

Mount Mary University J-One Advising Manual

Registrar's Office
Spring 2020

Table of Contents

Advising Technology on Campus	3
Technology supports every advising task!.....	3
Getting Started	4
Customizing Your Homepage	5
• Bookmark web sites	5
• Pin pages	6
Navigating the Advising Hub	7
Blocks on Academic Advising	8
Advising Roster and Casting Appointments.....	9
Your Advisee Roster	10
Notes about your advisee roster	11
Emailing Advisees	12
Registration Clearance.....	13
Clear an Advisee to Register	13
Notes about registration clearance	14
View All Advisees Waiting for Clearance	14
View Advising Appointment Information	14
Registration Approval	14
Review an Advisee's Course Load	15
Review an Advisee's Course Load	Error! Bookmark not defined.
Review an Advisee's Course Load	Error! Bookmark not defined.
Appointments & Notes.....	15
Viewing academic records of a non-advisee	16
Viewing students' academic plans	17
Programs Block	19
General Information- My Mount Mary Faculty	Error! Bookmark not defined.



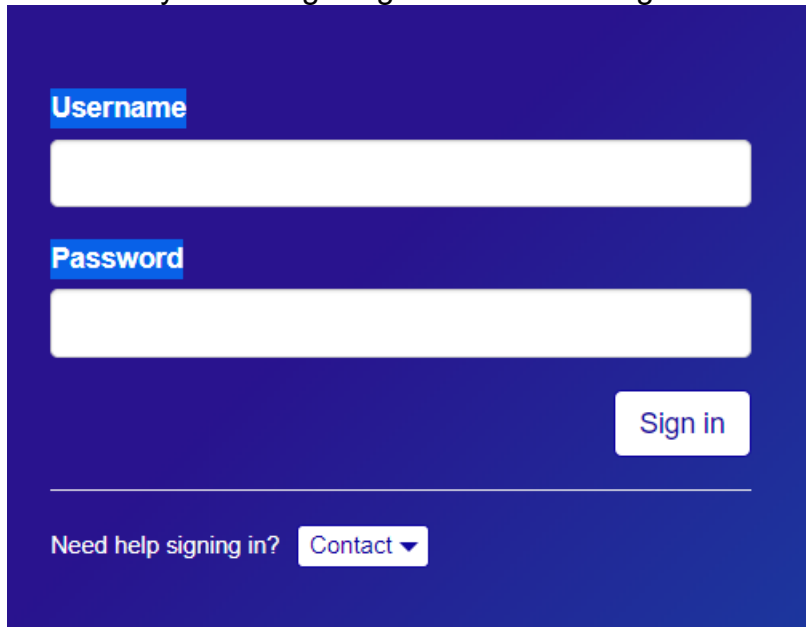
Advising Technology on Campus

Technology supports every advising task!

A brief summary of what we do & where we do it.	
WHAT:	Where:
View a list of your advisees	Jenzabar One-Academic Advising
Registration Clearance	Jenzabar One-Academic Advising
Course Approvals	My Mount Mary, Faculty Center
Schedule appointments	Jenzabar One-Academic Advising
Record meeting notes	Jenzabar One-Academic Advising
Email advisees	Jenzabar One-Academic Advising
Review advisee's degree audit	Jenzabar One-Academic Advising
View advisee's test scores	Jenzabar One-Student Information
Academic planning	Jenzabar One-Student Information
View advisee's holds	Jenzabar One-Academic Advising
View advisee's unofficial transcript	Jenzabar One-Student Information
Academic Policies	My Mount Mary, Academic Bulletins
Forms (graduation application, etc.)	My Mount Mary, My Academics, Student forms
View/send early alerts	My Mount Mary, Home
Referrals for services	Student Success Center

Getting Started

1. Open My Mount Mary then select J-One from the quick links.
2. Mount Mary uses single sign on for accessing J-1.

A screenshot of the Jenzabar login interface. It features a dark blue background. At the top, the word "Jenzabar" is displayed in white. Below it, there are two white input fields. The first field is labeled "Username" in blue text. The second field is labeled "Password" in blue text. To the right of the password field is a white button with the text "Sign in" in blue. Below the input fields, there is a horizontal line. Underneath the line, the text "Need help signing in?" is followed by a white button with the text "Contact" and a small downward arrow.

- 3.
4. You can click on the 3X box for the dropdown below.



