Office of the Registrar

Advisor Course Recommendation Form

An Advisor Course Recommendation Form in UniTime has been created to enhance the existing Student CRF fillable form. Academic advisors can use the Advisor CRF in UniTime (if they wish) during their advising appointments to capture the recommended student course schedule agreed upon by student and advisor. The purpose is to provide a transparent transition between the Advisor CRF and the Student CRF.
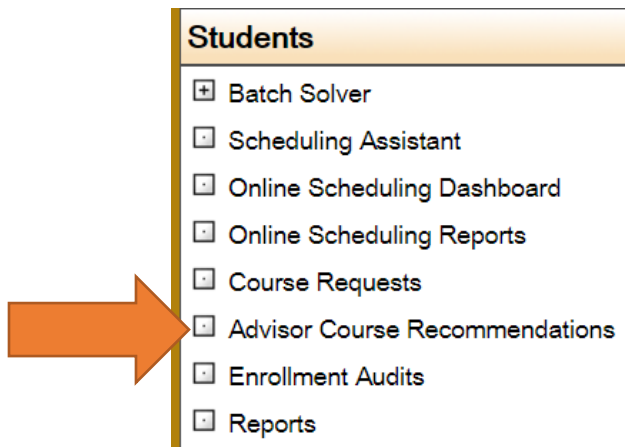
Once the advisor confers with the student and submits the Advisor CRF, the form will be saved in UniTime and can be printed. The Advisor CRF can be uploaded into Boiler Connect for permanent record keeping. Once submitted, the advisor signature line, student signature line and disclaimer will appear.

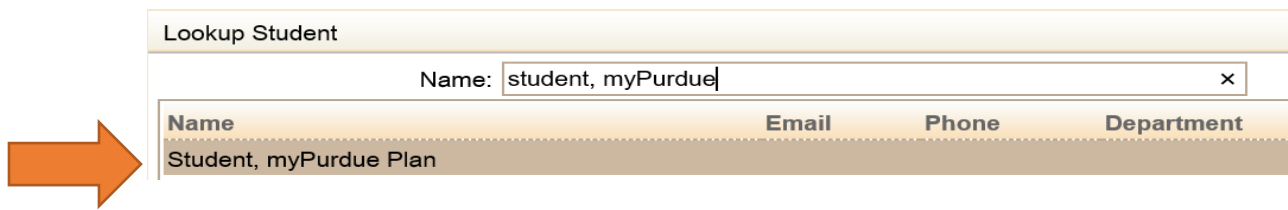Benefits of using the Advisor Course Recommendation Form:

1) The Advisor CRF will automatically prepopulate into the Student's CRF in UniTime once it is submitted resulting in fewer opportunities for data entry errors.
2) The advisor can update the student's pre-reg window in the Advisor CRF allowing for one stop shopping to grant access to students.
3) Range of credits will automatically populate based on courses entered.
4) Ample room for adding notes has been provided.
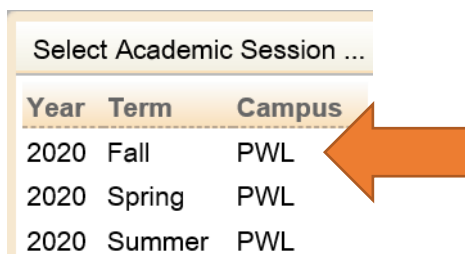
Step-by-Step Instructions

1. Log into UniTime

2. Select Advisor Course Requests
   - Students > Advisor Course Requests

   Students
   - ⊞ Batch Solver
   - ⊡ Scheduling Assistant
   - ⊡ Online Scheduling Dashboard
   - ⊡ Online Scheduling Reports
   - ⊡ Course Requests
   - ⊡ Advisor Course Recommendations
   - ⊡ Enrollment Audits
   - ⊡ Reports

3. Enter student name (or PUID) and click on student name.

   Lookup Student

   Name: student, myPurdue   ✕

Name	Email	Phone	Department
Student, myPurdue Plan			

4. Select appropriate academic session.

   Select Academic Session ...

