



Academic Advising

Self-Service





Learning Outcomes

After this presentation, you will be able to

- Log into Self-Service
- Locate important advising records, including a student's
 - Contact information
 - Academic program listings
 - Transcripts
 - Registration history
 - Alternate PINs for registration





Overview

This presentation will review 3 main areas of Self-Service:

- Click title below to jump to slide -

[Self-Service Login](#)

[Self-Service's Student Information Menu](#)

[Self-Service's Advisee Listing](#)





Academic Advising

Part I. Self-Service Login



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[Academic Advising: Accessing Self-Service \(title slide\)](#)

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[Frequently Asked Questions](#)

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What You Will Need for Initial Login

Your six-digit La Sierra ID number

Your birthdate

Internet access



Self-Service Login

User Login

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.

USER ID:

Password:

RELEASE: 8.4.2 Term of Usage

From an Internet-ready computer, go to www.lasierra.edu/selfservice.

In the “USER ID” field, input your six-digit La Sierra ID number.

In the “Password” field, input your month-day-year birthdate in six-digit format (i.e., July 4, 1971 becomes 070471).



Self-Service Login cont.

You may also access Self-Service by visiting the La Sierra University homepage at www.lasierra.edu and selecting Self-Service from the Quick Links drop-down menu.



The screenshot shows the La Sierra University homepage. At the top, there is a navigation menu with the following items: ABOUT LA SIERRA, ACADEMICS, ADMISSION, CALENDARS, NEWS & EVENTS, CAMPUS SERVICES, JOBS, GIVING, and CONTACT US. Below this is a secondary menu with links for Future Students, Current Students, Faculty & Staff, Alumni, Parents, Life at La Sierra, Spiritual Life, and Visit La Sierra. A 'QUICK LINKS' dropdown menu is highlighted with a blue circle. The main content area features a large banner for 'La Sierra Magazine' with the headline 'The Fall 2011 issue is now available for both online and iPad reading.' and a 'CLICK TO READ IT NOW' button. To the right of the banner are two columns of quick links: 'FUTURE STUDENTS' with links for Apply Now, Academic Programs, Financial Aid, Tuition & Costs, and Online Brochure; and 'CURRENT STUDENTS' with links for Course Schedule, Student Services, Financial Services, Student Blogs, and Self-Service Login.

ABOUT LA SIERRA ▶ ACADEMICS ▶ ADMISSION ▶ CALENDARS ▶ NEWS & EVENTS ▶ CAMPUS SERVICES ▶ JOBS ▶ GIVING ▶ CONTACT US ▶

Future Students | Current Students | Faculty & Staff | Alumni | Parents | Life at La Sierra | Spiritual Life | Visit La Sierra

QUICK LINKS ▼

La Sierra Magazine
The Fall 2011 issue is now available for both online and iPad reading.
CLICK TO READ IT NOW ▶

FUTURE STUDENTS

- ▶ Apply Now
- ▶ Academic Programs
- ▶ Financial Aid
- ▶ Tuition & Costs
- ▶ Online Brochure

FOR MORE ▶

CURRENT STUDENTS

- ▶ Course Schedule
- ▶ Student Services
- ▶ Financial Services
- ▶ Student Blogs
- ▶ Self-Service Login

FOR MORE ▶





Digital Access Password

After performing your initial login, you will be asked to create an 8-character password to access such services as university e-mail, printers, and computer systems. A satisfactory password requires 3 of the 4 criteria listed below. NOTE: dictionary words are not acceptable.

UPPERCASE LETTERS (A-Z)

lowercase letters (a-z)

Numbers (0-9)

Symbols (e.g. £%^*()-_+=[]{}:@#~,.,?)





Digital Access Password cont.

- After successfully creating your digital access password, you should be able to view your new La Sierra University **e-mail address**. *Most* La Sierra staff and faculty e-mail addresses consist of the first letter of the first name followed by the first 7 letters of the last name (e.g., Nathaniel Hawthorne would be nhawthor@lasierra.edu).
- Your e-mail password name is also your **digital access username** (e.g., Nathaniel Hawthorne’s username is nhawthor).
- You may also use your digital access username and password as your **Self-Service login**. In the “USER ID” field input your digital access username (e.g., nhawthor). In the “Password” field input your digital access password.





Frequently Asked Questions

Q: What if I don't know my La Sierra ID number?

A: Contact Human Resources at ext. 2084. You may also contact the Center for Student Academic Success (C-SAS) at ext. 2452.

Q: I forgot my Self-Service password. What do I do?

A: You can answer the security question and reset it, or have Records reset your account by calling ext. 2006. You may also call C-SAS at ext. 2452.

Q: Because of repeated incorrect logins, my account is now locked. What do I do?

A: Contact Records at ext. 2006. You may also contact C-SAS at ext. 2452.





Frequently Asked Questions cont.

Q: How does Self-Service assist academic advisors?

A: Self-Service grants academic advisors online access to their advisees' academic transcripts, declared academic programs, contact information, and alternate PINs for registration.





Academic Advising

Part II. Self-Service's *Student Information Menu*





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What You Will Learn

In this tutorial, you will learn how to use Self-Service's **Student Information Menu** to view records for students regardless of advisee status. Depending on your level of access granted by the Registrar,* you may view some or all of the following:

Contact information

Curriculum information (academic programs, active/inactive status, class standing, catalog term/bulletin year)

Academic transcripts (including evaluated transfer credits) by term

Course registration history, status, and methods

Student schedules in detailed, concise, and calendar formats

Note: the Student information Menu's **Advisee Listing** is a more streamlined portal for academic advisors seeking advisee records including transcripts, registration holds, and alternate PINs. For directions on how to access this portal, consult the section of this presentation titled "**Academic Advising: Self-Service's Advisee Listing.**"

*Self-Service access is administered by the Registrar, (951) 785-2006.



Step 1: Log into Self-Service

Access your
Self-Service account
1 of 2 ways:

- From the [La Sierra University homepage](#) click on the “Quick Links” drop-down menu and select “Self-Service.”
- Enter the URL directly into your Internet browser’s address bar: www.lasierra.edu/selfservice.

Self-Service

User Login

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

USER ID:

Password:

Login

Forgot Password?

RELEASE: 8.4.2

Term of Usage



Step 2: Click *Faculty & Advisors*

Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Students
Change Personal Information, Register, View your academic records and Financial Aid

Faculty & Advisors
Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; Process a student's registration; Display your security setup.

Employees
Benefits, leave or job data, paystubs, W2 form, W4 data.

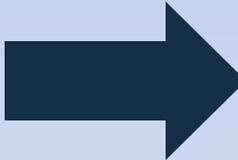
Online Payment


Disneyland Tickets
La Sierra University students and employees can now purchase Disneyland tickets at a discounted price. You must be on campus for this to work.

Worlds Of Discovery
Sea World

Six Flags
Six Flags ticket store

MyCampus Portal
Access to La Sierra University MyCampus Portal



Step 3: Click *Student Information Menu*

Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

- Student Information Menu**
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Final Grades
- Registration Overrides
- Look Up Classes
- Advisor Menu**
View a student's transcript; View a student's grades; Display your security setup.
- Active Assignments**
- Assignment History**
- Class Schedule
- History of Class Schedule
- Syllabus Information
- Office Hours
- LSU Rosters and Advisees



Step 4: Click *ID Selection*

Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- ID Selection**
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance



ID Selection cont.

Self-Service

Search

Student and Advisee ID Selection

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All





ID Selection cont.

