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 was 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 tile.
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 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

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

The Student View page will display.

NOTE: If you have advisees assigned to you in the system, you can click on the My Advisees tab to view them; however, Advising Records (AdRx) is the recommended tool for all Advising needs.
Student View Tab

When you enter a student’s ID, 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.

1. Click the **Search for Classes** button to access the schedule of classes.

2. Once you have located the desired course, click **Details**. You can then see which books are required by clicking on **View/Order Textbooks**. This will open a new window.
3. The students can 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

1. To collapse all the headings on this page, click Collapse All.
2. To collapse individual headings, click the green arrow beside the name of the heading you wish to collapse.
3. To expand an individual heading, click the green arrow 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 you want to view for more details.

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 the proper security, this information can be updated from here. 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 the 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 Download button, 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.

Under **External Education**, the **Education Summary** is displayed.

The student’s **Test Summary** is also included here. The summary does not indicate how these tests results 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.
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

2. Click on a class link to view class details.
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></th>
<th>Combined Term Total</th>
<th>Cumulative (Term) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Statistics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units Toward GPA:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken</td>
<td>30 000</td>
<td></td>
</tr>
<tr>
<td>Passed</td>
<td>30 000</td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
<td></td>
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<tr>
<td></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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Grade Points</td>
<td>63 300</td>
<td></td>
</tr>
<tr>
<td>/ Units Taken Toward GPA</td>
<td>30 000</td>
<td></td>
</tr>
<tr>
<td>= GPA</td>
<td>2.110</td>
<td></td>
</tr>
</tbody>
</table>

**IU Statistics**

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**Term History**
**Academics 2 Tab**

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**

![Academics 2 Tab](image)

**Advising Records Notes**

To add Advising Notes to the student’s advising record, sign into AdRx. See [Advising Notes](#) for instructions. For more information on AdRx, see the [AdRx training resources](#).

**Advisors**

1. If the student has been assigned an advisor in the system, the advisor’s name can be viewed by clicking [View my advisors](#).

**Academic Requirements**

1. Click [View My Advisement Report](#) to view an academic advisement report for the student. More information on how to produce and read an AAR can be found in the [Academic Advisement Report](#) job aid.

2. Click [Create a what-if scenario](#) to run a What-If AAR to see what effect changing the student’s program of study would have on their progress toward a degree. More information about running a What-If AAR can be found in the [Administrative AAR What-If Function](#) job aid.
Term Information

History/Current/Future

1. To view the class schedule details for the current term, click Class Schedule Details.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Institution</th>
<th>Term</th>
<th>Grade</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJUS-P 100</td>
<td>INTRO TO CRIMINAL JUSTICE</td>
<td>Bloomington</td>
<td>Spring 2018</td>
<td>C+</td>
<td>3.00</td>
</tr>
<tr>
<td>CJUS-P 200</td>
<td>THEORIES OF CRIME AND Deviance</td>
<td>Bloomington</td>
<td>Spring 2018</td>
<td>B-</td>
<td>3.00</td>
</tr>
<tr>
<td>CJUS-P 320</td>
<td>FOUND OF CRIM INVESTIGATION</td>
<td>Southeast</td>
<td>Fall 2018</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>CJUS-P 413</td>
<td>POLICE COMMUNITY RELATIONS</td>
<td>Southeast</td>
<td>Fall 2018</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>CLAS-C 102</td>
<td>ROMAN CULTURE</td>
<td>Bloomington</td>
<td>Spring 2018</td>
<td>C</td>
<td>3.00</td>
</tr>
<tr>
<td>ECON-E 201</td>
<td>INTRO TO MICROECONOMICS</td>
<td>Bloomington</td>
<td>Fall 2017</td>
<td>D-</td>
<td>3.00</td>
</tr>
<tr>
<td>EDUC-X 158</td>
<td>CULTURE OF COLLEGE</td>
<td>Bloomington</td>
<td>Spring 2018</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>ENG-W 131</td>
<td>READING, WRITING &amp; INQUIRY</td>
<td>Southeast</td>
<td>Fall 2018</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>FINA-A 101</td>
<td>ANCIENT AND MEDIEVAL ART</td>
<td>Southeast</td>
<td>Fall 2018</td>
<td>W</td>
<td>3.00</td>
</tr>
<tr>
<td>GEOL-G 104</td>
<td>EVOLUTION OF THE EARTH</td>
<td>Bloomington</td>
<td>Fall 2017</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>GER-E 121</td>
<td>AN INTRO TO GERMAN CULTURE</td>
<td>Bloomington</td>
<td>Fall 2017</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>HIST-B 270</td>
<td>INSIDE NAZI GERMANY</td>
<td>Bloomington</td>
<td>Fall 2017</td>
<td>D-</td>
<td>3.00</td>
</tr>
<tr>
<td>MATH-M 118</td>
<td>FINITE MATHEMATICS</td>
<td>Bloomington</td>
<td>Fall 2017</td>
<td>C</td>
<td>3.00</td>
</tr>
<tr>
<td>MATH-M 118</td>
<td>FINITE MATHEMATICS</td>
<td>Southeast</td>
<td>Fall 2018</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

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

If no classes for this term meet the criteria, the screen will be blank.

**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 next to Academic Standing.
Transfer Credit

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

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

1. Click View my Unofficial Transcript to run an unofficial transcript for the student.

**NOTE:** You may also see a link in this section labeled, View My Unofficial Experiential and Applied Learning Record. This link only appears if the student has co-curricular experiences to display on their Experiential and Applied Learning Record.

2. Click IUIS Frozen Transcript to view a transcript for a student who stopped out prior to the conversion to SIS.

**NOTE:** You may see a link in the Diploma section labeled, Order Electronic Diploma. This link will allow the student to order an electronic diploma through the CeCredential Trust page.
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.