Academic Advising
Dean’s List Display on Student Record

Overview

When a student is placed on the Dean’s List, this status is displayed in several places within the Administrative Center and Student Center pages.

Steps

Dean’s List in the Administrative Center Academics Page

1. Navigate to: **Self-Service > Administrative Center**.
2. Click **VIEW DATA FOR STUDENTS**.
3. Enter the student’s ID or **Last Name** and **First Name**.
4. Click **Search**.
5. The **student view** page will display. Click on the **academics** tab.
6. Under **Term Summary**, click on the desired term.

If the student made the Dean’s List that term, this status will display next to **Academic Standing Status**:

![Image showing the academic standing status for the Dean's List for the fall 2006 term]
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Dean’s List in the Administrative Center Academics 2 Page

1. Navigate to: Self-Service > Administrative Center.
2. Click View Data for Students.
3. Enter the student’s ID or Last Name and First Name.
4. Click Search.
5. The student view page will display. Click on the academics 2 tab.

6. Click on View Grades.
7. Select the desired Term from the following page:
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8. Click **CONTINUE**.

The grades for the selected term are displayed.

Dean’s List will display next to Academic Standing under the Term Statistics area.

9. Click **Cancel** to return the Academics 2 page.
Dean's List will also be displayed in the student's advisement report.

10. Click on View My Advisement Report.

11. Enter the **Institution**, **Academic Program** and **Report Type**.
12. Click **Process Request**.

The **Dean’s List** notification will display at the bottom of each appropriate Term.

13. Click **Cancel**.

**Dean’s List** will also be displayed in the Student Program Transcript.

14. Click **View My Unofficial Transcript**.
15. Select the Academic Institution and Report Type.

![Choose an institution and report type and press View Report]

"This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place."

- **Academic Institution**: IUPUI
- **Report Type**: Student Program Transcript

16. Click view report

The Dean's List notification will display at the bottom of each appropriate term.

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**Dean's List in the Student Center My Academics Page**

Students will also see the Dean's List message when a student navigates to the Student Center page from One.IU and clicks on My Academics and Grades.

1. From the My Academics page, click on View My Advisement Report.
2. Select the **Institution**, **Academic Program** and **Report Type**.

![Report Request](image)

3. Click **Process Request**

The **Dean's List** notification will display at the bottom of each appropriate term.
The student may also return to the *My Academics* page and view this notification when reviewing their grades.

4. From the *My Academics* page, click on **View Grades** and select the desired **Term**.

Dean's List will display next to **Academic Standing** under **Term Statistics**.
Dean’s List will also display in the Student Program Transcript.

5. Click View My Unofficial Transcript.

6. Enter the Academic Institution and Report Type.

7. Click view report

The Dean’s List notification will display at the bottom of each appropriate term.