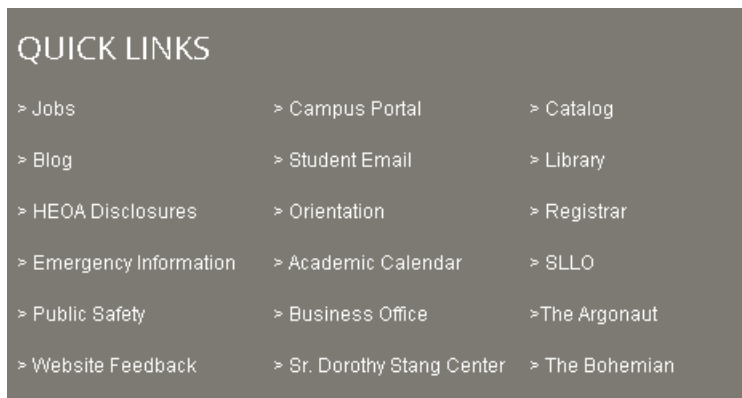


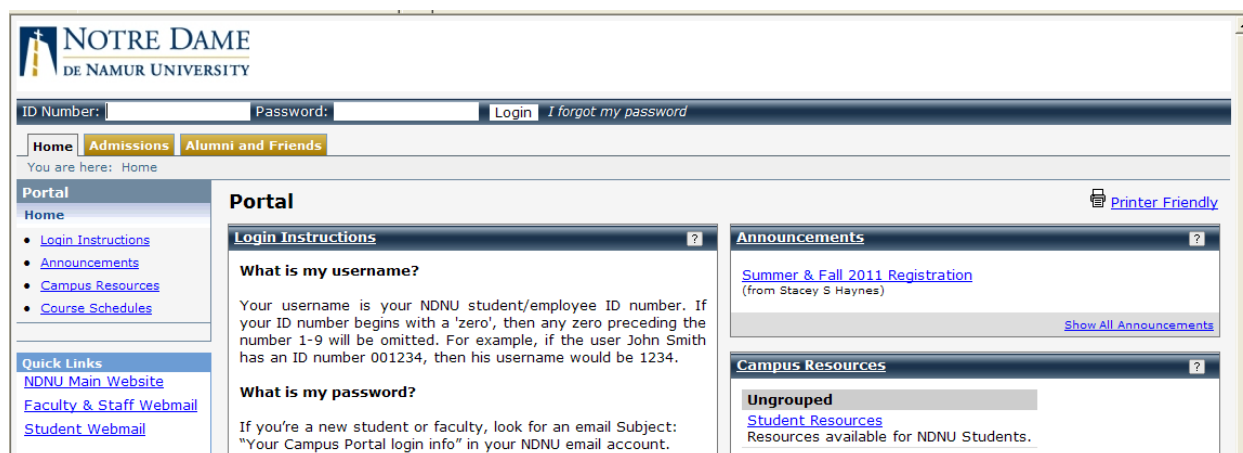
Campus Portal Tutorial - Advisor

Go to <http://www.ndnu.edu>

Scroll to the bottom of the page, and click Campus Portal from the Quick Links.