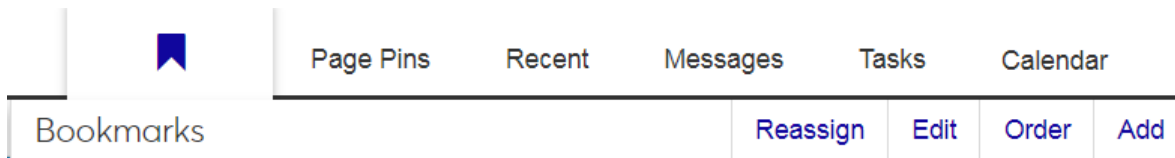
5. If you are not sure what your computer sign on is, please contact MMU-IT-Helpdesk for assistance.

Customizing Your Homepage


Some simple set-up & customization will personalize your J-One (EXi Advising) experience. You can customize the top navigation bar in J-One Advising in order to make the technology efficient and simple according to your individual preferences.

Here are two ways to customize this top navigation:


- **Bookmark web sites** – You can bookmark frequently visited websites to your top navigation bar. This gives you one-click access to websites that are commonly used during advising sessions.




+ Add Bookmark x

 Bookmark your frequently used pages and external websites to your Universal toolbar for quick access. Organize your bookmarks using groups and ordering.


Edit Bookmarks x

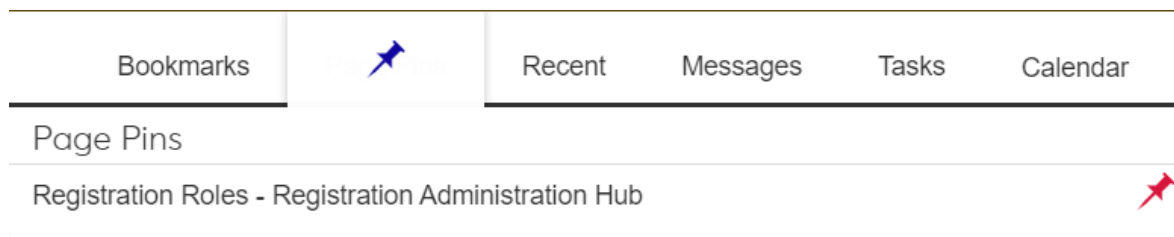
 Editing your bookmarks and groups is easy. Choose the group from which you want to either remove or rename your bookmarks. To remove, click on the adjacent checkbox for each desired row. To edit the name of a bookmark, just type the name as you want to see it in your list. Once you've made all of your changes, click **Save changes**.

↕ Order Bookmarks x

 Select a bookmark or bookmark group and drag it into its new preferred position. It will re-order and save automatically as you go.

Reassign Bookmarks x

 Use this feature to assign a bookmark to another group and determine where in the group you want the bookmark to be placed.



- **Pin pages**

You can pin frequently visited J-One pages to your top navigation bar. This gives you quick, one-click access to the pages you use the most.

Recommended pages to pin:

- Advisee Roster
- Registration Clearance

To pin a page simply click on the Pin icon (highlighted in yellow here) in the top right corner of any page you'd like to pin. You'll find this icon under the search bar.

Now, any time you click on the pin icon in your top navigation, no matter where you are in J-One Advising or Faculty, you'll have one-click access to the page(s) you have pinned.

Navigating the Advising Hub

Navigation



Hubs



Student



Academic Advising



Primary Advisor



All Students



Academic Department



After logging in, you will navigate to the Hub on the top left. You will see all the areas for which you have access.

Academic Advising

The Academic Advising Hub keeps advising cycles, advisee information, and advising tasks easy to manage.

With quick access to your student roster, you can view general and detailed information on your students and monitor their progress to make sure they are meeting their goals.

During registration, you can easily review and approve courses as students' progress toward fulfilling their aims.

Set up and manage advising meetings. Integration with Google & Outlook calendars eliminates conflicts.

Work with advisees on their academic plan to determine they'll take needed courses and monitor their progress towards meeting their plan.

Access course history, graduation status, test scores, GPA, 'to do' items, goals, financial aid and contact information for advisees.

Clear students to register for their classes as well as review and approve students to register.




Blocks on Academic Advising

Once you are on your main Academic Advising page you have 6 “blocks” of information:

1. Overview

Advising Calendar ?

Week ▾ ⋮

Mar 1 — 7, 2020

Sun 3/1Mon 3/2Tue 3/3Wed 3/4Thu 3/5Fri 3/6Sat 3/7

all-day							
8am							
9am							

Overview ?

