

# Advisor

---

## User Manual Advising Notes

Oracle PeopleSoft Campus Solution

**Universitas Pelita Harapan**

## Objective

Untuk melihat detail mahasiswa yang merupakan mahasiswa bimbingan:

1. Informasi perkuliahan
2. Informasi data diri mahasiswa
3. Informasi mata kuliah yang ditransfer
4. Komunikasi Dosen Pembimbing dengan Mahasiswa

## Pre-requisite

Sudah mengassign mahasiswa ke pembimbing akademik

## Navigasi

Self service > Advisor center > My advisee

Fungsi:

1. Untuk melihat list nama mahasiswa bimbingan
2. Untuk mengemail mahasiswa

KIM SUNG SUN

|                |                |              |                     |           |
|----------------|----------------|--------------|---------------------|-----------|
| Faculty Center | Advisor Center | Search       | Learning Management |           |
| my advisees    | student center | general info | transfer credit     | academics |

### My Advisees

Select display option: ☒ Link to Photos ☐ Include photos in list

| Find |  |  |             |                                      |                |
|------|--|--|-------------|--------------------------------------|----------------|
|      | Notify   | Name                                     | ID          | View Student Details                 | Advising Notes |
| 1    | <input type="checkbox"/>   | <a href="#">ARRIANDI</a> <span>1</span>  | 01120110017 | <a href="#">View Student Details</a> |                |
| 2    | <input type="checkbox"/>   | <a href="#">CHANDRA TAN PUTRA ROBIEN</a> | 01120110250 | <a href="#">View Student Details</a> |                |
| No   | Field  |  | Contoh isi  |                                      |                |
| 1    | Nama mahasiswa: apabila diklik akan <i>melink</i> ke email mahasiswa |  | Arriandi    |                                      |                |

## Navigasi Informasi perkuliahan

Self service > Advisor center > Advisee student center

Fungsi: Untuk melihat data perkuliahan dan data diri mahasiswa

## Advisee Student Center

NGUYEN NGOC THANH

1

\*Change Advisee  [change](#)

### Academics

[My Class Schedule](#)  
[Shopping Cart](#)  
[My Planner](#)

other academic... >>

| Deadlines                   | URL                              | Descr |
|-----------------------------|----------------------------------|-------|
| <b>This Week's Schedule</b> |                                  |       |
| Class                       | Schedule                         |       |
| FLA 91101B-A<br>KUL (1130)  | MoWe 9:05AM -<br>10:45AM<br>B528 |       |
| MGT 93903-A<br>THE (2532)   | Th 3:45PM -<br>6:15PM<br>F801    |       |

[weekly schedule](#)

### Personal Information

[Demographic Data](#)  
[Emergency Contact](#)

4

#### Contact Information

|                                  |   |
|----------------------------------|---|
| <b>Permanent Address</b><br>None | <b>Billing Address</b><br>None              |
| <b>Primary Phone</b><br>None     | <b>Home E-mail</b><br>NGUYENXT.00@GMAIL.COM |

### Holds

No Holds.

5

### To Do List

No To Do's.

6

### Enrollment Dates

[Open Enrollment Dates](#)

7

### Advisor

#### Program Advisor

KIM THANH BUI  
813.734.4111

8

[details](#)

[Return To Search](#)

[Notify](#)

| No | Field  | Keterangan  |
|----|--|---|
| 1  | Nama Mahasiswa   | Menginformasikan mengenai nama mahasiswa. Dapat mengganti nama mahasiswa bimbingan                                      |
| 2  | Jadwal kelas mahasiswa   | Berisi mengenai jadwal perkuliahan mahasiswa  |
| 3  | Enrollment yang akan diambil dan rencana perkuliahan mahasiswa | Berisi mengenai rencana perkuliahan dan mata kuliah apa yang akan diambil mahasiswa                                     |
| 4  | Data demografi mahasiswa                                       | Berisi mengenai data demografi mahasiswa yaitu alamat, telepon, email dan nomor telepon darurat                         |
| 5  | Service indicator mahasiswa                                    | Berisi mengenai keterangan apakah mahasiswa tersebut belum melakukan pembayaran atau mahasiswa terkena surat peringatan |
| 6  | Berkas dokumen yang harus dikembalikan untuk registrasi ulang  | Berisi mengenai dokumen apa saja yang masih belum dikumpulkan oleh mahasiswa  |
| 7  | Tanggal enrollment   | Berisi mengenai keterangan tanggal enrollment mahasiswa   |
| 8  | Nama pembimbing akademik                                       | Berisi mengenai keterangan nama pembimbing akademik mahasiswa   |