Log into Campus Portal using your ID# and password

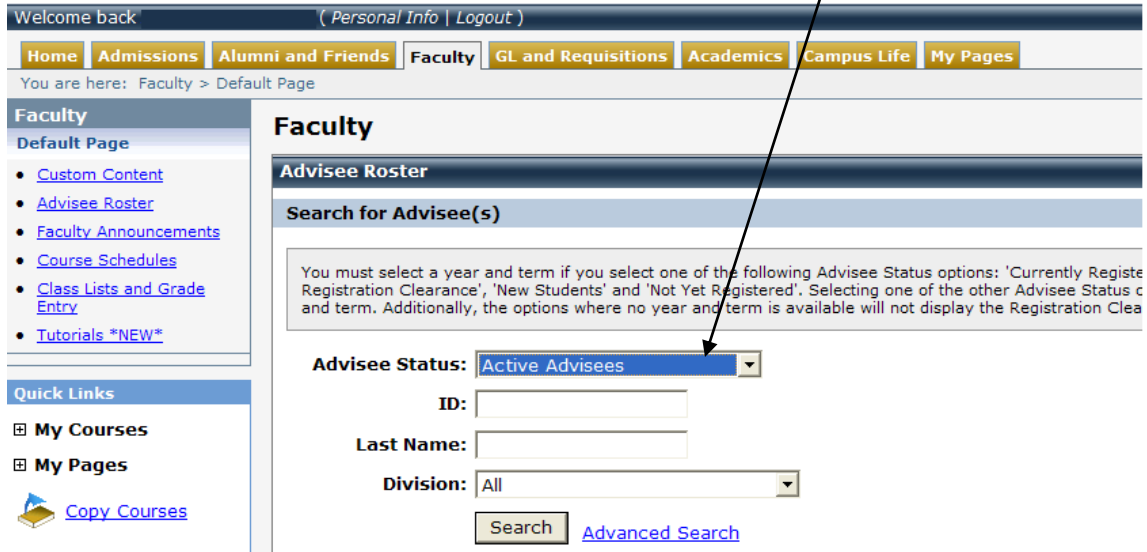


Updated 7/1/2015

Campus Portal Tutorial - Advisor

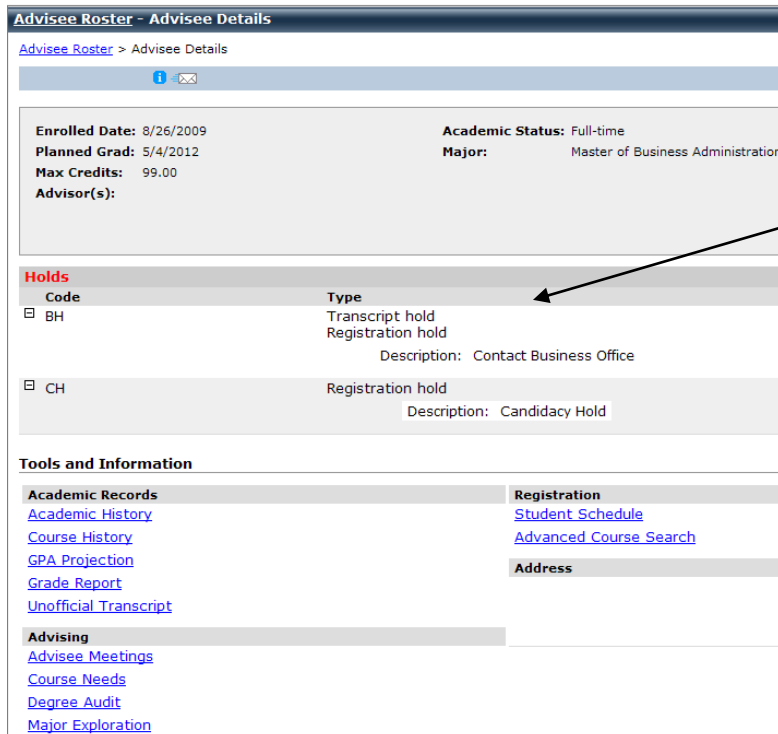
To see Current, Active, Advisees:

Click on “Faculty”, then “Advisee Roster”, and choose “Active Advisees”. You will get a list of all of your active advisees.



To look at a specific student: Click on the student’s name.

This gives you a more in-depth look at each student. The top part of the screen gives you basic,



biographical information about the student.

The middle part of the screen gives you information about their holds. If the student has any holds, the information will appear here, as well as where they need to go to resolve the issue.

You can see a student’s Academic History, Course History, Unofficial Transcript, Schedule, Course, Needs, and Degree Audit on the bottom part of the screen.

Campus Portal Tutorial - Advisor

Academic History – You can see which schools a student has attended.

[Advisee Roster](#) > [Advisee Details](#) > Academic History

Academic History for

Education

Institution	Degree	GPA	Grad Date	Transcript
Generic College	BA	No GPA on record	1976	Final Recvd
Generic College 2		No GPA on record		Recvd (not Final)

Exams

Exam	Date	Score(s)
------	------	----------

No test score data has been recorded for this advisee.

Course History – you can see a history of which courses a student has taken at NDNU. This screen tells you what requirement the course fulfills.