Self-Service

Search

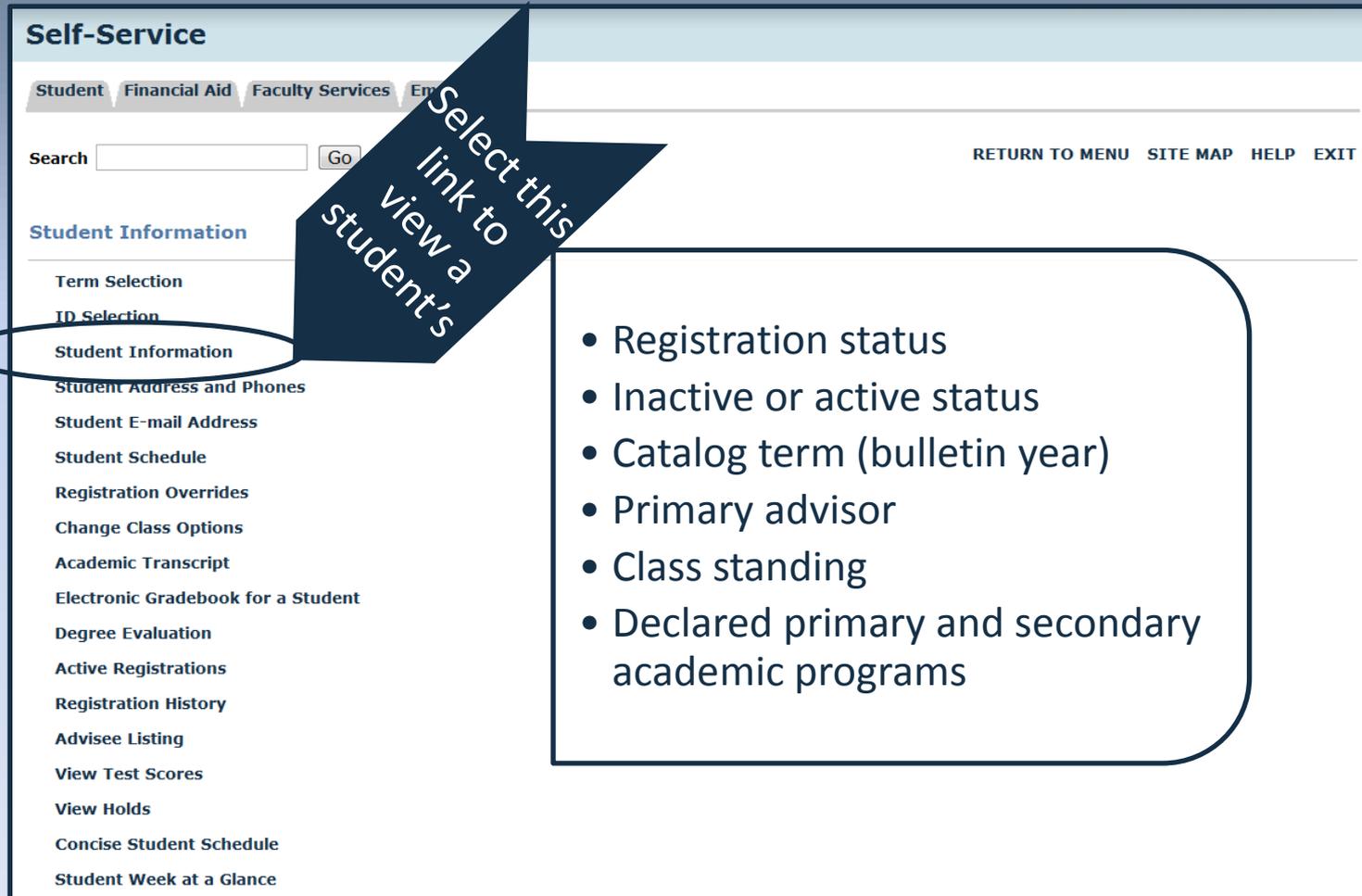
Student and Advisee ID Selection

 Select the Student or Advisee that you wish to process and then choose Submit Name.

Select a Student or Advisee:



From the Student Information Menu:
Student Information



Self-Service

Student | Financial Aid | Faculty Services | Emp

Search RETURN TO MENU SITE MAP HELP EXIT

Student Information

- Term Selection
- ID Selection
- Student Information**
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view a student's

- Registration status
- Inactive or active status
- Catalog term (bulletin year)
- Primary advisor
- Class standing
- Declared primary and secondary academic programs



Student Information cont.

General Student Information

Information for Jane Doe

Student Information effective from Winter of 2011 to Summer of 2015

Registered for Term: Yes
First Term Attended: Fall of 2010
Last Term Attended: Fall of 2011
Status: Active Student
Session: HONORS/ELIGIBLE
Residence: CA Resident (US Citizen or PR)
Citizenship: U.S. Citizen
Student Type: Returning to University
Class: Sophomore
Primary Advisor: John Doe
Expected Graduation Date: Jun 01, 2015

Curriculum Information

Current Program

Degree Not Declared

Level: Undergraduate
Program: Undecided-College of Arts & S
Admit Term: Fall of 2010
Admit Type: Regular
Catalog Term: Fall of 2010
College: College of Arts and Sciences
Campus: LA SIERRA
Major and Department: Undecided CAS, General CAS

Secondary

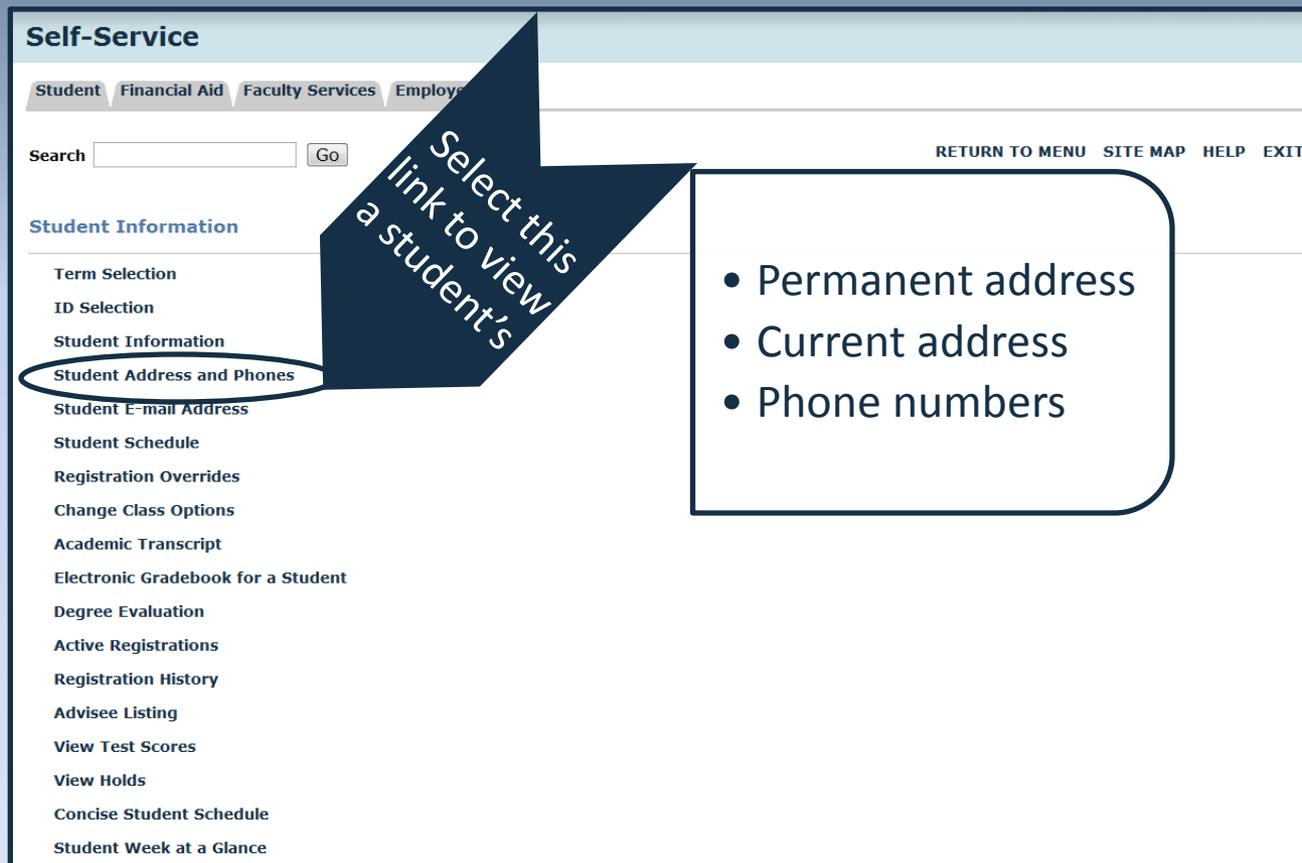
Pre-Professional

Level: Undergraduate
Program: Pre-Dentistry
Admit Term: Fall of 2010
Admit Type: Regular
Catalog Term: Fall of 2010
College: College of Arts and Sciences
Campus: LA SIERRA
Major and Department: Pre-Dentistry, Pre-Professional Advisement



From the Student Information Menu:

Student Address and Phones



Self-Service

Student | Financial Aid | Faculty Services | Employee

Search

RETURN TO MENU | SITE MAP | HELP | EXIT

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones**
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view a student's

- Permanent address
- Current address
- Phone numbers





Student Address and Phones cont.

Self-Service

Search

RETURN TO MENU SITE MAP HELP EXIT

View Student Addresses and Phones

Information for Jane Doe

Addresses and Phones

PERMANENT ADDRESS	Phones
Current:	

CURRENT ADDRESS	Phones
Current:	

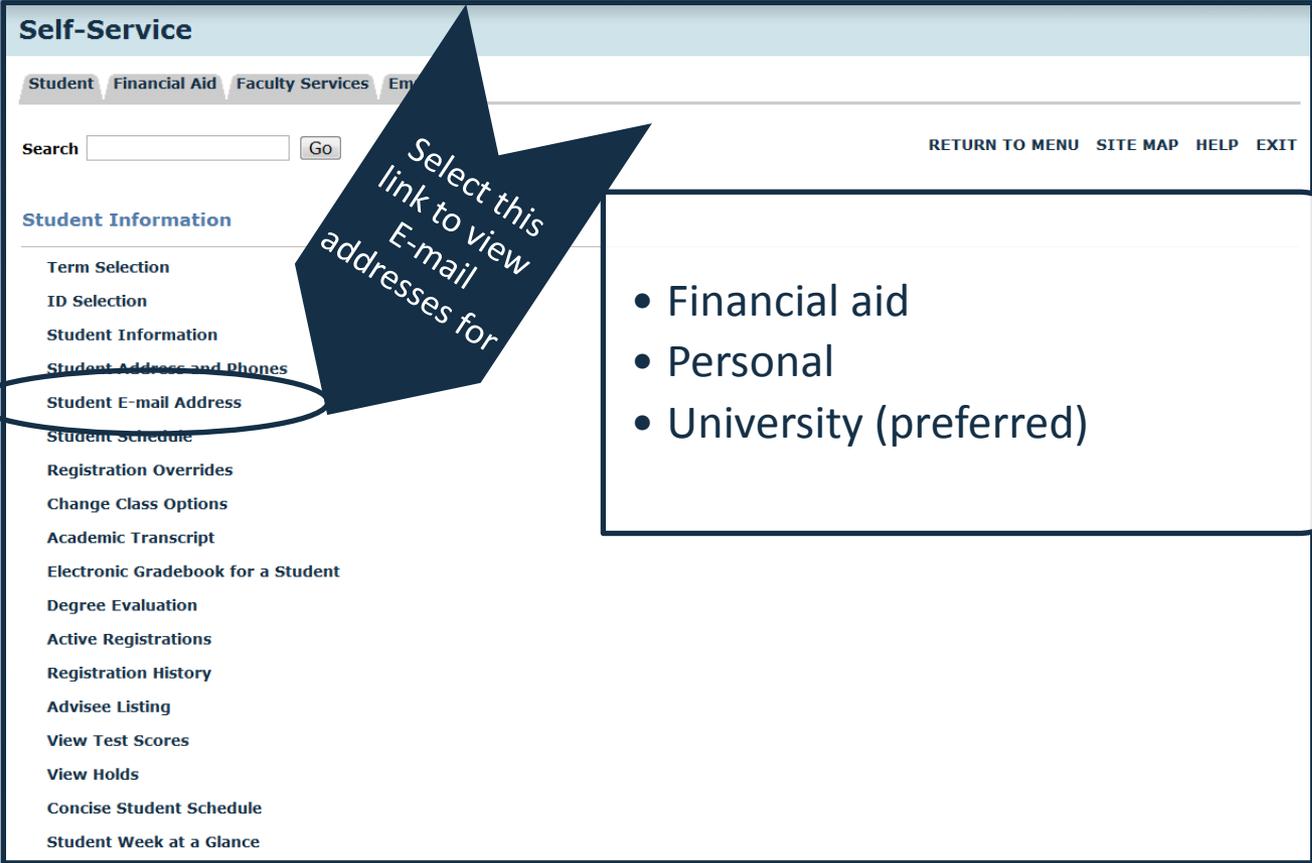
PARENTS/GUARDIAN ADDRESS	Phones
Current:	

Unless specific permission has been granted in writing by the student, always observe FERPA guidelines. Note: some phone numbers may be designated as “parent/guardian.”