Year	Term	Campus
2020	Fall	PWL
2020	Spring	PWL
2020	Summer	PWL

5. The Student's Name, PUID, Advisor Email and Term will be displayed.

Student's Name: Student, myPurdue Plan		**PUID:** 26928125	
Advisor/Email: seharvey@purdue.edu		**Term:** Spring 2020 (PWL)	

6. Some students may have courses pre-populated and locked in their CRF. Students are not registered for these courses and cannot modify them. (Ex: Learning Community, EDPS 10500, ENGL 11000, etc…)

Student Course Requests

Priority	Course	Title	Credit	Warnings	Status	Requested
1. Priority	STAT 19000	The Data Mine II	1	No alternative course provided.	✔ Submitted	10/02/2019
Requested Credit			1		✔ Submitted	

7. During the advising appointment, the advisor can use the degree plan button to populate courses from the SEP or enter courses under the Course Requests area. All functionality matches the student's course request form.

Degree Plan

OR

Manually enter courses into the form. For more detailed instructions see UniTime Course Request User Manual.

Course Requests

1. Priority	SOC 1000	✕
2. Priority	SOC 10000 Intro Sociology	
	SOC 10000 Hybrid Instructional Method	
	SOC 10000 Online Instructional Method	
3. Priority	SOC 10000 Traditional Instructional Method	

If a student needs to make a choice on which course to select, the advisor can enter text into the priority line (Ex: Elective, Selective) and enter the appropriate credits required.

Priority | Elective | + 🔍 ✕ | 3

8. Credit hour ranges will be retrieved from the course catalog when several courses are listed for a priority group. The notes field appears to the right of the courses being requested
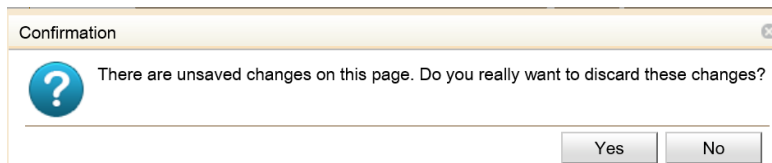

9. Here's a sample Advisor CRF that is ready to be submitted:

An additional notes box appears at the bottom of the form for any extra notes that may be needed. (Max of 2,048 characters can be entered.)

10. When a student is clicked on the Advisor Recommendations tab, courses that the student are enrolled in are marked with a checkmark icon.

11. A warning message will appear when leaving the page without submitting.

12. The PREREG student's status can be changed using the Status dropdown at the top of the form. (This action alleviates advisors from going to the Online Scheduling Dashboard page to change a student status window.) This is to be used for PREREG students only at this point in time as the Advisor CRF is connected specifically to the Student CRF.

13. When the Submit button is clicked: 1) a 'success' confirmation appears and 2) a PDF version of the form is created.
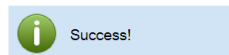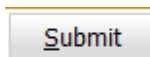
Depending on the browser, you can open or save the PDF:
(Firefox)   (Chrome)
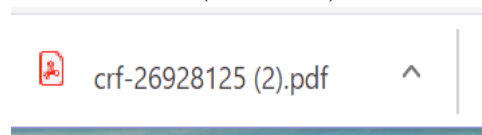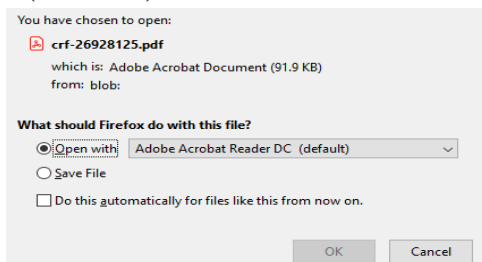
There is a pop-up that appears at the bottom of the page as another option:

14. When you open the PDF, it displays with the student's course schedule, the signature lines (for student + advisor) with the disclaimer, a time and date stamp.