Blocks on Page

[Advising Calendar](#)

[Holds](#)

[Registration Approval](#)

[Registration Clearance](#)

[Graduation Status](#)

Advisee Issues

3 advisees with a low overall GPA

FERPA

Aside from sharing directory information, 1 students have granted FERPA permissions to specific individuals.

▮ [View our FERPA policy](#)

▮ Contact our FERPA specialist, [Mary Karr](#) [Contact ▾](#)

2. Advising Calendar – This will be where you store all your advising appointments whether part of an advising cycle or follow up appointments.

3. Holds

– This gives you a list of all the advisees you are assigned to and their respective holds and warnings.

Holds by Primary Advisor ?

5 of 10 Advisees With Holds

Advisee	Issue	Needed Action
---------	-------	---------------

Anything in **RED** will stop that student from registering in any upcoming terms until it is resolved.

4. Registration Clearance

– These are students that needs clearance to register for the open registration terms.

This remains empty there is an open registration period.

Registration Clearance by Primary Advisor ?

Waiting for Clearance

Advisee	Appt Held On	Needed Action
	No appt held	Clear to register
	No appt held	Clear to register

5. Registration Approval

– These are students who you have any advising relationship with that have classes waiting for approval. **There may be drop down that indicates different advising cycles, so that you can focus on one certain group.

Registration Approval by Primary Advisor ?

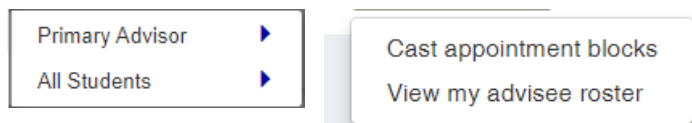
✔ Currently, no advisees need registration approval.

6. **Graduation Status** – This only will populate if any students you are assigned to have neared the 90 earned credit hour mark. It will show if they have applied for graduation, and if so what was the most recent update from the Registrar.

Graduation Status by Primary Advisor ?		
Nearing Graduation 2 of 2 total for Spring 2020 Graduates		
Advisee	Graduation Stage	Career Hours

Advising Roster and Casting Appointments

You can get to your Advising Roster and Casting Appointments (if open) by clicking on the Hub Options at the top of the screen



Your Advisee Roster

You will only see a list of your advisees. To open a student's page for more information, click on his or her name in your roster.

Overview

Financial Aid

Receiving aid (Unknown SAP status)

Classification

Full-time First Year Student

Career GPA

2.5000

Registration Rules

✓ Clearance to register will be required

✗ Course approval will not be required

May register without plan restrictions

Programs

Current Program

First Undergrad Degree | Bach Science in Nursing

Catalog Year: 2019 - 2020 Academic Year | Entry Date: Aug 24, 2019

Expected Graduation: 2021 - 2022 Academic Year - Spring

Majors

Nursing 1-2-1 Program MATC

Minors

None

Concentrations

None

Certifications

None

Registration Approval

✓ Currently, no course approval is needed.

Agenda

< March 2020 >

...

Wed, Mar 04

8 - 9:50am

ENG110.001

11 - 11:50am

ENG111.001

3 - 4:20pm

BIO100.101

4:20 - 4:50pm

BIO104.101

Thu, Mar 05

3 - 4:50pm

BIO100L.101

Mon, Mar 09

9 - 10:50am

ENG110.001

4 - 5:20pm

BIO100.101

5:20 - 5:50pm

BIO104.101

Wed, Mar 11

9 - 10:50am

ENG110.001

FERPA

FERPA Contacts

0 of 0

FERPA - 0 contacts

Name	Parent ID	Relationship
No FERPA Contacts		

Holds

Issue	To Resolve	Needed Action
+ Registration warning Transcript hold	Please check My Mount Mary>Finance Tab or contact the Business Office at mmu-businessoffice@mtmary.edu or (414) 930-3033 to resolve this hold.	

Registration Clearance

2019 - 2020 Academic Year - Summer

2019 - 2020 Academic Year - Summer

Last Appointment	Needed Action
No appt held	Clear to register

Notes about your advisee roster

Please note that your advisee roster is sorted by first name/preferred name, not by last name. This functionality has been enhanced by Jenzabar, giving advisors many different ways to filter and view their advisee rosters. Filters are listed below!

Faculty will see their assigned advisees in the advisee roster. Students currently enrolled in your courses, who are not assigned advisees, can be accessed via the global search bar in the top- right of the screen.

