**Administrative Center in SIS**

**Overview**

Faculty and staff often have need to quickly access student academic data to get a view of a student’s information related to their academic record. The Administrative Center has been created for just that purpose.

The Administrative Center pages give access to the student’s view in self-service, the advisor’s list of advisees, general student information, admissions information, academic information and transfer credit information.

**Steps**

**Accessing Administrative Center via One.IU**

1. Navigate to one.iu.edu.
2. In the Search box, type, “administrative center” and press ENTER.
3. Click the Administrative Center sis task.
4. If you are not currently signed in with your CAS credentials, enter your Username and Passphrase when prompted.
5. Proceed with your method of Duo authentication and click Log in >.

The Administrative Center page is displayed.

**NOTE:** Within SIS, the Administrative Center page may be located by navigating to: Home > Self Service > Administrative Center.
Access the Student View

You can access the Student View in two different ways: using the View Data For Students button or via the my advisees tab.

1. Click [VIEW DATA FOR STUDENTS], enter the appropriate student information and click Search.

The student view page will display.
2. If you have advisees assigned to you in the system you can click on the *my advisees* page and select the student from the list displayed there.

3. To download the list of advisees to an Excel spreadsheet, click .

4. If you are not able to use the download to Excel option, you may be experiencing an Internet security issue with your browser. If that happens, follow these steps to correct it.
   - Click on *Tools*
   - Click on *Internet Options*
   - Click on the *Security* tab
   - Click on the *Custom level* button
   - Scroll down to the *Downloads* section under *Security* Settings
   - Find “Automatic prompting for file downloads”
   - Click on the *Enable* option
   - Click *OK*

5. To open a student’s record, click *Details* by that student’s *ID*. This will open a new window in SIS. Be careful to not have more than two windows open. The more windows you have open the more likely one or more of them will fail.
Student View Tab

When you enter a student’s ID or select a student from the my advisees tab, you will be taken into the same view of the Student's information as the student will see in Self-Service. Below we will discuss more detailed information for each section of the student view tab.

Academics

1. If the student is currently enrolled in classes, the current term’s schedule (This Week’s Schedule) will display.
2. Click View Class Permissions to view the classes for which registration permission has been granted.
3. Click View/Order Textbooks to view where a student can order textbooks for the current term.
4. Click Class Schedule Details to get further details on each class.

When a student begins the registration process, Registration Eligibility Checking is performed. This check will determine if the student is currently eligible to register for classes. Their registration attempt will be blocked if they encounter any of the following conditions:
   a) There are active Service Indicators (holds) with an impact of “IENR” or “CENR” on the student’s record.
   b) Self-service registration is not yet available for the student's campus.
   c) The student is attempting to register prior to their registration appointment.
5. When a student is ready to register for classes, you can view what they have placed in their shopping cart by clicking on **Shopping Cart**.

6. Click **Academic Planner** to view the contents of the student’s academic planner.

### Right hand Information Box

On the right side of the *student view* page, you will see several blue boxes.

<table>
<thead>
<tr>
<th>Box 1</th>
<th>Box 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>Search for Classes</strong> button to access the schedule of classes.</td>
<td>Once you have located the desired course, you can see which books are required by clicking on <strong>view/order textbooks</strong>. This will open a new window.</td>
</tr>
</tbody>
</table>

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**Textbook and other class material price information is available from this link to the IUPUI campus bookstore, Barnes & Noble @ IUPUI.**

While the information is being made available for classes taught at IUPUI, you do not have to purchase your textbooks/other materials through the campus bookstore. This information is provided for your convenience.

<table>
<thead>
<tr>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to Barnes &amp; Noble @ IUPUI website</td>
</tr>
</tbody>
</table>

3. Click **Go to Barnes & Noble website** to see the materials needed for this class.
Holds show any Service Indicators assigned to the student. You will not be able to look at the details of this hold from this screen, but you can view more details on the general info page.

To Do List will display any items in the student’s to do list.

Enrollment Dates will show the registration appointment or the open enrollment dates.

Advisor: If a student has been assigned an advisor in the system, the advisor or committee name will display here. If you click on the Details link, the following page appears.

