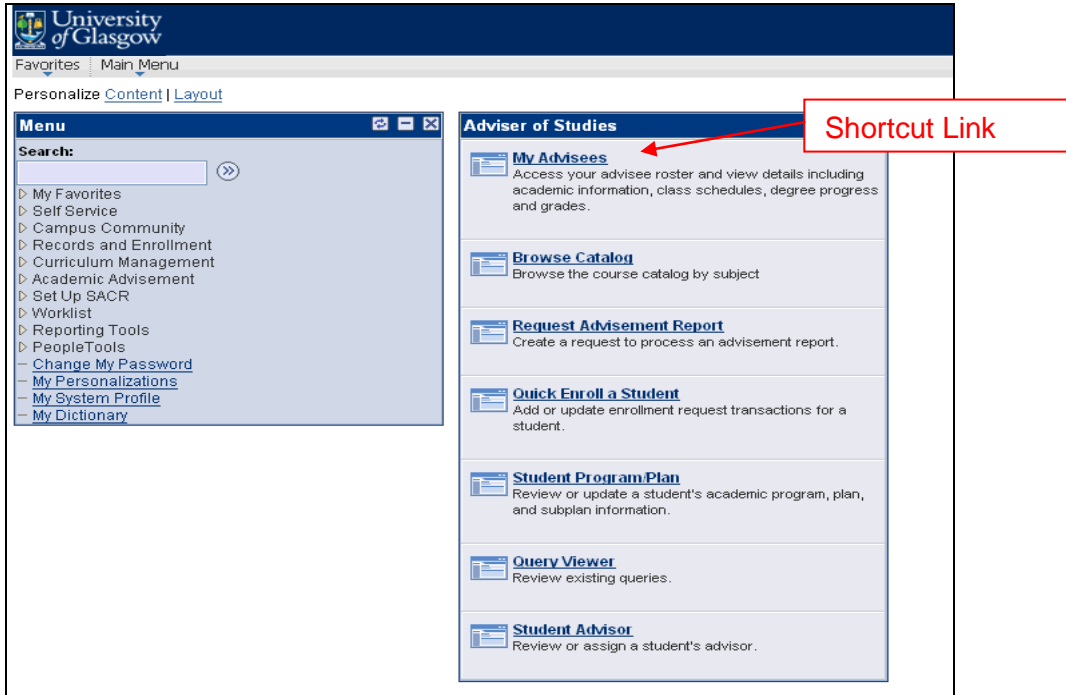


Quick Enrol by Adviser

Navigation: Main Menu> Self Service>Adviser Center>My Advisees

(Alternative: click on the My Advisees shortcut)



University of Glasgow
Favorites | Main Menu

Personalize [Content](#) | [Layout](#)

Menu

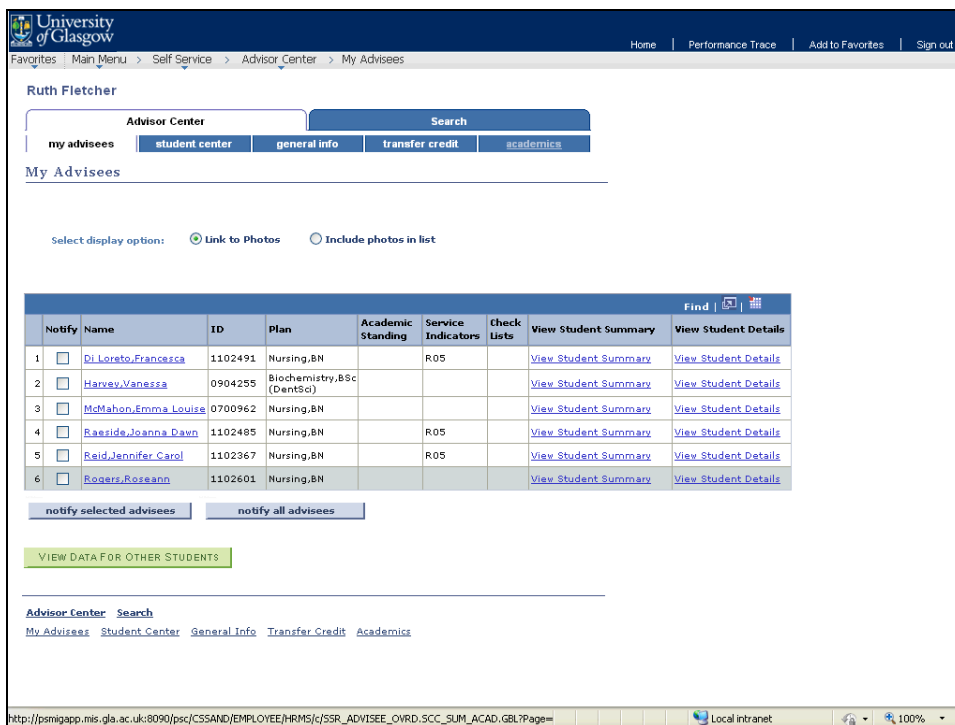
Search:

- ▷ My Favorites
- ▷ Self Service
- ▷ Campus Community
- ▷ Records and Enrollment
- ▷ Curriculum Management
- ▷ Academic Advisement
- ▷ Set Up SACR
- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)

Adviser of Studies

- My Advisees**
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.
- Browse Catalog**
Browse the course catalog by subject
- Request Advisement Report**
Create a request to process an advisement report.
- Quick Enroll a Student**
Add or update enrollment request transactions for a student.
- Student Program Plan**
Review or update a student's academic program, plan, and subplan information.
- Query Viewer**
Review existing queries.
- Student Advisor**
Review or assign a student's advisor.

Shortcut Link



University of Glasgow
Home | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Adviser Center > My Advisees

Ruth Fletcher

Advisor Center Search

my advisees student center general info transfer credit academics

My Advisees


Select display option: Link to Photos Include photos in list

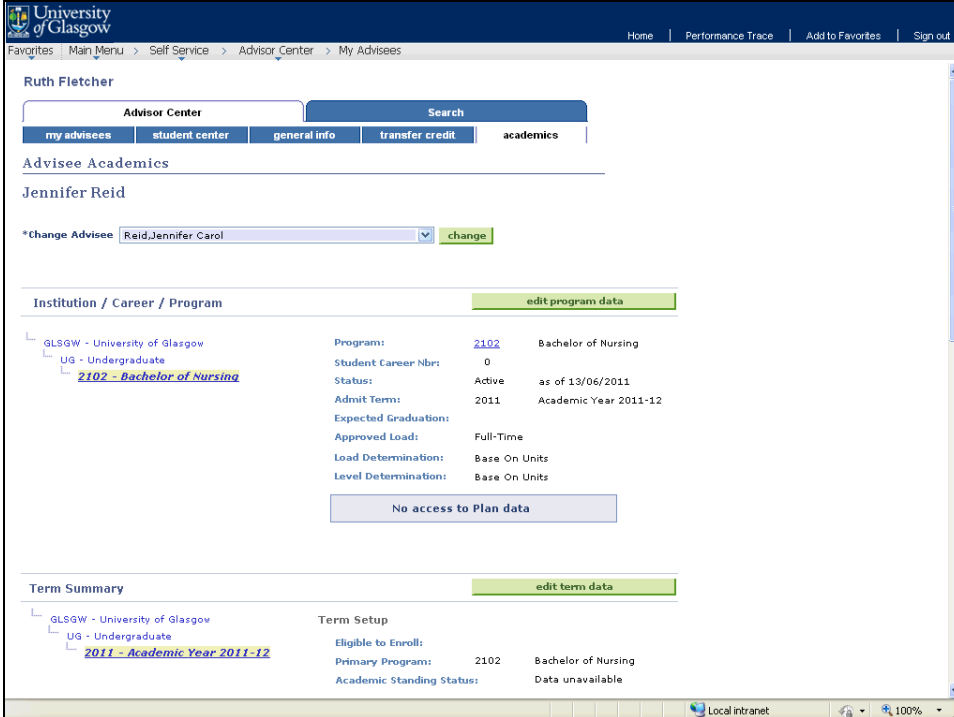
Notify	Name	ID	Plan	Academic Standing	Service Indicators	Check Lists	View Student Summary	View Student Details
<input type="checkbox"/>	Di Loreto, Francesca	1102491	Nursing, BN		R05		View Student Summary	View Student Details
<input type="checkbox"/>	Harvey, Vanessa	0904295	Biochemistry, BSc (DentSci)				View Student Summary	View Student Details
<input type="checkbox"/>	McMahon, Emma Louise	0700962	Nursing, BN				View Student Summary	View Student Details
<input type="checkbox"/>	Raeside, Joanna Dawn	1102485	Nursing, BN		R05		View Student Summary	View Student Details
<input type="checkbox"/>	Reid, Jennifer Carol	1102367	Nursing, BN		R05		View Student Summary	View Student Details
<input type="checkbox"/>	Rogers, Roseann	1102601	Nursing, BN				View Student Summary	View Student Details