## Navigasi Informasi data diri mahasiswa

Self service > Advisor center > Advisee general info

Fungsi: Untuk melihat data diri mahasiswa

**NGUYEN NGOC THANH**

\*Change Advisee

[change](#)

[Service Indicators](#)

[Initiated Checklists](#)

[Student Groups](#)

[Personal Data](#)

[National ID](#)

[Names](#)

[Addresses](#)

[Phones](#)

[Email Addresses](#)

[COLLAPSE ALL](#)

[EXPAND ALL](#)

### Service Indicators

[edit service indicators](#)

No service indicators found.

1

[Go to top](#)

### Initiated Checklists

No initiated checklists found.

2

[Go to top](#)

### Student Groups

[edit student groups](#)

| Student Group | Description   | Institution                | Status                  |
|---------------|---------------|----------------------------|-------------------------|
| INT           | International | Universitas Pelita Harapan | Active as of 1900-01-01 |
| T3IN          | T3IN          | Universitas Pelita Harapan | Active as of 1900-01-01 |

[Go to top](#)

3

### Personal Data

Campus ID: 1305005956

4

Date of Birth: \*\*/\*\*/\*\*\*\*

Gender: Pria

Marital Status: BlmMenikah

[Go to top](#)

### National ID

| Country | National ID Type     | National ID | Primary NID                         |
|---------|----------------------|-------------|-------------------------------------|
| IDN     | Kartu Tanda Penduduk | *****       | <input checked="" type="checkbox"/> |

5

[Go to top](#)

### ▼ Names

| Name Type | Display Name      | Status                     |
|-----------|-------------------|----------------------------|
| Primary   | NGUYEN NGOC THANH | Active as of<br>2013-02-05 |

6

[Go to top](#)

### ▼ Addresses

| Address Type | Address  | Status                     |
|--------------|--|----------------------------|
| Home         | JL. TEUKU UMAR NO.25<br>MENTENG<br>JAKARTA PUSAT<br>DKI. JAKARTA | Active as of<br>2013-05-20 |

7

[Go to top](#)

### ▼ Phones

| Phone Type | Phone Number | Extension | Preferred                           |
|------------|--------------|-----------|-------------------------------------|
| Mobile     | 085888862188 |           | <input type="checkbox"/>            |
| Home       | 0620-8588886 |           | <input checked="" type="checkbox"/> |

8

[Go to top](#)

### ▼ Email Addresses

| Email Type | Email Address  | Preferred                           |
|------------|--|-------------------------------------|
| Campus     | <a href="mailto:S00000001875@student.uph.edu">S00000001875@student.uph.edu</a> | <input checked="" type="checkbox"/> |
| Home       | <a href="mailto:NGUYENXT.00@GMAIL.COM">NGUYENXT.00@GMAIL.COM</a>               | <input type="checkbox"/>            |
| Parent UPH | <a href="mailto:s00000001875@parent.uph.edu">s00000001875@parent.uph.edu</a>   | <input type="checkbox"/>            |

9

[Go to top](#)

| No | Field               | Keterangan  |
|----|---------------------|---|
| 1  | Service indicator   | Berisi mengenai keterangan apakah mahasiswa tersebut belum melakukan pembayaran atau mahasiswa terkena surat peringatan |
| 2  | Initiated Checklist | Berisi mengenai dokumen apa saja yang masih belum dikumpulkan oleh mahasiswa  |
| 3  | Student group       | Menginformasikan group mahasiswa. Digunakan untuk penentuan KO  |
| 4  | Personal Data       | Berisi mengenai data demografi mahasiswa yaitu alamat, telepon, email dan nomor telepon darurat                         |
| 5  | National ID         | Berisi mengenai informasi nomor KTP   |
| 6  | Names               | Berisi mengenai nama lengkap mahasiswa  |

|   |                 |  |
|---|-----------------|--|
| 7 | Addresses       | Berisi mengenai alamat lengkap mahasiswa |
| 8 | Phone           | Berisi mengenai nomor telepon mahasiswa  |
| 9 | Email addresses | Berisi mengenai alamat email mahasiswa   |