Advisor Course Recommendations

PURDUE UNIVERSITY

Student's Name:	Student-Smith, Imogene Eugenia	
Advisor/Email:	seharvey@purdue.edu	

PUID:	13181330
Term:	Fall 2020 (PWL)
Status:	Course Requests Enabled Today

Course Recommendations

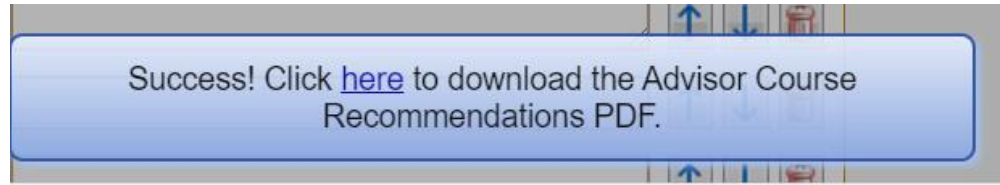| Course Recommendations		Credit	Notes
1. Priority	**MGMT 20000** *Intro Accounting*	3	
1. Alternative	**MGMT 20100** *Mgmt Accounting I*		
2. Priority	**MGMT 11000** *Intro Mgmt & Info Strat-Honors*	2	
3. Priority	**COM 11400** *Fundament Of Speech*	3 - 4	If you are unable to get either of these courses you will be able to pick them up in the spring term without issue. Don't be concerned. If you need another course to fill this space contact me after batch registration has completed.
1. Alternative	**ENGL 10600** *First-Year Composition*		
4. Priority	**SOC 10000** *Intro Sociology*	3	
1. Alternative	**SOC 22000** *Social Problems*		
5. Priority	**BIOL 11000** *Fundamentals Biol I*	4	
1. Alternative	**CHM 11500** *General Chemistry*		
6. Priority	**MA 16100** *Pl Anly Geo Calc I*	3 - 5	
1. Alternative	**MA 16010** *Applied Calculus I*		
	Total Priority Credit Hours:	18 - 21	

You can add more notes here as needed.

Advisor's Signature:	_____	**Date:**	_____
Student's Signature:	_____	**Date:**	_____

Students are responsible for meeting course prerequisites and fulfilling degree requirements, and are ultimately responsible for their own educational plan and academic success.

01/30/2020 04:10PM   UniTime 4.5.43 (Purdue), © 2008 - 2020 The Apereo Foundation, distributed under the Apache License.   1

15. The advisor also has the option to email the CRF to the student in the upper right hand corner of the screen. ***Ensure you are are using the correct academic term in the upper right hand corner of the screen.***

_____

☑ *Send email confirmation* | Lookup Student | | Submit |

- o When the Send email confirmation toggle is checked, the Send email... dialog will show after the page has been submitted, allowing the user to put in CC, change the email subject, and/or provide an additional message.

16. When the Advisor CRF is submitted, it automatically saves within UniTime so it can be retrieved at a future time in read-only mode.
    - o When a past term is selected, the page shows the Advisor Recommendations table as read only.
    - o You can see the student below did not follow the advisor recommendations. Student Course Requests appears at the top of the screen with the Advisor Course Recommendations appearing at the bottom.

Student's Name: Student, Imogene Eugenia   **PUID:** 13181330
Advisor/Email: seharvey@purdue.edu   **Term:** Spring 2020 (PWL)
Status: Scheduling Assistant Enabled (pre-reg)

Student Course Requests

Priority	Course	Title	Credit	Requested
1. Priority	MA 15800	Precalculus- Functions & Trig	3	01/15/2020
2. Priority	SPAN 10100	Spanish Level I	3	01/15/2020
3. Priority	MA 15300	College Algebra	3	01/16/2020

Course Recommendations

Credit Hours   Notes

		Credit Hours	Notes	
1. Priority	CS 18200	3		
1. Alternative	Alternative to CS 18200			
2. Priority	CS 24000	3		
1. Alternative	Alternative to CS 24000			
3. Priority	CS 19700	1		

17. If you need to go to the next student, click on Lookup Student (upper right hand corner of page). You will be prompted to enter the next student's name or PUID.

Lookup Student

Lookup Student					
Name: student, imogene					
Name		**Email**	**Phone**	**Department**	**Source**
Student, Imogene Eugenia					Students

18. This form is the Advisor Course Recommendation Form and the student is still required to log into the Course Requests page in UniTime under their name to submit their final CRF request. The student does have the opportunity to make updates to their CRF after meeting with the advisor. ***Students are responsible for meeting course prerequisites and fulfilling degree requirements, and are ultimately responsible for their own educational plan and academic success.***