Advisor Center Search

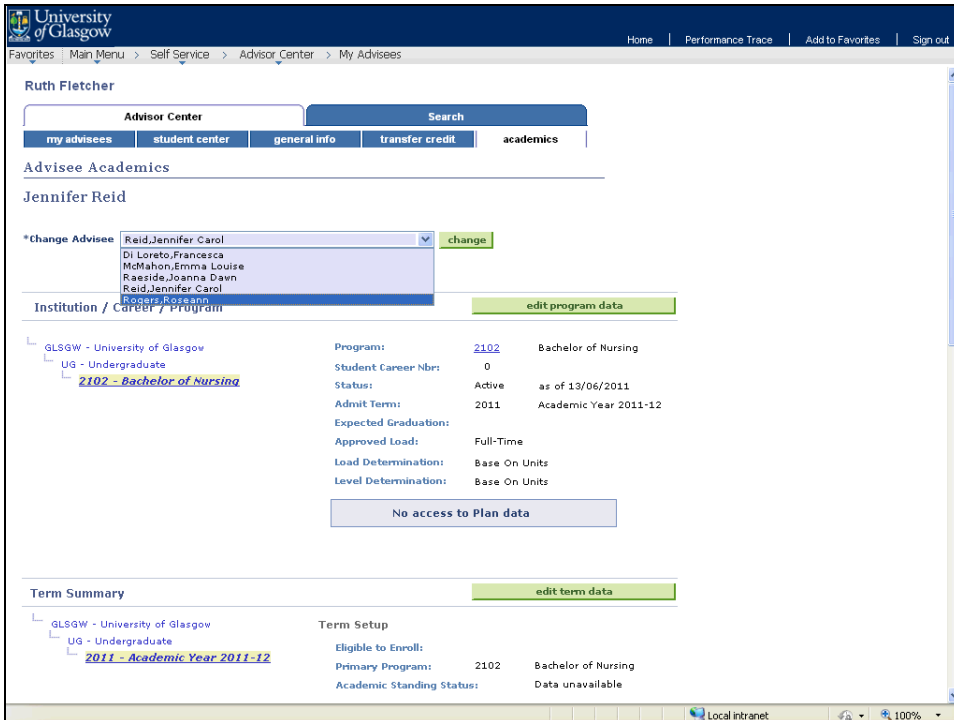
[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)


http://psmigapp.mis.gla.ac.uk:8090/psc/CSSAND/EMPLOYEE/HRMS/c/SSR_ADVISEE_OVRD.SCC_SUM_ACAD.GBL?Page= Local intranet 100%

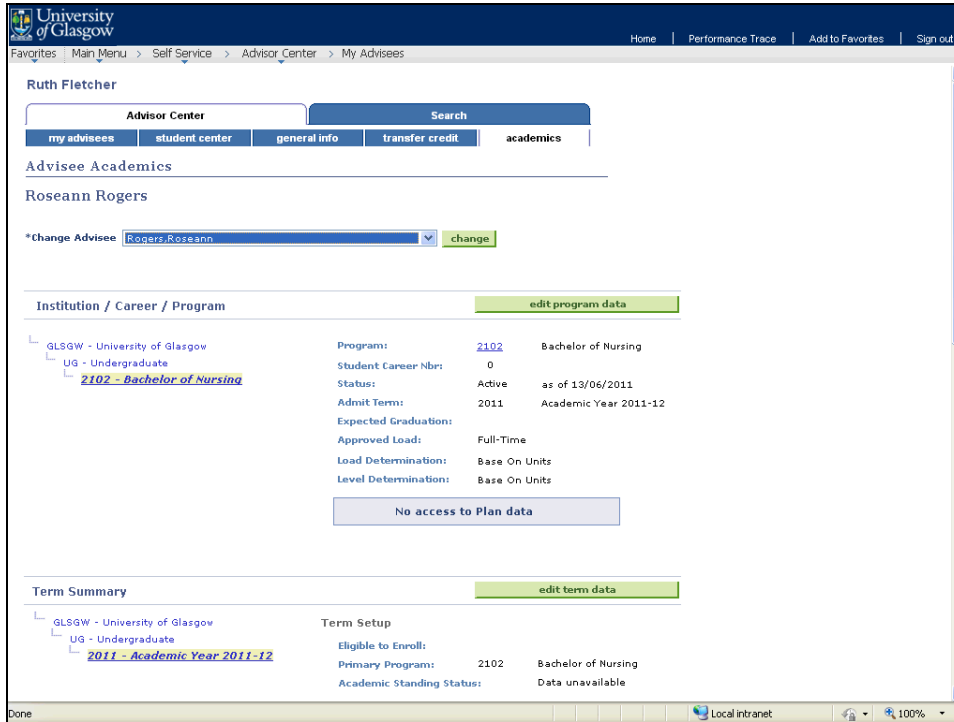
Step	Action
1.	Click the academics tab. 



Step	Action
2.	To choose the target student, Click the Change Advisee drop-down arrow and select the relevant name on the list.

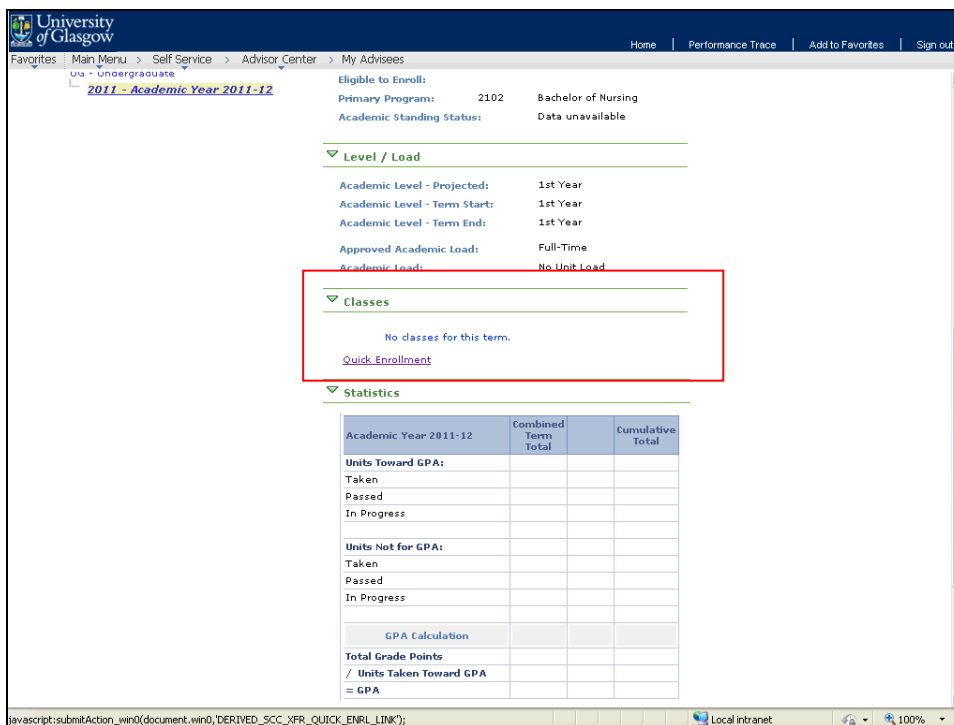


Step	Action
3.	Click the Change button. 



