

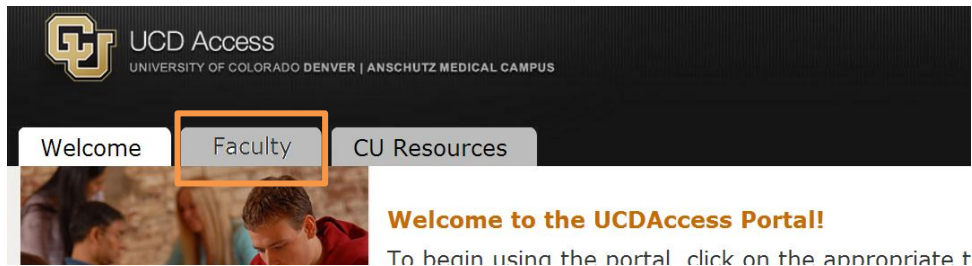
ISIS Faculty Advisor How To

This information sheet reviews the most commonly used functionality for faculty advisors in ISIS to access to their advisees' information.

- Only students who are eligible to enroll and assigned to a faculty advisor in ISIS will appear on the advisee list
- You may search for students not on the advisee list (*see below*)
- Graduating students will appear in the advisee list until their degree is conferred in ISIS (*typically a month after final grades are due—late January for Fall, mid- to late June for Spring, mid-September for Summer*)

To access student information in ISIS, faculty advisors must log in at UCDAccess (<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>) and can use this information sheet as a reference:

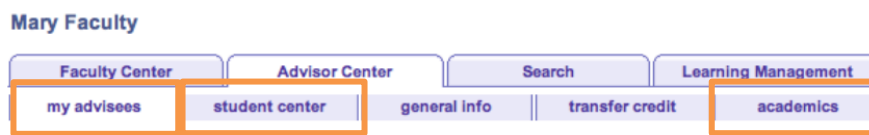
1. Once logged into UCDAccess, click on Faculty tab



2. Click on Advisor Center (*You may see more or less tabs*)



3. Select from the Academic, Student Center, or My Advisees tabs (*You may see more or less tabs*). Each of these three tab is described below:



- In the Advisor Center, on the Academics tab you can view a student's:
 - ① Program information: degree ①, program ②, admission date ③
 - ② Enrollment information: eligibility to enroll ④, enrolled classes ⑤, academic load ⑥
 - ③ Statistics: GPA ⑦, credits taken ⑧

Mary Faculty

Faculty Center | Advisor Center | Search | Learning Management

my advisees | student center | general info | transfer credit | **academics**

Advisee Academics

Judy Klase

*Change Advisee:

① Institution / Career / Program

CUDEN - CU Denver
 GRAD - Graduate
 EDUCG - Schl of Educ & Human Dev
 GRAD

Program: EDUCG Schl of Educ & Human Dev GRAD
 Student Career Nbr: 0
 Status: Active as of 08/01/2013
 Admit Term: 2131 Spring 2013
 Expected Graduation: 2131 Spring 2013
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Default

Plan: ① ECED-MA Early Childhood Education ②
 Requirement Term: 2131 Spring 2013

Term Summary

CUDEN - CU Denver
 GRAD - Graduate
 2141 - Spring 2014 UC Denver
 2137 - Fall 2013 UC Denver
 2134 - Summer 2013 UC Denver
 2131 - Spring 2013 UC Denver

② Spring 2014 UC Denver

Eligible to Enroll: ④ Yes
 Primary Program: EDUCG Schl of Educ & Human Dev GRAD
 Academic Standing Status:

Level / Load

Academic Level - Projected: Graduate
 Academic Level - Term Start: Graduate
 Academic Level - Term End: Graduate
 Approved Academic Load: ⑥ Full-Time
 Academic Load: Enrolled Full-Time

Classes ⑤

Enrolled Dropped Wait Listed

| Class | Description | Units | Grading | Grade | Status |
|-----------------------|---|-------|--------------|-------|--------|
| ECED 5070-001 (35162) | Social Competence & Classroom (Lecture) | 3.00 | Letter Grade | | ✓ |
| ECED 6690-001 (35199) | Sem: Resrch Current Issues ECED (Seminar) | 3.00 | Letter Grade | | ✓ |

③ Statistics

| Spring 2014 UC Denver | From Enrollment | Term Total | CU Cumulative Total |
|------------------------------|-----------------|------------|---------------------|
| Units Toward GPA: | | | |
| ⑧ Taken | | | 18.000 |
| Passed | | | 18.000 |
| In Progress | 6.000 | 6.000 | 6.000 |
| Units Not for GPA: | | | |
| Taken | | | |
| Passed | | | |
| In Progress | | | |
| GPA Calculation | | | |
| Total Grade Points | | | 72.000 |
| Earned Units GPA/Not for GPA | | | 18.000 |
| ⑦ GPA | | | 4.000 |

[Term History](#)

- In the Advisor Center, on the Student Center tab, you can view a student's:
 - ① Academic information: enrolled classes schedule ①, access the “other academic” menu ② (see below)
 - ② Contact information (phone number and email are often blank)
 - Holds ③, milestones ④, enrollment dates ⑤ (under development), advisors ⑥

Mary Faculty

Faculty Center | **Advisor Center** | Search | Learning Management

my advisees | **student center** | general info | transfer credit | academics

Advisee Student Center

Allison White

*Change Advisee: White, Allison Piper

① Academics

My Class Schedule
Shopping Cart
My GPA Calculator

Term Summary Information

② other academic...