Roster Filter

Clear all

Reset filters

☐ Advisee / ID

☐ PT / FT Status

☐ Classification

☐ Academic Plan Status

☐ Career GPA

☐ Academic Standing

☐ Career Hours Earned

☐ Financial Aid

☐ Graduation Stage

☐ Major

☐ Minor

☐ Concentration

☐ Certification

☐ Plan Sensitivity

☐ Requires Advisor Approval

☐ Requires Advisor Clearance

Emailing Advisees

In your advisee roster, select one, multiple, or all of your advisees using the checkboxes.

Then open the *Options* menu and click *Email selected advisees*:

Roster

Viewing 1 to 15 of 124

Prev

1

...

Page 1

...

9

Next

Show all

Options

<input checked="" type="checkbox"/> All	Advisee / ID	Classification	Actions
<input type="checkbox"/>	+ [Redacted]	First Year Student	Contact
<input type="checkbox"/>	+ [Redacted]	First Year Student	Contact
<input type="checkbox"/>	+ [Redacted]	First Year Student	Contact

Email Selected Advisees

Write your email including a Personalized Greeting (optional), Subject line, Description, and *Attachments* (optional), then Send email.

Required *

Send a separate but identical email to:

Personalized Greeting

If you provide a personalized greeting, each recipient's name is automatically added to the greeting. If a personalized greeting is not provided, only Subject and Description are sent.

Subject *

Description *

500 remaining

Attach to Email

- ☐ Goals PDF
- ☐ Link to Advising Worksheet in campus portal
- ☐ Link to Unofficial Transcript in campus portal

Registration Clearance

Use this block to review your advisees who require your clearance in order to register for classes.

You can see when you and the advisee last met for an advising appointment and link to available appointment information, view any planning information including courses that may need reviewing with the student because they are off plan, and link to the Student's page for contact information.

Use Registration Clearance once per semester when you are ready to clear your advisee to register for next semester's classes.

Clear an Advisee to Register

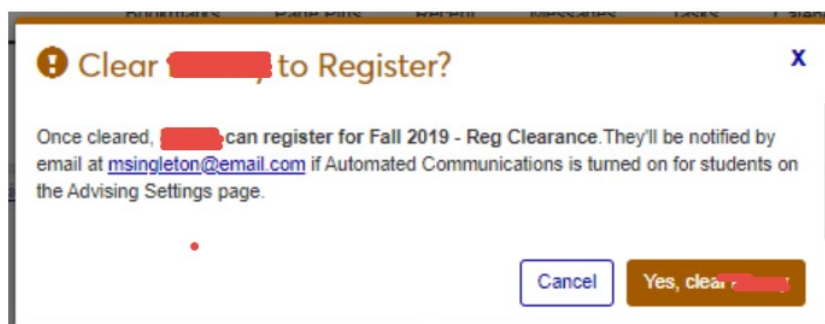
1. Once you have reviewed available planning information and are ready to allow the advisee to register, select the year/term for which you are clearing the advisee to register.
2. Click **Clear to register**. The registration clearance confirmation window appears

Registration Clearance by Primary Advisor ?

Waiting for Clearance Fall 2019 - Reg Clearance ▼

Advisee	Appt Held On	Needed Action
+ [Redacted]	No appt held	Clear to register
+ [Redacted] Off Plan	No appt held	Clear to register
+ [Redacted] Off Plan	No appt held	Clear to register

3. To grant registration clearance, go to the Registration Clearance block on your homepage and click on View all waiting for clearance to pull up your full list of advisees. Then click on Clear to register to the right of your advisee's name to grant clearance for your advisee.



4. Click **Yes, clear**. The confirmation window closes and the student can now register for their classes.

Notes about registration clearance

Registration clearance is term-specific so always make sure you confirm which semester you are granting clearance for.