## Navigasi Informasi mata kuliah yang ditransfer

Self service > Advisor center > Advisee transfer credit

Fungsi: Untuk melihat data mata kuliah yang ditransfer

### Advisee Transfer Credit

**ARRIANDI**

\*Change Advisee  change

### Course Credits

| Model                  | Statistics | 1        |                            |           |           |                           |              |
|------------------------|------------|----------|----------------------------|-----------|-----------|---------------------------|--------------|
| Detail                 | Source     | Career   | Institution                | Program   | Plan      | Articulation Term         | Model Status |
| <a href="#">Detail</a> | Atma jaya  | Strata 1 | Universitas Pelita Harapan | Manajemen | Manajemen | Semester Ganjil 2011/2012 | Submitted    |

| No | Field                              | Keterangan |
|----|------------------------------------|------------|
| 1  | Detail mata kuliah yang ditransfer |            |

## Navigasi

Self service > Advisor center > Advisee academics

Fungsi: Untuk melihat data perkuliahan mahasiswa

## Advisee Academics

### ARRIANDI

\*Change Advisee  [change](#)

| Institution / Career / Program   | edit program data   |                                  |
|--|---|----------------------------------|
| <ul style="list-style-type: none"> <li>UPH - Universitas Pelita Harapan</li> <li>S1 - Strata 1</li> <li>01011 - Manajemen</li> </ul> | Program: 01011<br>Student Career Nbr: 0<br>Status: Active<br>Admit Term: 1111<br>Expected Graduation: as of 07/31/2011<br>Approved Load: Full-Time<br>Load Determination: Default<br>Level Determination: Term Progression<br>Plan: MAN00<br>Requirement Term: 1111 | Manajemen<br>[1111] Ganjil 11/12 |