For more on FERPA, visit <http://www.lasierra.edu/index.php?id=3501>.



From the Student Information Menu:
Student E-mail Address



The screenshot shows the 'Self-Service' interface with a navigation menu at the top containing 'Student', 'Financial Aid', 'Faculty Services', and 'Email'. A search bar and a 'Go' button are present. The 'Student Information' section lists various options, with 'Student E-mail Address' circled in red. A dark blue arrow points from this link to a callout box containing a bulleted list of email address types: 'Financial aid', 'Personal', and 'University (preferred)'. In the top right corner of the interface, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'.

Self-Service

Student Financial Aid Faculty Services Email

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address**
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view E-mail addresses for

- Financial aid
- Personal
- University (preferred)



Student E-mail Address cont.

Self-Service

Search

RETURN TO MENU SITE MAP HELP EXIT

Select Student E-Mail Address to View

Information for Jane Doe

E-mail Addresses

Financial Aid

Personal

LSU Student Email Preferred

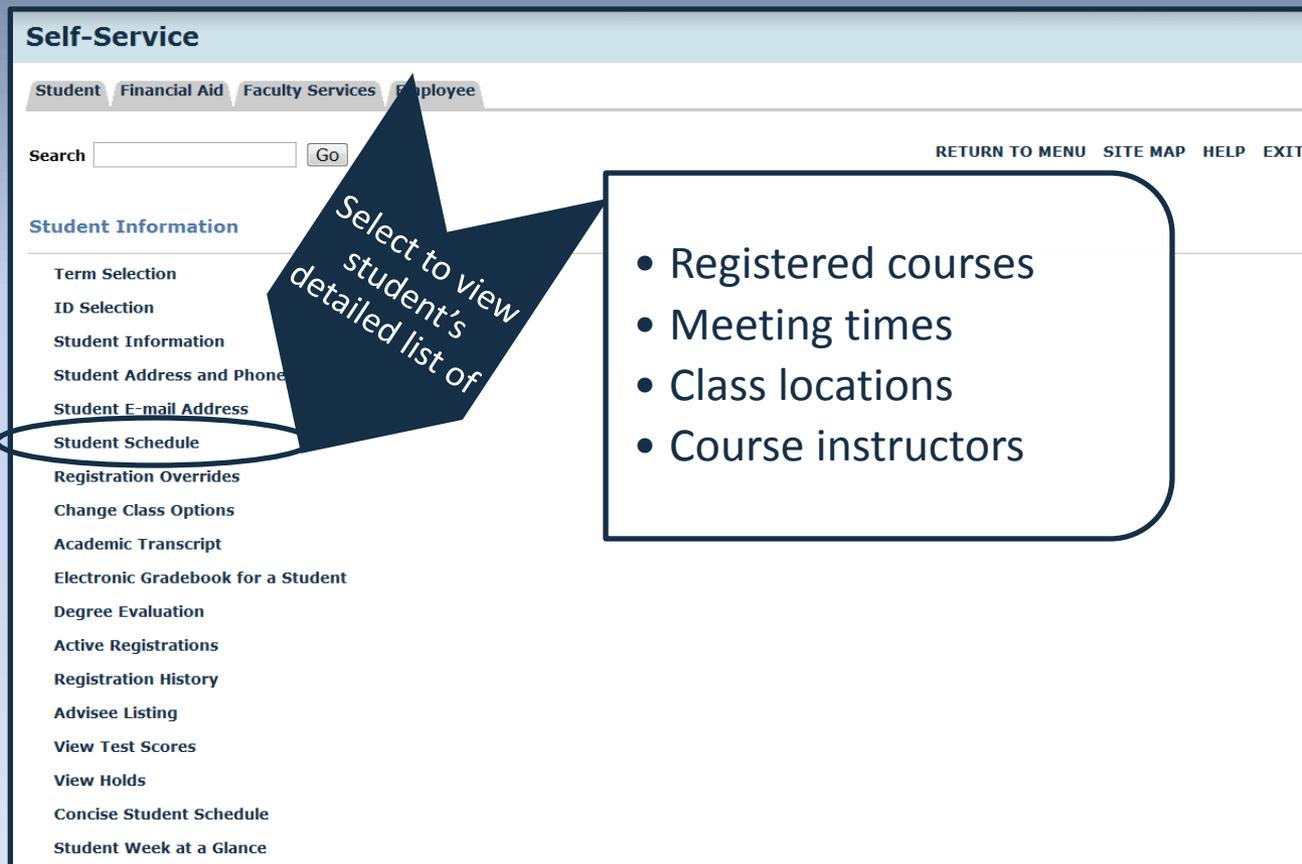
Always observe FERPA guidelines when communicating with students. To maintain confidentiality, it is preferred that official correspondence be sent to the LSU Student E-mail address. Note: some e-mail addresses may be designated as “parent.”

For more on FERPA, visit <http://www.lasierra.edu/index.php?id=3501>.



From the Student Information Menu:

Student Schedule



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phone
- Student E-mail Address
- Student Schedule**
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select to view student's detailed list of

- Registered courses
- Meeting times
- Class locations
- Course instructors



Student Schedule cont.

Search

RETURN TO MENU SITE MAP HELP EXIT

[View Student Schedule](#)

Information for Jane Doe

Current Schedule

Total Credit Hours: 16.000

MANAGERIAL ACCOUNTING - ACCT 212 - 1

Associated Term: Winter of 2012
CRN: 1583
Status: Web Registered on Dec 01, 2011
Assigned Instructor: Danette A. Zurek 

Grade Mode: Letter Grade
Credits: 4.000
Level: Undergraduate
Campus: LA SIERRA

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	1:00 pm - 2:50 pm	TR	School of Business 204	Jan 09, 2012 - Mar 22, 2012	Lecture Danette A. Zurek (p) 

GENERAL CHEMISTRY II - CHEM 112 - 2

Associated Term: Winter of 2012
CRN: 100
Status: Web Drop Course (no W) on Jan 09, 2012
Assigned Instructor: Danyetta D. Anderson 

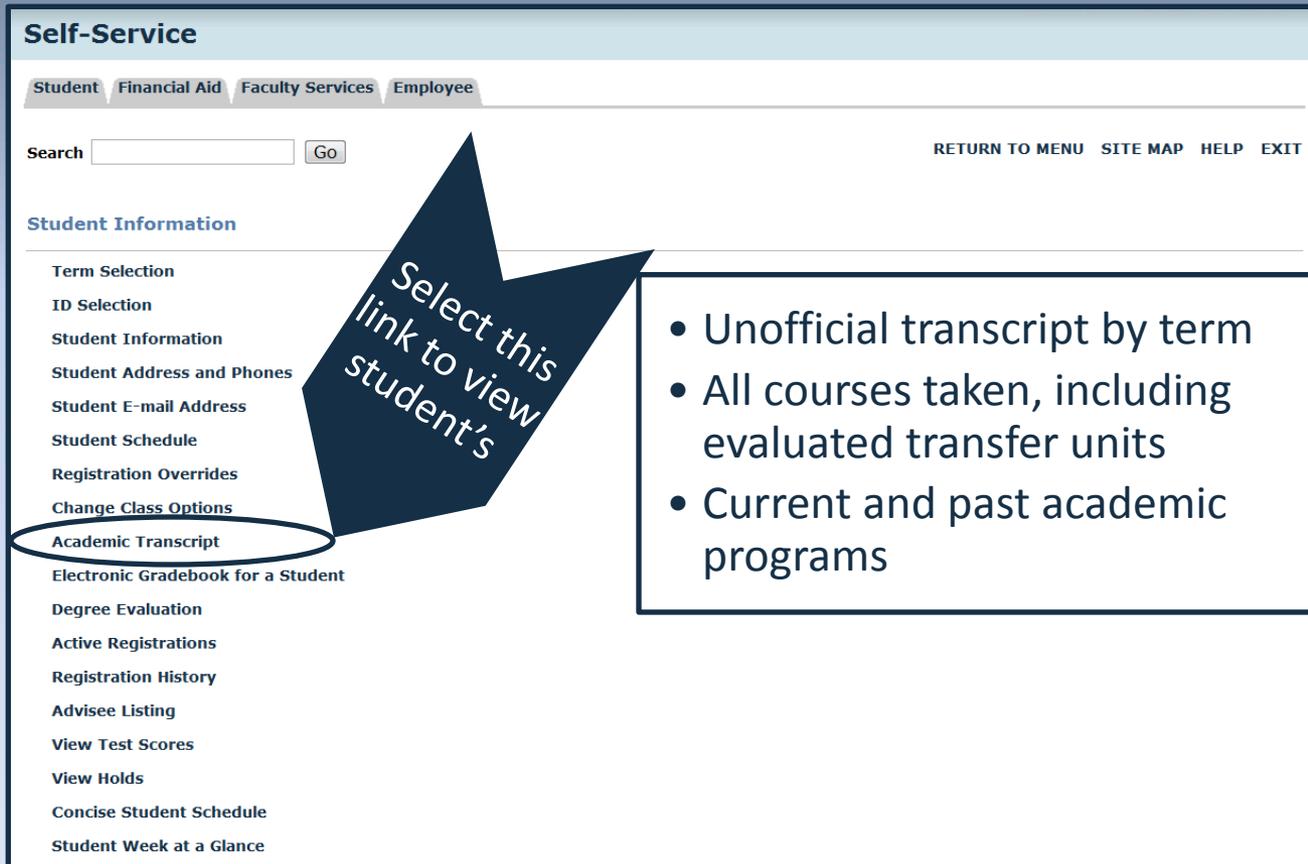
Grade Mode: Letter Grade
Credits: 0.000
Level: Undergraduate
Campus: LA SIERRA