An email can be initiated to an advisor by clicking on the advisor name link. If there are multiple advisors, email can be initiated by clicking in the Notify box beside the appropriate advisors and clicking Notify Selected Advisors or to email all advisors, click Notify All Advisors.
Finances

Under **Finances**, students have the ability to click on **View Account/Pay Bursar Bill**; however, you will not have this capability.

1. Click **View Financial Aid** to view a summary of the student’s financial aid.

2. If the student has multiple Aid Years listed, click the appropriate Aid Year to view more details.
Personal Information

The student's addresses, e-mail address and phone numbers are listed in the Contact Information box under Personal Information.

1. Click Demographic Data to view the student's demographic information.
Admissions

1. To apply to any IU campus, click on Apply for Admission.

The Apply to IU page is displayed and allows you to apply to any of the IU campuses.
General Info Tab

The **general info** page gives access to a student’s biographic information as well as Service Indicators, Student Groups, and Checklists. The contents under each heading on this page can be expanded or collapsed to meet your needs. By default, all areas are initially expanded. If you have the appropriate security, you may also be able to edit some of these fields from this page.

1. Navigate to: **Self Service > Administrative Center > General Info**.

**Collapse and Expand**

![Image of General Info page]

If you have advisees assigned to you in the SIS, you can change to a different advisee by clicking to the right of the **Change Advisee** field.

This feature is also available on some of the other **Administrative Center** pages.

1. To collapse all the headings on this page, click **COLLAPSE ALL**.
2. To collapse individual headings, click ▼ beside the name of the heading you wish to collapse.
3. To expand an individual heading, click ▶ beside the name of the heading you wish to expand.
4. To expand all the headings, click **EXPAND ALL**.
Service Indicators

Positive and negative service indicators are displayed under the Service Indicators heading.

1. Under the Details column, click the link that corresponds to the service indicator for which you want to get more information.

If the service indicator is multi-institutional, it will display once for each campus, but this view is only available when you click on the service indicator icon at the top of the page.

With the proper security you will be able to edit Service Indicators from this page.
Initiated Checklists

If the student has any items on their To Do List/Checklist, they will display under the Initiated Checklists heading.

1. Click the Initiated Checklist link to view more details.

Student Groups

All student groups in which the student is registered will display. Student Groups can be edited from here if you have the proper security.
Personal Data and National ID

Date of birth, gender and marital status are displayed. With proper security this information can be updated from here without going to Campus Community > Personal Information. The last four digits of the National ID display.

Names, Addresses, Phones, Email Addresses

On the general info tab, you can also view the student’s current names, both the Primary and Preferred, as well as the student’s current addresses, phone numbers and email addresses that are recorded in the system.
External System IDs

An External System ID is an identification number for records contained in a system other than the Student Information System at Indiana University. It is maintained in SIS to insure accuracy regarding that record as information is referenced between the two systems.

If the student has an ID for a university system that is defined to display in the Administrative Center, it will display in the External System ID section on the general info tab.
Admissions Tab

Application information including Applicant Progression, Test Summaries and External Education can be viewed on the admissions page. With proper security, you can also edit some of these fields from this page.

1. Navigate to: Home > Self Service > Administrative Center > Admissions.

Admissions Information

If the student has multiple programs, they will display on the upper left section of this page.

1. You can change the application information on the right by selecting a different Program on the left.
2. Recruiter information is recorded under **Application Recruiters**. As in other areas, if you click on the ![button](image), the information in this table will be downloaded into an Excel spreadsheet where it can be manipulated as needed.

The **Applicant Progression** data is displayed under the **Application Recruiters** information.

At the bottom of the **admissions** tab, the **External Education** and **Test Summary** areas are displayed.

Under **External Education**, both the **Transcript Information** as well as the **Education Summary** is displayed.

The student’s **Test Summary** is also included here. The summary does not indicate how these tests may count toward credit. This is shown on the **academics 2** page.
Academics Tab

The academics page displays the student’s Program/Plan stack as well as a summary of each term’s activity. Once again, if you have the appropriate security, you may also be able to edit some of the fields from this page.