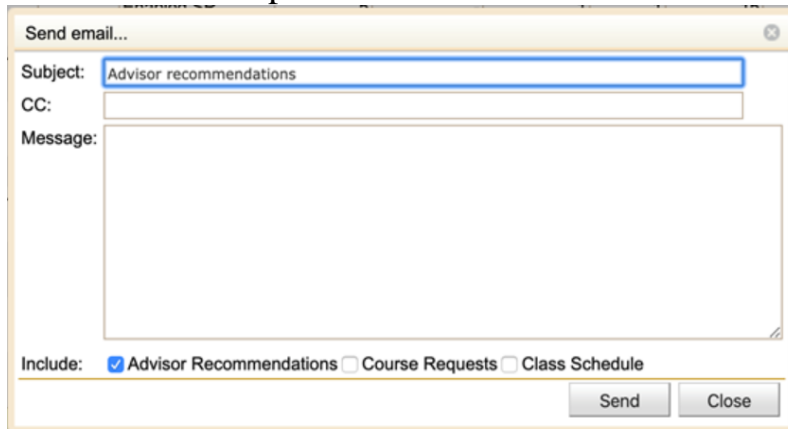Additional details are visible when the student line is clicked.

Classes for Student, Imogene Eugenia

Advisor Requests | Course Requests | List of Classes | Time Grid

Priority	Course	Title	Credit	Preferences	Notes	Changes
1. Priority	ENGL 10800S	Accel First-Yr Compos	3 - 4		written communication	↓ Missing ENGL 10800S but has ENGL 10600.
	SCLA 10100	Crit Think & Com I			pick at least 5 courses in any order	
	AMST 10100	America And The World				× Missing AMST 10100.
	ENGL 10600	First-Year Composition				
	HONR 19903	Interdisc Approach To Writing				× Missing HONR 19903.
	ENGL 10800	Accel First-Yr Compos				
	PHIL 26000	Philosophy And Law				Moved to 3rd choice.
	EDCI 20500	Exploring Teaching				
2. Priority	BIOL 11000	Fundamentals Biol I	2 - 4		Biology fundamentals	
	BIOL 11100	Fundamentals Biol II				
	BIOL 11200	Fundamental Of Biology				⇓ BIOL 11200 moved to substitute 2.
3. Priority	foreign language		3		Pick any foreign language	
					Please provide an alternative, if possible	
4. Priority	MA 26500	Linear Algebra	3	13076-238 and 13093-265	MA 153 if advance placement credit not given	↑ Missing MA 26500 but has MA 15300.
	MA 15300	College Algebra			(with an example of some class preferences)	
5. Priority	AAE 20300	Aeromechanics I	3		https://some.link/bla/bla	× Missing AAE 20300 and its alternatives.
	AAE 20400	Aeromechanics II			note	
6. Priority	Free MWF 7:30a - 8:30a				It is possible to put in a Free time request as well	
7. Priority	some course		3		some note without any course listed	
1. Substitute	CGT 14700	Visual Effects Introduction	3		some substitute to make for a complete schedule ;-) long note (three lines)	⇑ CGT 14700 moved to priority 6.
Total Priority Credit Hours			17 - 20		Some additional note to be placed here. Do not forget to fill in your Course Requests page. This field can have multiple lines too.	

Advisor Course Requests | Course Requests | Scheduling Assistant | Change Log | Close

- o Priority changes are indicated by arrows (double arrows when a course is moved between primary and substitutes), missing courses are marked, and critical courses.
- Online Scheduling Dashboard can also be used for email functionality where a message can be included to the student. The Advisor Recommendations Form is now an option to attach.

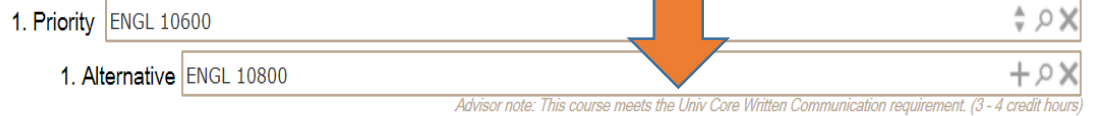| Send email...	⊗
Subject:	Advisor recommendations
CC:	
Message:	

Include: ☑ Advisor Recommendations ☐ Course Requests ☐ Class Schedule

Send   Close

Enhancements for the Student

- Student will see the note(s) attached to a course from the Advisor
  Recommendation Form.