[Advisee Roster](#) > [Advisee Details](#) > Course History Detail

Course History for

2010-2011 Fall

Course	Title	Division	Credits	Grade Type	Grade	Requirement
BUS 4000 01	ORG/MGMT THEORY	Graduate - 1st Degree	3.00	Regular Academic Credit		BUS4000
BUS 4986 09	ST:QC Mgmt	Graduate - 1st Degree	3.00	Regular Academic Credit		BUS4986

2010-2011 - Fall Transfer

Course	Title	Division	Credits	Grade Type	Grade	Requirement
BUS 1100	BUS 311	Graduate - 1st Degree	3.00	Transfer		BUS1100
BUS 1224	BUS1 20	Graduate - 1st Degree	3.00	Transfer		BUS1224

Campus Portal Tutorial - Advisor

Unofficial Transcript – clicking on “Unofficial Transcript” from the Student Details screen allows you to see the student’s unofficial transcript. Please click the PDF to view the complete transcript with GPA, and degree information.

Unofficial Transcript for:

Division: Graduate - 1st Degree

2012-2013 Spring

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
BUS 4100 01	MGMT ACCOUNTING	WIP	-	0.00	0.00	0.00	0.00	
BUS 4400 01	MKT PLAN/ANALY	WIP	-	0.00	0.00	0.00	0.00	

2012-2013 Fall

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
BUS 4000 03	ORG/MGMT THEORY	-	-	3.00	3.00	3.00	0.00	

2012-2013 - Fall Transfer - UG Prereqs

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
BUS 1100	Brazilian Econ	-	-	2.50	2.50	0.00	0.00	
BUS 1100	Brazilian Econ	-	-	2.50	2.50	0.00	0.00	
BUS 1108	Economics I	-	-	2.50	2.50	0.00	0.00	
BUS 1224	Accounting I	-	-	2.50	2.50	0.00	0.00	
BUS 1224	Accounting II	-	-	2.50	2.50	0.00	0.00	
LDV STAT	Statistics	-	-	2.50	2.50	0.00	0.00	

[CustomTranscript](#) 

PDF Unofficial Transcript

If you click on the PDF, you can see an unofficial transcript with the GPA and total units earned.

See the next page for an example.

Campus Portal Tutorial - Advisor

Unofficial Transcript

ID :
Name :
Address :

Graduate - 1st Degree Division

Course Number	Title	CR Type	Gra	Rpt	Att	Ernd	HGpa	Q.Pts	GPA
---------------	-------	---------	-----	-----	-----	------	------	-------	-----

2012-2013 : Fall Transfer - UG Prereq

Organization : *Generic International College/University*

BDS-1100	Brazilian Econ	TR			2.50	2.50	0.00	0.00	
BDS-1100	Brazilian Econ	TR			2.50	2.50	0.00	0.00	
BDS-1108	Economics I	TR			2.50	2.50	0.00	0.00	
BDS-1224	Accounting I	TR			2.50	2.50	0.00	0.00	
BDS-1224	Accounting II	TR			2.50	2.50	0.00	0.00	
LDV-STAT	Statistics	TR			2.50	2.50	0.00	0.00	
Term Totals :					15.00	15.00	0.00	0.00	0.0000
Career Totals :					0.00	0.00	0.00	0.00	0.0000

2012-2013 : Fall Term

BDS-4000	ORG/MGMT THEORY	CR			3.00	3.00	3.00	.00	
Term Totals :					3.00	3.00	3.00	12.00	4.0000
Career Totals :					3.00	3.00	3.00	12.00	4.0000

2012-2013 : Spring Term

BDS-4100	MGMT ACCOUNTING	CR	NR		3.00	0.00	0.00	0.00	
BDS-4400	MKT PLAN/ANALY	CR	NR		3.00	0.00	0.00	0.00	
Term Totals :					0	0.00	0.00	0.00	0.0000
Career Totals :					3.00	3.00	3.00	12.00	4.0000
Division Career Totals :					3.00	3.00	3.00	12.00	4.0000

Degree Information :

(1) Degree Conferred :

MAJOR(S)	CONCENTRATION(S)
Master of Business Administration	Marketing

Please send students to the Registrar's Office for unofficial transcripts. Please do not give transcripts to students. The transcript that you have access to looks different from the one that the Registrar's Office hands students. Students are not allowed to receive their transcripts if they have Business Office, Financial Aid, and or Parking holds, per university policy. Students can request their unofficial transcripts with the Unofficial Transcript Request form found at the Registrar's Office website.

Campus Portal Tutorial - Advisor

Tracking a Student's Progress/Degree Audit

You can track the student's progress through the program by clicking on "Degree Audit". Click on "Recalculate Student Progress" each time you view it, to ensure that it is as up to date as possible.