The screenshot shows the 'Advisor Center' for Ruth Fletcher. Under the 'Advisee Academics' section, the current advisee is 'Rogers, Roseann'. A green 'change' button is highlighted next to the dropdown menu.

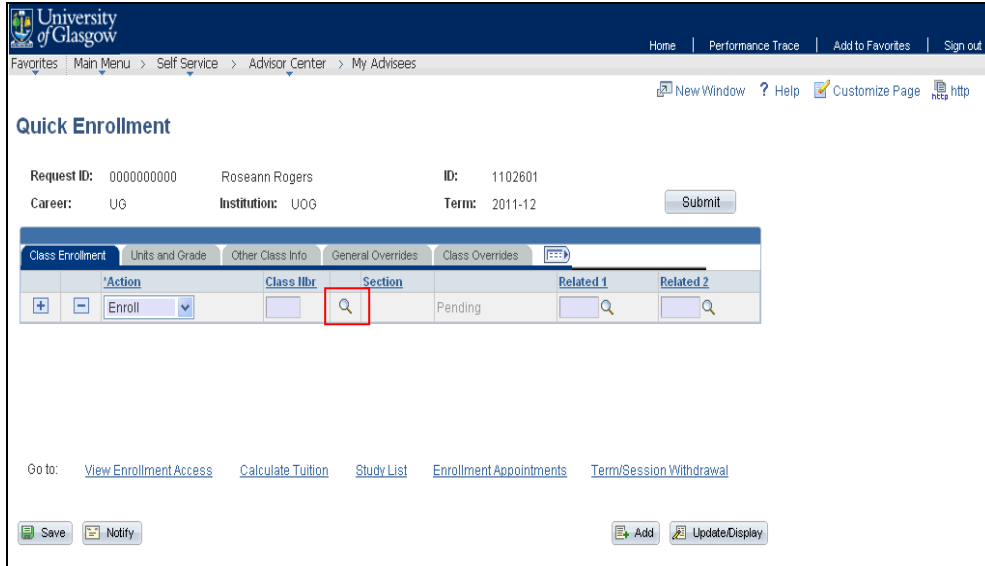
Step	Action
4.	Scroll down to view the Classes section




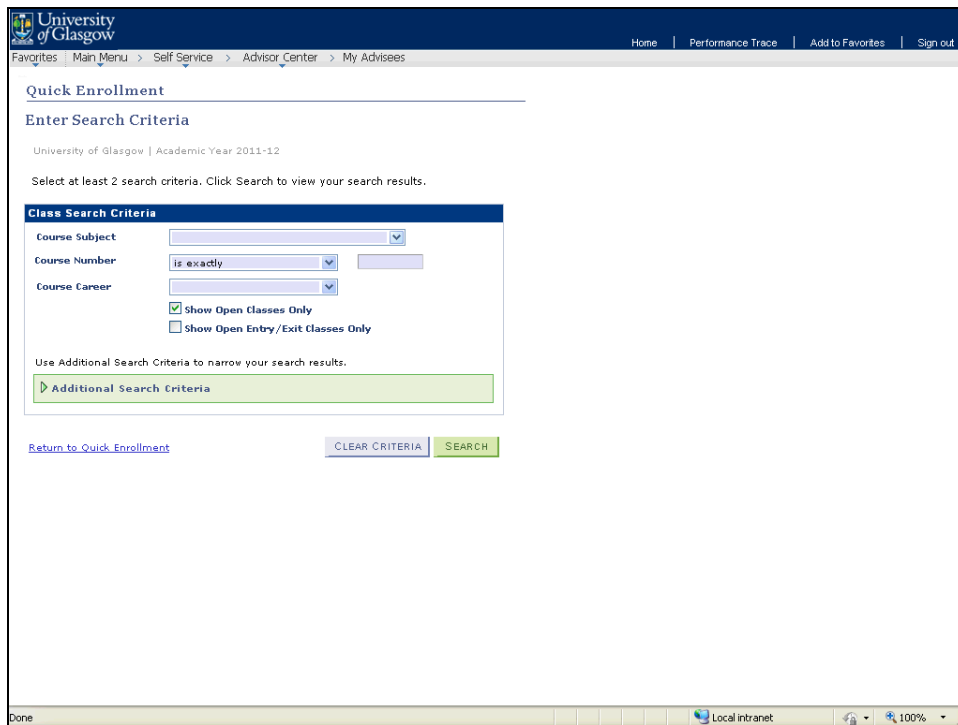
The screenshot shows the 'Classes' section of the 'Term Summary' for '2011 - Academic Year 2011-12'. The 'Classes' section is highlighted with a red box and contains the text: 'No classes for this term.' and a link for 'Quick Enrollment'.



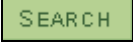
Academic Year 2011-12	Combined Term Total	Cumulative Total
Units Toward GPA:		
Taken		
Passed		
In Progress		
Units Not for GPA:		
Taken		
Passed		
In Progress		
GPA Calculation		
Total Grade Points		
/ Units Taken Toward GPA		
= GPA		

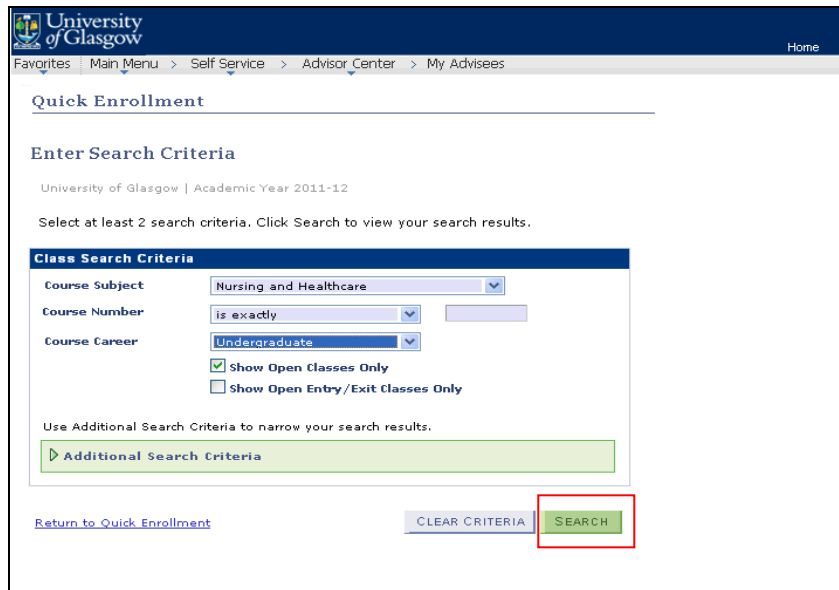
Step	Action
5.	Click the Quick Enrollment link. Quick Enrollment



Step	Action
6.	To choose the Number for the class the student is to be enrolled on, click the Look-up icon beside Class Nbr . 