### Term Summary

| UPH - Universitas Pelita Harapan   | Semester Ganjil 2016/2017   |                           |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
|--|---|---------------------------|---------------------|------------------|--------------------------|--|--|-------|--|---------|--------|--|---------|-------------|--|--|---------------------------|--|--|-------|--|--------|--------|--|--|-------------|--|--|------------------------|--|--|--------------------|--|---------|--------------------------|--|---------|-------|--|-------|
| <ul style="list-style-type: none"> <li>S1 - Strata 1</li> <li>1161 - Semester Ganjil 2016/2017</li> <li>1153 - Semester Akselerasi 2015/2016</li> <li>1152 - Semester Genap 2015/2016</li> <li>1151 - Semester Ganjil 2015/2016</li> <li>1143 - Semester Akselerasi 2014/2015</li> <li>1142 - Semester Genap 2014/2015</li> <li>1141 - Semester Ganjil 2014/2015</li> <li>1133 - Semester Akselerasi 2013/2014</li> <li>1132 - Semester Genap 2013/2014</li> <li>1131 - Semester Ganjil 2013/2014</li> <li>1123 - Semester Pendek 2012/2013</li> <li>1122 - Semester Genap 2012/2013</li> <li>1121 - Semester Ganjil 2012/2013</li> <li>1112 - Semester Genap 2011/2012</li> <li>1111 - Semester Ganjil 2011/2012</li> </ul> | Eligible to Enroll: Yes<br>Primary Program: 01011<br>Academic Standing Status: Data unavailable<br><b>Level / Load</b><br>Academic Level - Projected: Sem 8<br>Academic Level - Term Start: Sem 8<br>Academic Level - Term End: Sem 8<br>Approved Academic Load: Full-Time<br>Academic Load: Enrolled Full-Time<br><b>Classes</b><br>No classes for this term.<br><a href="#">Quick Enrollment</a><br><b>Statistics</b> <table border="1"> <thead> <tr> <th>Semester Ganjil 2016/2017</th> <th>Combined Term Total</th> <th>Cumulative Total</th> </tr> </thead> <tbody> <tr> <td><b>Units Toward GPA:</b></td> <td></td> <td></td> </tr> <tr> <td>Taken</td> <td></td> <td>138.000</td> </tr> <tr> <td>Passed</td> <td></td> <td>110.000</td> </tr> <tr> <td>In Progress</td> <td></td> <td></td> </tr> <tr> <td><b>Units Not for GPA:</b></td> <td></td> <td></td> </tr> <tr> <td>Taken</td> <td></td> <td>34.000</td> </tr> <tr> <td>Passed</td> <td></td> <td></td> </tr> <tr> <td>In Progress</td> <td></td> <td></td> </tr> <tr> <td><b>GPA Calculation</b></td> <td></td> <td></td> </tr> <tr> <td>Total Grade Points</td> <td></td> <td>257.800</td> </tr> <tr> <td>/ Units Taken Toward GPA</td> <td></td> <td>138.000</td> </tr> <tr> <td>= GPA</td> <td></td> <td>1.870</td> </tr> </tbody> </table> | Semester Ganjil 2016/2017 | Combined Term Total | Cumulative Total | <b>Units Toward GPA:</b> |  |  | Taken |  | 138.000 | Passed |  | 110.000 | In Progress |  |  | <b>Units Not for GPA:</b> |  |  | Taken |  | 34.000 | Passed |  |  | In Progress |  |  | <b>GPA Calculation</b> |  |  | Total Grade Points |  | 257.800 | / Units Taken Toward GPA |  | 138.000 | = GPA |  | 1.870 |
| Semester Ganjil 2016/2017  | Combined Term Total   | Cumulative Total          |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| <b>Units Toward GPA:</b>   |   |                           |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| Taken  |   | 138.000                   |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| Passed   |   | 110.000                   |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| In Progress  |   |                           |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| <b>Units Not for GPA:</b>  |   |                           |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| Taken  |   | 34.000                    |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| Passed   |   |                           |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| In Progress  |   |                           |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| <b>GPA Calculation</b>   |   |                           |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| Total Grade Points   |   | 257.800                   |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| / Units Taken Toward GPA   |   | 138.000                   |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |
| = GPA  |   | 1.870                     |                     |                  |                          |  |  |       |  |         |        |  |         |             |  |  |                           |  |  |       |  |        |        |  |  |             |  |  |                        |  |  |                    |  |         |                          |  |         |       |  |       |

[Term History](#)


| No | Field        | Keterangan                                      |
|----|--------------|---|
| 1  | Program data | Detail data program mahasiswa                   |
| 2  | Semester     | Pemilihan semester yang sudah diambil mahasiswa |
| 3  | Level/Load   | Keterangan semester mahasiswa                   |
| 4  | Classes      | Kelas yang diambil pada semester tertentu       |
| 5  | Statistics   | Detail SKS dan IPK                              |

## Navigasi Komunikasi Dosen Pembimbing dengan Mahasiswa

Self Service > Advisor Centre > My Advisees

Fungsi : Komunikasi antara Dosen PA dengan Mahasiswa

### A. Langkah-langkah untuk membuat catatan:




1. User masuk ke dalam halaman My Advisee. Klik tombol advising note 

Faculty Center | Advisor Center | Search | Learning Management

my advisees | student center | general info | transfer credit | academics

### My Advisees

Select display option: ☒ Link to Photos ☐ Include photos in list

|   | Notify                   | Name                               | ID          | View Student Details                 | Advising Notes  |
|---|--------------------------|------------------------------------|-------------|--------------------------------------|---|
| 1 | <input type="checkbox"/> | <a href="#">ANDRE LIWANDI</a>      | 00000000301 | <a href="#">View Student Details</a> |  |
| 2 | <input type="checkbox"/> | <a href="#">ANGELICA BENNY</a>     | 00000002019 | <a href="#">View Student Details</a> |  |
| 3 | <input type="checkbox"/> | <a href="#">AU,CHUENLIANA AUDI</a> | 00000000134 | <a href="#">View Student Details</a> |  |

2. Klik Create note untuk membuat catatan baru

Faculty Center | Advisor Center | Search | Learning Management

my advisees | student center | general info | transfer credit | academics

### Advising Notes

#### ANDRE LIWANDI

\*Change Advisee  [change](#)

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.

