



Advisor Student Manual

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Version 1.0

Registrar Office

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Introduction

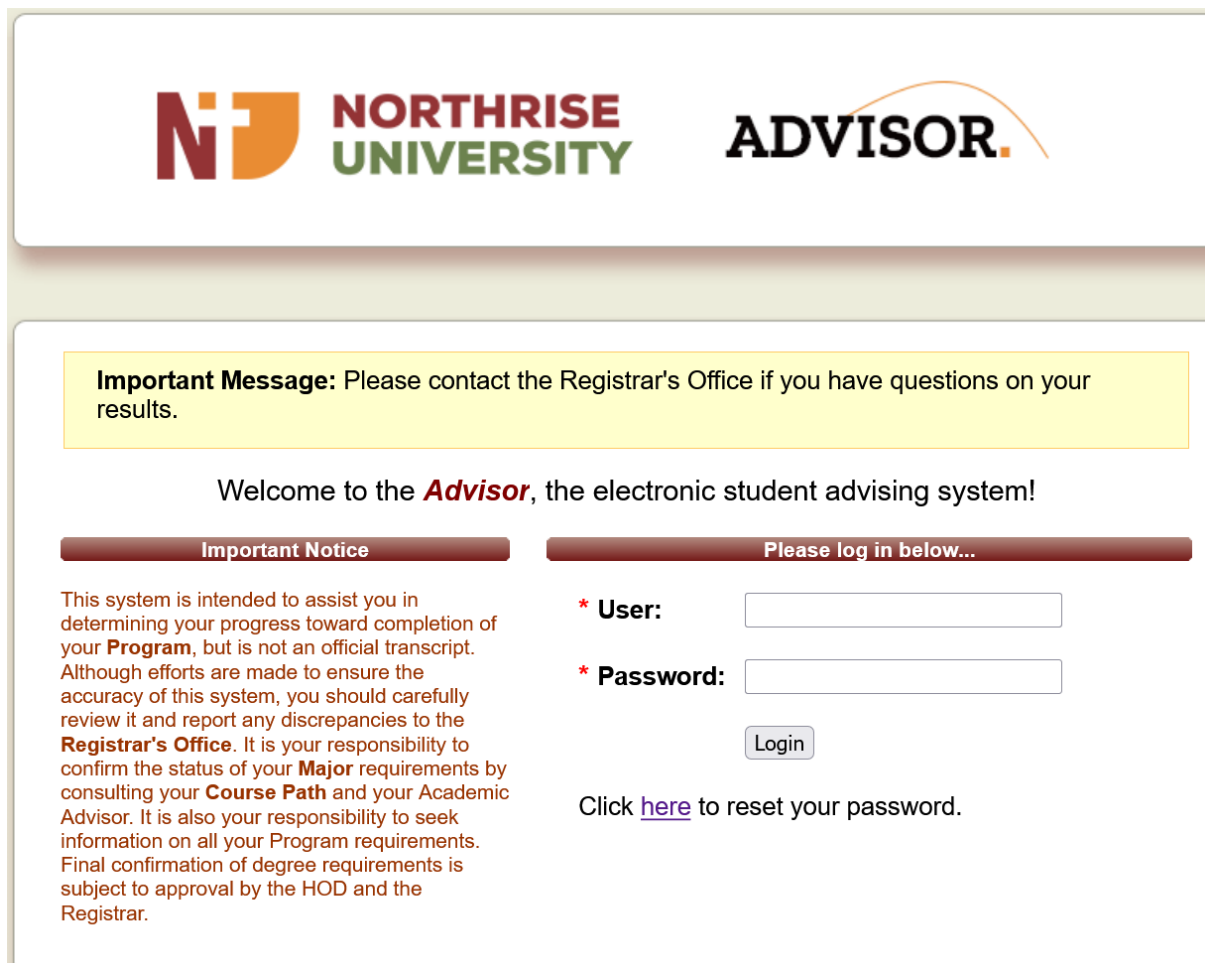
This manual is intended to help all Northrise University students on how to navigate Advisor, the application for communicating students results. Students are advised to read through the manual to be familiar with how to check their results.



a. Access Requirements

Student results on the Advisor may be viewed within the NU local network as well as remotely over the Internet. Look out for communication from the Registrar's Office regarding the links to access the Advisor.

b. Logging Into the Advisor

- a) **Once the access link has been provided to you:** Enter your **User ID** and your **Password** on the screen below. Please note that it is **NOT** your VLS, SMS or Google Classroom password.