1. Navigate to: Home > Self Service > Administrative Center > Academics.

Program/Plan Stack

1. If multiple Programs are listed on the left, click on the appropriate program and the information on the rest of the page will change accordingly.
Term Summary

On the *academics* tab, you’ll also see the **Term Summary** area. Summary information for each term in the select Program/Plan is available here.

1. Click on the desired term to view information for that term.

All of the classes for that term are displayed.

If the student made the Dean’s List for the term selected, it will display next to **Academic Standing Status**.

2. Click on a class link to view class detail.

If you are viewing the current term and grades have not yet been posted, no grade will display.

Note the icons that display under class **Status**.

- ✔ Enrolled
- ✖ Dropped
- ▲ Wait Listed
Beneath the **Classes** section, you can view the **Statistics** section. Program, as well as IU Term and cumulative statistics, are displayed here.

<table>
<thead>
<tr>
<th>Statistics</th>
<th>From</th>
<th>Cumulative (Term) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 2015</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Program Statistics</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units Toward GPA:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken</td>
<td>13.000</td>
<td>52.000</td>
</tr>
<tr>
<td>Passed</td>
<td>13.000</td>
<td>52.000</td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units Not for GPA:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Grade Points</td>
<td>46.500</td>
<td>165.500</td>
</tr>
<tr>
<td>Units Taken Toward GPA:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GPA</td>
<td>3.267</td>
<td></td>
</tr>
<tr>
<td><em>IU Statistics</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units Toward GPA:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken</td>
<td>13.000</td>
<td>52.000</td>
</tr>
<tr>
<td>Passed</td>
<td>13.000</td>
<td>52.000</td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
<td></td>
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<tr>
<td>Units Not for GPA:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Grade Points</td>
<td>168.900</td>
<td></td>
</tr>
<tr>
<td>GPA</td>
<td>3.267</td>
<td></td>
</tr>
</tbody>
</table>
The **academics 2** page gives you access to a student’s advisement report, class schedules, grades, transfer credit reports and transcripts.

1. Navigate to: Home > Self Service > Administrative Center > academics 2.

**Advising**

![Image of the Indiana University SIS Academics 2 page](https://example.com/accdms2.png)
Advising Records Notes

To add Advising Notes to the student’s advising record, sign into AdRx. (See [https://ittraining.iu.edu/sis/sis_9_0_job_aids/academic_advising/adrx/Advising_Notes.pdf](https://ittraining.iu.edu/sis/sis_9_0_job_aids/academic_advising/adrx/Advising_Notes.pdf) for instructions on adding Advising Notes.)

If the student has Advising Notes, the Advising Records link will appear.

1. Click on Advising Records to view the information. The Advising Records will display in a pop-up window.
   - If there is only a single contact saved for the student, the contact will display immediately. A selection screen will not display.
   - When a student has multiple contact rows, the name of the advisor who entered the note will be displayed in each row. This will provide a view of the advisors a student has seen, as well as help pinpoint a specific past meeting that staff may want to review.

2. Click on one of the fields of the advising note that you would like to view.
The *Advising Notes* information page will be displayed.

Advising Note

FYI: I also approved using ENG-UN 100 for HIA-M 275 and Math-UN 100 for Math as well as ECON-UN 300 (business stats) for STATS. From: [redacted] Sent: Wednesday, June 19, 2013 11:46 AM To: [redacted] Subject: HIA Info Hi [redacted], We just spoke on the phone about your progress in the HIA Pre-req classes. Below are the classes you have to finish in order to complete the pre-requisite HIA courses for the professional HIA program (along with the semester we discussed). Summer 2013 HIA-M 220 Fall 2013 COMM-R 110 BUS-L 203 BUS-X100 Spring 2014 NEWM-N 299 (online since you work days) ***I will see if you can also take professional program classes this semesters since you just have this one course left and it’s a career prep class Please get a hold of me in early August to check in on the progress/planning towards a post-baccalaureate certificate in HIA (which would allow you to sit for the RHIA exam). Thanks!

5. If you would like to select a different Advising contact, click to return to the previous page. If you would like to return to the *academics* 2 tab, close the pop-up window.

