



# Advisor Center Features

ADVISOR CENTER, REMOVING HOLDS, AND THE PURPLE SCHEDULE BUILDER

# How to navigate to your Advisor Center

Log into My.tcu.edu and click on the Advisor  
tile.

**Advisor Center**



# Your main page will have a snapshot of your advisees

From here, you have several menu options; including notes, holds, transfer credit etc.

The screenshot shows the 'Advisor Center' interface for Julie Curry. The left sidebar contains a 'My Advisees' menu with options like 'Advisees Advising Notes', 'Advisee Student Center', 'Advisee Holds and Info.', 'Advisee Transfer Credit', 'Advisee Academics', 'My Purple Schedule Builder', and 'All My Advising Notes'. The main content area shows the user's name, navigation tabs for 'Faculty Center' and 'Advisor Center', and a breadcrumb trail: 'My Advisees | Student Center | Holds and Info | Transfer Credit | Academics'. Below this is a 'My Advisees' section with a 'Select display option' (radio buttons for 'Link to Photos' and 'Include photos in list') and a table of students. A blue cloud callout points to the 'View Student Details' link in the table. At the bottom, there are buttons for 'Notify Selected Advisees', 'Notify All Advisees', 'My Advising Notes', and 'Grab Email Address List'.

	Notify	Photo	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>		Shaq O'Neal	10111111	<a href="#">View Student Details</a>	
2	<input type="checkbox"/>		Mekam Egan	10111112	<a href="#">View Student Details</a>	
3	<input type="checkbox"/>		John P. Spelton	10111113	<a href="#">View Student Details</a>	
4	<input type="checkbox"/>		Tiger Woods	10111114	<a href="#">View Student Details</a>	

Click on the View Student Details link to view a specific student's information.

# How to Remove an Advising Hold (from your Advisor Center)

Scroll down to Advisee Holds

**My Advisees**

- Advisees Advising Notes
- Advisee Student Center
- Advisee Holds and Info.**
- Advisee Transfer Credit
- Advisee Academics
- My Purple Schedule Builder
- All My Advising Notes
- Advisee Search

Click View Student Details

Faculty Center | **Advisor Center**

**My Advisees** | Student Center | Holds and Info | Transfer Credit | Academics | Advisee Summary

My Advisees

Select display option  
 Link to Photos  Include photos in list

Notify	Photo	Name	ID	View Student Details	Advising Notes
1		[Redacted]	[Redacted]	<a href="#">View Student Details</a>	

Click the Advising Link and then the release button

★ Positive  Negative

**Service Indicators** Personalize | V

Type	Details	Start Term	End Term	Start Date
<input checked="" type="radio"/>	Advising Required Spring 2023	2023 Spring Term	2023 Spring Term	09/02/2022

Edit Service Indicator

\*Institution  Texas Christian University  
\*Service Indicator Code  Advising Required Spring 2023  
\*Reason  Advising Required Spring 2023

[Release](#)

**Advisee Search**  
provides options  
to search, filter  
and easily run  
reports for your  
advisee's in your  
Advisor Center.

**THE PURPLE SCHEDULE  
BUILDER** IS A FEATURE IN THE  
ADVISOR CENTER THAT GIVES  
ADVISORS THE OPTION TO  
RECOMMEND A SPECIFIC  
CLASS, SAVE A FAVORITE  
FOR THE STUDENT TO SEE,  
AND REQUIRE A CLASS FOR  
A STUDENT (OR A GROUP OF  
STUDENTS) TO ENROLL IN  
THAT PARTICULAR CLASS.

# Advisee Search

- ▶ Step 1: Click Advisee Search in your Advisor Center
- ▶ Enter your term and click on Set Search Term

▶ Search Administration

▼ Search Parameters

2020 Fall Term

Set Search Term

Interactive Search  Yes

Empl ID

Lastname

Firstname

Career

Program

Plan

Clasification

U-Grades  No

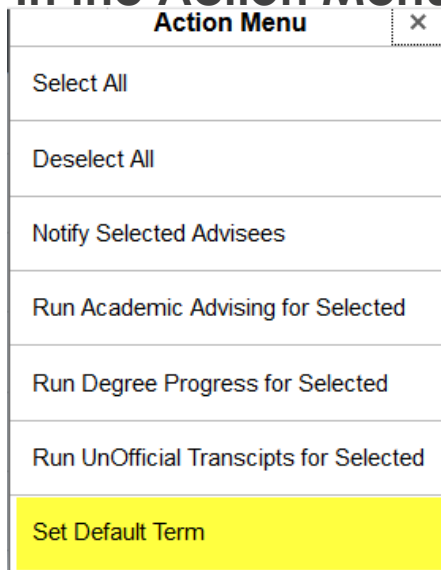
Enrollment Holds  No

# Advisee Search

- ▶ If you need to change your search term once you set it, click on the green arrow in the menu



- ▶ In the Action Menu, scroll down to Set Default Term to change it:



# Advisee Search

New search functions include options to search by student name, ID, U grades, and enrollment holds.

