

ISIS Navigation Guide for Faculty Advisors

Much of the information faculty need for academic advising can be found at the Faculty Center page. From Faculty Center, click on Advisement, then New Drop-In Advisees. You should see this page:

New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

search Make a selection and press change
Student Details

[Faculty Center](#) [Advisement](#) [Class Search](#)

Click on **search** to look up a student by ID, Last Name and/or First Name.

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

[Basic Lookup](#)

Enter search information and click on Look Up.

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search Make a selection and press change
Student Details **Crystal Clark**

[Faculty Center](#) [Advisement](#) [Class Search](#)

The student's name will appear next to search. Then make a selection from the drop-down menu and click on "change" to bring up selected page.

Drop-Down Options:

Address – Show's advisee's current mailing addresses.

Class Schedule – Show's advisee's class schedule for a given term.

Degree Progress – Not a functioning option.

Emergency Contact

Enrollment Appointment – Date and time advisee can register for next term.

Grades – Current and cumulative grades and grade-point average.

Telephone



To-Do List – Items that an advisee needs to complete for various departments.

UA AA Report – The advisee's academic advising report. This shows a record of courses taken and lists what graduation requirements have or have not been met by category. This is a static report that is produced periodically during the semester. The date is posted at the top of the report.

UA Transfer Credit Report – This lists transfer credit, test credit, and exemption information.

Other useful pages that are accessed through a different path are described below.

Registration

Service Indicators/Holds	Campus Community > Service Indicators > Service Indicator Data	To remove the advising hold, click  and then  . You must click on <i>Save</i> for the hold to be removed. Students may have multiple holds so click View All . Be sure that you are viewing the screen that says <i>ADV Advising Required</i> next to <i>Service Indicator Code</i> .
Schedule of Classes	Records & Enrollment > Enroll Students > Search for Classes OR Self Service > Enrollment > Class Search/Browse Catalog	

Student Records

Student Groups (ACT 1052 Students, ACT 1014 Students)	Records & Enrollment > Career & Program Information > Student Groups	Students by orientation session, students with 0003 requirements, senior citizens, those on active 8 semester plan, etc.
Test Scores	Records & Enrollment > Transfer Credit Evaluation > Test Results	ACT, SAT, AP, etc.
Academic Standing	Records & Enrollment > Student Term Information > Term History	Under Academic Standing tab. Click view all .
Student's Program	Records & Enrollment > Career & Program Information > Student Program/Plan	Academic Program = College Academic Plan = Major Academic Sub-Plan = Concentration.
Email/Address/Phone	Campus Community > Personal Information > Biographical > Addresses/Phones	
Student Advisor	Records & Enrollment > Student Background Information > Student Advisor	To add your name as the student's advisor: Enter Student ID #. Enter your EMPLOYEE ID# in the Academic Advisor box then click SAVE.

Transfer Credit

Transfer Course Equivalency	http://www.uark.edu/registrar/TransferCredit/	Click on Search for course Equivalencies ; then click on Transfer Course Equivalency Guides . Determine if school is 2- or 4- year. Using Drop-Down menu, select appropriate school (if available). External Institution Course numbers are on the LEFT / UA Course numbers are on the RIGHT
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ISIS Notes:

- ISIS does not like the "Back" button. Use the "Cancel" button or the "Return to Search" button in ISIS.
- You can add pages to "My Favorites" in ISIS by going to the page you desire, click on the "My Favorites" drop-down, then click on "Add to Favorites."
- You can get more information on ISIS at www.uark.edu/admin/isisdir/.