Advisor Student Manual

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Please visit our website: http://northrise.edu.zm

Email us: registrar@northrise.net

Contents

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.

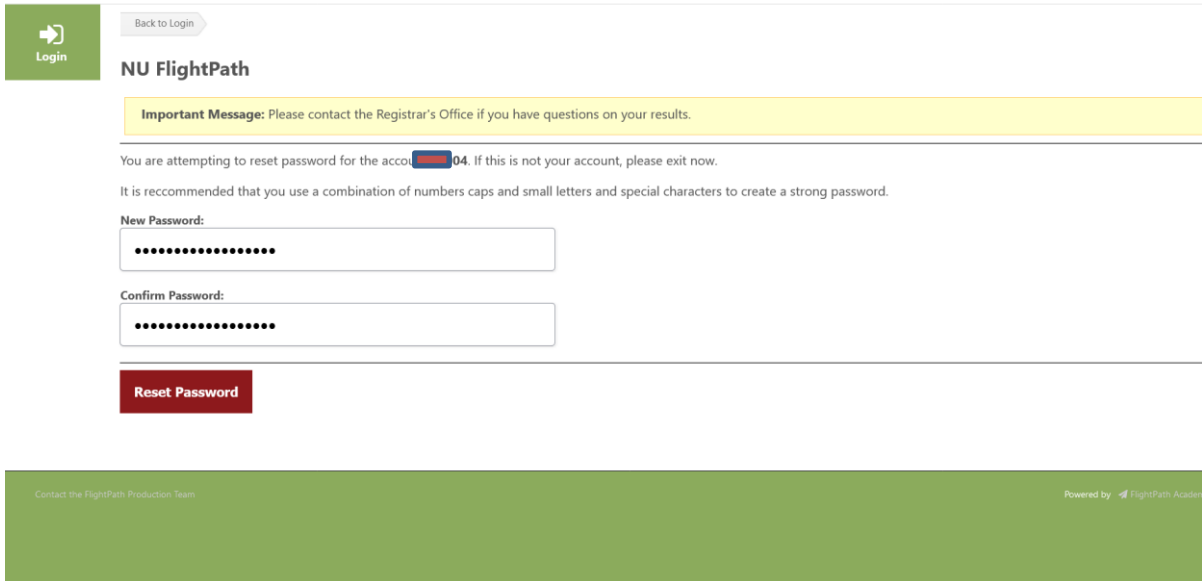## b. Login Page

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.
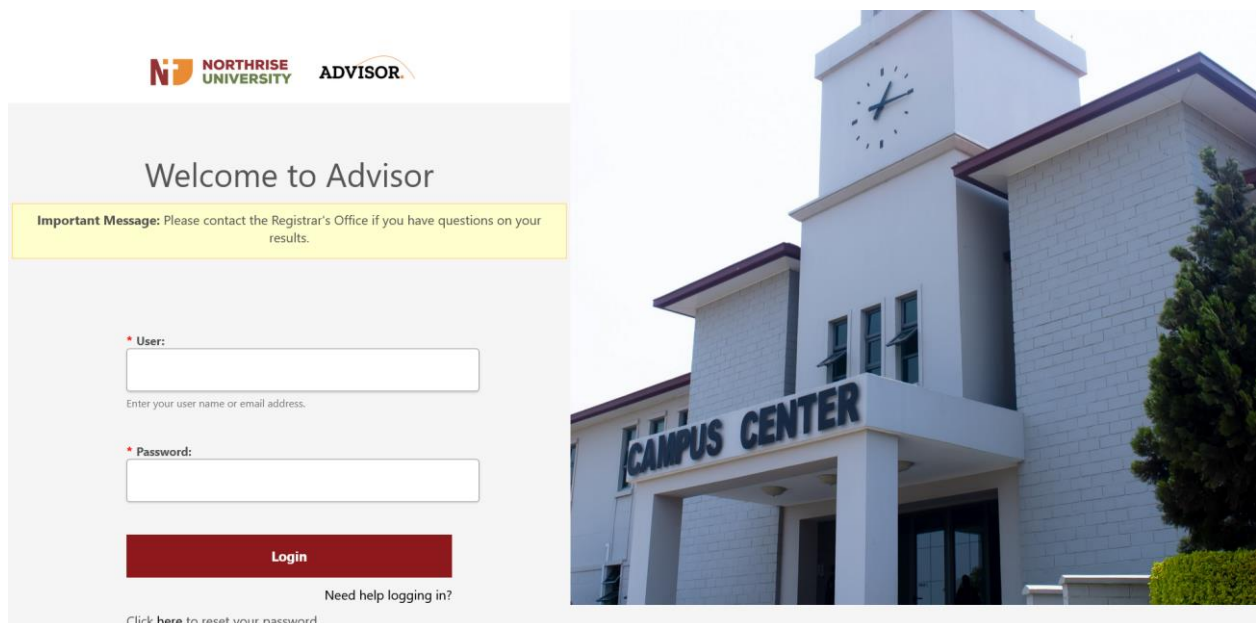
c. Reset Password