Important Message: Please contact the Registrar's Office if you have questions on your results.

Welcome to the **Advisor**, the electronic student advising system!

<div style="background-color: #800000; color: white; text-align: center; padding: 2px; font-weight: bold;">Important Notice</div> <p>This system is intended to assist you in determining your progress toward completion of your Program, but is not an official transcript. Although efforts are made to ensure the accuracy of this system, you should carefully review it and report any discrepancies to the Registrar's Office. It is your responsibility to confirm the status of your Major requirements by consulting your Course Path and your Academic Advisor. It is also your responsibility to seek information on all your Program requirements. Final confirmation of degree requirements is subject to approval by the HOD and the Registrar.</p>	<div style="background-color: #800000; color: white; text-align: center; padding: 2px; font-weight: bold;">Please log in below...</div> <p>* User: <input style="width: 100%;" type="text"/></p> <p>* Password: <input style="width: 100%;" type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p>Click here to reset your password.</p>
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- a. Take note that any important messages for you to pay attention to are displayed at the top of this screen before you even log into the system.

- b. Read the **Important Notice** displayed on the right section of the screen. Contact the Registrar’s Office if you need clarification on this notice.
- c. Once you enter your **User and Password** click on the *Login* button. The main screen of the system will display. **Note** – You can **reset your Password by clicking on the word “here”** below the Login button.

c. Advisor Main Screen

The **Main tab** is the landing page of the system where you see three sections, namely, your **Student Details, Announcements, and Tools** as shown below:

NORTHRISE UNIVERSITY **ADVISOR.**

Main View Comments History What If?

Welcome [redacted] Today is Sun, January 23rd, 2022. [Log out?](#)||[Change Password](#)

Important Message: Please contact the Registrar's Office if you have questions on your results.

Student Details			
Name:	[redacted]	Student ID:	[redacted]
Student Group:	DAY	Campus:	Ndola
Major:	Bachelor of Business Administration	Program Code:	DAYBBA_001-S1
Option:	S1 2016 Intake	Level:	LV4
Catalog Year:	2016-2017	Cumulative:	105 hrs. 2.99 GPA

Announcements

Sample Announcement
This is a sample announcement! You may add new announcements (or delete this one) from the Admin Console, then Content.

Posted Thu, Dec 17th 2015 - 2:49pm

Tools

[Course Search](#)
Use this tool to view course descriptions, sample syllabi, and projected course offering schedules.

[Report Cards](#)
View latest report card.

[Blank Degree Search](#)
Browse through available degree plans as they appear in FlightPath.

- There are five (5) tabs at the top of the screen as follows:

1. Main Tab

This is the main screen of the Advisor. It displays your student details including your **Program** and **GPA** information. The screen also has a section where on the left any **Announcements** posted by the Registrar are viewed. The right section displays tools

that are available at your disposal. The most important of these is for you to **view your Report Cards**.

2. View Tab –

This is the tab where details on the progress of your Program are displayed. The screen is displayed below. The most important features are as follows:

- i. **Student Details** – ensure that it is you who is logged in and that your information is correct.
- ii. **Progress Report** – This section displays the status of your course progression. It details information, presented in pie charts, about the different parts of your course requirements and how far you have progressed expressed as a percentage of the total requirements. This includes APA, Bridging, Major, Foundation, Service Learning and other requirements according to your Course Path. The **Degree Progress** indicates your overall advancement in your Program.