**Advisors**

1. If the student has been assigned an advisor in the system, the advisor name can be viewed by clicking *View my advisors*. 
Administrative Center in SIS

Academic Requirements

1. Click View My Advisement Report to view an academic advisement report for the student.

2. Enter the Institution and Report Type.

3. If the student has multiple Academic Programs, select the one for which you want to run the AAR.

4. Click Process Request.

For information on how to run and read an AAR, go to: https://ittraining.iu.edu/sis/sis_9_0_job_aids/academic_advising/aar/Academic_Advisement_Report.pdf
At the top of the report, there are buttons which allow you to expand or collapse all the requirements and requirement groups in the advisement report. You can also click [restore] to take the report back to the way it was when it first opened.

If the student made the Dean's List for any term, a message will display at the bottom of that term on the transcript.

At the top of the advisement report you will see the icons that are used throughout the report.
Administrative users can store and archive an AAR. In order to store a snapshot of that particular moment in time, the archived AAR will use the Printer Friendly version. Access to these reports will be available for as long as the student is active, for 1 year after graduation. If the student is a stop-out (inactive), the archived report will be available ten years from the date of archive. If the student is inactivated and reactivated, the archived AARs will again become available upon reactivation, up to ten years from the data of archive.

5. At the bottom of the AAR, click Archive. If there are archived AARs for this student, a new link will display on the academics 2 page in the Administrative Center.

6. Click the Archived AAR link.
You can sort by **Institution, AAR Report Type, What-If Flag, User ID, and Date and Time Processed.**

You may view any archived AAR regardless of who saved it.

7. To view the archived AAR, click [View AAR]. The archived AAR will display as a PDF.

   You should delete any archived AARs that you don’t need. This will save storage space and make retrieval quicker.

8. You can only delete an archived AAR that you have saved. Click [Delete]. You cannot delete an AAR archived by another user and no one can delete one that you have archived.

   There is a note stating how many (if any) archived AARs already exist for the student and when the most recent one was saved.

9. To see how the student’s courses would apply to a different degree or see where other courses will fit in the degree, return to the **View My Advisement Report** page.

10. Enter the **Institution** and **Report Type**.

11. At the bottom of the page click the [View AAR] on the dark blue Admin What-if Option bar.

12. Click the **Use Career Simulation** checkbox.

13. Click the [View/Change Career Simulation link].
14. Enter the information for the desired **Program** and **Plan** for the appropriate **Requirement Term**. You may also enter sub-plan information.

15. Click **OK**. You will return to the **Report Request** page.

16. At this point, you can click **Process Request**.

17. If you would like to see where specific courses fit into the Academic Advisement Report, click the **Add a What-If Course** link.
18. Enter the Career, Term and Subject information.

19. Click **Execute the Search**.

![Course Search](image)

20. Click ✅ beside the desired course.
You can add a projected grade if desired.

21. To add additional courses, click the Add a What-If Course link.

22. When all the courses have been added, click [Process Request].

A what-if Advisement Report will have the words Simulated Program at the top of the report.

A what-if course is designated with a ? beside the course.

More information on how to produce and read an AAR is found at:
Term Information

History/Current/Future

1. To view the class schedule details for the current term, click **Class Schedule Details.**
Administrative Center in SIS

Course History

1. To view the student’s entire course history for this Program/Plan, click View Course History. Courses will be listed in alphabetical order by Course ID. To sort by Description, click the Description column heading.
Administrative Center in SIS

Historical Shopping Cart

1. Click **View Historical Shopping Cart**.

It is possible to get a historical view of the contents of the Enrollment Shopping Cart for each term in which a student enrolled or planned to enroll. **Classes, for which a student successfully registered, will not be included in the Historical Shopping Cart.**

Each term, the Historical Shopping Cart will become available by institution/career on the day after self service enrollment ends. The contents of the Historical Shopping Cart will be frozen at that point. For each term, the Historical Shopping Cart will contain items left in the cart after registration, such as:

   a) Rows for classes that the student stored on the Shopping Cart but never submitted to the enrollment engine

   b) Rows for classes that were returned by the enrollment engine with error conditions.

2. Select the desired term and click **CONTINUE**.
Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2007</td>
<td>Fall 2007</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Spring 2008</td>
<td>Spring 2008</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
</tbody>
</table>

If there are any classes for that term that meet the above criteria, they will display here.