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	MTRF	Palmer Hall 210	Jan 09, 2012 - Mar 22, 2012	Lecture Danyetta D. Anderson (p) 



From the Student Information Menu:
Academic Transcript



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript**
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view student's

- Unofficial transcript by term
- All courses taken, including evaluated transfer units
- Current and past academic programs



Academic Transcript cont.

Select
Applicable
Term

- From the pull-down menu, select the **term** (quarter and year) in which you wish to view results.
- For the most updated transcript, select the most current term. For students currently listed as “inactive,” choose the term in which they were last active.

Self-Service

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Select a Term:

RELEASE: 8.4 Term of Usage



Academic Transcript cont.

Self-Service

Search

Select the transcript level and transcript type.

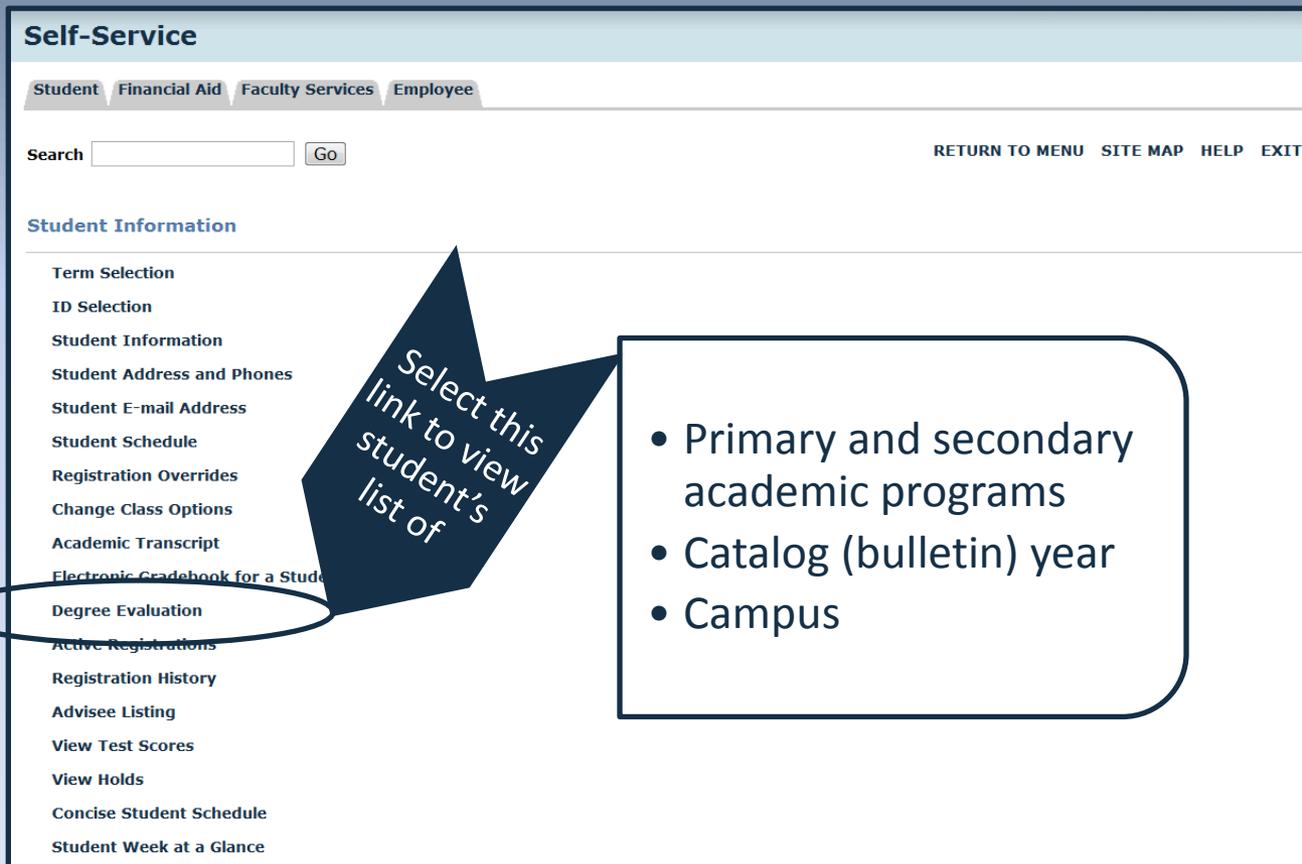
Transcript Level:

Transcript Type:

Select "In-house Transcript" from Transcript Type pull-down menu. Then press "Display Transcript."



From the Student Information Menu:
Degree Evaluation



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation**
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view student's list of

- Primary and secondary academic programs
- Catalog (bulletin) year
- Campus



Degree Evaluation cont.

Self-Service

Search

Degree Evaluation

Information for Jane Doe

 You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

Curriculum Information

Primary Curriculum

Program: BS: Biological Science
Catalog Term: Winter of 2012
Level: Undergraduate
Campus: LA SIERRA
College: College of Arts and Sciences
Degree: Bachelor of Science

First Major: Biology: Biological Science
Department: Biology

Secondary Curriculum

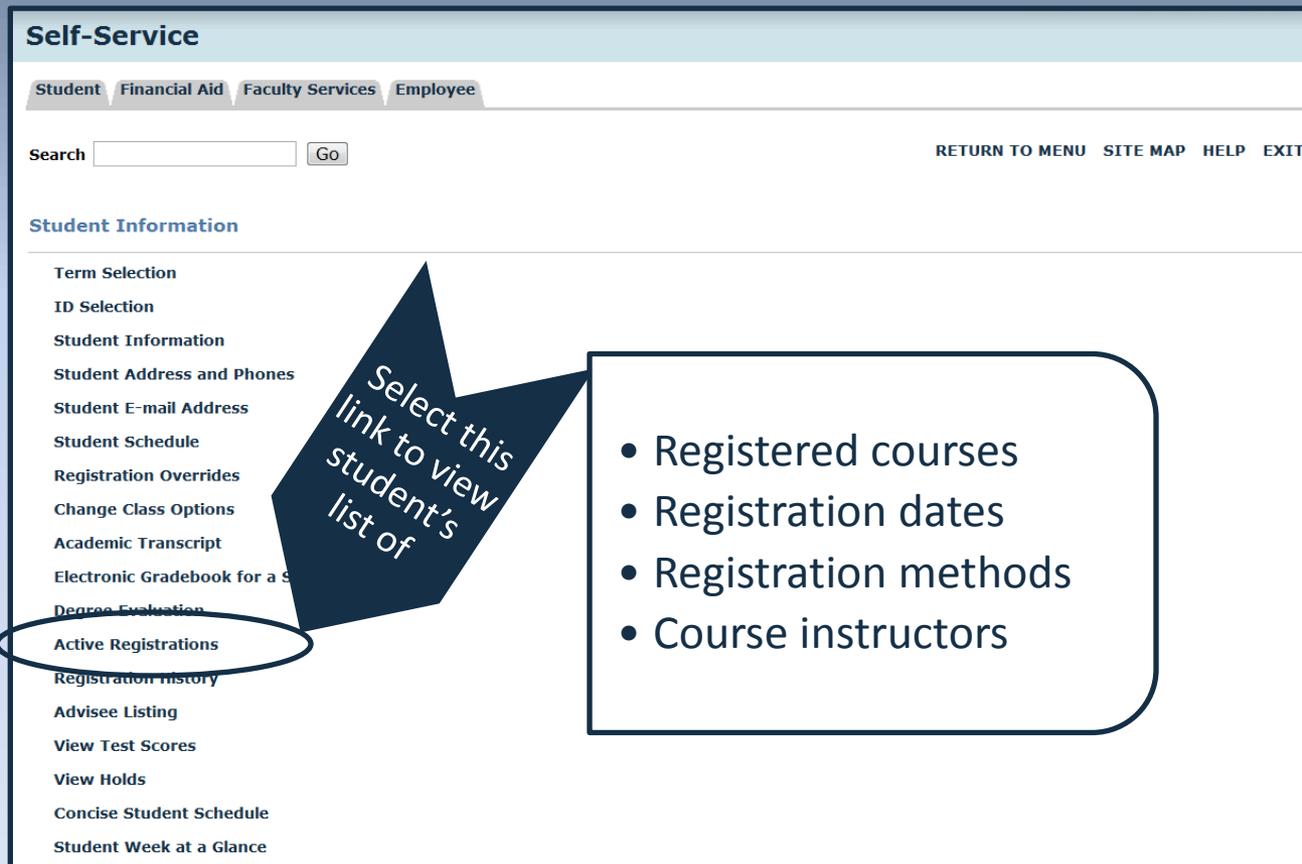
Program: Pre-Medicine
Catalog Term: Winter of 2012
Level: Undergraduate
Campus: LA SIERRA
College: College of Arts and Sciences
Degree: Pre-Professional

First Major: Pre-Medicine
Department: Pre-Professional Advisement

*Note: "Degree Evaluation" and "What-If" functions are not yet available.