Interactive Search  Yes

Empl ID

Lastname

Firstname

Career

Program

Plan

Classification

U-Grades

No

Enrollment Holds

No



# Advisee Search Layout Options & Report Capabilities



## 1<sup>st</sup> Icon View



The first icon's layout:

SuperFrog

Undergrad  
Junior  
HS-UG  
NURS-BSN

Hrs Enrl 14.000  
GPA 3.137

## 2<sup>nd</sup> Icon View



The second icon's layout:

SuperFrog

Select	ID	Name/Email	Career / Level	Acad Prog / Plan	Enrl Hrs / Cum GPA	View Notes / Holds
<input type="checkbox"/>	111111111		Junior	HS-UG	14.000	
<input type="checkbox"/>			Undergrad	NURS-BSN	3.137	

## 3<sup>rd</sup> Icon



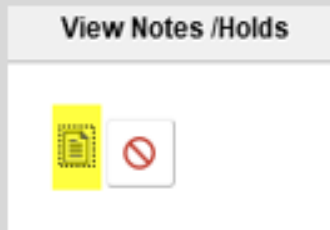
The third icon gives you the option to select/deselect all, notify, run academic advising reports, run degree progress reports, or unofficial transcripts.

**Action Menu** x

- Select All
- Deselect All
- Notify Selected Advisees
- Run Academic Advising for Selected
- Run Degree Progress for Selected
- Run UnOfficial Transcripts for Selected

# View Reports/Notes

CLICK SELECT ALL, THEN GO BACK IN AND CLICK ON A REPORT YOU WANT TO RUN FOR ALL OF YOUR STUDENTS. A NOTE WILL APPEAR IN EITHER OF THE VIEW OPTIONS. SIMPLY CLICK ON THE NOTE FOR EACH STUDENT TO SEE THE REPORT:



The screenshot shows a student profile for "SuperFrog" and a table of student records. The profile includes a photo of a green frog character, a document icon, and text: "Undergrad Junior HS-UG NURS-BSN", "Hrs Enrl 14.000", and "GPA 3.137". A pink arrow points to the document icon. Below the profile is a table with columns: "Select", "ID", "Name/Email", "Career / Level", "Acad Prog / Plan", "Enrl Hrs / Cum GPA", and "View Notes /Holds". A hand cursor is over the "Select" column. The table has two rows of data. The first row has "111111111" in the ID column and "Junior HS-UG 14.000" in the Career/Level and Enrl Hrs/Cum GPA columns. The second row has "SuperFrog" in the Name/Email column and "Undergrad NURS-BSN 3.137" in the Career/Level and Enrl Hrs/Cum GPA columns. A pink arrow points to the "View Notes /Holds" column in the second row.

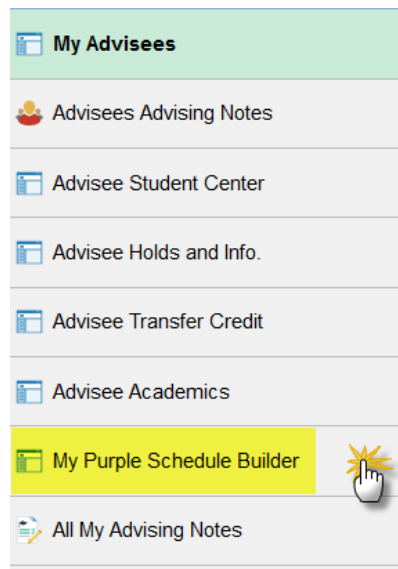
Select	ID	Name/Email	Career / Level	Acad Prog / Plan	Enrl Hrs / Cum GPA	View Notes /Holds
<input type="checkbox"/>	111111111		Junior	HS-UG	14.000	
<input type="checkbox"/>		SuperFrog	Undergrad	NURS-BSN	3.137	

# Purple Schedule Builder



Log in to my.tcu.edu & click on Advisor Center

► Scroll down to **My Purple Schedule Builder**



Click Advise a Student & Enter the Student ID

**WELCOME**

This software will help you find your optimal schedule.