Personal Information

② Contact Information

| Home Address | Mailing Address |
|--|--|
| 2819 S Fairfax St Denver, CO 80222 United States | 2819 S Fairfax St Denver, CO 80222 United States |
| Home Phone None | Email Address |

③ Holds

No Holds.

To Do List

IRS Data Retrieval (Student)

④ Milestones

No Milestones

⑤ Enrollment Dates

Open Enrollment Dates

⑥ Advisor

Program Advisor
Geneva Sarcedo
Suzanne Adams

- From the “other academic” menu ②, you can:
 - View students course history ⑦ (all classes taken in the CU system)
 - View official final grades ⑧
 - Pull an unofficial transcript ⑨ (must disable popup blockers)

Academics

My Class Schedule
Shopping Cart
My GPA Calculator

Term Summary Information

② other academic...

⑦ Course History

⑧ Grades

⑨ Transcript: View Unofficial
Transfer Credit: Report
other academic...

Holds

No Holds.

To Do List

IRS Data Retrieval (Student)

Milestones

No Milestones

Enrollment Dates

Open Enrollment Dates

Advisor

| Class | Schedule | Status |
|------------------------------|--------------------------------------|----------|
| ECED 5010-H01 LEC (35161) | Th 5:00PM - 7:45PM LW ST CNTR 600 | Enrolled |

- To use the “other academic” menu ②, select the desired function from the drop down menu and click on the arrow icon

- In the Advisor Center, on the My Advisees tab, you can:
 - ① View list of ALL advisees (*may take a while to load*)
 - Download a list of ALL advisees ①
 - See student ID photos if available ②

Mary Faculty

Faculty Center | Advisor Center | Search | Learning Management

my advisees | student center | general info | transfer credit | academics

① My Advisees

Select display option Include photos in list Link to Photos ① DOWNLOAD ROSTER

| Student Details | Program/Plan Details | Additional Plans | Minors | Program/Plan Details 2 | Additional Plans | Minors | Find | | |
|-----------------|----------------------|------------------|--------------------------|------------------------|------------------|--------------|------------------|----------------|--------------------------------------|
| Notify | Photo | FERPA ID | Primary Name | Preferred Name | Institution | Earned Units | InProgress Units | Cumulative GPA | View Student Details |
| 1 | | 102413537 | Acero, Melodie | | CUDEN | 30.000 | 6.000 | 3.710 | View Student Details |
| 2 | | 102111202 | Aknaheh, Serena L | | CUDEN | 30.000 | 10.000 | 3.740 | View Student Details |
| 3 | | 101753347 | Al-Grooni, Maha Jamal | | CUDEN | 27.000 | 9.000 | 3.967 | View Student Details |
| 4 | | 102268340 | Al-Mwalad, Sonia M | | CUDEN | 18.000 | 12.000 | 3.950 | View Student Details |
| 5 | | 103156106 | Alqasmol, Tarfah | | CUDEN | 6.000 | 9.000 | 3.850 | View Student Details |
| 6 | | 101265985 | Alharbi, Sarah Motlag | | CUDEN | 18.000 | 9.000 | 4.000 | View Student Details |
| 7 | | 102233125 | Alhassun, Shahad | | CUDEN | 15.000 | 9.000 | 3.540 | View Student Details |
| 8 | | 101625814 | Alhussain, Mariam | | CUDEN | 9.000 | 12.000 | 1.374 | View Student Details |
| 9 | | 103352699 | Albrahim, Noor | | CUDEN | 0.000 | 9.000 | 0.000 | View Student Details |
| 10 | | 102003547 | Alkhatir, Najla Mohammed | | CUDEN | 30.000 | 6.000 | 3.570 | View Student Details |
| 11 | | 101386006 | Allen, Vickie R | Vickie | CUDEN | 3.000 | 0.000 | 2.000 | View Student Details |
| 12 | | 103100510 | Alnemer, Zainab Hassan | Zainab | CUDEN | 0.000 | 9.000 | 0.000 | View Student Details |

notify selected advisees | notify all advisees

- To search for a student who does not appear on the advisee list, scroll down to the bottom of the Student Center or Academics tab and click on [Return to Search](#) or scroll down to the bottom of the My Advisees tab and click on [VIEW DATA FOR OTHER STUDENTS](#)
- You can search by student ID number ③ or last name ④ (*first name, first initial, or partial first name optional*)

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

③ ID: begins with

Campus ID: begins with

National ID: begins with

④ Last Name: begins with

First Name: begins with

Case Sensitive

Limit the number of results to (up to 800):

Search Clear Basic Search Save Search Criteria