

Base On Units

Plan:

ENGLISH_BAEnglish BA

Requirement Term:

36432008 Fall Semester

Term Summary

STLOU - Univ of Missouri - St. Louis
UGRD - Undergraduate
4127 - 2013 Spring Semester
[4043 - 2012 Fall Semester](#)
[4035 - 2012 Summer Semester](#)
[4027 - 2012 Spring Semester](#)
[3943 - 2011 Fall Semester](#)
[3935 - 2011 Summer Semester](#)
[3927 - 2011 Spring Semester](#)
[3843 - 2010 Fall Semester](#)
[3835 - 2010 Summer Semester](#)
[3827 - 2010 Spring Semester](#)
[3743 - 2009 Fall Semester](#)
[3735 - 2009 Summer Semester](#)
[3727 - 2009 Spring Semester](#)
[3643 - 2008 Fall Semester](#)

2013 Spring Semester

Eligible to Enroll:

Yes

Primary Program:

UA_SUgrad College Arts & Sciences

Academic Standing Status:

Data unavailable

Level / Load

Academic Level - Projected:

Senior

Academic Level - Term Start:

Senior

Academic Level - Term End:

Senior

Approved Academic Load:

Full-Time

Academic Load:

No Unit Load

Classes

No classes for this term.

Statistics

2013 Spring Semester	Combined Term Total		Cumulative Total
Units Toward GPA:			
Taken			87.000
Passed			87.000
In Progress			9.000
Units Not for GPA:			
Taken			49.000
Passed			49.000
In Progress			
GPA Calculation			
Total Grade Points			210.100
/ Units Taken Toward GPA			87.000
= GPA			2.415

Institution/Career/Program

The top of the page provides at-a-glance information about your advisee's career track. This information includes the student's program, when the student was admitted, when he or she intends to graduate, and the student's plan (major).

Institution / Career / Program			
STLOU - Univ of Missouri - St. Louis	Program:	UA_S	Ugrad College Arts & Sciences
UGRD - Undergraduate	Student Career Nbr:	0	
<u>UA_S - Ugrad College Arts & Sciences</u>	Status:	Active	as of 08/09/2010
	Admit Term:	3643	2008 Fall Semester
	Expected Graduation:		
	Approved Load:	Full-Time	
	Load Determination:	Base On Units	
	Level Determination:	Base On Units	
	Plan:	ENGLSH_BA	English BA
	Requirement Term:	3643	2008 Fall Semester

Term Summary

The lower part of the page provides at-a-glance information about your advisee's academic record by term. This includes information about his/her academic level and current term load, term schedule, and academic progress with grade point average. There are three sub-sections on this part of the page, Level/Load, Classes, and Statistics.

If multiple terms are displayed on the right, click that term to view the student's academic record and cumulative progress through that term end date.

Term Summary		
STLOU - Univ of Miss	2012 Fall Semester	
UGRD - Undergra	Eligible to Enroll:	Yes
<u>4127 - 2013 Spr</u>	Primary Program:	UA_S Ugrad College Arts & Sciences
<u>4043 - 2012 Fall Semester</u>	Academic Standing Status:	Data unavailable
<u>4035 - 2012 Summer Semester</u>	Level / Load	
<u>4027 - 2012 Spring Semester</u>	Academic Level - Projected:	Senior
<u>3943 - 2011 Fall Semester</u>	Academic Level - Term Start:	Senior
<u>3935 - 2011 Summer Semester</u>	Academic Level - Term End:	Senior
<u>3927 - 2011 Spring Semester</u>	Approved Academic Load:	Full-Time
<u>3843 - 2010 Fall Semester</u>	Academic Load:	Enrolled Half-Time
<u>3835 - 2010 Summer Semester</u>	Classes	
<u>3827 - 2010 Spring Semester</u>		
<u>3743 - 2009 Fall Semester</u>		
<u>3735 - 2009 Summer Semester</u>		
<u>3727 - 2009 Spring Semester</u>		
<u>3643 - 2008 Fall Semester</u>		

Click any class title to view the **Class Detail** page for that section.

Term Summary

- STLOU - Univ of Missouri - St. Louis
 - UGRD - Undergraduate
 - [4127 - 2013 Spring Semester](#)
 - [4043 - 2012 Fall Semester](#)**
 - [4035 - 2012 Summer Semester](#)
 - [4027 - 2012 Spring Semester](#)
 - [3943 - 2011 Fall Semester](#)
 - [3935 - 2011 Summer Semester](#)
 - [3927 - 2011 Spring Semester](#)
 - [3843 - 2010 Fall Semester](#)
 - [3835 - 2010 Summer Semester](#)
 - [3827 - 2010 Spring Semester](#)
 - [3743 - 2009 Fall Semester](#)
 - [3735 - 2009 Summer Semester](#)
 - [3727 - 2009 Spring Semester](#)
 - [3643 - 2008 Fall Semester](#)

2012 Fall Semester

Eligible to Enroll: Yes
Primary Program: UA_S Ugrad College Arts & Sciences
Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Senior
Academic Level - Term Start: Senior
Academic Level - Term End: Senior
Approved Academic Load: Full-Time
Academic Load: Enrolled Half-Time

Classes

Enrolled
 Dropped
 Wait Listed

Class	Description	Units	Grading	Grade	Status
ENGL 4810-001 (11243)	English Grammar (RSD)	3.00	Graded		
ENGL 4950-001 (14017)	Special Topics In Lit (RSD)	3.00	Graded		
FRENCH 2101-001 (11411)	Int French Lang & Cult I (RSD)	3.00	Graded		

Statistics

2012 Fall Semester	From Enrollment		Cumulative Total
Units Toward GPA:			
Taken			87.000
Passed			87.000
In Progress	9.000		9.000
Units Not for GPA:			
Taken			49.000
Passed			49.000
In Progress			
GPA Calculation			
Total Grade Points			210.100
/ Units Taken Toward GPA			87.000
= GPA			2.415

The Statistics section shows GPA information. Cumulative statistics are as of the term displayed not as of today.

units taken = units attempted

units passed = units earned