

Advising Graduate Students: Tools in MyUNiverse

The screenshot shows the MyUNiverse interface with several key sections highlighted in red circles and labeled with blue arrows:

- Faculty Center:** Located at the top left, it includes a search bar and a table of class rosters for Fall 2011 & forward.
- Advisor Center:** Located below the Faculty Center, it provides access to student records and advising holds.
- My Advisees:** A section for viewing and managing the roster of assigned advisees.
- Manage Service Indicators:** A section for removing advising holds from students.
- Legacy/Mainframe Student Rpts:** A section for accessing historical reports like Grade Reports and Degree Audits.
- Student Request Admin (Grad):** A section for routing and approving student requests.

Faculty Center: View your class rosters and submit grades. Graduate classes are numbered 5000 and above. Courses at the 5000-level will likely also have undergraduates in them (at the 3000- or 4000-level). Graduate students are required to do more/better work to earn graduate credit in these courses. 6000-level courses are graduate students only. 7000-level courses are doctoral level.

Available grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Pluses and minuses affect GPA. Courses with grades below C- cannot be used to satisfy graduate degree requirements. Other marks are I (Incomplete), CR (credit) or NC (no credit) for courses that are offered only for ungraded credit, RC (research continued), P (proficiency—for 0 credit registrations)

Advisor Center: View the records of your assigned advisees in My Advisees. Remove an advisee's Advising Hold in Manage Service Indicators. Review and act on an advisee's Student Request in Student Request Admin (Grad).

In **My Advisees**, you can look at an advisee's Student Center, to see their registration, grades, and Academic Requirements. The Academic Requirements report is the tracking document of progress toward graduation.

Some departments/programs put an Advising Hold on their students. **Manage Service Indicators** can be used to remove that hold for an advisee.

Undergraduate student requests are done on paper. Graduate students submit Student Requests in an online system. A request submitted by your advisee will come first to you for action—you'll get an email notification with a link to the same place that **Student Request Admin (Grad)** goes—the Student Academic Request System. If you approve the request, it goes to the graduate coordinator. If you deny it, the request stops. Space is provided for comments.

Questions about advising a graduate student? Don't guess—Call the Graduate College (3-2748 on campus). The Graduate College website also has helpful information www.grad.uni.edu

Helpful links for you and graduate students:

www.grad.uni.edu/graduate-orientation

<https://grad.uni.edu/graduate-policies>

www.grad.uni.edu/important-dates

www.grad.uni.edu/uni-grad-student-news

UNI Catalog catalog.uni.edu