- iii. The next section of the **View tab**, displays the courses that were taken in each **Registration Period** as shown below:

Y1S1				
	Course	Hrs	Grd	Pts
<input type="checkbox"/>	APA 101	1		
<input checked="" type="checkbox"/>	CIT 101	3	B+	9.99
<input checked="" type="checkbox"/>	ENG 101	3	D+	5.01
<input checked="" type="checkbox"/>	HUM 101	3	C	6
<input checked="" type="checkbox"/>	SEM 101	1	P	0
<input type="checkbox"/>	SLY 101	1		
<input type="checkbox"/>	» Click >> to select 3 hours.			
<input type="checkbox"/>	» Click >> to select 3 hours.			
<input checked="" type="checkbox"/>	MAT 101	3	B	9

Completed hours: 10

Y2S1				
	Course	Hrs	Grd	Pts
<input checked="" type="checkbox"/>	MGT 202	3	B	9
<input checked="" type="checkbox"/>	MGT 203	3	C+	8.01
<input checked="" type="checkbox"/>	SEM 201	1	P	0
<input checked="" type="checkbox"/>	STA 201	3	B+	9.99
<input type="checkbox"/>	» Click >> to select 3 hours.			

Completed hours: 10

Y1S2				
	Course	Hrs	Grd	Pts
<input checked="" type="checkbox"/>	ACC 101	3	B	9
<input checked="" type="checkbox"/>	ECO 101	3	A	12
<input checked="" type="checkbox"/>	ENG 102	3	C+	8.01
<input checked="" type="checkbox"/>	HUM 104	3	B	9
<input type="checkbox"/>	LAW 210	3		
<input checked="" type="checkbox"/>	SOC 103	3	A	12
<input type="checkbox"/>	» Click >> to select 3 hours.			
<input type="checkbox"/>	» Click >> to select 3 hours.			
<input type="checkbox"/>	» Click >> to select 3 hours.			

Completed hours: 15

Y2S2				
	Course	Hrs	Grd	Pts
<input checked="" type="checkbox"/>	BUS 203	3	A	12
<input checked="" type="checkbox"/>	CTP 201	3	C+	8.01
<input checked="" type="checkbox"/>	MGT 204	3	D+	5.01
<input checked="" type="checkbox"/>	MGT 206	3	B+	9.99
<input checked="" type="checkbox"/>	MKT 201	3	C+	8.01
<input type="checkbox"/>	» Click >> to select 3 hours.			

Completed hours: 15

In the regions above, **Y1S1** indicates details of courses taken in **Year 1, Semester 1**, **Y1S2** indicates details of courses taken in **Year 1, Semester 2**, and so on. The details include the Course Code (**Course**), the Hours (**Hrs**) – this represents the **Course Credits** that are allocated to the Course, the Grade (**Grd**), and the Points (**Pts**), which are the points awarded according to the **GPA Scale** used at Northrise University. For example, the interpretation of the details on the first line under **Y1S2** is that in **Year 1 of Semester 2**, this student took **ACC101** where they earned **3 Credits**, earned a **Grade of B**, which is worth **9 Points** on the 4.33 GPA Scale.

iv. At the bottom section of the **View tab** is the following display:

Excess Credits				
	Course	Hrs	Grd	Pts
	ACC 202	3	D+	5.01
	FIN 202	3	D	3
	LAW 101	3	C	6
	MKT 201	3	C+	8.01

Courses Added by Advisor				
	Course	Hrs	Grd	Pts
<input checked="" type="checkbox"/>	Click to add an additional course.			

The **Excess Credits** region shows any Courses that you have taken but have not been applied to your Program. Courses that you have passed will normally be displayed in blue. Other excess credits courses included in this region are those that you have **Failed**, **Withdrawn** from, or are **Incomplete**.

The **Courses Added by Advisor** region will display any additional courses that your Advisor may have added to fulfil a given requirement.

3. **Comments Tab**

This is the tab any comments added by your Advisor will be displayed.

Main View **Comments** History What If?

Welcome [REDACTED] Today is Sun, January 23rd, 2022. [Log out?](#)||[Change Password](#)

Important Message: Please contact the Registrar's Office if you have questions on your results.