Step	Action
7.	Choose the relevant Course Subject , e.g. Nursing and Healthcare 
8.	Choose the relevant Course Career, e.g. Undergraduate. 
9.	Click the Search button. 



University of Glasgow | Academic Year 2011-12

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: Nursing and Healthcare

Course Number: is exactly

Course Career: Undergraduate

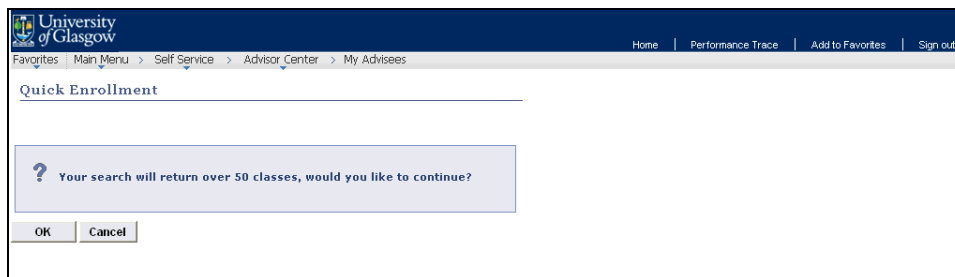
Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

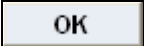
[Additional Search Criteria](#)

[Return to Quick Enrollment](#) [CLEAR CRITERIA](#) **SEARCH**

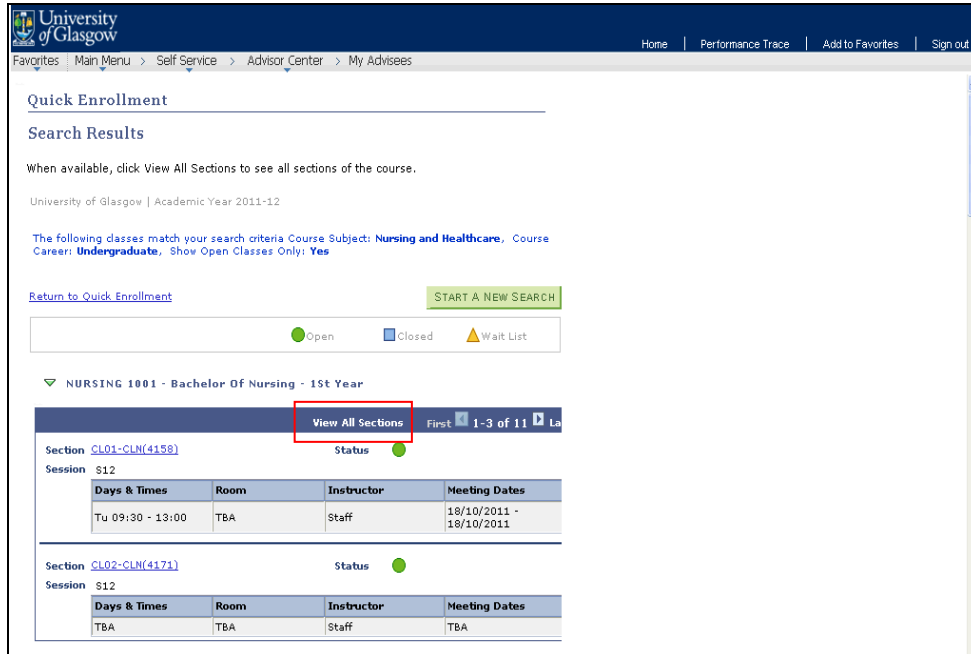


? Your search will return over 50 classes, would you like to continue?

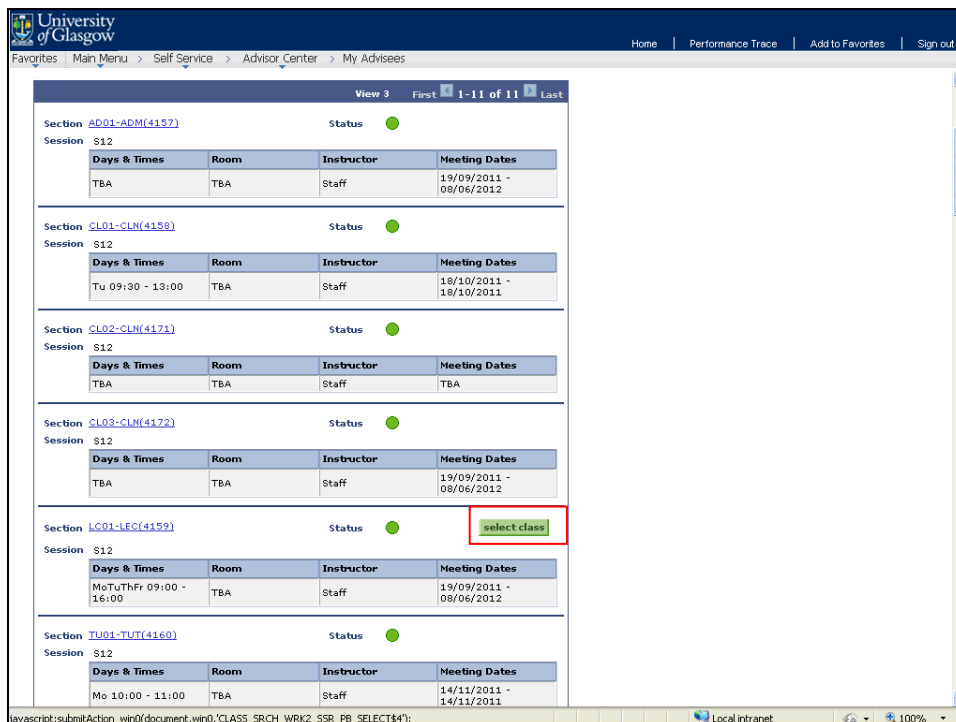
OK Cancel

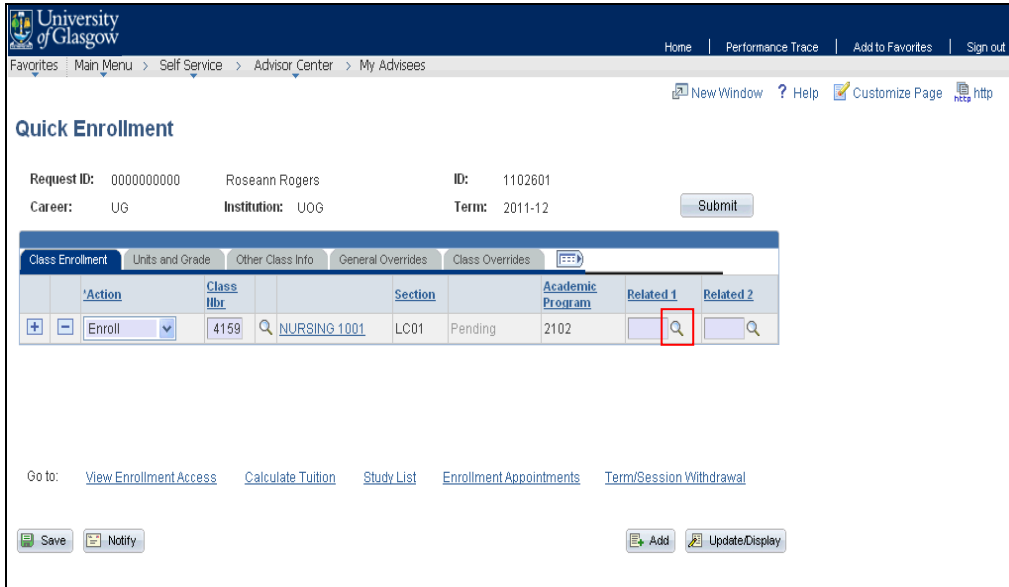
Step	Action
10.	Click the OK button. 