Advising and Registration

Degree Audit - Degree Audit Summary

[Degree Audit](#) > Degree Audit Summary

Student Name
Address
City, State, Zip
email address

Credits Earned:
Overall GPA: **3.536**
Last Term GPA: 0.0000
Probation Status:

Major 1: **English**

Advisors

Marc Wolterbeek ⓘ Undergraduate - 1st Degree
Debra Lambert ⓘ Undergraduate - 1st Degree
1 Administrator ⓘ - Major 1 Advisor, Undergraduate - 1st Degree

Requirements Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
Institutional Requirement	2010	INST	0.00	0.00	0.00	0.00	0.0000	✗ Not Met
BA - Freshman Core	2010	GENED	0.00	53.00	8.00	170.60	3.412	✗ Not Met
BA - English	2010	MAJOR	0.00	32.00	14.00	116.60	3.643	✗ Not Met
Miscellaneous Electives	2010	FREE	0.00	26.00	1.00	95.20	3.661	✓ Met

[Degree Audit](#) ⓘ

The result will be that you can see what is missing, what is in progress, and what has been met. The top part of the page gives you a summary of the requirements, and if they have been met.

The middle part gives information about each individual requirement, how many hours (units) are needed, how many have been completed, whether the requirement has been met, and the grade that the student has received.

Click on any of the links in the middle to see what the requirements are.

Campus Portal Tutorial - Advisor

Degree Audit - INSTREQ

[Degree Audit](#) > [Degree Audit Summary](#) > INSTREQ

Institutional Requirement

Category Requirements			
Requirement	Status	Needed	Earned
US History Requirement (Required)	✔ Met	1 Requirement(s)	1 Requirement(s)

Other Requirements			
Requirement	Status	Needed	Earned
Upper Division Units	✔ Met	46.00 Units	59.00 Units
Career Development Reqmt	✔ Met	3.00 Units	3.00 Units

[Degree Audit](#)

Click on any of the requirements to see what courses satisfy it.

Advising and Registration

Degree Audit - USHIST

[Degree Audit](#) > [Degree Audit Summary](#) > [INSTREQ](#) > USHIST

US History Requirement

US Hist: 3.0 un req'd OR High Sch US History crs with min grade of C

Course Requirements									
Req	Description	Status	Course	Course Title	Hours Needed	Earned	Grade Needed	Earned	
HST1020	UNITED STATES HISTORY	✘ Not Met		See available courses...	2.67				
HST2300	AMERICAN HISTORY: 1607-18	✘ Not Met		See available courses...	3.00				
HST2310	AMERICAN HISTORY: 1877-PRE	✘ Not Met		See available courses...	3.00				
HST2330	HISTORY & POLITICS OF CIV	✘ Not Met		See available courses...	3.00				
HST2340	AMERICA'S ETHNIC HISTORY	✘ Not Met		See available courses...	3.00				
PSC2320	THE CONSTITUTION	✘ Not Met		See available courses...	3.00				
LDVAMER	LDV US History	✘ Not Met		See available courses...	2.67				
LDVAMERC	LDV US History - CDIV	✘ Not Met		See available courses...	2.67				
HS USHS	High School US History	✔ Met							

[Degree Audit](#)

If a student has already taken a course that satisfies the requirement, it will show here, as well as the grade the student received.