From the Student Information Menu: *Active Registration*



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a S
- Degree Evaluation
- Active Registrations**
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view student's list of

- Registered courses
- Registration dates
- Registration methods
- Course instructors



Active Registrations cont.

Self-Service

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Active Registrations for Jane Doe

Information for Jane Doe

 The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

MANAGERIAL ACCOUNTING - ACCT 212 - 1

Associated Term Winter of 2012
CRN 1583
Status Web Registered Dec 01, 2011
Schedule Type Lecture
Instructional Method N/A
Campus LA SIERRA

Credits 4.000
Grade Mode Letter Grade
Course Level Undergraduate
Midterm Grade
Grade Detail
Associated Instructor Danette A. Zurek 

Course URL

MANAGERIAL STATISTICS - ECON 241 - 1

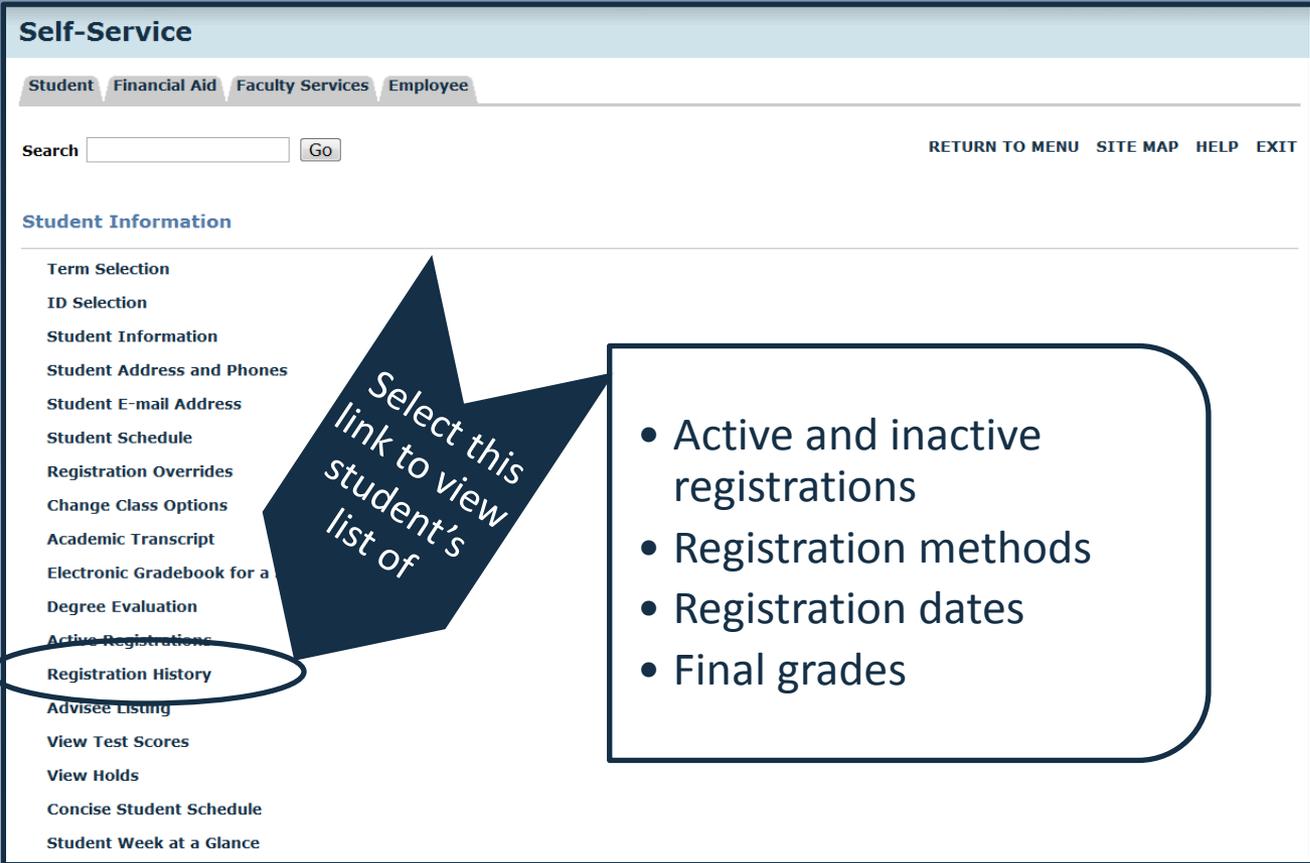
Associated Term Winter of 2012
CRN 5312
Status Web Registered Dec 02, 2011
Schedule Type Lecture
Instructional Method N/A
Campus LA SIERRA

Credits 4.000
Grade Mode Letter Grade
Course Level Undergraduate
Midterm Grade
Grade Detail
Associated Instructor Robert J. Cruise

Course URL



From the Student Information Menu:
Registration History



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search RETURN TO MENU SITE MAP HELP EXIT

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a
- Degree Evaluation
- Active Registrations
- Registration History**
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view student's list of

- Active and inactive registrations
- Registration methods
- Registration dates
- Final grades





Registration History cont.

Self-Service

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration History for JANE DOE

Information for Jane Doe

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.

Winter of 2012

CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
1583	ACCT 212	MANAGERIAL ACCOUNTING	4.000	Undergraduate	Web Registered Dec 01, 2011		
100	CHEM 112	GENERAL CHEMISTRY II	0.000	Undergraduate	Web Drop Course (no W) Jan 09, 2012		
2020	CHEM 112L	GENERAL CHEMISTRY II LAB	0.000	Undergraduate	Web Drop Course (no W) Jan 09, 2012		
5312	ECON 241	MANAGERIAL STATISTICS	4.000	Undergraduate	Web Registered Dec 02, 2011		
1580	ECON 255	PRIN OF MICROECONOMICS	4.000	Undergraduate	Web Registered Jan 09, 2012		
5061	HUMN 206	PERSPECTIVES ON MODERN CULTURE	4.000	Undergraduate	Web Registered Dec 01, 2011		

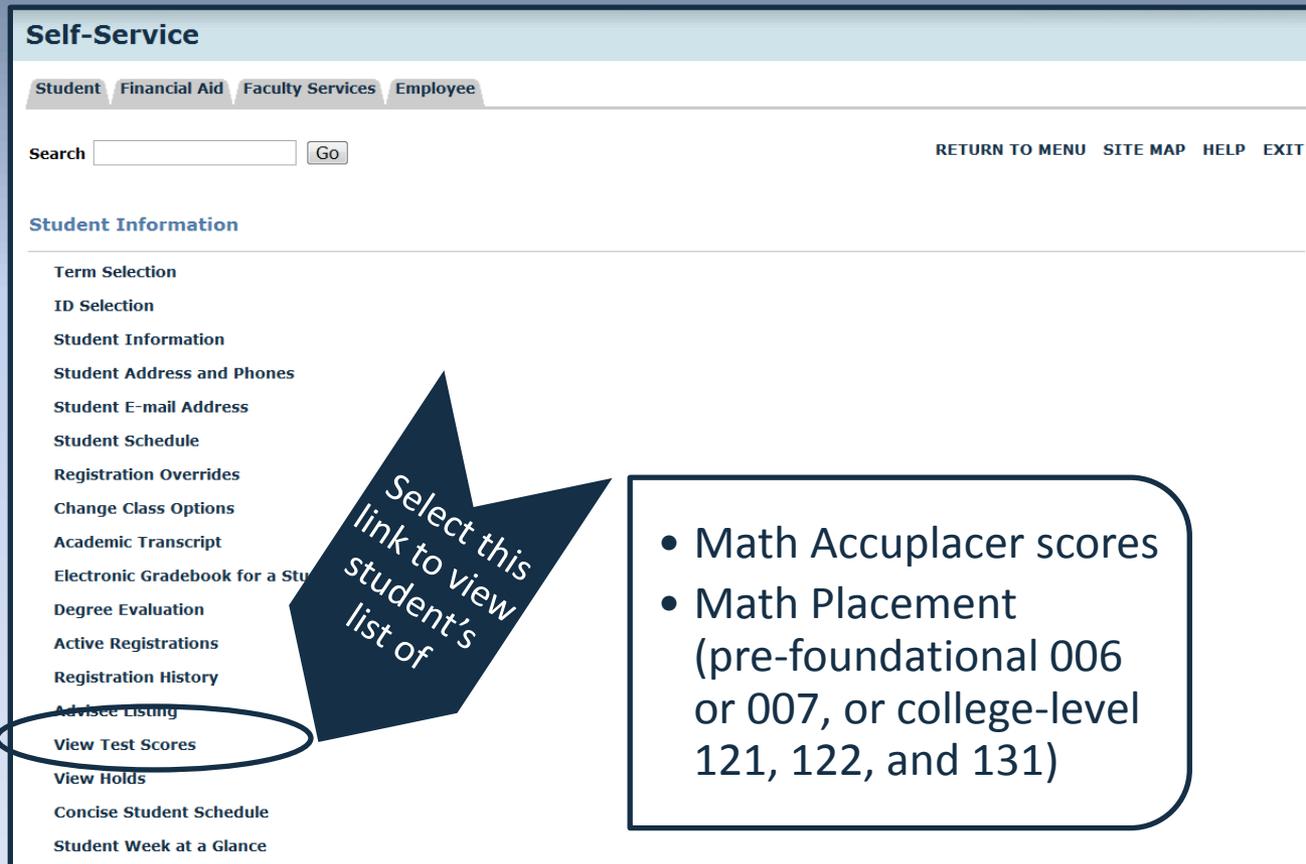
Fall of 2011

CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
1278	ACCT 211	FINANCIAL ACCOUNTING	4.000	Undergraduate	Web Registered May 31, 2011		A
2544	CHEM 111	GENERAL CHEMISTRY I	4.000	Undergraduate	Web Registered May 31, 2011		A-
1692	CHEM 111L	GENERAL CHEMISTRY I LAB	1.000	Undergraduate	Web Registered May 31, 2011		A-
2969	COMM 226	MASS MEDIA IN SOCIETY	4.000	Undergraduate	Web Registered May 31, 2011		A
3417	MGMT 219	BUSINESS COLLOQUIUM	0.500	Undergraduate	Web Registered May 31, 2011		S
4687	SSCI 105	IDENTITY & SOCIETY	4.000	Undergraduate	Web Registered May 31, 2011		A



From the Student Information Menu:

View Test Scores



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores**
- View Holds
- Concise Student Schedule
- Student Week at a Glance

Select this link to view student's list of

- Math Accuplacer scores
- Math Placement (pre-foundational 006 or 007, or college-level 121, 122, and 131)





View Test Scores cont.