View All Advisees Waiting for Clearance

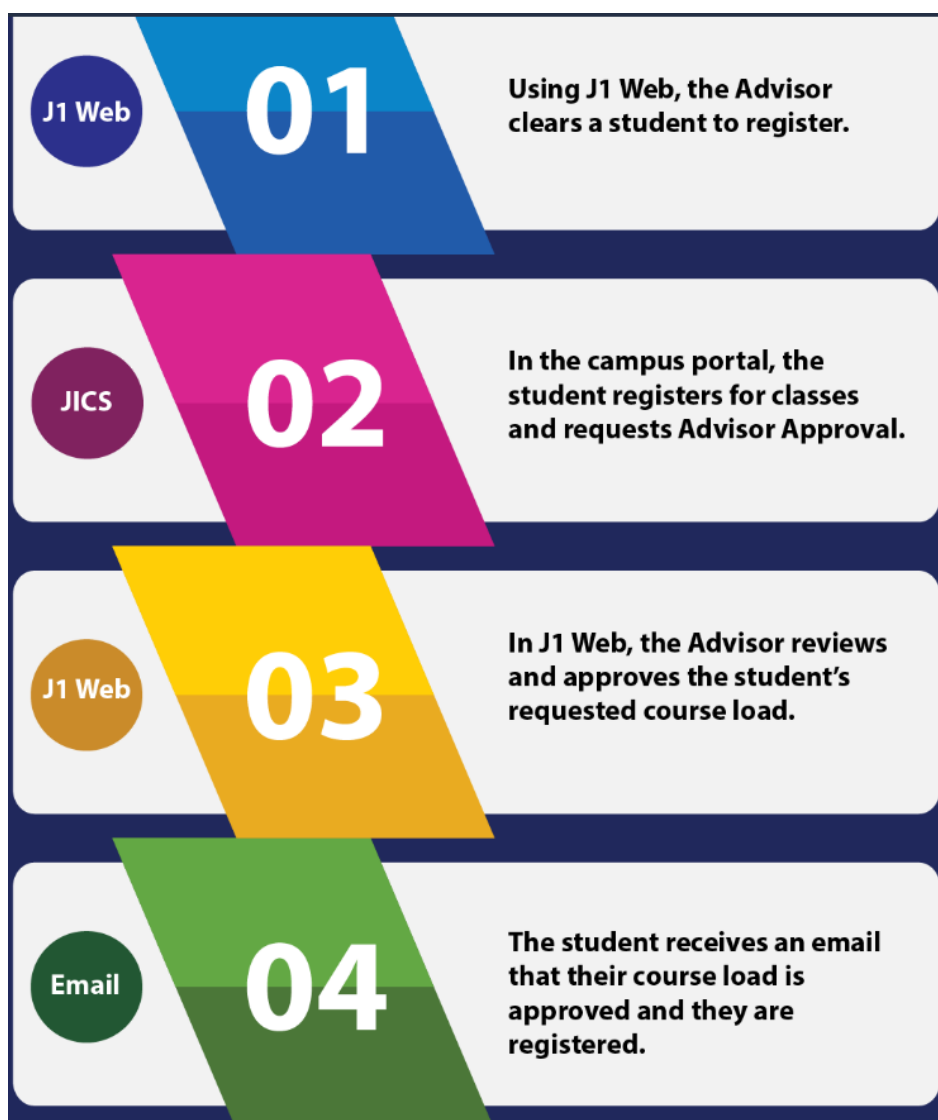
Click the **View all waiting for clearance** link. The Registration Clearance page appears.

View Advising Appointment Information

You may have entered notes from the advising appointment that could impact registration. To view advising appointment details, click the appointment date. Advising Meeting information appears.

Registration Approval

Use this block to review your advisees who have registered and are awaiting your approval before they are officially enrolled in their courses. Once you approve an advisee's course load, their registration is complete. Advisees can use the email link from the **Course Schedule** feature in the campus portal to let their advisor know they are ready to have their registration approved.



Review an Advisee's Course Load

Click the **+** icon. The courses the advisee has registered to take in this advising cycle appear. To contact the student about their course load, click on their name to access their personal page where contact information is available.

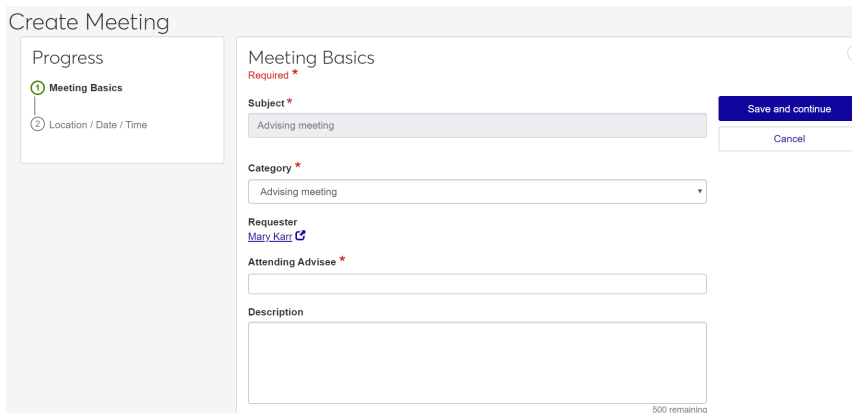
Click the **Approve course load** button. The course load is approved and the advisee is officially enrolled in the approved courses.