Step	Action
11.	Click the View All Sections link to reveal all the available times for the chosen Class. View All Sections



Step	Action
12.	Scroll to view the available times
13.	Click the Select Class button. Note that the system is directing you to choose a Lecture first. select class






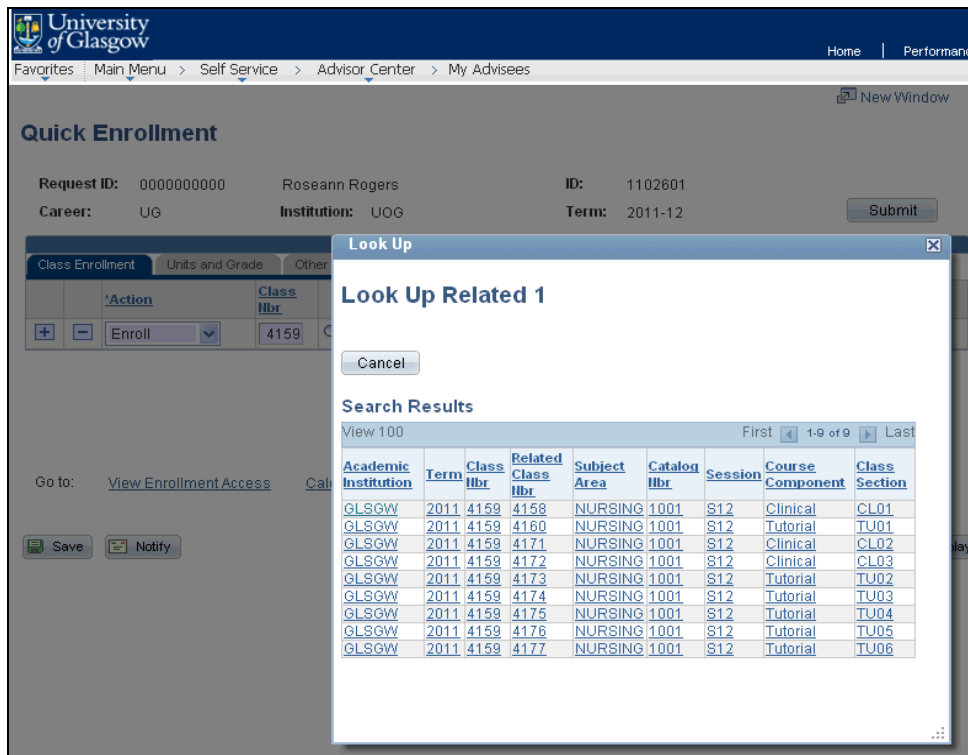
Quick Enrollment

Request ID: 000000000 Roseann Rogers ID: 1102601
 Career: UG Institution: UOG Term: 2011-12

'Action'		Class libr	Section	Academic Program	Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	4159	NURSING 1001 LC01	Pending	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

Step	Action
14.	To enrol on related classes click the Look up icon for Related 1 .  Select the appropriate class from the look up list, e.g. 4158



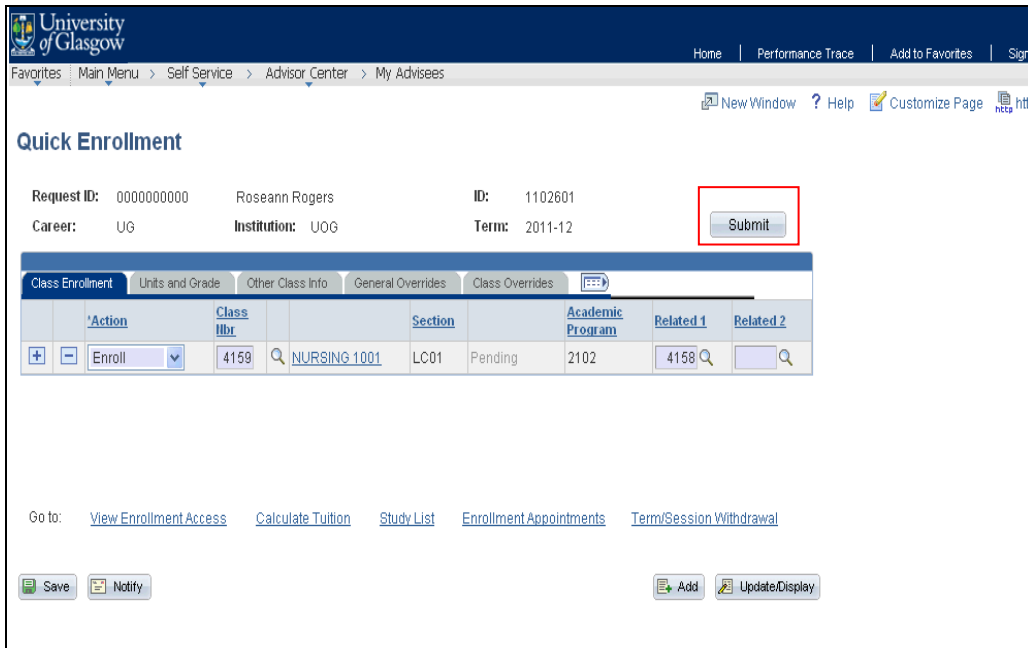
Look Up


Look Up Related 1

Search Results

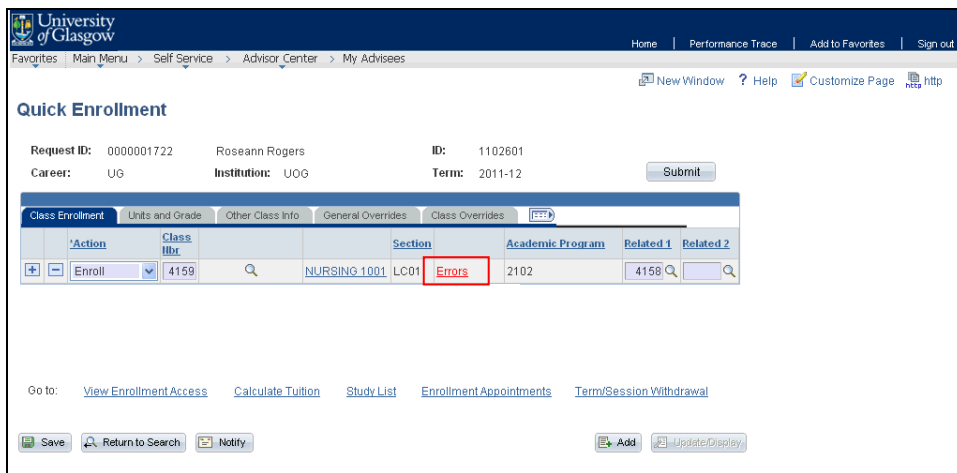
View 100 First 1-9 of 9 Last


Academic Institution	Term	Class Libr	Related Class Libr	Subject Area	Catalog Libr	Session	Course Component	Class Section
GLSGW	2011	4159	4158	NURSING	1001	S12	Clinical	CL01
GLSGW	2011	4159	4160	NURSING	1001	S12	Tutorial	TU01
GLSGW	2011	4159	4171	NURSING	1001	S12	Clinical	CL02
GLSGW	2011	4159	4172	NURSING	1001	S12	Clinical	CL03
GLSGW	2011	4159	4173	NURSING	1001	S12	Tutorial	TU02
GLSGW	2011	4159	4174	NURSING	1001	S12	Tutorial	TU03
GLSGW	2011	4159	4175	NURSING	1001	S12	Tutorial	TU04
GLSGW	2011	4159	4176	NURSING	1001	S12	Tutorial	TU05
GLSGW	2011	4159	4177	NURSING	1001	S12	Tutorial	TU06