Campus Portal Tutorial - Advisor

Degree Audit - CC BA FR								
Degree Audit > Degree Audit Summary > CC BA FR								
BA - Freshman GE Core								
Core Curriculum: BA degree								
Course Requirements								
Req	Description	Status	Course	Course Title	Hours Needed	Hours Earned	Grade Needed	Grade Earned
IDS1100	First Year Experience (Required)	✓ Met	IDS 1100 05	First-Year Experience	4.00	4.00		A-
ENG1032	LDV College Writing (Required)	✓ Met	LDV WRIT	English Lang	2.67	3.00		TRX
ENG1040	CLASSICS OF WORLD LIT I (Required)	✓ Met	ENG 1040 01	Classics of World Lit I	2.67	4.00		A
HST1000	WORLD HISTORY I (Required)	✓ Met	HST 1000 02	World History I	2.67	3.00		A
HST1010	WORLD HISTORY II (Required)	✓ Met	HST 1010 02	World History II	2.67	3.00		C
Category Requirements								
Requirement	Status	Needed	Earned					
Math Core (Required)	✓ Met	2.67 Units	3.00 Units; 1 Requirement(s); 12.00 Quality Points; GPA (4.000)					
UD Writing Proficiency (Required)	✓ Met	3.00 Units	3.00 Units; 1 Requirement(s); 12.00 Quality Points; GPA (4.000)					
Language Core 6.0 un (Required)	Required	1 Requirement(s)	3.00 Units; 8.10 Quality Points; GPA (2.700)					
Philosophy Core (Required)	✓ Met	2.67 Units	3.00 Units; 1 Requirement(s); 9.00 Quality Points; GPA (3.000)					
Religious Studies Cor 6.0 (Required)	✓ Met	5.33 Units	6.00 Units; 2 Requirement(s); 21.90 Quality Points; GPA (3.650)					
Visual/Perform Arts Core (Required)	✓ Met	2.67 Units; 1 Requirement(s)	3.00 Units; 1 Requirement(s); 12.00 Quality Points; GPA (4.000)					
Soc/Beh Sciences Core (Required)	✓ Met	5.33 Units	6.00 Units; 2 Requirement(s); 18.00 Quality Points; GPA (3.000)					
Cultural Diversity 6.0 un (Required)	✓ Met	5.33 Units	6.00 Units; 2 Requirement(s); 19.80 Quality Points; GPA (3.300)					
Natural Science Core (Required)	✓ Met	2.67 Units	3.00 Units; 1 Requirement(s); 9.00 Quality Points; GPA (3.000)					

If a course appears on the student's course history, but it does not appear on the Audit, please contact the Registrar's Office immediately.

Aim	Requirement	Year	Description	Hours Needed	Hours Earned	Hours In Progress	Count Needed	Actual Count	Quality Points	GPA	Status
MASTP	MBA PRQ	2009	MBA Program Prereqs	0.00	12.00	0.00	0	4	0.00	0	Met
MASTR	MBA	2009	MBA Core Requirements	0.00	12.00	9.00	0	4	48.00	4.0000	Not Met
MASTC	MBA FN	2009	MBA - Finance Conc	12.00	3.00	3.00	2	0	12.00	4.0000	Not Met
REQUIREMENTS DETAIL SECTION											
MASTP	MBA Program Prereqs	Offer Date: 07/28/2008		Enter Date: 10/12/2009							
REQUIRED				TAKEN							
	<u>Requirement</u>	<u>Course</u>	<u>Title/Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Count Needed</u>	<u>Actual Count</u>	<u>Status</u>	<u>Grade</u>		
	BUS1100 -- MACROECONOMICS	BUS 1100	Princ Macroeconomics	2.67	3.00	0	1	M	T		
	BUS1108 -- MICROECONOMICS	BUS 1108	Econ Money/Banking	2.67	3.00	0	1	M	T		
	FIN ACCT -- Financial Accounting			2.67	3.00	0	1	M			
	BUS1224 -- FINANCIAL ACCOUNTING	BUS 1224	Intermed Acctg II	2.67	3.00	0	1	M	T		
	STATSTC -- Statistics			2.67	3.00	0	1	M			
	LDVSTAT -- LD STATISTICS	LDV STAT	Quantitative Methods II	2.67	3.00	0	1	M	T		
MASTR	MBA Core Requirements	Offer Date: 07/28/2008		Enter Date: 10/12/2009							
REQUIRED				TAKEN							
	<u>Requirement</u>	<u>Course</u>	<u>Title/Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Count Needed</u>	<u>Actual Count</u>	<u>Status</u>	<u>Grade</u>		
	BUS4000 -- ORGANIZATIONAL/MANAGE	BUS 4000 01	ORGANIZATIONAL/MANAC	3.00	3.00	0	1	M	L		
	BUS4040 -- LEGAL & ETHICAL DIMENS	BUS 4040 03	LEGAL / ETHICAL DIMENS	3.00	3.00	0	1	M	L		
	BUS4100 -- MANAGEMENT ACCOUNTIN	BUS 4100 01	MANAGEMENT ACCOUNT	3.00	3.00	0	1	M	L		
	BUS4108 -- CORPORATE FINANCIAL MA			3.00	0.00	0	0	R	I		
	BUS4200 -- ENTERPRISE INFO MGMT S			3.00	0.00	0	0	R	I		
	BUS4208 -- GLOBAL OPERATIONS MAN			3.00	0.00	0	0	R	I		
	BUS4400 -- MARKETING PLANNING & AI	BUS 4400 01	MARKETING PLANNING/A	3.00	3.00	0	1	M	L		
	BUS4980 -- BUSINESS POLICY			3.00	0.00	0	0	R			
MASTC	MBA - Finance Conc	Offer Date:		Enter Date:							
REQUIRED				TAKEN							
	<u>Requirement</u>	<u>Course</u>	<u>Title/Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Count Needed</u>	<u>Actual Count</u>	<u>Status</u>	<u>Grade</u>		
	MBA FN9 -- Finance Conc: 9.0 units (HOU			9.00	3.00	3	1	R	I		
	BUS4140 -- DERIVATIVES & RISK MAN			3.00	0.00	0	0	N	I		
	BUS4148 -- INTERNATIONAL FINANCE	BUS 4148 01	INTERNATIONAL FINANCE	3.00	3.00	0	1	M	L		
	BUS FREE -- Free Elective-3.0 un MAX (H			3.00	0.00	0	0	R			