b) Once you login with your default password, you will be prompted to create your own password as shown in the screen below. **DO NOT** share the password with anyone.

d. Dashboard

c) 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 the screen once you are logged in

d) The **Dashboard tab** is the landing page of the system where you see three sections, namely, The **upcoming Appointments**, **Announcements**, and **Percent Advising History** as shown below:
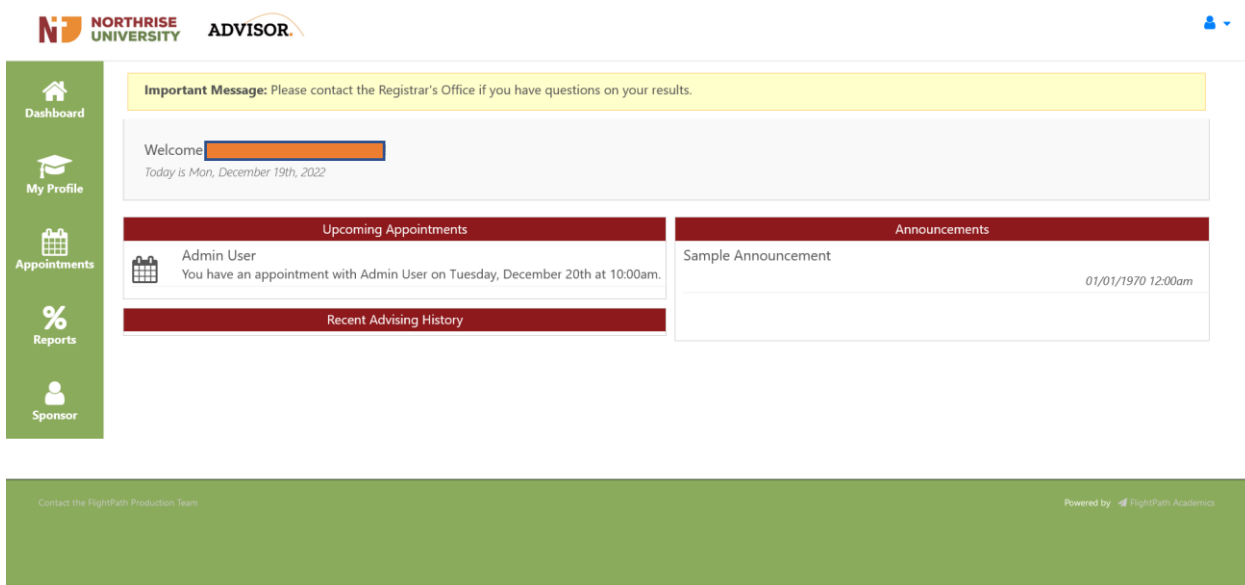
e. My Profile Tab

1. Student Profile
➢ This screen displays your student details including your Program and GPA information.

2. Degree

Display by Year

➢ 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.**

NORTHRISE UNIVERSITY **ADVISOR**

Dashboard | My Profile | Appointments | Reports | Sponsor

Student Profile | **Degree** | Comments | History | What If?