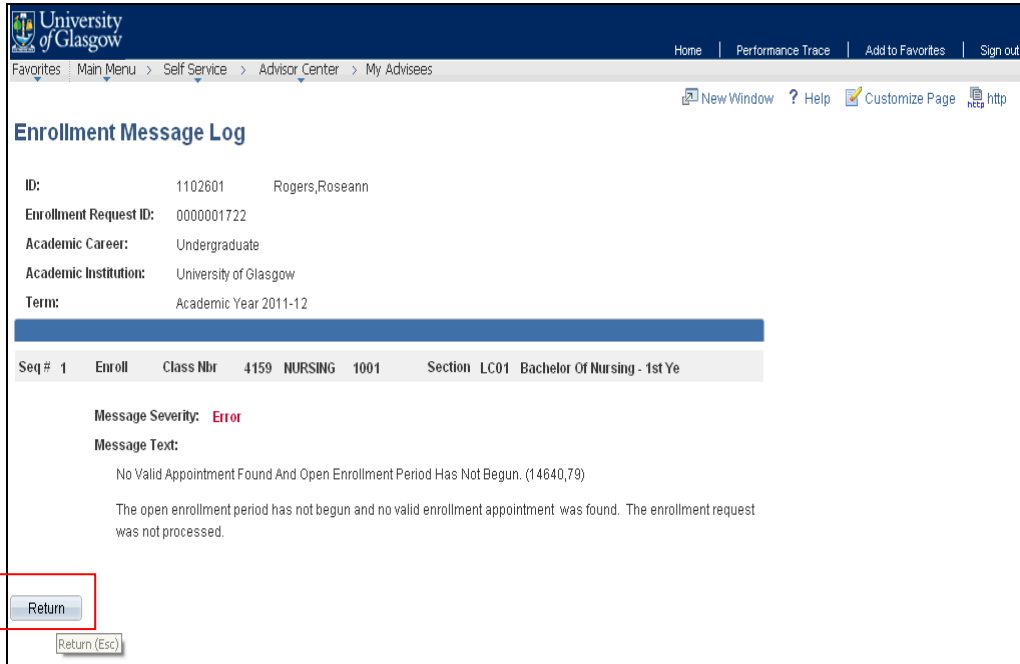


Step	Action
15.	Click the Submit button. 

In the live environment, the process is likely to end here. However, for the pre-live period we are attempting to enrol on classes before they are open for enrolment and will receive error messages because of that.



Step	Action
16.	Click the Errors link to find out more.  In this case, we will have to set some system overrides to correct the error.

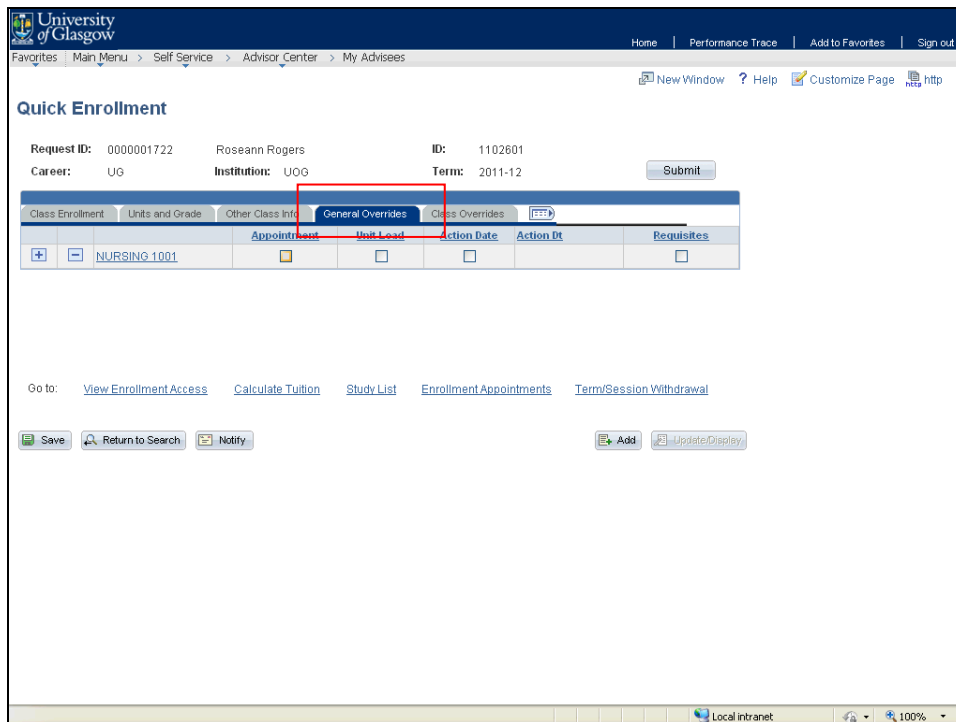


Enrollment Message Log
 ID: 1102601 Rogers, Roseann
 Enrollment Request ID: 0000001722
 Academic Career: Undergraduate
 Academic Institution: University of Glasgow
 Term: Academic Year 2011-12

Seq #	Enroll	Class Nbr	4159 NURSING	1001	Section	LC01 Bachelor Of Nursing - 1st Ye
1						

Message Severity: Error
Message Text:
 No Valid Appointment Found And Open Enrollment Period Has Not Begun. (14640,79)
 The open enrollment period has not begun and no valid enrollment appointment was found. The enrollment request was not processed.

Step	Action
17.	Click the Return button. <input type="button" value="Return"/>
18.	Click the General Overrides tab. <input type="button" value="General Overrides"/>



Quick Enrollment
 Request ID: 0000001722 Roseann Rogers ID: 1102601
 Career: UG Institution: UOG Term: 2011-12

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	Reqs
Appointment	Unit Load	Action Date	Action Dt	Requisites	
<input type="checkbox"/>	NURSING 1001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

Step	Action
19.	Check the Appointment box, and the Action Date box

University of Glasgow
 Home | Performance Trace | Add to Favorites | Sign out
 Favorites | Main Menu > Self Service > Advisor Center > My Advisees
 New Window | Help | Customize Page | http

Quick Enrollment

Request ID: 0000001722 Roseann Rogers ID: 1102601
 Career: UG Institution: UOG Term: 2011-12

Submit

Class Enrollment | Units and Grade | Other Class Info | **General Overrides** | Class Overrides

	Appointment	Unit Load	Action Date	Action Dt	Requisites
NURSING 1001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27/06/2011	<input type="checkbox"/>

Go to: [View Enrollment Access](#) | [Calculate Tuition](#) | [Study List](#) | [Enrollment Appointments](#) | [Term/Session Withdrawal](#)

Save | Return to Search | Notify | Add | Update/Display

Step	Action
20.	Click the Submit button. In some cases this enrollment will be accepted, however in the case below, another problem has been identified

University of Glasgow
 Home | Performance Trace | Add to Favorites | Sign out
 Favorites | Main Menu > Self Service > Advisor Center > My Advisees
 New Window | Help | Customize Page | http

Quick Enrollment

Request ID: 0000001722 Roseann Rogers ID: 1102601
 Career: UG Institution: UOG Term: 2011-12

Submit

Class Enrollment | Units and Grade | Other Class Info | **General Overrides** | Class Overrides

'Action	Class	Section	Academic Program	Related 1	Related 2
Enroll	4159	NURSING 1001 LC01	2102	4158	

Go to: [View Enrollment Access](#) | [Calculate Tuition](#) | [Study List](#) | [Enrollment Appointments](#) | [Term/Session Withdrawal](#)

Save | Return to Search | Notify | Add | Update/Display

Step	Action
21.	Click the Errors link to find out more.