Self-Service

Search

RETURN TO MENU SITE MAP HELP EXIT

Test Scores

This page lists the test scores for this student if the student is registered for the selected term.

Information for Jane Doe

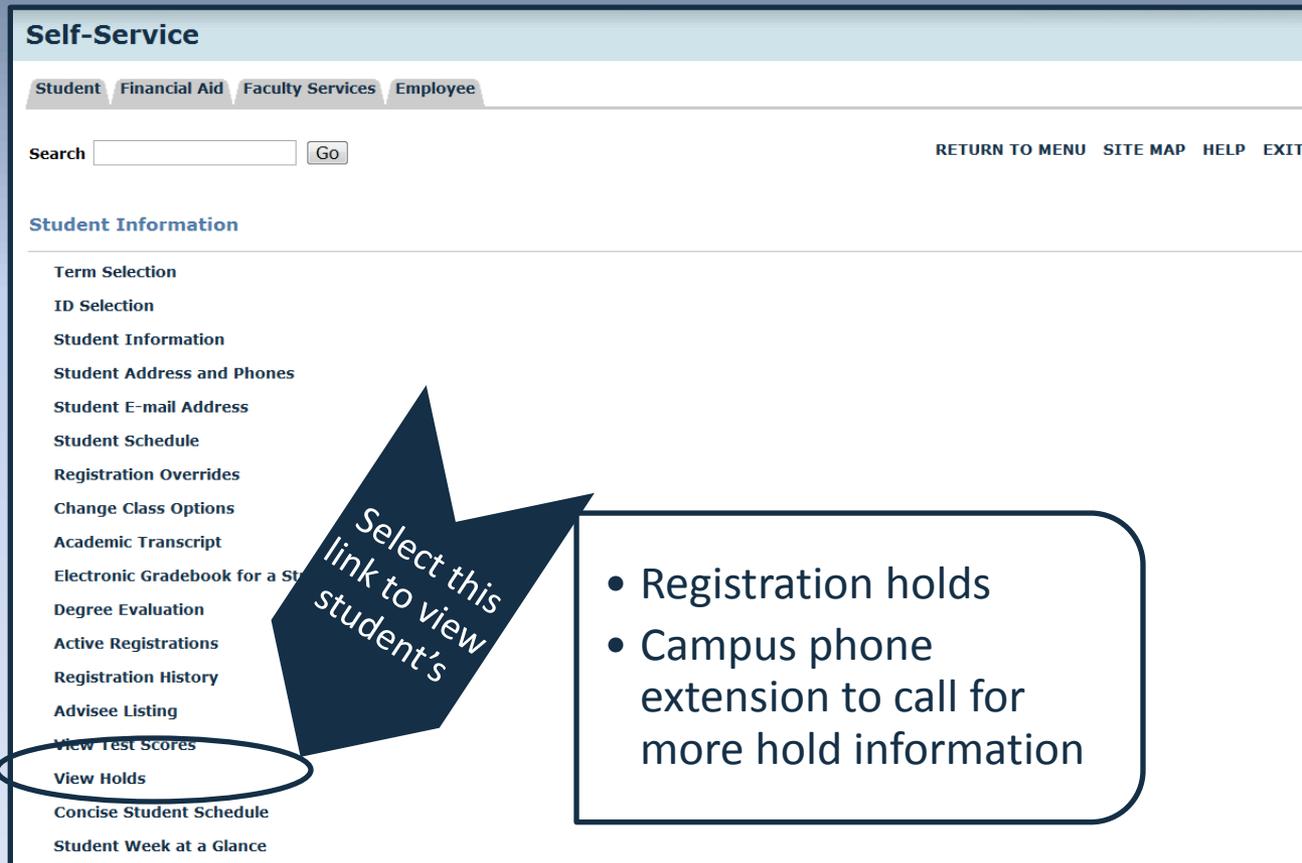
Test Scores		
Test Description	Test Score	Date Taken
Arithmetic Accuplacer	079	May 23, 2010
Elem Algebra Accuplacer	105	May 23, 2010
College Level Math Accuplacer	039	May 23, 2010
Math Class Placement	007	May 23, 2010

*Note: A complete list of test scores is available on Banner. Contact the Center for Student Academic Success at (951) 785-2452 or advising@lasierra.edu for more information.



From the Student Information Menu:

View Holds



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores**
- View Holds**
- Concise Student Schedule
- Student Week at a Glance

Select this link to view student's

- Registration holds
- Campus phone extension to call for more hold information





View Holds cont.

Some holds are confidential and only viewable via a student's Self-Service account. ***Holds must be cleared or moved after the date of registration in order for students to register.*** To clear/move a hold, students must contact the department that placed the hold (see campus phone extension listed beside each hold).

Self-Service

Search

RETURN TO MENU SITE MAP HELP EXIT

View Holds

Information for Jane Doe

 Please note that some holds are sensitive and may not display.

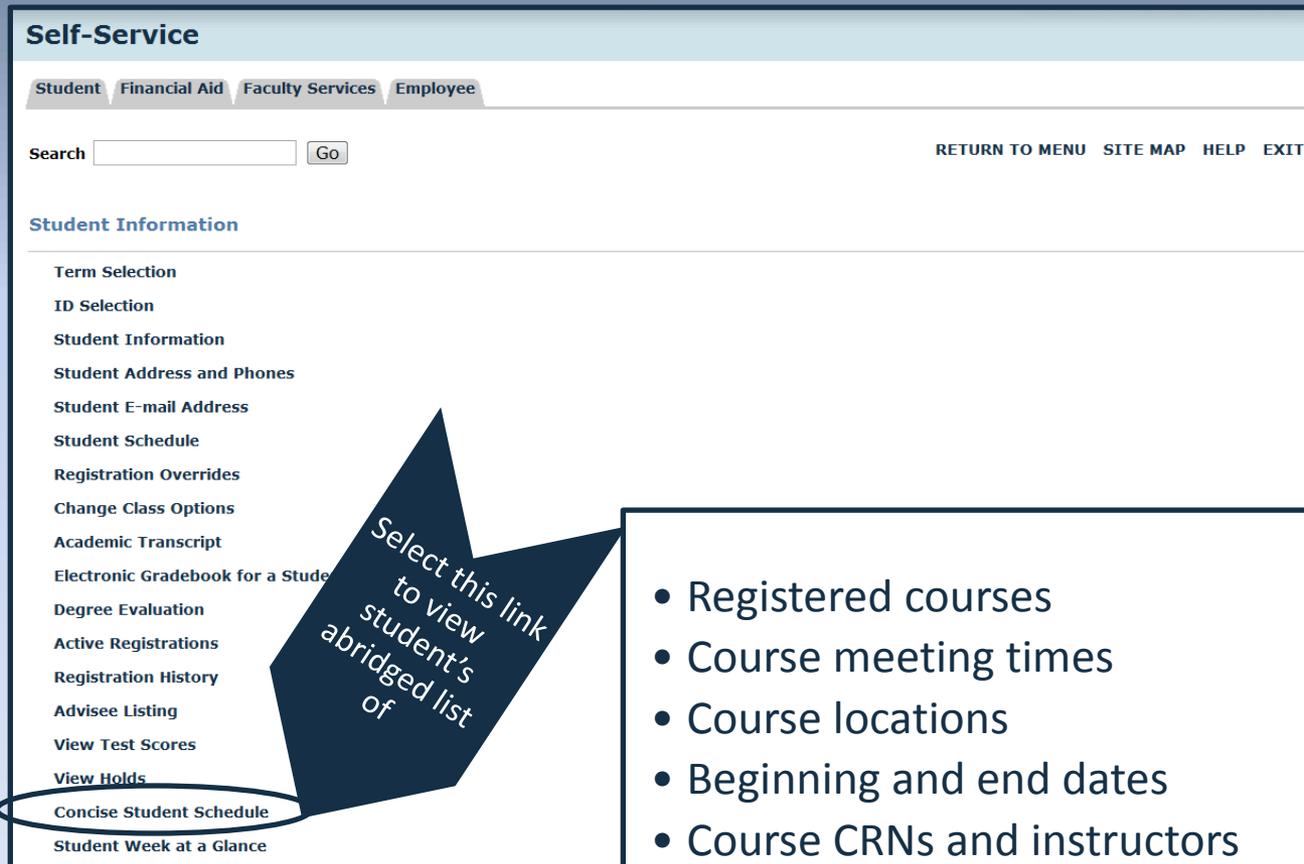
Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Qualifying-2499	Nov 01, 2011	Dec 31, 2099		Mr7 & Eclr (w) [2nd rs in wi]		Registration

Call campus phone extension.
If calling from off-campus, dial
(951) 785 – ####.