As an advisor, you also have the option to **advise a student.**

To begin, select a term:

2020 Summer

2020 Fall

2021 Spring

Start Over

Step 1: Enter  
TCUID

START ADVISING

CANCEL

SIGN OUT

# Purple Schedule Builder

## ► Choose the term

**WELCOME**

This software will help you find an optimal schedule for the student you are advising.

To begin, select a term:

2020 Summer

2020 Fall

2021 Spring

## ► Search & Select for Courses

**SELECT COURSES**

Instruction Modes: All

Select your desired course locations.

Select Course... Advanced Search 🔍

# PSB: Search and Select

- ▶ Search by subject, class number, or title. Highlight the class you want. Then you can go back in and add more if you would like. Once they are selected, they will show in the schedule view (below)

Begin typing a course code or name that you would like to take.  
Example: **ECON 10233** or **CHEM 10113**

Select Course

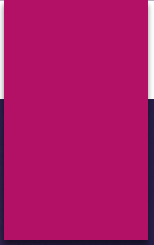
CRJU 30523 Advanced Search

- CRJU 20423**  
Critical Issues in Crime and Justice
- CRJU 20873**  
Criminal Justice Research Methods I
- CRJU 20883**  
Criminal Justice Research Methods II
- CRJU 30313**  
Criminology
- CRJU 30423**  
Courts and Judicial Process
- CRJU 30433**  
Criminal Law

**CRJU 20423**  
CRITICAL ISSUES IN CRIME AND JUSTICE  
Texas Christian University  
Try all classes (8)

**ENGL 10803**  
INTRODUCTORY COMPOSITION: WRITING AS INQUIRY  
Texas Christian University  
Try all classes (39)

8 am	ENGL 10803 LEC	CRJU 20423 LEC	ENGL 10803 LEC	CRJU 20423 LEC	ENGL 10803 LEC
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					



After you have selected course(s), you can recommend, or require them.

REQUIRING A COURSE HAS ADDITIONAL STEPS!!

# To Recommend a course:

- ▶ After you have searched and selected your course, you will click the Recommend button:

Begin typing a course code or name that you would like to take.  
Example: ECON 10233 or CHEM 10113

Select Course

CRJU 30523 Advanced Search

- CRJU 20423**  
Critical Issues in Crime and Justice
- CRJU 20873**  
Criminal Justice Research Methods I
- CRJU 20883**  
Criminal Justice Research Methods II
- CRJU 30313**  
Criminology
- CRJU 30423**  
Courts and Judicial Process
- CRJU 30433**  
Criminal Law

**CRJU 20423**  
**CRITICAL ISSUES IN CRIME AND JUSTICE**  
Texas Christian University  
Try all classes (8)

**ENGL 10803**  
**INTRODUCTORY COMPOSITION: WRITING AS INQUIRY**  
Texas Christian University  
Try all classes (39)

8 am	ENGL 10803 LEC	CRJU 20423 LEC	ENGL 10803 LEC	CRJU 20423 LEC	ENGL 10803 LEC
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					

 74607 70556

The student you are advising must use these Class Numbers to get the schedule shown.

**RECOMMEND**

**SAVE AS FAVORITE**

# Finish Recommending a Class

In the Create Recommendation box, you will first enter the student ID. When the student's name appears in the top "To" box, you will check it.

Enter a Title and Message for the student. This will appear on their My Purple Schedule Builder when they log in.

Check Mandatory and Permit Additional Courses

Save

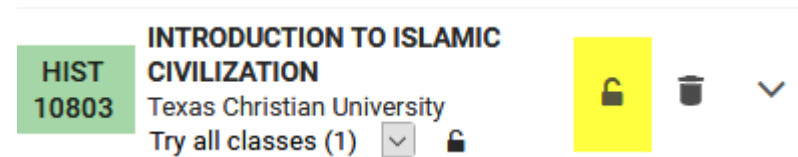
## Create Recommendation

The screenshot shows the 'Create Recommendation' form. The 'To' field contains a student ID with a checkmark and the name 'Maxwell'. Below it is a 'Student ID' input field. There are three buttons: 'SELECT ALL', 'REMOVE', and 'SPlice TO NEW'. The 'Title' field contains 'Title of Recommendation'. The 'Message' field contains 'Message to the students...'. There are two checked checkboxes: 'Mandatory' and 'Permit additional courses'. There is a 'Tags' input field. At the bottom are 'SAVE' and 'DUPLICATE' buttons.