Campus Portal Tutorial - Advisor

R means Required

M means Met

T means Transferred in

R I means that it is required, and is in progress

N means Not Met

L means the requirement was done locally

Enabling Web Registration

From the Faculty Tab, click “Advisee Roster” on the left hand side. In the Advisee Status, choose “Need Registration Clearance”. Choose the term for which you want to grant clearance. You need to grant each term individually. If you want to grant for Summer 1, Summer 2, and Fall, you will need to do it all separately.

The screenshot shows the Faculty tab selected in the navigation menu. The main content area is titled "Faculty" and contains a "Printer Friendly" link. Below this is the "Advisee Roster" section, which includes a search bar for "Search for Advisee(s)". A message box states: "You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column." The search form includes the following fields: "Advisee Status" (dropdown menu set to "Need Registration Clearance"), "ID:" (text input), "Last Name:" (text input), "Division:" (dropdown menu set to "All"), and "Term:" (dropdown menu set to "2012-2013 Spring"). There are "Search" and "Advanced Search" buttons at the bottom of the form.

Click Search. This brings up a list of all the students to whom you are assigned as an advisor who need registration clearance for that particular semester.

If the student you are looking for does not appear in this list, do a search for All Advisees. The student may have been granted clearance already. If the student does not appear at all in your advisee list, contact your administrative coordinator.

Campus Portal Tutorial - Advisor

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisee Status:

ID:

Last Name:

Division:

Term:

[Advanced Search](#)

[Export to Excel](#)

[E-mail All Advisees](#)

[E-mail Selected Student\(s\)](#)

Au - Ok | [Sa - Wr](#) [Next Page -->](#)

FERPA Restrict		Name	Student ID	Needs to Register?	Registration Clearance	Advisors
<input type="checkbox"/>	<input type="checkbox"/>	Au. [redacted]			Grant	Yoskovich, Michele Caulley, Barbara G. Holtzman, Jordan L.
<input type="checkbox"/>	<input type="checkbox"/>	Barron. [redacted]			Grant	Yoskovich, Michele Caulley, Barbara G. Holtzman, Jordan L.

Click “Grant” to grant the student permission to register online.

Removing Registration Clearance from a student

Once a student has registered online, and you no longer wish for them to have permission to change their schedule online, you can choose “Currently Registered” from the drop down menu, and click “Search”.

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisee Status:

ID:

Last Name:




Division:

Term:

[Advanced Search](#)

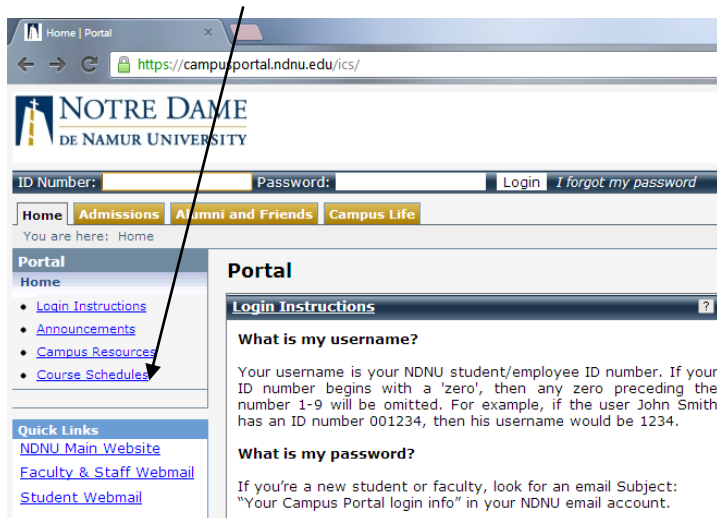
Click the Remove button next to the student’s name to remove their registration clearance.