From the Student Information Menu:
Concise Student Schedule



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule**
- Student Week at a Glance

Select this link to view student's abridged list of

- Registered courses
- Course meeting times
- Course locations
- Beginning and end dates
- Course CRNs and instructors



Concise Student Schedule cont.

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Concise Student Schedule

 This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Information for Jane Doe

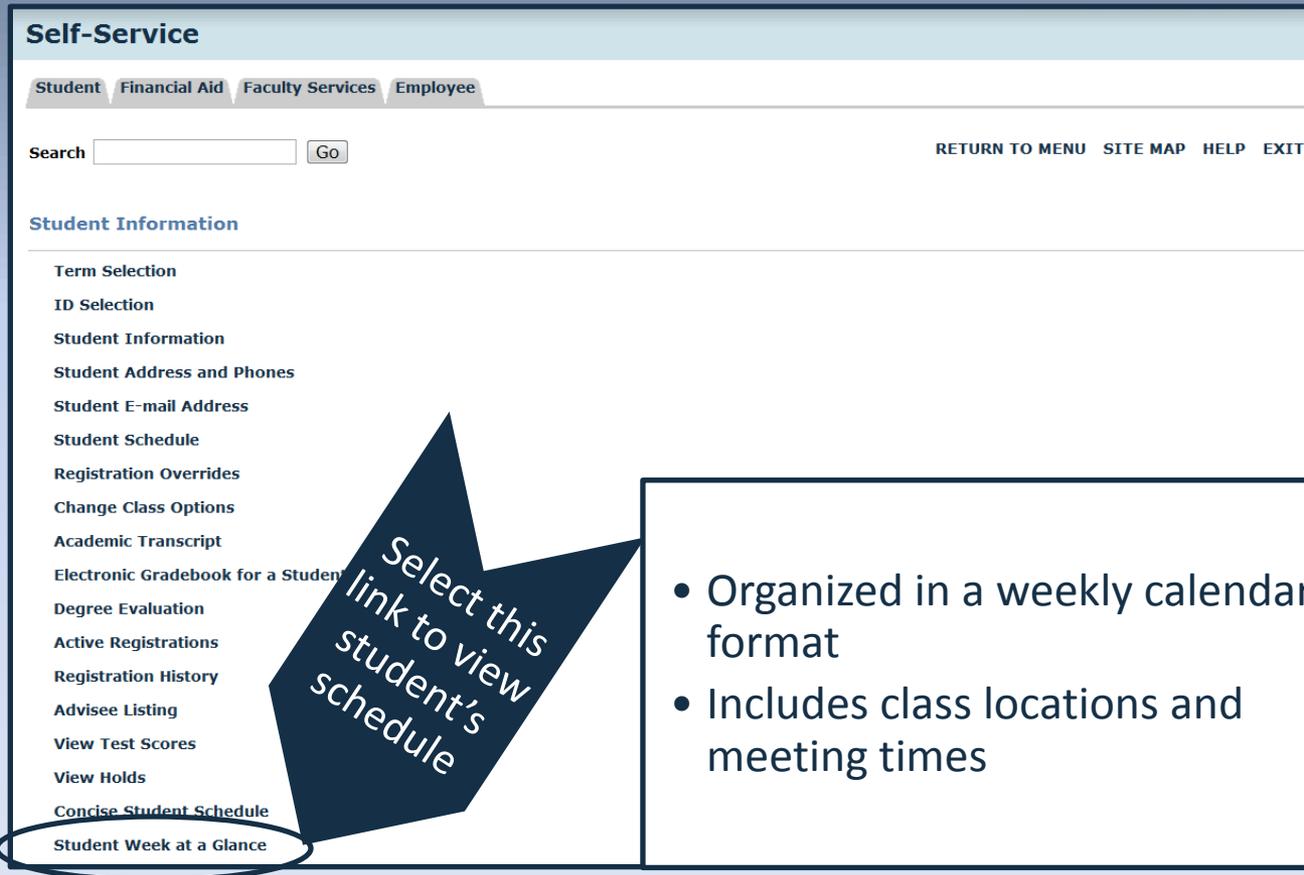
Classification: Sophomore
Level: Undergraduate
College: College of Arts and Sciences
Major and Department: Undecided CAS, General CAS
 College of Arts and Sciences

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
456	PSYC 104 1	GENERAL PSYC--SOCIAL SCIENCE	LA SIERRA	4.000	N	Jan 09, 2012	Mar 22, 2012	MTRF	8:00 am - 8:50 am	Cossentine Hall 106	Larson
5039	PSYC 234L 2	DEVELOPMENTAL PSYCHOLOGY LAB	LA SIERRA	1.000	N	Jan 09, 2012	Mar 22, 2012	M	11:00 am - 11:50 am	Ambs Hall 116	Godfrey
4249	SOCI 104 1	GENERAL SOCIOLOGY	LA SIERRA	4.000	N	Jan 09, 2012	Mar 22, 2012	MTRF	10:00 am - 10:50 am	La Sierra Hall 204	Vega
5387	SOCI 104 2	GENERAL SOCIOLOGY	LA SIERRA	0.000	N	Jan 09, 2012	Mar 22, 2012	TR	1:00 pm - 2:50 pm	La Sierra Hall 320	Crane
2644	SOWK 204B 1	COLLOQ: FIELDS OF PRACTICE	LA SIERRA	1.000	N	Jan 09, 2012	Mar 22, 2012	T	5:00 pm - 5:50 pm	Sierra Vista Hall 119	TBA
3641	SOWK 214 1	INTRO/SOC WORK PRACTICE I	LA SIERRA	4.000	N	Jan 09, 2012	Mar 22, 2012	M	6:00 pm - 9:20 pm	Sierra Vista Hall 119	Deadrick
Total Credits:				14.000							



From the Student Information Menu:

Student Week at a Glance



Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance**

Select this link to view student's schedule

- Organized in a weekly calendar format
- Includes class locations and meeting times



Student Week at a Glance cont.

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Week at a Glance

Information for Jane Doe

 This page lists classes in day and time format for a student. You may select one of the classes listed to see all of the detail information about the class.

Go to (MM/DD/YYYY):

[Previous Week](#)

Week of Jan 16, 2012 (84 of 93)

[Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1pm	SPAN 152-2 4614 Class 1:00 pm-2:50 pm La Sierra Hall 222	ACCT 212-1 1583 Class 1:00 pm-2:50 pm School of Business 204	SPAN 152-2 4614 Class 1:00 pm-2:50 pm La Sierra Hall 222	ACCT 212-1 1583 Class 1:00 pm-2:50 pm School of Business 204			
2pm							
3pm	MKTG 305-1 3325 Class 3:00 pm-4:50 pm School of Business 203		MKTG 305-1 3325 Class 3:00 pm-4:50 pm School of Business 203				
4pm							

If calendar does not display, enter a date that falls within the term (quarter and year) you wish to view.





Academic Advising

Part III. Self Service's *Advisee Listing*



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- Click title below to jump to slide -

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[Step 3: Click Student Information Menu](#)

[Step 4: Click Advisee Listing](#)

[Step 5: Select a Term](#)

[Step 6: View Advisee Listing](#)

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[Feature 5: Registration Holds](#)

[Feature 5: Registration Holds cont.](#)

[Feature 6: Test Scores](#)

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What You Will Learn

In this tutorial, you will learn how to use Self-Service's ***Advisee Listing*** portal to access advising materials such as:

Alternate PIN numbers for registration

Class standing, primary advisor, and catalog term (bulletin year)

Contact information

Academic transcripts, including evaluated transfer credits, by term

Registration holds

Test scores

*Note: the Advisee Listing will only display information for students who are currently assigned to you as advisees. To access information for non-advisees, use Self-Service's General Information Menu.



Step 1: Log into Self-Service

Access your
Self-Service account
1 of 2 ways:

- From the [La Sierra University homepage](#) click on the “Quick Links” drop-down menu and select “Self-Service.”
- Enter the URL directly into your Internet browser’s address bar: www.lasierra.edu/selfservice.

Self-Service

User Login

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

USER ID:

Password:

Login

Forgot Password?

RELEASE: 8.4.2

[Term of Usage](#)



Step 2: Click *Faculty & Advisors*

Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Students
Change Personal Information, Register, View your academic records and Financial Aid

Faculty & Advisors
Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; Process a student's registration; Display your security setup.

Employees
Benefits, leave or job data, paystubs, W2 form, W4 data.

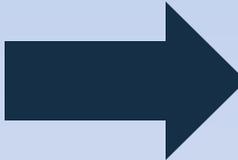
Online Payment


Disneyland Tickets
La Sierra University students and employees can now purchase Disneyland tickets at a discounted price. You must be on campus for this to work.

Worlds Of Discovery
Sea World

Six Flags
Six Flags ticket store

MyCampus Portal
Access to La Sierra University MyCampus Portal



Step 3: Click *Student Information Menu*

Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

- Student Information Menu**
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Final Grades
- Registration Overrides
- Look Up Classes
- Advisor Menu**
View a student's transcript; View a student's grades; Display your security setup.
- Active Assignments**
- Assignment History
- Class Schedule
- History of Class Schedule
- Syllabus Information
- Office Hours
- LSU Rosters and Advisees



Step 4: Click *Advisee Listing*

Self-Service

[Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing**
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance



Step 5: *Select a Term*

Select
Applicable
Term

- From the pull-down menu, select the **term** (quarter and year) in which you wish to view results.
- Note: if wishing to view **Alternate PINs** for next quarter's registration, choose next quarter as your term.

Self-Service

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Select a Term:

RELEASE: 8.4 Term of Usage



Step 6: View Advisee Listing

Students listed without Alternate PINs may not be currently active (e.g., accepted) for the term selected. If there are students listed here that you know are no longer your advisees, please provide the name and ID number of the student to the Center for Student Academic Success at (951) 785-2452 or advising@lasierra.edu.

