STORM - Advisor Center

How To

Hyperlinked
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Advisor Center

Click on the Advisor Center link from the STORM collections. Use the Advisor Center to manage all your class, student and advisee related activities.

**Advisor Center**
Access advisees assigned to you. View academic information, class schedules, book bags, grades and advisement reports. Set "eligible to enroll" flag for your students.

**Simple Class Search**
Browse the class schedule by term. Classes offered in any given term are listed in subject order.

**Advanced Class Search**
Use specific criteria to search for a class or classes in a given term.

**Browse Course Catalog**
Browse the Course Catalog. Courses listed here are curriculum committee approved courses which may or may not be scheduled in any given term.

**User Defaults**
User Defaults allows you set parameters such as term values, programs and plans on various pages were the default value is used (like Class Search).
My Advisees

The Advisor Center will default to the View My Advisees tab. This is where you will see details about the course(s) you are teaching.

You have the option of displaying your advisee list with or without photos.

Photos are only available if the student has one on file at the Duke Card Office.

Use this link to view detailed information for each student.

After advising your student, check this box. This feature makes a student eligible to enroll in their upcoming registration windows. It replaces PINs.

Add or view advisor comments here – by clicking on these links. Please remember that once a comment is saved, it is a permanent part of the students’ record.
My Advisees Cont’d.

View Student Details – Student Center tab

From your My Advisees page, in each Advisees window there is a link: View Student Details. Click on this link to access detailed academic and biographical information on each student.

Note: After viewing the additional information, you DO NOT need to return to the My Advisee tab to access another student’s information, simply click the Change Advisee drop-down or Next button.

Click the drop-down button to select another advisee.

The Eligible to Enroll flag is displayed here. You will have to go to the My Advisees page to change the flag.
Student Center tab:

- Academics:
  - My Class Schedule
  - Book Bag
  - My Planner
  - AR – Current Report (Advisement)
  - Assignment – Medical School Students Only
  - Course History
  - Exam Schedule
  - First Year Questions
  - Grades
  - Long Range Plan
  - Transfer Credit: Report

- Personal Information
  - Demographic Data
  - Emergency Contact
  - Addresses

- Announcements – Student announcement will be displayed here for students.

- Holds – Negative service indicators i.e. that affect registration or transcripts.

- To Do List – Incomplete Checklist items are displayed here for students to complete.

- Enrollment Dates – Displays Book bag and enrollment window(s).

- Eligible to Enroll – Indicates whether a student is or is not eligible to enroll. If checked (yes), the student can enroll and if not checked (no), the student is not able to enroll. Replaces the student PIN.

- Advisor – List the student’s advisor and the advisor’s contact information.

- Dean – List the student’s dean.

- Duke Sites – List website related to Duke University, NOT specific to a school or group of student.

**NOTE:** The Change Advisee drop-down box is on each tab, you are able to select any one of your advisees to display the corresponding information.
Grades tab:

Academic History tab:

Test Scores tab:

Test/Transfer Credits tab:

To view the status of a student's transfer credits, select the transfer credit tab and select the **Detail** link to for additional details.
General Information tab:
This is where you have the ability to view or update student information based on your database security.

<table>
<thead>
<tr>
<th>Service Indicators</th>
<th>Initiated Checklists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Comments</td>
</tr>
<tr>
<td>Student Groups</td>
<td>Personal Data</td>
</tr>
<tr>
<td>National ID</td>
<td>Names</td>
</tr>
<tr>
<td>Addresses</td>
<td>Phones</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Relationships</td>
</tr>
<tr>
<td>Athletics</td>
<td>Community Standard</td>
</tr>
<tr>
<td>Eligible to Enroll</td>
<td>Milestones</td>
</tr>
</tbody>
</table>

By clicking on the individual links above, you will see summaries of the student data or be provided with an edit button (if you have the security to edit particular data). If you do have the edit button, click on the button and you will be taken to the correct pages to complete the edits.

For example, you can only view or edit service indicators that you have security for.

Academics tab:
Select the Academics tab to view all the academic information for a student. This page displays information such as Career, Program, Plan, Status, Expected Graduation Term, etc…
Class Searches

You have two options to search for classes in the Schedule of Classes.

1. Simple Class Search

Click on the Simple Class Search link from the STORM collections. This search will allow you to browse the class schedule by term listed in subject order.

![Search By Subject](Image)

- **Institution**: Duke University
- **Term**: 2010 Fall Term

Select the alphabet for a list of course subjects.

Click the arrow next to the subject to expand to a list of sections.

- AAAS: African and African American Studies
- ACCOUNTG: Accounting
- AEROSCI: Aerospace Studies-AFROTC
- AMES: Asian & Middle Eastern Studies
- AMI: Arts of the Moving Image
- ANXTIAN: American Christianity
- ANESTH: Anesthesiology
- ARABIC: Arabic
- ARTHIST: Art History
- ARTSTVIS: Visual Arts
- ASEP: Anesthesiol. Surg & Envl Phys
Class Searches Cont'd

When you expand the class, you will see detailed information about the specific class.

This link takes you to the Class Details page.
2. Advance Class Search

Click on the 'Advanced Class Search' link from the STORM collections. This search allows you to select a specific set of class criteria.

Enter various criteria for the class for which you are searching and click the 'Search' button to get your results.

Search results:

This section displays the criteria for your search.

This link takes you to the Class Details page.
### Class Searches Cont’d

Click the link for a class to view Class Details.