Degree:	Bachelor of Information Technology in Web and Software Development » S2 2016 Intake	Classification:	LV4
		Cumulative:	112 hrs / 2.990 GPA
Catalog Year:	2016-2017		

Display by Year | Display by Type

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

Overall Progress

APA Req	Bridging Reqs	CTP Requirements	Major Requirements	Foundation Reqs	Seminar Reqs	Service Learning Reqs	Project Reqs	Degree Progress
100% Complete (3 / 3 hours)	63% Complete (15 / 24 hours)	67% Complete (12 / 18 hours)	95% Complete (60 / 63 hours)	83% Complete (15 / 18 hours)	0% Complete (0 / 5 hours)	0% Complete (0 / 8 hours)	0% Complete (0 / 6 hours)	73% Complete (108 / 148 hours)

Y1S1

	Course		Hrs	Grd	Pts
✔	APA	101	3	A	12
✔	CIT	102	3	B	9
✔	ENG	102	3	B	9
✔	HUM	104	3	B	9
✔	NET	103	3	C+	8.01
☐	SEM	101	1		
☐	SLY	101	1		
✔	SOC	103	3	A	12
✔	COM	101	3	A	12
»	Click >> to select 3 hours.				

Completed hours: 21

Y1S2

	Course		Hrs	Grd	Pts
✔	ACC	101	3	B	9
✔	CIT	101	3	A	12
☐	ENG	101	3		
☐	HUM	101	3		
✔	MAT	101	3	B+	9.99
☐	SEM	201	1		
☐	SLY	102	1		
✔	CTP	101	3	B+	9.99
»	Click >> to select 3 hours.				

Completed hours: 12

Y2S1

	Course		Hrs	Grd	Pts
✔	CIT	301	3	B+	9.99
✔	DBT	301	3	B+	9.99
☐	SEM	301	1		
☐	SLY	201	1		
✔	SOD	302	3	B	9
✔	WEB	201	3	A	12
✔	WEB	301	3	D+	5.01

Completed hours: 15

Y2S2

	Course		Hrs	Grd	Pts
✔	CIT	201	3	C+	8.01
✔	CIT	202	3	C	6
✔	CIT	203	3	B	9
✔	DBT	203	3	B	9
✔	MGT	202	3	B	9
☐	SEM	301	1		
☐	SLY	202	1		
»	Click >> to select 3 hours.				

Completed hours: 15

Y3S1

	Course		Hrs	Grd	Pts
✔	CTP	301	3	A	12
☐	SLY	301	1		
✔	SOD	204	3	B+	9.99
✔	SOD	301	3	D	3
✔	SOD	303	3	C	6
✔	WEB	303	3	C+	8.01

Completed hours: 15

Y3S2

	Course		Hrs	Grd	Pts
✔	CIT	205	3	A	12
☐	CTP	201	3		
☐	SLY	302	1		
✔	SOD	203	3	A	12
✔	WEB	302	3	C+	8.01
✔	WEB	305	3	C+	8.01
✔	CTP	103	3	C+	8.01

Completed hours: 15

Y4S1

	Course		Hrs	Grd	Pts
✔	BUS	403	3	B+	9.99
✔	CTP	401	3	B+	9.99
☐	RSH	401	3		
☐	SEM	401	1		
☐	SLY	401	1		
✔	SOD	401	3	C	6
✔	SOD	402	3	B+	9.99

Completed hours: 12

Y4S2

	Course		Hrs	Grd	Pts
☐	SLY	402	1		
✔	SOD	403	3	B+	9.99
☐	SOD	405	6		

Completed hours: 3

Excess Credits

Course		Hrs	Grd	Pts
SEM	101	1	P	0
SEM	201	1	P	0
SEM	301	1	P	0
SEM	401	1	P	0
SOD	301	3	F	

Footnotes & Messages

Substitutions

Transfer Equivalency Footnotes

Courses Added by Advisor

Course	Hrs	Grd	Pts
+ Click to add an additional course.			

III. In the regions below, **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. Courses in blue indicate courses completed, Courses in green indicate courses enrolled or registered, Courses in black shows courses that are not completed and courses in red shows courses that have unsatisfactory grades or withdrawn from. Course in black with a lock shows courses that have prerequisites.