Self-Service

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Advisee Listing

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Barroga, Jeannie	123456 			View				
Chin, Frank	234567 		39474	View				
Chu, Louis	345678 		87967	View				
Hagedorn, Jessica	456789 			View				
Hwang, David Henry	567890 			View				
Iko, Momoko	678901 			View				
Lim, Genny	689012 		77817	View				
Wong, Elizabeth	890123 		73735	View				
Uno, Roberta	876543 		32647	View				



Feature 1: Student Name

Click on a student's name to view address and phone information.

Self-Service

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)

Advisee Listing

Advisee Listing Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Barroga, Jeannie	123456 			View				
Chin, Frank	234567 		39474	View				
Chu, Louis	345678 		87967	View				
Hagedorn, Jessica	456789 			View				
Hwang, David Henry	567890 			View				
Iko, Momoko	678901 			View				
Lim, Genny	689012 		77817	View				
Wong, Elizabeth	890123 		73735	View				
Uno, Roberta	8/6543 		32647	View				





Student Name cont.

Self-Service

Search

RETURN TO MENU SITE MAP HELP EXIT

View Student Addresses and Phones

Information for Jane Doe

Addresses and Phones

PERMANENT ADDRESS	Phones
Current:	

CURRENT ADDRESS	Phones
Current:	

PARENTS/GUARDIAN ADDRESS	Phones
Current:	

Unless specific permission has been granted in writing by the student, always observe FERPA guidelines when communicating with students. Note: Some addresses and/or phone numbers may be designated as “parent.”

For more on FERPA, visit <http://www.lasierra.edu/index.php?id=3501>.





Feature 2: E-mail Addresses

Click on the envelope icon beside a student's ID number to send a message to the student's LSU e-mail account via your e-mail client (e.g., Microsoft Outlook).

Self-Service

Search RETURN TO MENU SITE MAP HELP

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Barroga, Jeannie	123456			View	View	View	View	View
Chin, Frank	234567		39474	View	View	View	View	View
Chu, Louis	345678		87967	View	View	View	View	View
Hagedorn, Jessica	456789			View	View	View	View	View
Hwang, David Henry	567890			View	View	View	View	View
Iko, Momoko	678901			View	View	View	View	View
Lim, Genny	689012		77817	View	View	View	View	View
Wong, Elizabeth	890123		73735	View	View	View	View	View
Uno, Roberta	876543		32647	View	View	View	View	View



Feature 3: Alternate PIN

Alternate PINs for currently active students are viewable here. If students need to be advised but have no Alternate PIN, they may be inactive and should contact Admissions. Note: PINs shown are for the currently selected term only. To view PINs for next quarter's registration, select next quarter as the term. PINs for the next term may not be available until 2-3 weeks before registration opens.

Self-Service

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Advisee Listing

Advisee Listing	Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
	Barroga, Jeannie	123456			View				
	Chin, Frank	234567		39474	View				
	Chu, Louis	345678		87967	View				
	Hagedorn, Jessica	456789			View				
	Hwang, David Henry	567890			View				
	Iko, Momoko	678901			View				
	Lim, Genny	689012		77817	View				
	Wong, Elizabeth	890123		73735	View				
	Uno, Roberta	876543		32647	View				



Feature 4: Student Information

Click “View” to access a student’s general student information including registration status, active or inactive status, student type, class standing, primary advisor, catalog term (bulletin year), and declared academic programs (curriculum information).

Self-Service

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[HELP](#)

Advisee Listing

Advisee Listing	Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
	Barroga, Jeannie	123456 			View				
	Chin, Frank	234567 		39474	View				
	Chu, Louis	345678 		87967	View				
	Hagedorn, Jessica	456789 			View				
	Hwang, David Henry	567890 			View				
	Iko, Momoko	678901 			View				
	Lim, Genny	689012 		77817	View				
	Wong, Elizabeth	890123 		73735	View				
	Uno, Roberta	876543 		32647	View				



Student Information cont.

General Student Information

Information for Jane Doe

Student Information effective from Winter of 2011 to Summer of 2015

Registered for Term: Yes
First Term Attended: Fall of 2010
Last Term Attended: Fall of 2011
Status: Active Student
Session: HONORS/ELIGIBLE
Residence: CA Resident (US Citizen or PR)
Citizenship: U.S. Citizen
Student Type: Returning to University
Class: Sophomore
Primary Advisor: John Doe
Expected Graduation Date: Jun 01, 2015

Curriculum Information

Current Program

Degree Not Declared

Level: Undergraduate
Program: Undecided-College of Arts & S
Admit Term: Fall of 2010
Admit Type: Regular
Catalog Term: Fall of 2010
College: College of Arts and Sciences
Campus: LA SIERRA
Major and Department: Undecided CAS, General CAS

Secondary

Pre-Professional

Level: Undergraduate
Program: Pre-Dentistry
Admit Term: Fall of 2010
Admit Type: Regular
Catalog Term: Fall of 2010
College: College of Arts and Sciences
Campus: LA SIERRA
Major and Department: Pre-Dentistry, Pre-Professional Advisement



Feature 5: Registration Holds

Click “View” to access a student’s registration holds. Some holds are confidential and only viewable via a student’s Self-Service account. ***Holds must be cleared or moved after the date of registration in order for students to register.*** To clear/move a hold, students must contact the department that placed the hold (see campus phone extension listed beside each hold).

Self-Service

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Advisee Listing

Advisee Listing	Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
	Barroga, Jeannie	123456			View	View	View	View	View
	Chin, Frank	234567		39474	View	View	View	View	View
	Chu, Louis	345678		87967	View	View	View	View	View
	Hagedorn, Jessica	456789			View	View	View	View	View
	Hwang, David Henry	567890			View	View	View	View	View
	Iko, Momoko	678901			View	View	View	View	View
	Lim, Genny	689012		77817	View	View	View	View	View
	Wong, Elizabeth	890123		73735	View	View	View	View	View
	Uno, Roberta	876543		32647	View	View	View	View	View





Registration Holds cont.

Self-Service

Search

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View Holds

Information for Jane Doe

Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Qualifying-2499	Nov 01, 2011	Dec 31, 2099		Mr7 & Eclr (w) [2nd rs in wi]		Registration

Call campus phone extension.
If calling from off-campus, dial
(951) 785 – ####.



Feature 6: Test Scores

Click “View” to access a student’s available Math Accuplacer and Math Placement data. Not all test scores are viewable. For a complete test score history, contact the Center for Student Academic Success at (951) 785-2452 or advising@lasierra.edu.

Self-Service

Search

RETURN TO MENU SITE MAP HELP

Advisee Listing

Advisee Listing									
Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation	
Barroga, Jeannie	123456			View	View	View	View	View	
Chin, Frank	234567		39474	View	View	View	View	View	
Chu, Louis	345678		87967	View	View	View	View	View	
Hagedorn, Jessica	456789			View	View	View	View	View	
Hwang, David Henry	567890			View	View	View	View	View	
Iko, Momoko	678901			View	View	View	View	View	
Lim, Genny	689012		77817	View	View	View	View	View	
Wong, Elizabeth	890123		73735	View	View	View	View	View	
Uno, Roberta	8/6543		32647	View	View	View	View	View	





Test Scores cont.

Self-Service

Search

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Test Scores

 This page lists the test scores for this student if the student is registered for the selected term.

Information for Jane Doe

Test Scores

Test Description	Test Score	Date Taken
Arithmetic Accuplacer	079	May 23, 2010
Elem Algebra Accuplacer	105	May 23, 2010
College Level Math Accuplacer	039	May 23, 2010
Math Class Placement	007	May 23, 2010



Feature 7: Transcript

Click “View” to access a student’s academic transcript. To display a student’s complete credits, choose “In-house Transcript” from the Transcript Type pull-down menu.

Self-Service

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Advisee Listing

Advisee Listing	Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
	Barroga, Jeannie	123456			View				
	Chin, Frank	234567		39474	View				
	Chu, Louis	345678		87967	View				
	Hagedorn, Jessica	456789			View				
	Hwang, David Henry	567890			View				
	Iko, Momoko	678901			View				
	Lim, Genny	689012		77817	View				
	Wong, Elizabeth	890123		73735	View				
	Uno, Roberta	876543		32647	View				



Transcript cont.

Self-Service

Search

 Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

Select **“In-house Transcript”** from Transcript Type pull-down menu. Then press **“Display Transcript.”**



Feature 8: Degree Evaluation

Click “View” to access a student’s curriculum information including declared academic programs and catalog term (bulletin year). “Evaluation” and “What-If” functions are not yet available.

Self-Service

Search RETURN TO MENU SITE MAP HELP

Advisee Listing

Advisee Listing									
Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation	
Barroga, Jeannie	123456			View					
Chin, Frank	234567		39474	View					
Chu, Louis	345678		87967	View					
Hagedorn, Jessica	456789			View					
Hwang, David Henry	567890			View					
Iko, Momoko	678901			View					
Lim, Genny	689012		77817	View					
Wong, Elizabeth	890123		73735	View					
Uno, Roberta	876543		32647	View					



Degree Evaluation cont.

Self-Service

Search

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Degree Evaluation

Information for Jane Doe

 You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

Curriculum Information

Curriculum

Program: Undecided-College of Arts & S

Catalog Term: Fall of 2010

Level: Undergraduate

Campus: LA SIERRA

College: College of Arts and Sciences

Degree: Degree Not Declared

First Major: Undecided CAS

Department: General CAS

*Note: Degree Evaluation and What-If functions are not yet available.





Congratulations!

You have now completed the tutorial,

Academic Advising: Self-Service.

For questions or suggestions, call (951) 785-2452 or e-mail advising@lasierra.edu.

For additional online resources and tutorials, visit www.lasierra.edu/csas.