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**Class Details**

**AAAS 107 - 01 Introduction to African Studies (B) (DS3 or DS4)**

Duke University | 2010 Fall Term | Lecture

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>9445</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>Units</td>
<td>1 units</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture Required</td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Dates</td>
<td>08/30/2010 - 12/10/2010</td>
</tr>
<tr>
<td>Grading</td>
<td>Graded</td>
</tr>
<tr>
<td>Location</td>
<td>Durham</td>
</tr>
<tr>
<td>Campus</td>
<td>Duke University</td>
</tr>
</tbody>
</table>

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 8:30AM - 9:45AM</td>
<td>East Duke 209</td>
<td>Stephen Smith</td>
<td>08/30/2010 - 12/10/2010</td>
</tr>
</tbody>
</table>

**Enrollment Information**

**Class Attributes**

(CCI) Cross Cultural Inquiry
(ALP) Arts, Literature & Performance
(C2) Civilizations

**Class Availability**

<table>
<thead>
<tr>
<th>Combined Section Capacity</th>
<th>49</th>
<th>Wait List Capacity</th>
<th>49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Total</td>
<td>17</td>
<td>Wait List Total</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>32</td>
<td></td>
<td></td>
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</table>

**Combined Section**

<table>
<thead>
<tr>
<th>View Details</th>
<th>Description</th>
<th>Status</th>
<th>Enrl Tot</th>
<th>Wait Tot</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS 107-01 LEC (9445)</td>
<td>INTRO TO AFRICAN STUDIES</td>
<td>Open</td>
<td>10</td>
<td>0</td>
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<tr>
<td>CULANTH 126-01 LEC (9446)</td>
<td>INTRO TO AFRICAN STUDIES</td>
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<tr>
<td>HISTORY 115C-01 LEC (9448)</td>
<td>INTRO TO AFRICAN STUDIES</td>
<td>Closed</td>
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<td>0</td>
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<tr>
<td>POLSCI 174-01 LEC (9449)</td>
<td>INTRO TO AFRICAN STUDIES</td>
<td>Closed</td>
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<td>0</td>
</tr>
</tbody>
</table>

**Description**

A range of disciplinary perspectives on key topics in contemporary African Studies: nationalism and pan-Africanism, imperialism and colonialism, genocide and famine, development and democratization, art and music, age, and gender. Instructor: Staff

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Please note that the Synopsis and Course Evaluation are links on the top of this page. Click the Synopsis link to view additional details about the class. Click the Course Eval link to view students’ evaluation of the course and instructor.
Browse Course Catalog

Click on the Browse Course Catalog link from the STORM collections. This link will bring you to a list of ALL (from A – Z) active courses at the university. Note: Not all courses in the catalog appear each semester in the Schedule of Classes.

When you expand a Subject, a display of all the course titles appears.
Select a course number. You will see the details about the specific course.

**BALTFIN 100 - Duke Administered Study Abroad: Advanced Special Topics in Balto-Finnic**

### Course Detail

<table>
<thead>
<tr>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>1.00</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Graded</td>
</tr>
<tr>
<td>Course Components</td>
<td>Lecture Required</td>
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</tbody>
</table>

### Enrollment Information

<table>
<thead>
<tr>
<th>Course Attribute</th>
<th>Cross Cultural Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Taught off campus</td>
</tr>
</tbody>
</table>

### Description

- Topics differ by section. Instructor: Staff
Who do I contact if I have problems or questions?

For technical questions:

OIT Help Desk
Phone: (919) 684-2200
Fax: (919) 684-4400
Email: help@oit.duke.edu
Website: http://www.oit.duke.edu/help/

For course or schedule questions:

Office of the University Registrar
Phone: (919) 684-2813
Fax: (919) 684.4500
Email: registrar@duke.edu
Website: http://registrar.duke.edu/

Medical School Registrar’s Office
Phone: (919) 684-2304
Fax: (919) 684-2593
Email: medreg@mc.duke.edu
Website: http://medschool.duke.edu/modules/som_registrar/index.php?id=1
Advisee Comments

You are able to add a new comment or view an existing comment. Please remember that once a comment is saved, it is a permanent part of the students' record.

Adding a Comment

Click on the Add a Comment link from the My Advisees page.

The link will display a page for you to enter a comment. Click the button to permanently add the comment to the student's record.
Advisee Comments Cont’d

Viewing Comments

Click on the View Comments link from the My Advisees page.

The link will display a page for you to enter a comment. Click the button to view the comments on the student’s record.

<table>
<thead>
<tr>
<th>Comment Category</th>
<th>Description</th>
<th>Function</th>
<th>DateTime</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit View ADVISE</td>
<td>Academic Advisement</td>
<td>GEN</td>
<td>07/27/2010 12:45:19PM</td>
<td>5</td>
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<tr>
<td>Edit View ADVISE</td>
<td>Academic Advisement</td>
<td>GEN</td>
<td>04/07/2010 1:59:55PM</td>
<td>4</td>
</tr>
<tr>
<td>Edit View ADVISE</td>
<td>Academic Advisement</td>
<td>GEN</td>
<td>08/03/2009 12:30:04PM</td>
<td>3</td>
</tr>
</tbody>
</table>

Click the View link to view the selected comment. Click the Edit link to add additional information to an existing comment, you will enter the comment in the Append Comment section and save.

Please note that you CANNOT edit an existing comment only add to it.