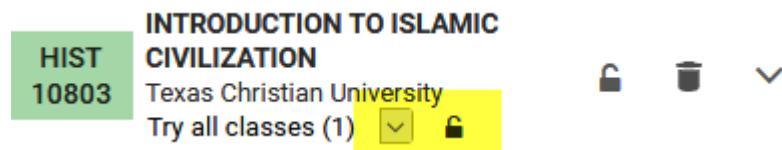


# To Require a course:

- ▶ **This is a tricky step, so be careful here!!!**
- ▶ To require a course, you have to lock it, then recommend it and fill out the create recommendation box. There are two ways to lock a course:
- ▶ The first way allows you to **require a specific course**, but allow the students to enroll in **any section** of that course.








- ▶ The second way is to require a **specific section of a course** that the student MUST enroll in.







# Requiring a Course Section VS. Requiring a Course

- ▶ Requiring a Course Section:
- ▶ Click on the drop down box (next to the smaller “lock” icon) to select which specific course section you want to require

**HIST 10803** INTRODUCTION TO ISLAMIC CIVILIZATION  
Texas Christian University  
Try all classes (1)     

- ▶ Requiring a Course (any section):
- ▶ Click the larger “lock” icon. The student can then choose any section of the course to enroll in.

**HIST 10803** INTRODUCTION TO ISLAMIC CIVILIZATION  
Texas Christian University  
Try all classes (1)    

# Requiring a course

Begin typing a course code or name that you would like to take.

Example: **ECON 10233** or **CHEM 10113**

Select Course Advanced Search

CRJU 30523

- CRJU 20423**  
Critical Issues in Crime and Justice
- CRJU 20873**  
Criminal Justice Research Methods I
- CRJU 20883**  
Criminal Justice Research Methods II
- CRJU 30313**  
Criminology
- CRJU 30423**  
Courts and Judicial Process
- CRJU 30433**  
Criminal Law

<input checked="" type="checkbox"/>	<b>CRJU 20423</b> CRITICAL ISSUES IN CRIME AND JUSTICE Texas Christian University Try all classes (8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<b>ENGL 10803</b> INTRODUCTORY COMPOSITION: WRITING AS INQUIRY Texas Christian University Try all classes (39)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Lock/Unlock**  
Click the highlighted "Lock" to lock or unlock a course selection.

**RECOMMEND** **SAVE AS FAVORITE**

PRINT SHARE

To  [Redacted] Maxwell

Student ID

**SELECT ALL** **REMOVE** **SPLICE TO NEW**

**Title**

**Message**

**Mandatory**

**Permit additional courses**

**Tags**

**SAVE** **DUPLICATE**

# To Require or Recommend a course to a GROUP of students:

- ▶ If you want to recommend a course to a group or all of your advisee's, you will click Recommend, then you can add multiple ID numbers, choose students from a student group, or import a file.
- ▶ If you want to require, you will lock the course, then recommend it. This step also has the options to enter multiple ID's, choose from students in a student group, or import a file.

Create Recommendation

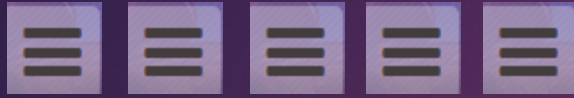
From  
101360118

To

Student ID


SELECT ALL REMOVE SPLICE TO NEW

In the Create Recommendation box, you can add multiple student ID's, pick students from a student group, or import from a CSV file. Select your students to mass assign a certain class




Click the icon below to get to your main menu which allows you to change the term, start over, change students, and sign out.




Julie Hardy 2020 Fall 

### Purple Schedule Builder

 **SAVED**

---

2020 Summer

2020 Fall 

2021 Spring

---

Start Over

---

**START ADVISING** **CANCEL**

---

**SIGN OUT**



# Students View of the My Purple Schedule Builder

### Academic Progress

Incomplete 13%



Complete 87%

**87%** Complete

### Academic Records



### Financial Aid



### Manage Classes



### Profile



### Tasks



No current tasks

### Technology



### Student Account



### Helpful Links



### Email

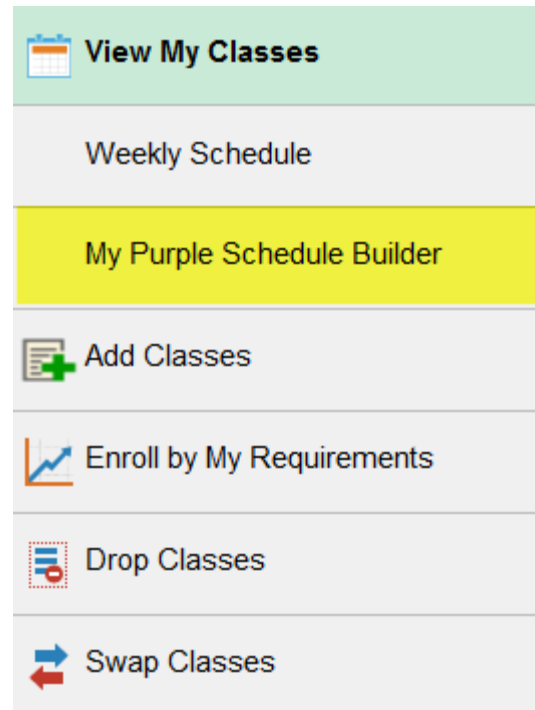


### TCU Online



# Student View

- ▶ Click My Purple Schedule Builder



A vertical menu with the following items:

- View My Classes** (with a calendar icon)
- Weekly Schedule
- My Purple Schedule Builder** (highlighted in yellow)
- Add Classes (with a document and plus icon)
- Enroll by My Requirements (with a line graph icon)
- Drop Classes (with a document and minus icon)
- Swap Classes (with a double-headed arrow icon)



NEW FEDERAL GUIDELINE REQUIRES STUDENTS TO ENTER THEIR LOCATION WHEN REGISTERING FOR CLASSES.

Save

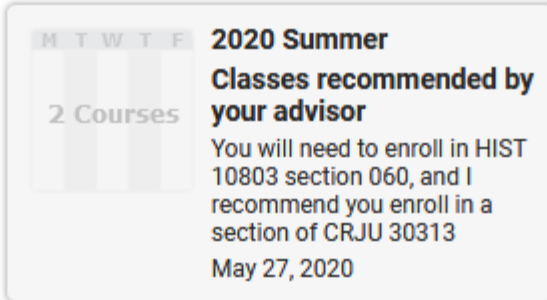
1 row

2020 Summer Term	*Country	United States	State	OR
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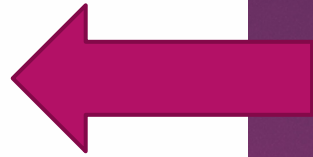
## RECOMMENDED VS. REQUIRED STUDENT VIEW:

### YOU HAVE A RECOMMENDATION/PLAN/ASSIGNED BLOCKS

Select an assigned plan to continue:



**2020 Summer**  
**Classes recommended by your advisor**  
You will need to enroll in HIST 10803 section 060, and I recommend you enroll in a section of CRJU 30313  
May 27, 2020

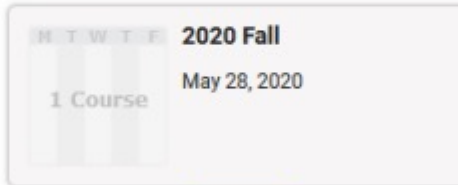


The student will click on the required note and it will appear on their schedule for the assigned term.

The student can either click on the recommended course, or just click skip.

### YOU HAVE A RECOMMENDATION/PLAN/ASSIGNED BLOCKS


You may select one of these recommended plans or skip to view your current courses on the left.



**2020 Fall**  
May 28, 2020  
**1 Course**



SKIP

 You are not enrolled for this schedule.


SAVE AS FAVORITE

GET THIS SCHEDULE

PRINT

SHARE

### Getting Schedule

Class	Action	Options	Result
<b>HIST 10803</b> 2020 Summer Term: May 11 - May 29 Session: May Session Introduction to Islamic Civilization 	Enroll	Grading Graded	
<b>LEC 060</b> Texas Christian University 50192 In Person Seats: 0/15 Dave Reed Hall Rm 217 Hammad, Hanan Hassan Class Attributes: Historical Traditions, Humanities			
<b>CRJU 30313</b> 2020 Summer Term: May 11 - May 29 Session: May Session Criminology	Enroll	Grading Graded Waitlist OK? <input type="checkbox"/> Wait list if class is full	
<b>LEC 010</b> Texas Christian University 50246 In Person Seats: 0/12 Scharbauer Hall Rm 2011 Wellman, Ashley Reagan Peake			

DO ACTIONS

# Enrolled or Added to Shopping Cart

## Getting Schedule

Class	Action	Options	Result
<b>ENGL 10103</b> 2020 Summer Term: Jun 1 - Jul 2 Introduction to Fiction Session: June Session		Grading Graded ▾	<b>Added</b> This class has been added to your schedule.
<b>LEC 030</b> 50170 Seats: 0/20 Class Attributes: Literary Traditions, Humanities	Texas Christian University In Person Scharbauer Hall Rm 1011 Pitt, Matthew Brian  Enroll ▾	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	

OR

<b>Add to Cart</b> ▾	Grading Graded ▾ Waitlist OK? <input type="checkbox"/> Wait list if class is full	<b>Added to Shopping Cart</b> IMPORTANT: You are not yet enrolled in this class. This class has been added to your shopping cart for further action.
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