This time the error relates to a clash of time scheduling regarding the two classes chosen. A different Related class is required




The screenshot shows the 'Enrollment Message Log' page. It displays the following information:

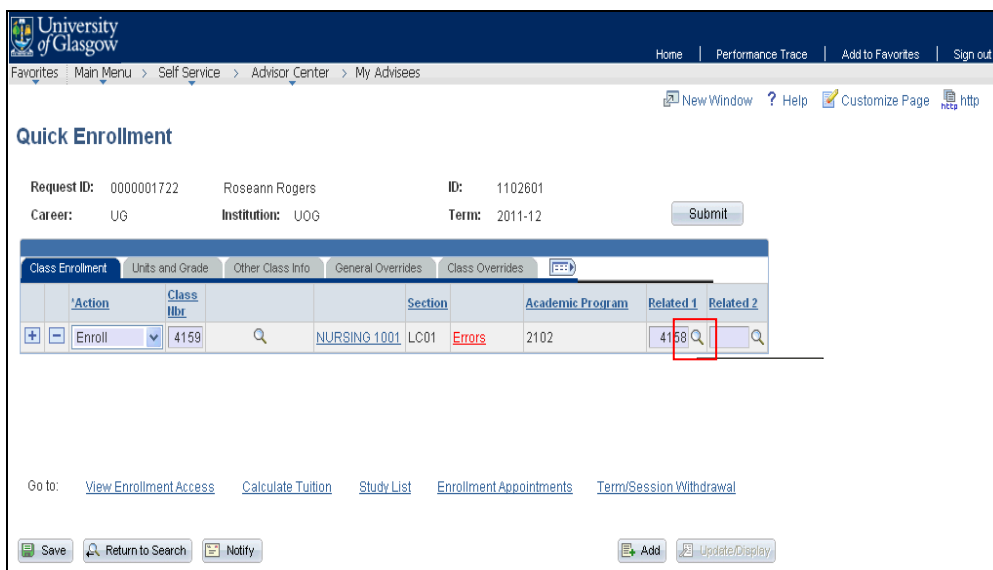
- ID: 1102601 Rogers,Roseann
- Enrollment Request ID: 0000001722
- Academic Career: Undergraduate
- Academic Institution: University of Glasgow
- Term: Academic Year 2011-12

Below this information is a table with the following row:

Seq #	Enroll	Class Nbr	4159 NURSING 1001	Section	LC01 Bachelor Of Nursing - 1st Ye
1					

The message severity is **Error**. The message text reads: "Time Scheduling Conflict for class 4159 and 4158, not enrolled. (14640,17). A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict." A red box highlights the 'Return' button at the bottom left of the message area.

Step	Action
22.	Click the Return button. 




The screenshot shows the 'Quick Enrollment' page. It displays the following information:

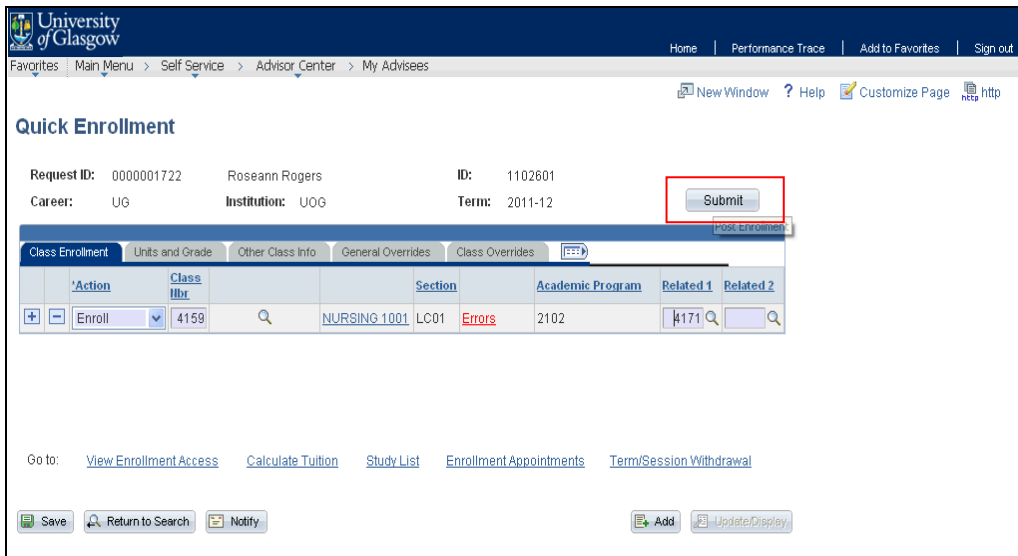
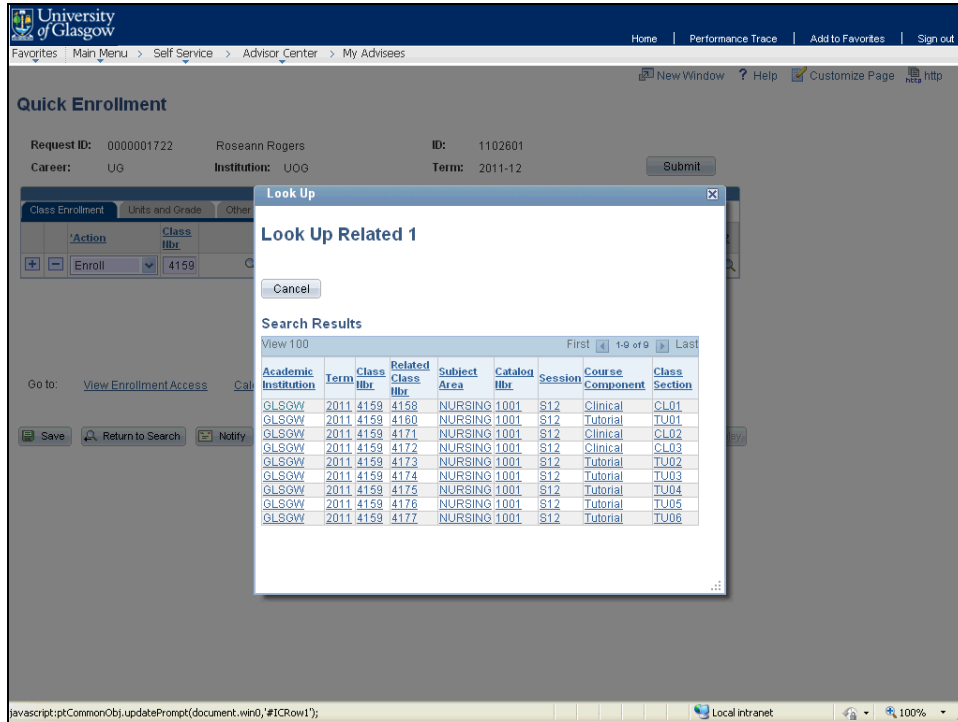
- Request ID: 0000001722 Roseann Rogers ID: 1102601
- Career: UG Institution: UOG Term: 2011-12

Below this information is a table with the following row:

Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Enroll	4159	NURSING 1001 LC01	Errors 2102	4158	