Course Requests
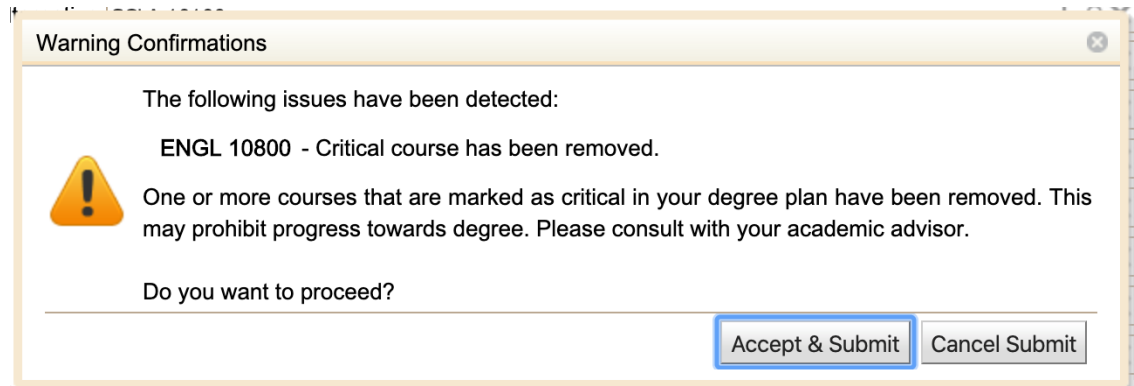
1. Priority	ENGL 10600
1. Alternative	ENGL 10800

Advisor note: This course meets the Univ Core Written Communication requirement. (3 - 4 credit hours)

- Students will be prompted with a warning box when attempting to drop a
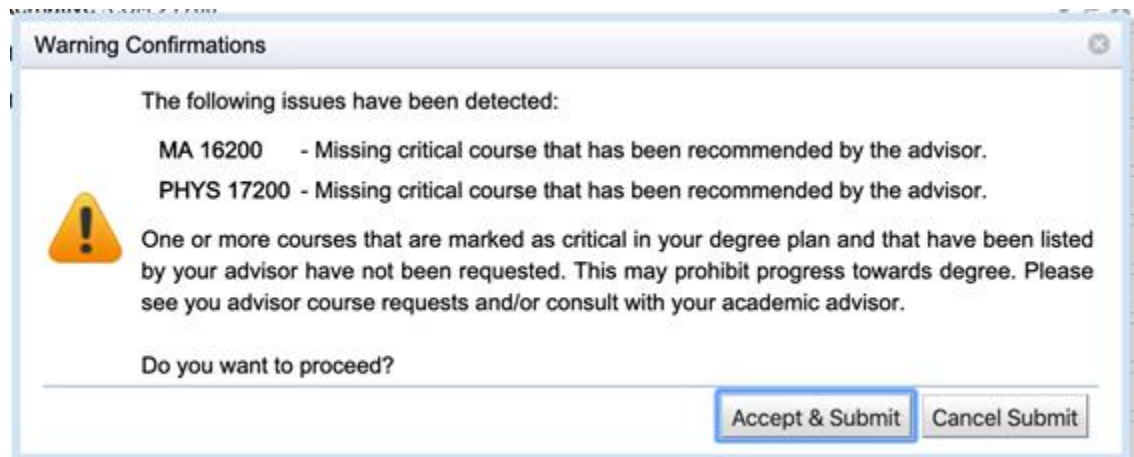 critical course.

Warning Confirmations

The following issues have been detected:

ENGL 10800 - Critical course has been removed.

One or more courses that are marked as critical in your degree plan have been removed. This may prohibit progress towards degree. Please consult with your academic advisor.

Do you want to proceed?

[Accept & Submit] [Cancel Submit]

Warning Confirmations

The following issues have been detected:

MA 16200 - Missing critical course that has been recommended by the advisor.
PHYS 17200 - Missing critical course that has been recommended by the advisor.

One or more courses that are marked as critical in your degree plan and that have been listed by your advisor have not been requested. This may prohibit progress towards degree. Please see you advisor course requests and/or consult with your academic advisor.

Do you want to proceed?