		Y1S1							Y1S2				
		Course		Hrs	Grd	Pts			Course		Hrs	Grd	Pts
✔		APA	101	3	B+	9.99	✔		ACC	101	3	B	9
✔		CIT	101	3	C+	8.01	☐		ECO	101	3		
✔		HUM	101	3	C+	8.01	✔		HUM	104	3	D	3
☐		MAT	101	3			☐		LAW	210	3		
☐		SEM	101	1			☐		SLY	102	1		
☐		SLY	101	1			✔		SOC	103	3	C+	8.01
	✏ »	*Click >> to select 3 hours.*					✔	✏	ECO	102	3	C+	8.01
✔	✏	COM	101	3	A	12		✏ »	*Click >> to select 3 hours.*				
	✏ »	*Click >> to select 3 hours.*						✏ »	*Click >> to select 3 hours.*				
						Completed hours: 12							Completed hours: 12

		Y2S1							Y2S2				
		Course		Hrs	Grd	Pts			Course		Hrs	Grd	Pts
☐		ACC	102	3			✔		ACC	204	3	C	6
✔		ACC	203	3	D+	5.01	☐		ACC	205	3		
✔		FIN	201	3	C	6	☐		CTP	201	3		
✔		MGT	203	3	B	9	✔		ECO	301	3	C	6
☐		SEM	201	1			✔		FIN	301	3	B+	9.99
☐		SLY	201	1			☐		SLY	202	1		
✔		STA	201	3	D	3							Completed hours: 9
	✏ »	*Click >> to select 3 hours.*											

Display by Type

I. This tab displays courses according to the type. The tabs shows bridging, foundation and major to just mention a few as shown below:

NORTHRISE UNIVERSITY   ADVISOR

Dashboard
My Profile
Appointments
Reports
Sponsor

Student Profile | **Degree** | Comments | History | What If?

| Degree: | Bachelor of Information Technology in Web and Software Development » S2 2016 Intake | Classification: | LV4 |
| Catalog Year: | 2016-2017 | Cumulative: | 112 hrs / 2.990 GPA |

Display by Year | **Display by Type**

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

Overall Progress

APA Req	Bridging Reqs	CTP Requirements	Major Requirements	Foundation Reqs	Seminar Reqs	Service Learning Reqs	Project Reqs	Degree Progress
100%	63%	67%	95%	83%	0%	0%		73% Complete
Complete (3/3 hours)	Complete (15/24 hours)	Complete (12/18 hours)	Complete (60/63 hours)	Complete (15/18 hours)	Complete (0/5 hours)	Complete (0/8 hours)	Complete (0/6 hours)	(108/148 hours)

APA Req

	Course		Hrs	Grd	Pts
Y1S1					
✔	APA	101	3	A	12
				Completed hours: 3

Bridging Reqs

	Course		Hrs	Grd	Pts
Y1S1					
✔	ENG	102	3	B	9
✔	HUM	104	3	B	9
✔	SOC	103	3	A	12
»	Click >> to select 3 hours.				
Y1S2					
✔	CIT	101	3	A	12
☐	ENG	101	3		
✔	MAT	101	3	B+	9.99
»	Click >> to select 3 hours.				
				Completed hours: 15

CTP Reqs

	Course		Hrs	Grd	Pts
Y1S2					
☐	HUM	101	3		
✔	CTP	101	3	B+	9.99
Y3S1					
✔	CTP	301	3	A	12
Y3S2					
☐	CTP	201	3		
✔	CTP	103	3	C+	8.01
Y4S1					
✔	CTP	401	3	B+	9.99
				Completed hours: 12

Foundation Reqs

	Course		Hrs	Grd	Pts
Y1S1					
✔	CIT	102	3	B	9
✔	NET	103	3	C+	8.01
Y1S2					
✔	ACC	101	3	B	9
Y2S2					
✔	CIT	201	3	C+	8.01
✔	MGT	202	3	B	9
»	Click >> to select 3 hours.				
				Completed hours: 15

Elective Reqs

	Course		Hrs	Grd	Pts
Y1S1					
✔	COM	101	3	A	12
				Completed hours: 3

Major Reqs

	Course		Hrs	Grd	Pts
Y2S1					
✔	CIT	301	3	B+	9.99
✔	DBT	301	3	B+	9.99
✔	SOD	302	3	B	9
✔	WEB	201	3	A	12
✔	WEB	301	3	D+	5.01
Y2S2					
✔	CIT	202	3	C	6
✔	CIT	203	3	B	9
✔	DBT	203	3	B	9
Y3S1					
✔	SOD	204	3	B+	9.99
✔	SOD	301	3	D	3
✔	SOD	303	3	C	6
✔	WEB	303	3	C+	8.01
Y3S2					
✔	CIT	205	3	A	12
✔	SOD	203	3	A	12
✔	WEB	302	3	C+	8.01
✔	WEB	305	3	C+	8.01
Y4S1					
✔	BUS	403	3	B+	9.99
☐	RSH	401	3		
✔	SOD	401	3	C	6
✔	SOD	402	3	B+	9.99
Y4S2					
✔	SOD	403	3	B+	9.99
				Completed hours: 60