Student Details			
Name:	[REDACTED]	Student ID:	[REDACTED]
Student Group:	DAY	Campus:	Ndola
Major:	Bachelor of Business Administration	Program Code:	DAYBBA_001-S1
Option:	S1 2016 Intake	Level:	LV4
Catalog Year:	2016-2017	Cumulative:	105 hrs. 2.99 GPA

4. History Tab

This tab displays all the advising history that has been done and recorded during the duration of your Program. You can view or print all the history by clicking on the **view/print all link** under the **Comment History** region.

Main View Comments **History** What If?

Welcome [REDACTED] Today is Sun, January 23rd, 2022. [Log out?](#)||[Change Password](#)

Important Message: Please contact the Registrar's Office if you have questions on your results.

Student Details			
Name:	[REDACTED]	Student ID:	[REDACTED]
Student Group:	DAY	Campus:	Ndola
Major:	Bachelor of Business Administration	Program Code:	DAYBBA_001-S1
Option:	S1 2016 Intake	Level:	LV4
Catalog Year:	2016-2017	Cumulative:	105 hrs. 2.99 GPA

Advising History **Comment History**

No advising history available.

Advising Comments [view/print all](#)
No comment history available.

5. What-If? Tab

This tab can be used when you wish to check what your progress would be if you applied the courses that you have already passed to another Program. For example, if you are a BBA student you can apply the grades of courses that apply to the BFA program and see what your progress would be. This analysis would be helpful if, for whatever reason, you needed to change your current Program without starting from scratch.

Main View Comments History **What If?**

Welcome [redacted]! Today is Sun, January 23rd, 2022. [Log out?](#)||[Change Password](#)

Important Message: Please contact the Registrar's Office if you have questions on your results.

[Change What If Settings](#)

Student Details (in "What If" mode)			
Name:	[redacted]	Student ID:	[redacted]
Student Group:	DAY	Campus:	Ndola
Major:	Bachelor of Business Administration	Level:	LV4
Catalog Year:	2020-2021	Cumulative:	105 hrs. 2.99 GPA

Progress Report

What if I change my major to...

Major:

Important Notice: What If displays degree plans from the most recent catalog year (2020-2021), as any major change would place the student into the most recent catalog.

D. Password Change

Your Advisor password may be changed from two areas in the application. The first is before you log in on the screen below by clicking the word “here” where highlighted in green:

NORTHRISE UNIVERSITY **ADVISOR.**

Important Message: Please contact the Registrar's Office if you have questions on your results.

Welcome to the **Advisor**, the electronic student advising system!

<p>Important Notice</p> <p>This system is intended to assist you in determining your progress toward completion of your Program, but is not an official transcript. Although efforts are made to ensure the accuracy of this system, you should carefully review it and report any discrepancies to the Registrar's Office. It is your responsibility to confirm the status of your Major requirements by consulting your Course Path and your Academic Advisor. It is also your responsibility to seek information on all your Program requirements. Final confirmation of degree requirements is subject to approval by the HOD and the Registrar.</p>	<p>Please log in below...</p> <p>* User: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Click here to reset your password.</p>
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Apart from changing your password at the login screen, you can reset it by clicking on the **Change Password** link located at the upper right position of most of the tabs (as highlighted in green below) once you are logged in. .

The screenshot shows a student portal interface. At the top, there are navigation tabs: 'Main', 'View', 'Comments', 'History', and 'What If?'. Below the tabs, a welcome message reads: 'Welcome Abba Munansangu (1601852)! Today is Sun, January 23rd, 2022. [Log out?](#) [Change Password](#)'. Below this is a yellow box with an 'Important Message' asking the user to contact the Registrar's Office. At the bottom is a table titled 'Student Details' with the following information:

Student Details			
Name:	[REDACTED]	Student ID:	1601852
Student Group:	DAY	Campus:	Ndola
Major:	Bachelor of Business Administration	Program Code:	DAYBBA_001-S1
Option:	S1 2016 Intake	Level:	LV4
Catalog Year:	2016-2017	Cumulative:	105 hrs. 2.99 GPA