Click the **View all waiting approval** link. The Course Approvals page appears.

Appointments & Notes

To document an advising session, you will first add an appointment to your calendar, then add meeting notes to the appointment.

To add an appointment to your calendar, go to the *Advising calendar* on your advising hub. Then click on the ellipse (...) menu in the top-right corner and *Create calendar item*.

On the next screen fill in your appointment details and click *Create meeting*.

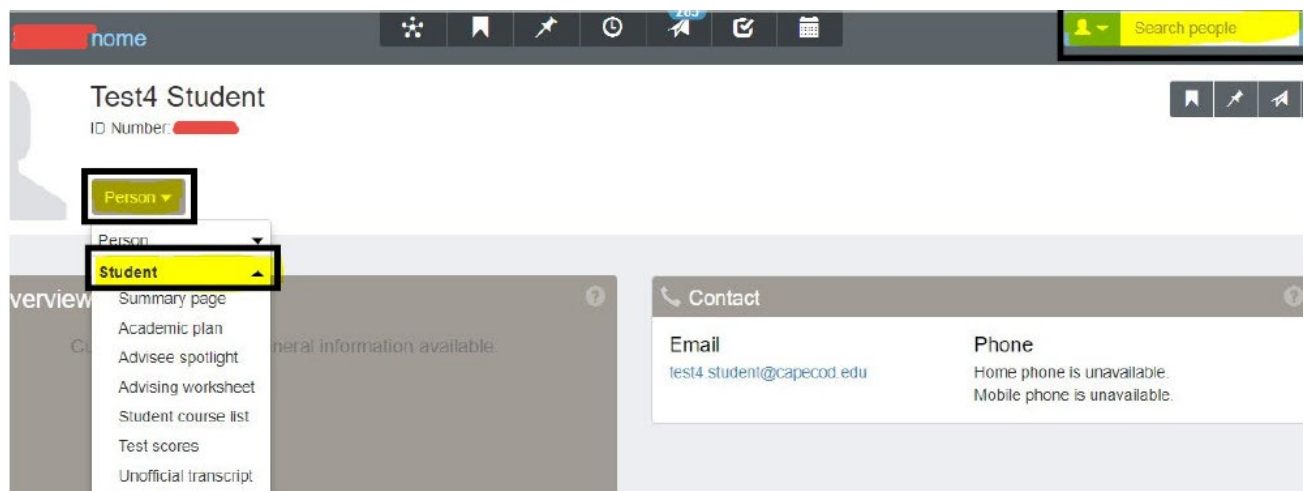
Now add meeting notes by going back to your *Advising calendar*, find the appointment you just created and click on it. A small details screen will pop up. Select the advisee name, save, then go back in to add time.

Viewing academic records of a non-advisee

Faculty: Follow these instructions to find records of students who are not assigned advisees, but are in a course you're currently teaching. You are able to view certain academic records of students enrolled in your courses.

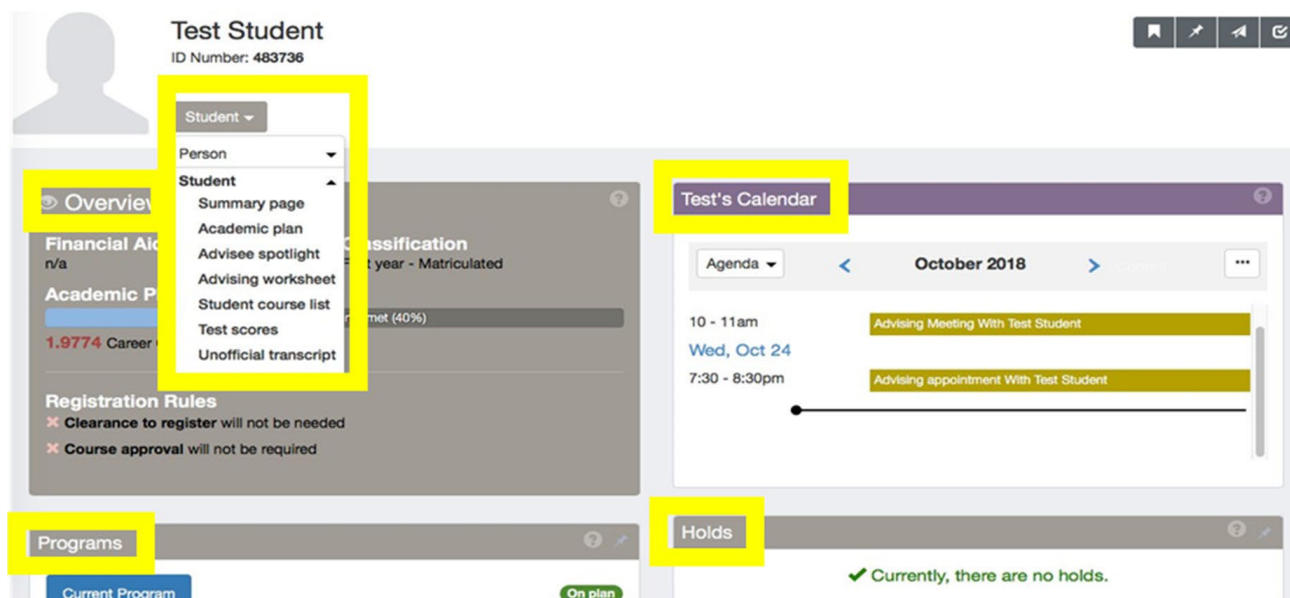
New Student Services / Student Support Consultants: Follow these instructions to find records of students you are seeing but are not on your advisee roster. This is how you may grant registration clearance if necessary (via the summary page) to a student who is not your advisee (typically between terms when faculty advisors are not available). Search for the student in the global search bar in the top-right corner of the page. Then click on the Person drop-down menu, then the Student drop-down menu. Within that Student drop-down menu you'll find all available academic information.