Project Reqs

	Course		Hrs	Grd	Pts
Y4S2					
☐	SOD	405	6		

Seminar Reqs

	Course		Hrs	Grd	Pts
Y1S1					
☐	SEM	101	1		
Y1S2					
☐	SEM	201	1		
Y2S1					
☐	SEM	301	1		
Y2S2					
☐	SEM	301	1		
Y4S1					
☐	SEM	401	1		

Service Learning Reqs

	Course		Hrs	Grd	Pts
Y1S1					
☐	SLY	101	1		
Y1S2					
☐	SLY	102	1		
Y2S1					
☐	SLY	201	1		
Y2S2					
☐	SLY	202	1		
Y3S1					
☐	SLY	301	1		
Y3S2					
☐	SLY	302	1		
Y4S1					
☐	SLY	401	1		
Y4S2					
☐	SLY	402	1		

Excess Credits

Course		Hrs	Grd	Pts
SEM	101	1	P	0
SEM	201	1	P	0
SEM	301	1	P	0
SEM	401	1	P	0
SOD	301	3	F	

Footnotes & Messages

Substitutions

Transfer Equivalency Footnotes

Courses Added by Advisor

	Course		Hrs	Grd	Pts
+	Click to add an additional course.				

3. Comments

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

4. History

➤ 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.

5. What If

➤ 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.

Student Profile   Degree   Comments   History   **What If?**

Degree:	**Classification:**	LV4
Catalog Year: 2016-2017	**Cumulative:**	112 hrs / 2.990 GPA

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

What if I change my degree to...

Please select from the *2022-2023* catalog year:

Select Major »
- ☐ Bachelor of Science in Nursing
- ☐ Postgraduate Diploma in Teaching Methodology
- ☐ Bachelor of Business Administration
- ☐ Bachelor of Business Administration
- ☐ Bachelor of Finance and Accounting
- ☐ Bachelor of Finance and Accounting
- ☐ Bachelor of Information Technology in Web and Software Development
- ☐ Bachelor of Information Technology in Web and Software Development
- ☐ Bachelor of Laws
- ☐ Bachelor of Laws
- ☐ Bachelor of Science in Computer Science
- ☐ Bachelor of Theology in Pastoral Studies
- ☐ Executive Master of Business Administration

Select Minor »
- ☐ Bachelor of Science in Nursing
- ☐ Postgraduate Diploma in Teaching Methodology
- ☐ Bachelor of Business Administration
- ☐ Bachelor of Business Administration
- ☐ Bachelor of Finance and Accounting
- ☐ Bachelor of Finance and Accounting
- ☐ Bachelor of Information Technology in Web and Software Development
- ☐ Bachelor of Information Technology in Web and Software Development
- ☐ Bachelor of Laws
- ☐ Bachelor of Laws
- ☐ Bachelor of Science in Computer Science
- ☐ Bachelor of Theology in Pastoral Studies
- ☐ Executive Master of Business Administration

Try It Out!

Contact the FlightPath Production Team   Powered by FlightPath Academics

f. Appointments

This tab has three sub tabs namely: **Appointments**, **Upcoming Appointments** and **Schedule appointments** as shown below:

➢ The **Appointments** tab shows scheduled appoints on a calendar.

➢ The **Upcoming Appointments** tab shows future appointments.

➢ The **Schedule Appointments** tab allows students to create appointments.

g. Reports

This tab shows a detailed report card.

A report card is a short-term description of a student's grades. It shows details of all the courses attempted in each listed Registration Period.