[Accept & Submit] [Cancel Submit]

- Students will be able to view Advisor Recommendations when they log into their Student CRF

Degree Plan	Advisor Recommendations	Current Registration
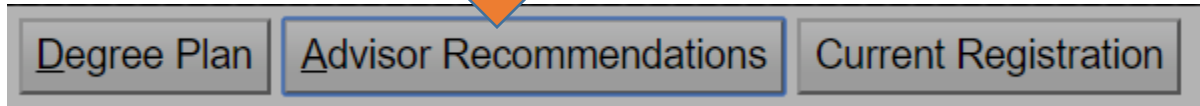
Advisor Course Recommendations

Priority	Course	Title	Credit	Critical	Notes
1. Priority	ENGL 10600	First-Year Composition	3 - 4	✔	
	ENGL 10800	Accel First-Yr Compos			
2. Priority	MA 16100	Pl Anly Geo Calc I	4 - 5		
	MA 16500	Anlytc Geomtry&Calc I			
3. Priority	PSY 12000	Elementary Psychology	3	✔	
	SOC 10000	Intro Sociology			
4. Priority	CHM 11100	General Chemistry	3		
Total Priority Credit Hours			13 - 15	do not get a traffic ticket	

Apply   Close

- o If the student wants to reinstate the course schedule exactly as the advisor recommended, they can click on apply button in bottom right hand corner of the screen.

Apply
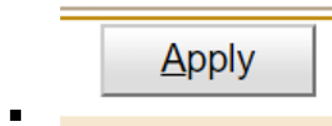
Is it possible to find out which students have advisor recommendations and who put them in and when (each record has a user id and a timestamp).

Yes, the changes in the advisor recommendations also show in the ***ChangeLog*** (on the online student scheduling dashboard).

Operation	Date	Time [s]	Result	User	Message
Change log for Amicon, Thomas A					
Advisor Requests	03/13/2020 21:22:11	0.115	Success	Muller, Tomas	1. MA 26100 2. CHM 25500, CHM 25600 3. CHM 25501, CHM 25601 4. PHYS 24100, PHYS 27200 5. General Education 6. AMST 10100, COM 20400, ENGL 10600, ENGL 10800, ENGL 10600Y, ENGL 10800S, PHIL 26000, SCLA 10100 7. EDPS 10500
Degree Plans	03/12/2020 17:05:08	1.331	Success	Muller, Tomas	CHM 11500 MA 16100 or MA 16500 ENGR 13100 or ENGR 14100 or ENGR 16100 Written Communication - 3-4 Credits *
Degree Plans	03/12/2020 17:04:28	1.539	Success	Muller, Tomas	CHM 11500 MA 16100 or MA 16500 ENGR 13100 or ENGR 14100 or ENGR 16100 Written Communication - 3-4 Credits *
Advisor Requests	03/12/2020 17:04:27	0.112	Success	Muller, Tomas	1. MA 26100 2. CHM 25500, CHM 25600 3. CHM 25501, CHM 25601 4. PHYS 24100, PHYS 27200 5. General Education 6. AMST 10100, COM 20400, ENGL 10600, ENGL 10800, ENGL 10600Y, ENGL 10800S, PHIL 26000, SCLA 10100 7. EDPS 10500
Degree Plans	03/12/2020 14:11:17	0.187	Success	Muller, Tomas	
Eligibility	03/12/2020 14:11:13	0.171	True	Muller, Tomas	
Check Courses	03/11/2020 18:47:34	0.375	False	Muller, Tomas	1. MA 26100 2. CHM 25500, CHM 25600 3. CHM 25501, CHM 25601 4. PHYS 24100, PHYS 27200 5. General Education 6. AMST 10100, COM 20400, ENGL 10600, ENGL 10800, ENGL 10600Y, ENGL 10800S, PHIL 26000, SCLA 10100 7. EDPS 10500
Eligibility	03/11/2020 18:44:32	0.059	True	Muller, Tomas	
Eligibility	03/11/2020 18:44:22	1.888	True	Muller, Tomas	
Status Change	03/11/2020 18:44:18			Muller, Tomas	Requests Not Started → Requests Enabled
Eligibility	03/11/2020 18:43:18	0.012	False	Muller, Tomas	You are not allowed to make any changes at the moment. Please contact your advisor to get access.
Advisor Requests	03/10/2020 18:54:30	0.096	Success	Muller, Tomas	1. MA 26100 2. CHM 25500, CHM 25600 3. CHM 25501, CHM 25601