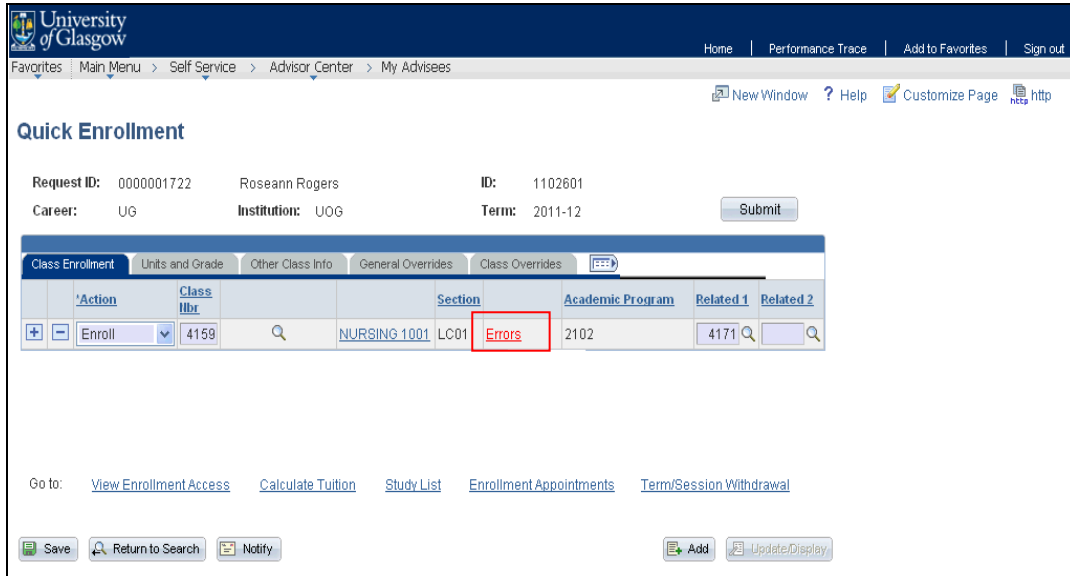
A red box highlights the '4158' in the 'Related 1' column. Below the table are links for 'View Enrollment Access', 'Calculate Tuition', 'Study List', 'Enrollment Appointments', and 'Term/Session Withdrawal'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Step	Action
23.	Click the Look up for Related 1 to choose a different class.  e.g Related Class Number 4171



Step	Action
24.	Click the Submit button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Submit</div>

The third possible error type, as shown below, will be displayed if there is a requirement for a second related class and this has not been chosen.



University of Glasgow

Home | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

New Window ? Help Customize Page http

Quick Enrollment

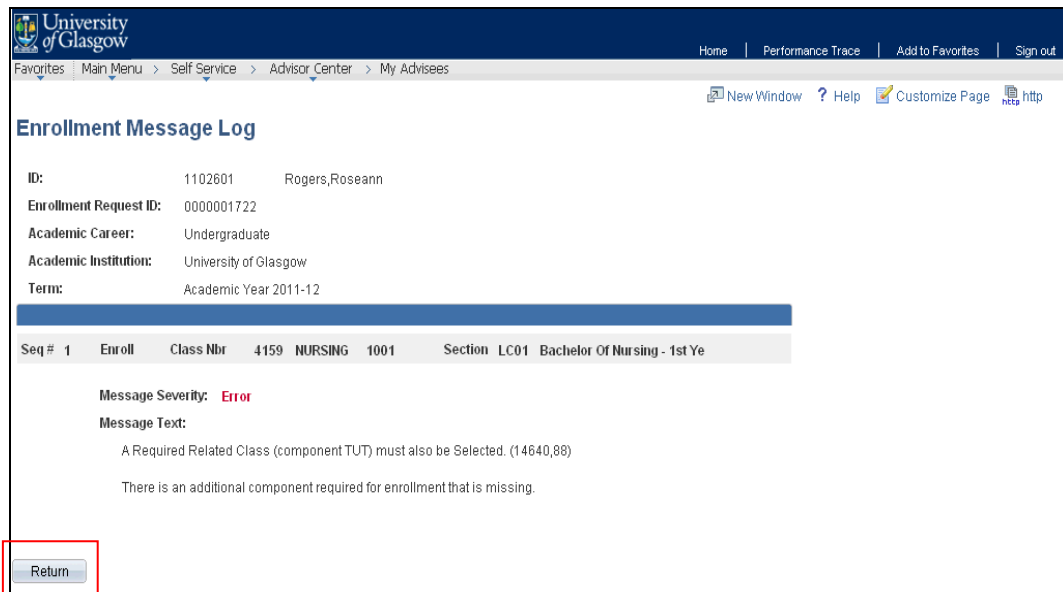
Request ID: 000001722 Roseann Rogers ID: 1102601
 Career: UG Institution: UOG Term: 2011-12

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides [...]

Action	Class Nbr	Section	Academic Program	Related 1	Related 2
Enroll	4159	NURSING 1001 LC01	2102	4171	

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

Step	Action
25.	Click the Errors link to find out more. <input type="button" value="Errors"/>



University of Glasgow

Home | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

New Window ? Help Customize Page http

Enrollment Message Log

ID: 1102601 Rogers,Roseann
 Enrollment Request ID: 000001722
 Academic Career: Undergraduate
 Academic Institution: University of Glasgow
 Term: Academic Year 2011-12

Seq #	Enroll	Class Nbr	Section	Academic Program
1		4159	NURSING 1001 LC01	Bachelor Of Nursing - 1st Ye

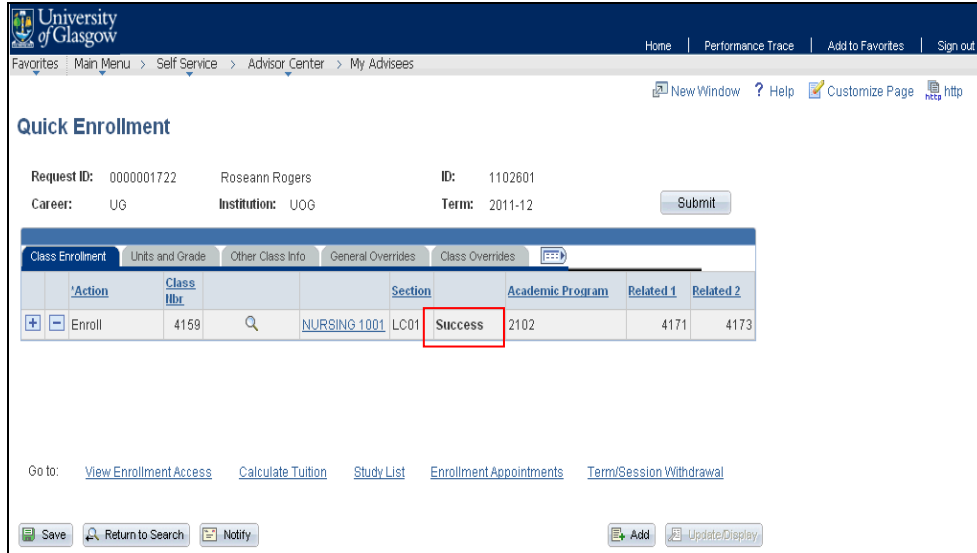
Message Severity: **Error**
 Message Text:
 A Required Related Class (component TUT) must also be Selected. (14640,88)
 There is an additional component required for enrollment that is missing.

Step	Action
26.	Click the Return button. <input type="button" value="Return"/>

Step	Action
27.	Click the Look up for Related 2 to choose a different class. e.g Related Class Number 4173

Step	Action
28.	Click the Submit button.

Step	Action
29.	<p>Click the Save button.</p>  <p>We can now see that enrolment has been successful.</p>



University of Glasgow

Home | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Quick Enrollment

Request ID: 0000001722 Roseann Rogers ID: 1102601
 Career: UG Institution: UOG Term: 2011-12

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides			
Action	Class Unit		Section	Academic Program	Related 1	Related 2		
<input type="button" value="Enroll"/>	4159		NURSING 1001 LC01	Success	2102	4171	4173	

Go to: [View Enrollment Access](#) | [Calculate Tuition](#) | [Study List](#) | [Enrollment Appointments](#) | [Term/Session Withdrawal](#)

Step	Action
30.	End of Procedure.