NORTHRISE UNIVERSITY ADVISOR

Back to Home

Report Cards

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

Use the buttons to perform your prefered task

Print Report

Print Date:	19 Dec 2022
Matriculation ID:	
Names:	
Program Code:	DAYBIT(WSD)_001-S2
Program Title:	Bachelor of Information Technology in Web and Software Development

NORTHRISE UNIVERSITY

Report Card

S2 2017

Course Code	Course Title	Credits	Grade
ACC 101	Introduction to Accounting	3	B
CIT 102	Introduction to Computer Programming	3	B
ENG 102	Writing Skills	3	B
HUM 104	Zambian Studies	3	B
SEM 101	Introduction to University Studies Seminar	1	P
SOC 103	Social Issues	3	A

S1 2018

Course Code	Course Title	Credits	Grade
CIT 101	Computer Literacy Basics	3	A
CIT 202	Programming With C	3	C
COM 101	Communication and Study Skills I	3	A
CTP 101	Biblical Worldview and Major World Religions I	3	B+
DBT 203	Database Design	3	B
MAT 101	Intermediate Algebra	3	B+
MGT 202	Organizational Behavior	3	B
WEB 201	Introduction to Web Development	3	A

S2 2018

Course Code	Course Title	Credits	Grade
CTP 103	Biblical Worldview and Major World Religions II	3	C+
NET 103	Introduction to Networking	3	C+

S1 2019

Course Code	Course Title	Credits	Grade
CIT 201	Information Systems Concepts	3	C+
CIT 203	Introduction to SQL	3	B
CIT 205	Algorithms & Data Structures	3	A
SEM 301	Community Development Seminar	1	P
SOD 203	Multimedia Publishing	3	A
SOD 204	Object Oriented Programming with C++	3	B+

S2 2019

Course Code	Course Title	Credits	Grade
CIT 301	Systems Analysis and Design	3	B+
SOD 302	Programming with C#	3	B
SOD 303	Software Engineering	3	C
WEB 302	Advanced Web Development	3	C+
WEB 305	XML	3	C+

S1 2020

Course Code	Course Title	Credits	Grade
DBT 301	MYSQL Database Administration	3	B+
SOD 403	Programming with Joomla	3	B+
WEB 303	Programming with PHP	3	C+
BUS 403	Business and Personal Ethics	3	B+
CTP 401	Relationship, Marriage and Family	3	B+
SEM 401	Career Development Seminar	1	P

P1 2020

Course Code	Course Title	Credits	Grade
SOD 301	Software Quality Management	0	F
SEM 201	Hiv / Aids Seminar	1	P

S2 2020

Course Code	Course Title	Credits	Grade
APA 101	Introduction to APA	3	A
CTP 301	Conflict and Reconciliation	3	A
SOD 301	Software Quality Management	3	D
SOD 401	Mobile Application Development	3	C
SOD 402	Advanced Java Programming	3	B+
WEB 301	Active Server Pages	3	D+

Grade Key

WV=Waived Course; **Au**= Audit; **WC**=Waived Course w/Credit; **P**=Pass; **W**=Withdrew; **PD** = Results Pending; **NC**=No Credit;
I= Incomplete; **WF** = Withdrew Failing; **F**= Failed

Grading System Key (4.33 GPA Scale)

A+ = 90 to 100%	B+ = 75 to 79%	C+ = 65 to 69%	D+ = 55 to 59%	F=0 to 49%
A = 80 to 89%	B = 70 to 74%	C = 60 to 64%	D = 50 to 54%

Grade Descriptions

Letter Grade	Numerical Grade	Grade Points	Letter grade description
A+	90-100%	4.33	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
A	80-89%	4.00	
B+	90-100%	3.33	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
B	80-89%	3.00	
C+	90-100%	2.67	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.Pass. Some understanding of principles and facts but with definite deficiencies.
C	80-89%	2.00	
D+	90-100%	1.67	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
D	80-89%	1.00	
F	0-49%	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.

*Please verify the above with the Registrars Office.

h. Sponsor
This tab allows students to update details for their Sponsor.

i. Logging Out

Once you done using the system, ensure to log out to avoid unauthorized access to your account. To log out of the Advisor:

a. Click on the "User Profile" icon on the upper right side of the screen. A drop-down menu as shown below will be displayed with links to view your settings or to log out

b. Click on the "Log Out" link.

c. If you are successfully logged, out the "Login Page" screen will be displayed with a message indicating that you have been logged out of the system.