Grades

1. To view grades for a given term, click View Grades.

The Official Grades section for the current term is displayed.
2. If you would like to view the grades for a different term, click **change term**.

3. Select the term and click **CONTINUE**.

   If the student made the Dean's List for this term, it will display under the **Term Statistics** section.
Transfer Credit

1. Click View Academic Credit Report.
2. You can expand or collapse any of the credit type lines by clicking on the ▼.

From this screen you can see which credits have been granted through transfer, test and other or special credits.

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### Course Credits

<table>
<thead>
<tr>
<th>Model Nbr</th>
<th>1</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>IUPUI</td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Technology Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Term</th>
<th>Incoming Course</th>
<th>Units Taken</th>
<th>Grade Input</th>
<th>Status</th>
<th>Equivalent Course</th>
<th>Units Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester 2002-2003</td>
<td>UVBW 200</td>
<td>2.00 A</td>
<td>Posted</td>
<td>IUP-UN 100</td>
<td>2.00 T</td>
<td></td>
</tr>
<tr>
<td>Spring Semester 2002-2003</td>
<td>AERO 130</td>
<td>5.00 A</td>
<td>Posted</td>
<td>IUP-UN 144</td>
<td>5.00 T</td>
<td></td>
</tr>
<tr>
<td>Spring Semester 2002-2003</td>
<td>ANTH 200</td>
<td>3.00 A</td>
<td>Posted</td>
<td>ANTH-UN 200</td>
<td>3.00 T</td>
<td></td>
</tr>
</tbody>
</table>

### Test Credits

<table>
<thead>
<tr>
<th>Model Nbr</th>
<th>1</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>IUPUI</td>
<td></td>
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<tr>
<td>Career</td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Technology Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Term</th>
<th>Test ID</th>
<th>Test Component</th>
<th>Score</th>
<th>Status</th>
<th>Equivalent Course</th>
<th>Units Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester 2002-2003</td>
<td>AP</td>
<td>07</td>
<td>5.00</td>
<td>Posted</td>
<td>HIST-H 105</td>
<td>3.00 T</td>
</tr>
<tr>
<td>Spring Semester 2002-2003</td>
<td>AP</td>
<td>24</td>
<td>5.00</td>
<td>Posted</td>
<td>ECON-E 201</td>
<td>3.00 T</td>
</tr>
<tr>
<td>Spring Semester 2002-2003</td>
<td>PLITIN</td>
<td>MA602</td>
<td>65.00</td>
<td>Posted</td>
<td>TEST-IN 99MAT49</td>
<td>0.00 T</td>
</tr>
<tr>
<td>Spring Semester 2002-2003</td>
<td>FRXIS</td>
<td>0180</td>
<td>800.00</td>
<td>Rule</td>
<td>0.00</td>
<td>Equivalency Rule not found</td>
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</table>

### Other Credits

<table>
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<th>Model Nbr</th>
<th>1</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>IUPUI</td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Liberal Arts Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Term</th>
<th>Description</th>
<th>Status</th>
<th>Equivalent Course</th>
<th>Units Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2004</td>
<td>Posted</td>
<td>SPEA-E 152</td>
<td>3.00 S</td>
<td></td>
</tr>
<tr>
<td>Fall 2004</td>
<td>The Portfolio of the Ages</td>
<td>Posted</td>
<td>ECON 174</td>
<td>3.00 A</td>
</tr>
</tbody>
</table>
1. Click **View my Unofficial Transcript** to run an unofficial transcript for the student.
2. Click IUIS Frozen Transcript to view a transcript for a student who stopped out prior to the conversion to SIS.
Transfer Credit Tab

The transfer credit page gives you access to a student’s transfer credits, test credits and other credits.

1. Navigate to: Home > Self Service > Administrative Center > Transfer Credit.

Viewing a student’s transfer credit information

All the transfer information available for this student will display here. Course, Test and Other/Special credits will display if they exist. If they do not exist, a message will display instead. (For example, “No course credits found.”)

1. Click Detail beside any of the transfer credits to get more information about that specific item.