Search for the student in the global search bar in the top-right corner of the page. Then click on the Person drop-down menu, then the Student drop-down menu. Within that Student drop-down menu you'll find all available academic information.



Viewing students' academic plans

The most common way to view an academic plan is from the Student Summary Page. If a student is off plan, you will get an Assign Requirements prompt once you bring a student record up. You can navigate to the academic plan from that prompt as well.



Test Student
ID Number: 483736

Student ▾

- Person ▾
- Student** ▴
 - Summary page
 - Academic plan
 - Advisee spotlight
 - Advising worksheet
 - Student course list
 - Test scores
 - Unofficial transcript

Overview

Financial Aid
n/a

Academic Plan
1.9774 Career

Registration Rules

- ✖ Clearance to register will not be needed
- ✖ Course approval will not be required

Test's Calendar

Agenda ▾ < October 2018 > ...

10 - 11am
Wed, Oct 24
7:30 - 8:30pm

- Advising Meeting With Test Student
- Advising appointment With Test Student

Programs

Current Program

Holds

✓ Currently, there are no holds.

Navigating an Advisee's Summary Page

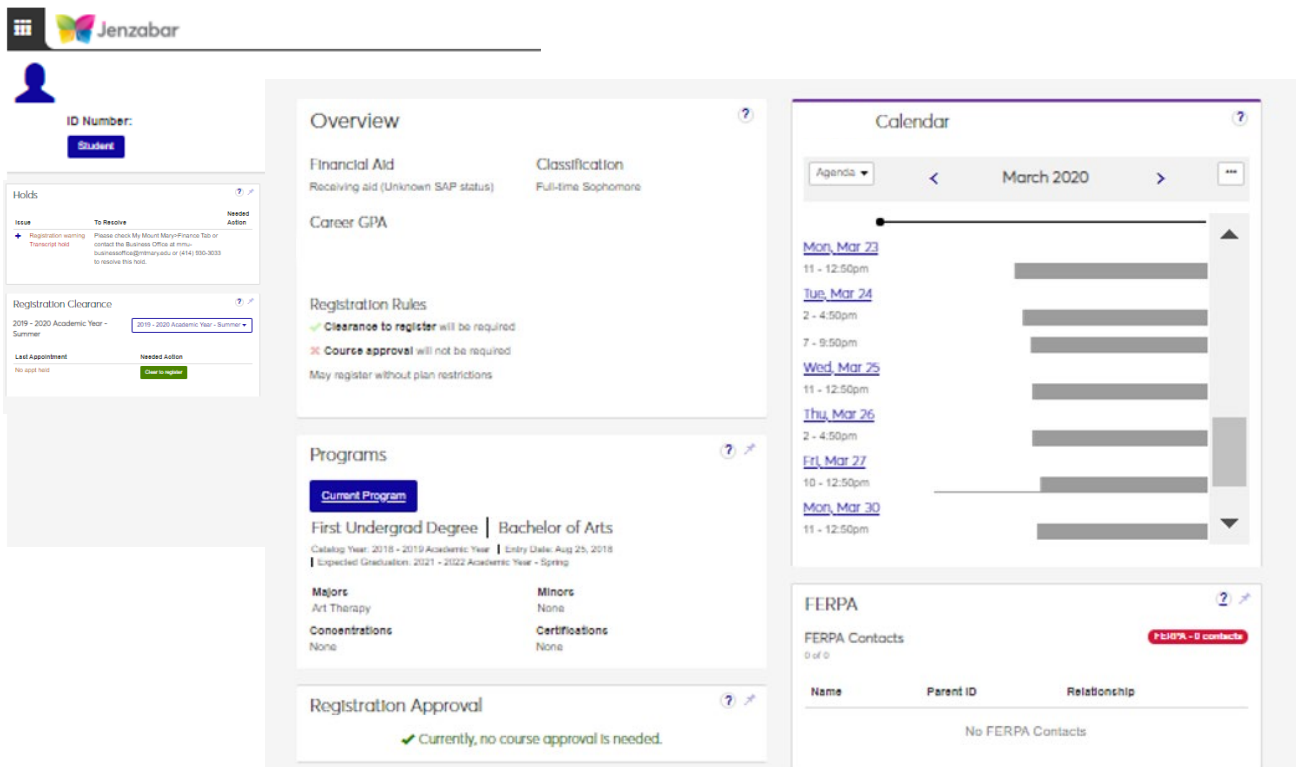
The student summary page is where you'll find all of your advisee's information. You can access the summary page in two ways:

1. Search for the student in the global search bar in the top-right corner of the page
2. Click on the student's name in your advisee roster

Once you've opened the student's summary page, you'll find several points of information, including:

- Name & ID
- Financial Aid status
- Classification
- GPA
- Academic Plan Progress
- Course schedule (via the Calendar)
- Programs
- Holds (if applicable)
- Registration Clearance

Click on the Student menus to get even more information including test scores and the Advising Worksheet!



The screenshot displays the Jenzabar student summary page. On the left, a sidebar contains a user profile icon and a list of menu items: 'Holds', 'Registration Clearance', and 'Last Appointment'. The main content area is divided into several sections:

- Overview:** Displays 'Financial Aid' (Receiving aid (Unknown SAP status)), 'Classification' (Full-time Sophomore), 'Career GPA', and 'Registration Rules' (Clearance to register will be required, Course approval will not be required, May register without plan restrictions).
- Programs:** Shows 'Current Program' (First Undergrad Degree | Bachelor of Arts), 'Catalog Year' (2018 - 2019 Academic Year), 'Entry Date' (Aug 25, 2018), 'Inspected Graduation' (2021 - 2022 Academic Year - Spring), 'Majors' (Art Therapy), 'Minors' (None), 'Concentrations' (None), and 'Certifications' (None).
- Registration Approval:** Indicates 'Currently, no course approval is needed.'
- Calendar:** A monthly view for March 2020 showing class times (11 - 12:50pm, 2 - 4:50pm, 7 - 9:50pm, 10 - 12:50pm) and dates (Mon, Mar 23, Tue, Mar 24, Wed, Mar 25, Thu, Mar 26, Fri, Mar 27, Mon, Mar 30).
- FERPA:** Shows 'FERPA Contacts' (0 of 0) and 'No FERPA Contacts'.

Programs Block

Use this block to see at a glance a student's majors, minors, concentrations, and certifications. If the student has more than one program, you can click each one to view its details. A student may have current, active, and completed programs, as well as incomplete previous programs.

The block also shows the student's entry and catalog years, as well as their expected graduation date. Finally, you can see whether the student is on track with their academic plan.

Program information comes from the J1 Desktop Student Information window | Degree tab.

- **Current Program:** the row in Degree History that's flagged as both Current Degree and Active
- **Active Program:** a row in Degree History that's flagged as Active but not as Current Degree

The block displays up to two Active Programs in addition to the Current Program.

- **Completed Program:** a row in degree history that has a date in Date Conferred
- **Previous program;** a row in Degree History that has a date in Exit Date but not in Date Conferred

The block displays up to three programs marked as either Completed or Previous.

If not all the information fits on the screen, a *More* link connects you to the rest of the information.

Programs

Current Program

[Active Program](#)

Graduate Degree | Master of Arts

Catalog Year: Academic Year | Entry Date: _____
| Expected Graduation: Academic Year -

Majors

Minors

None

Concentrations

Certifications

None

None

Completed Program

First Undergrad Degree | Bachelor of Arts |

Entry Date: | Date Degree Conferred: