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
Table of Contents
- Click title below to jump to slide -

Academic Advising: Accessing Self-Service (title slide)
What You Will Need
Self-Service Login: (Direct URL + Login ID and Password)
Self-Service Login cont. (Quick Links)
Digital Access Password (Setup)
Digital Access Password cont. (Alternate Self-Service Login ID and Password)
Frequently Asked Questions
Frequently Asked Questions cont.
What You Will Need for Initial Login

Your six-digit La Sierra ID number

Your birthdate

Internet access
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.
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.
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
# Academic Advising: Self-Service's Student Information Menu

**What You Will Learn**

**Step 1: Log into Self-Service**

**Step 2: Click Faculty & Advisors**

**Step 3: Click Student Information Menu**

**Step 4: Click ID Selection**

**Feature 1: Student Information**

**Feature 2: Student Address and Phones**

**Feature 3: Student E-mail Address**

**Feature 4: Student Schedule**

**Feature 5: Academic Transcript**

**Feature 6: Degree Evaluation**

**Feature 7: Active Registration**

**Feature 8: Registration History**

**Feature 9: View Test Scores**

**Feature 10: View Holds**

**Feature 11: Concise Student Schedule**

**Feature 12: Student Week at a Glance**
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
Step 3: Click **Student Information Menu**
Step 4: Click ID Selection
ID Selection cont.

Self-Service

Search [ ] [Go]

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

Submit  Reset
**ID Selection cont.**

**Self-Service**

**Search**  
[Go]

**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:** Doe, Jane 123456

[Submit]
From the Student Information Menu:

**Student Information**

- 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**

- Permanent address
- Current address
- Phone numbers
Student Address and Phones cont.

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**

Select this link to view E-mail addresses for:

- Financial aid
- Personal
- University (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.”

From the Student Information Menu:

**Student Schedule**

Select to view student’s detailed list of:
- Registered courses
- Meeting times
- Class locations
- Course instructors
# Student Schedule cont.

**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**

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>1:00 pm - 2:50 pm TR</td>
<td>School of Business 204</td>
<td>Jan 09, 2012 - Mar 22, 2012</td>
<td>Lecture</td>
<td>Danette A. Zurek (p)</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>8:00 am - 9:50 am MTRF</td>
<td>Palmer Hall 210</td>
<td>Jan 09, 2012 - Mar 22, 2012</td>
<td>Lecture</td>
<td>Danyetta D. Anderson (p)</td>
</tr>
</tbody>
</table>
From the Student Information Menu:

**Academic Transcript**

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

Select this link to view student's...
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.
Select “In-house Transcript” from Transcript Type pull-down menu. Then press “Display Transcript.”
From the Student Information Menu:

**Degree Evaluation**

- Primary and secondary academic programs
- Catalog (bulletin) year
- Campus
*Note: “Degree Evaluation” and “What-If” functions are not yet available.
From the Student Information Menu:

**Active Registration**

Self-Service

Select this link to view student's list of:
- Registered courses
- Registration dates
- Registration methods
- Course instructors
## Active Registrations cont.

### Self-Service

<table>
<thead>
<tr>
<th>Search</th>
<th>Go</th>
</tr>
</thead>
</table>

**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**

<table>
<thead>
<tr>
<th>Associated Term</th>
<th>Winter of 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>1583</td>
</tr>
<tr>
<td>Status</td>
<td>Web Registered Dec 01, 2011</td>
</tr>
<tr>
<td>Schedule Type</td>
<td>Lecture</td>
</tr>
<tr>
<td>Instructional Method</td>
<td>N/A</td>
</tr>
<tr>
<td>Campus</td>
<td>LA SIERRA</td>
</tr>
<tr>
<td>Credits</td>
<td>4.000</td>
</tr>
<tr>
<td>Grade Mode</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Course Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Midterm Grade</td>
<td></td>
</tr>
<tr>
<td>Grade Detail</td>
<td></td>
</tr>
<tr>
<td>Associated Instructor</td>
<td>Danette A. Zurek</td>
</tr>
<tr>
<td>Course URL</td>
<td></td>
</tr>
</tbody>
</table>

**MANAGERIAL STATISTICS - ECON 241 - 1**

<table>
<thead>
<tr>
<th>Associated Term</th>
<th>Winter of 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>5312</td>
</tr>
<tr>
<td>Status</td>
<td>Web Registered Dec 02, 2011</td>
</tr>
<tr>
<td>Schedule Type</td>
<td>Lecture</td>
</tr>
<tr>
<td>Instructional Method</td>
<td>N/A</td>
</tr>
<tr>
<td>Campus</td>
<td>LA SIERRA</td>
</tr>
<tr>
<td>Credits</td>
<td>4.000</td>
</tr>
<tr>
<td>Grade Mode</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Course Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Midterm Grade</td>
<td></td>
</tr>
<tr>
<td>Grade Detail</td>
<td></td>
</tr>
<tr>
<td>Associated Instructor</td>
<td>Robert J. Cruise</td>
</tr>
<tr>
<td>Course URL</td>
<td></td>
</tr>
</tbody>
</table>
From the Student Information Menu:

**Registration History**

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

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

### Fall of 2011

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Level</th>
<th>Status</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1278</td>
<td>ACCT 211</td>
<td>FINANCIAL ACCOUNTING</td>
<td>4.000</td>
<td>Undergraduate</td>
<td>Web Registered May 31, 2011</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>2544</td>
<td>CHEM 111</td>
<td>GENERAL CHEMISTRY I</td>
<td>4.000</td>
<td>Undergraduate</td>
<td>Web Registered May 31, 2011</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>1692</td>
<td>CHEM 111L</td>
<td>GENERAL CHEMISTRY I LAB</td>
<td>1.000</td>
<td>Undergraduate</td>
<td>Web Registered May 31, 2011</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>2969</td>
<td>COMM 226</td>
<td>MASS MEDIA IN SOCIETY</td>
<td>4.000</td>
<td>Undergraduate</td>
<td>Web Registered May 31, 2011</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>3417</td>
<td>MGMT 219</td>
<td>BUSINESS COLLOQUIUM</td>
<td>0.500</td>
<td>Undergraduate</td>
<td>Web Registered May 31, 2011</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>4687</td>
<td>SSCI 105</td>
<td>IDENTITY &amp; SOCIETY</td>
<td>4.000</td>
<td>Undergraduate</td>
<td>Web Registered May 31, 2011</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>
From the Student Information Menu:

**View Test Scores**

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

Select this link to view student’s

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

Call campus phone extension. If calling from off-campus, dial (951) 785 – ####.
From the Student Information Menu:

**Concise Student Schedule**

- Registered courses
- Course meeting times
- Course locations
- Beginning and end dates
- Course CRNs and instructors
### 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  
**Major and Department:** College of Arts and Sciences

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

**Total Credits:** 14.000
From the Student Information Menu:

**Student Week at a Glance**

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

Select this link to view student’s schedule
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
# Academic Advising: Using Self-Service's Advisee Listing

**What You Will Learn**

- Step 1: Log into Self-Service
- Step 2: Click *Faculty and Advisors*
- Step 3: Click *Student Information Menu*
- Step 4: Click *Advisee Listing*
- Step 5: *Select a Term*
- Step 6: View *Advisee Listing*

**Feature 1: Student Name**

- Feature 2: E-mail Address

**Feature 3: Alternate PIN**

**Feature 4: Student Information**

- Feature 4: Student Information cont.

**Feature 5: Registration Holds**

- Feature 5: Registration Holds cont.

**Feature 6: Test Scores**

- Feature 6: Test Scores cont.

**Feature 7: Transcript**

- Feature 7: Transcript cont.

**Feature 8: Degree Evaluation**

- Feature 8: Degree Evaluation cont.

**Conclusion**
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](http://www.lasierra.edu) 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](http://www.lasierra.edu/selfservice).

![Self-Service Login](image)
Step 2: Click **Faculty & Advisors**
Step 3: Click **Student Information Menu**
Step 4: Click Advisee Listing
Step 5: Select a 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.
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.

<table>
<thead>
<tr>
<th>Advisor Name</th>
<th>ID</th>
<th>Advisor Type</th>
<th>Alternate PIN</th>
<th>Student Information</th>
<th>Holds</th>
<th>Test Scores</th>
<th>Transcript</th>
<th>Degree Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrosa, Jeannie</td>
<td>123456</td>
<td></td>
<td></td>
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<td>Hagedorn, Jessica</td>
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<tr>
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<tr>
<td>Iko, Momoko</td>
<td>678001</td>
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<tr>
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</tr>
</tbody>
</table>
Feature 1: Student Name

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Advisor Type</th>
<th>Alternate PIN</th>
<th>Student Information</th>
<th>Holds</th>
<th>Test Scores</th>
<th>Transcript</th>
<th>Degree Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barroga, Jeannie</td>
<td>123456</td>
<td></td>
<td></td>
<td>View</td>
<td>View</td>
<td>View</td>
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<tr>
<td>Chin, Frank</td>
<td>234567</td>
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</tr>
<tr>
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<td>345678</td>
<td></td>
<td>87967</td>
<td>View</td>
<td>View</td>
<td>View</td>
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<tr>
<td>Uno, Roberta</td>
<td>8/6543</td>
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<td>32547</td>
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</tbody>
</table>
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.”

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).
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

Adviser Listing

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Advisor Type</th>
<th>Alternate PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barroga, Jeannie</td>
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<td></td>
<td>32647</td>
</tr>
</tbody>
</table>

Feature 3: Alternate PIN
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).
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 screenshot](image)
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.
## Test Scores cont.

### Self-Service

<table>
<thead>
<tr>
<th>Search</th>
<th>Go</th>
</tr>
</thead>
</table>

### Test Scores

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

**Information for Jane Doe**

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Score</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arithmetic Accuplacer</td>
<td>079</td>
<td>May 23, 2010</td>
</tr>
<tr>
<td>Elem Algebra Accuplacer</td>
<td>105</td>
<td>May 23, 2010</td>
</tr>
<tr>
<td>College Level Math Accuplacer</td>
<td>039</td>
<td>May 23, 2010</td>
</tr>
<tr>
<td>Math Class Placement</td>
<td>007</td>
<td>May 23, 2010</td>
</tr>
</tbody>
</table>
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.
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.
Degree Evaluation cont.

Self-Service

Search [Search Input] [Go]

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.