Campus Portal Tutorial - Advisor

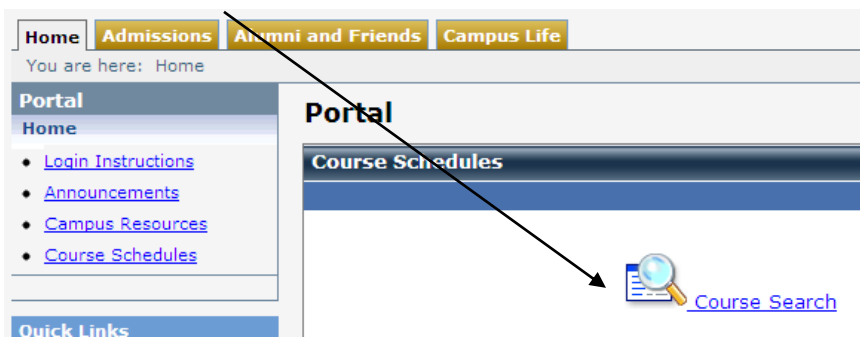
FERPA Restrict		<input type="checkbox"/> Email	Name	Student ID	Needs to Register?	Registration Clearance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adi [redacted] 	[redacted]		Remove
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ag [redacted] 			Remove
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al [redacted] 	[redacted]		Remove

Campus Portal Tutorial - Advisor

Click Course Schedules on the left hand side

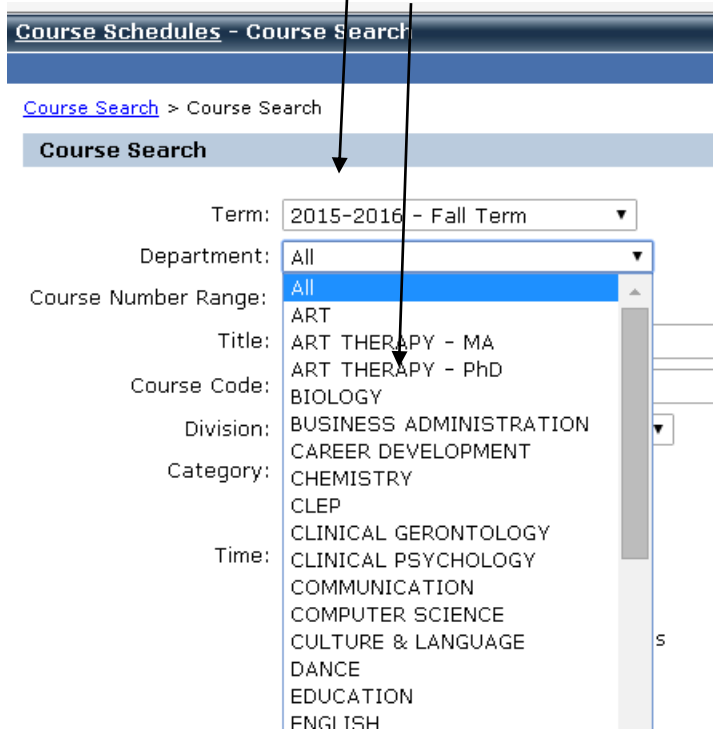


Click Course Search



Campus Portal Tutorial - Advisor

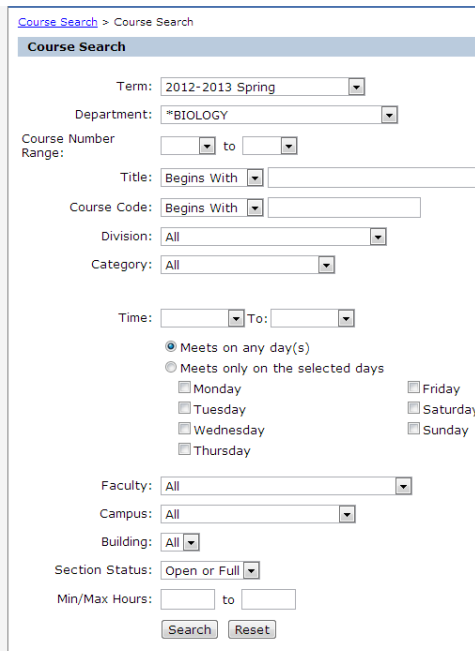
Change the term to the term for which you wish to search. If you are looking for a specific department, choose them from the dropdown menu.



