

# CMS PEOPLESFT ADVISING PAGES

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## **STUDENT SERVICES CENTER PAGE**

Navigation: MAIN > CAMPUS COMMUNITY > STUDENT SERVICES Center

The Student Services Center page displays student information relevant to their academic experience with CSUDH like: Academic Requirements (Degree Audit), Course history, Grades and general personal information.

## **ADVISOR REQUEST PAGE**

MAIN > CSU SA BASELINE > CSU ACADEMIC ADVISING > ADVISOR REQUESTS AND RECORDS > ADVISOR REQUEST

The Advisor Request page enables advisors to initiate requests to make substitutions and/or exceptions to academic requirements. This page may also be used to request a change of major or concentration.

## **ADVISOR REQUEST STATUS PAGE**

MAIN > CSU SA BASELINE > CSU ACADEMIC ADVISING > ADVISOR REQUESTS AND RECORDS > ADVISOR REQUEST STATUS

Using this page, you can review the status of advising requests based on a number of criteria. A download button allows downloading of data to Microsoft Excel for further analysis if desired.

## **CHECKLIST MANAGEMENT PAGE**

Navigation: MAIN > CAMPUS COMMUNITY > CHECKLISTS > PERSON CHECKLISTS > CHECKLIST MANAGEMENT – PERSON

Advisors should use this page to enter specific codes related to advising students. Codes entered on this page should correlate to information shared with students during advising sessions. (Example: VACAA = Advising Appointment and VACMC = Major Change, indicating a major change was initiated during the appointment).

## **PERSON COMMENTS PAGE**

Navigation: MAIN > CAMPUS COMMUNITY > COMMENTS > COMMENTS – PERSON > PERSON COMMENT ENTRY

The Person Comment Entry page services as an additional page for entering notes and/or comments related to advising sessions. These notes provide an advising history accessible to others viewing the student record.