The screenshot shows the 'Course Search' form with the following fields and values:

- Term: 2015-2016 - Fall Term
- Department: All (dropdown menu is open, showing a list of departments)
- Course Number Range: All
- Title: ART THERAPY - MA, ART THERAPY - PhD
- Course Code: BIOLOGY
- Division: BUSINESS ADMINISTRATION, CAREER DEVELOPMENT
- Category: CHEMISTRY, CLEP
- Time: CLINICAL GERONTOLOGY, CLINICAL PSYCHOLOGY, COMMUNICATION, COMPUTER SCIENCE, CULTURE & LANGUAGE, DANCE, EDUCATION, FINGLISH

Click Search.



The screenshot shows the 'Course Search' form with the following fields and values:

- Term: 2012-2013 Spring
- Department: *BIOLOGY
- Course Number Range: [] to []
- Title: Begins With []
- Course Code: Begins With []
- Division: All
- Category: All
- Time: [] To: []
- Meets on any day(s) (selected)
- Meets only on the selected days (checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday)
- Faculty: All
- Campus: All
- Building: All
- Section Status: Open or Full
- Min/Max Hours: [] to []
- Search and Reset buttons

Updated 7/1/2015

Campus Portal Tutorial - Advisor

This gives you a list of all the courses in that department that are being offered. On this page, you can see the days and times, the instructor, the building and classroom that a class is being offered in, the number of units, as well as if the class is open or full.

[Printer Friendly](#)

Course Schedules - Results

[Course Search](#) > [Course Search](#) > Results

Search Results

[Search Again](#) Term: Division: Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
	BIO 1004 01	HUMAN BIOLOGY	Kubel, Jane E	24/25	O	MWF 8:00 AM-8:50 AM; NDNU Campus, St. Mary's Hall, St. Mary's 113	3.00	1/9/2013	5/3/2013
	BIO 1009 01	INTRO BIOLOGY	Panomitros, Eugenia	0/20	F	MWF 10:00 AM-10:50 AM; NDNU Campus, St. Mary's Hall, St. Mary's 202	3.00	1/9/2013	5/3/2013
	BIO 1009 L 01	INTRO BIO LAB	Panomitros, Eugenia	1/20	O	W 8:00 AM-8:50 AM; NDNU Campus, St. Mary's Hall, St. Mary's 121 - Biology Lab	0.50	1/16/2013	5/3/2013
	BIO 1101 01	GEN BIOLOGY I	Panomitros, Eugenia	0/30	F	MWF 9:00 AM-9:50 AM; NDNU Campus, St. Mary's Hall, St. Mary's 113	3.00	1/9/2013	5/3/2013

Click on each course for more specific details about the course, such as a course description, a link to textbook information, and any cross-listed courses.

[Printer Friendly](#)

Course Schedules - Course Details

[Course Search](#) > [Course Search](#) > Course Details

Course Details

GEN BIOLOGY II (BIO 1103 01) [B](#)

Instructor(s): Guhamajumdar, Monica

2012-2013 Spring, Undergraduate - 1st Degree	3.00 Credit(s)
Dept: BIO	Clock Hours: 0.00
Status: O (4 out of 33 seats)	

Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
MWF 11:00 AM-11:50 AM	1/9/2013 - 5/3/2013	NDNU Campus, St. Mary's Hall, 113

Course Description

BIO1103 General Biology II (3) Prerequisite: Grade of C or higher in BIO1101 Three hours lecture. Focuses on the study of microorganisms, fungi, higher plants and animals, their diversity and unity, structure, development, physiology, and classification. Laboratory develops observational skills using prokaryotes and eukaryotes.

[View TextBook Information](#)

[All courses in the Department, Undergraduate - 1st Degree Division](#)

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
BIO 1103 01	Parent	GEN BIOLOGY II	33	29	0
BIO 6103 01	Child	GENL BIOLOGY II	24	1	0
Totals:			33	29	0