[create a note](#)

**i** There are no notes. Click the Create Note button if you would like to add a note for an individual.



### 3. User masuk ke dalam halaman notes

Faculty Center
Advisor Center
Search
Learning Management

my advisees
student center
general info
transfer credit
academics

## Advising Notes

### ANDRE LIWANDI

Enter an advising note and click Submit when done.

Group Box

**\*Institution** 1 Universitas Pelita Harapan

**\*Category** 2 ACADEMIC

**\*Subcategory** 3 ENROLLMENT

**\*Assigned To** [REDACTED]

**\*Subject** subject 6

**\*Status** 4 Open

**\*Advisee Access** 5 Yes

7

add action item 8

SUBMIT
RETURN

Action Items

Personalize | Find | View All | [Grid Icon]
First 1 of 1 Last

| Action Item | Entered On | *Description | *Action Item Status | *Due Date |  |
|-------------|------------|--------------|---------------------|-----------|--|
| 1           | 07/17/2018 | 9            | 10                  | 11        | <span style="background-color: #90ee90; padding: 2px 5px;">Delete</span> |

add action item

SUBMIT
RETURN

| No  | Field          | Deskripsi   |
|-----|----------------|---|
| 1   | Institution    | Pilih Dengan UPH  |
| 2/3 | Category       | Pilih dengan salah satu dibawah ini: <ul style="list-style-type: none"> <li>- Administrative - Document Submission, Graduation Requirement</li> <li>- Academic - Grade, Enrollment, Plan of Study</li> <li>- Finance - Payment, Scholarship</li> <li>- General - General</li> </ul> |
| 4   | Status         | Pilih dengan Open/Close   |
| 5   | Advisee Access | Pilih NO: agar tidak muncul di login mahasiswa<br>Pilih YES: agar mahasiswa dapat lihat dan update catatan  |
| 6   | Subject        | Isi dengan subject.<br>Deskripsi ini juga akan menjadi subject pada email   |
| 7   | Blank Page     | Isi dengan deskripsi  |
| 8   | Add action     | Klik jika ingin menambahkan action item   |
| 9   | Description    | Isi dengan deskripsi  |
| 10  | Action Status  | Isi dengan Complete/Incomplete  |
| 11  | Due date       | Isi dengan due date yang diinginkan   |

4. Klik Submit dan Yes. Jika ingin kirim notifikasi ke email, klik Notify Advisee dan klik Send

SUNIE RAHARDJA

|                |                |              |                     |           |
|----------------|----------------|--------------|---------------------|-----------|
| Faculty Center | Advisor Center | Search       | Learning Management |           |
| my advisees    | student center | general info | transfer credit     | academics |

#### Advising Notes

ANDRE LIWANDI

| Advising Note |                            |                |                |
|---------------|----------------------------|----------------|----------------|
| Institution   | Universitas Pelita Harapan | Created On     | 07/17/2018     |
| Category      | ACADEMIC                   | Created By     | SUNIE RAHARDJA |
| Subcategory   | ENROLLMENT                 | Note Status    | Open           |
| Assigned To   | SUNIE RAHARDJA             | Advisee Access | No             |
| Subject       | Enrollment MK WDK 1        |                |                |

update note

notify advisee

| Note Items  |            |                |                                    |
|---|------------|----------------|------------------------------------|
| Personalize   Find   View All     First 1 of 1 Last |            |                |                                    |
| Note Item   | Entered On | Entered By     | Comment                            |
| 1   | 07/17/2018 | SUNIE RAHARDJA | Enrollment MK WDK 1 di term ganjil |

Notify Advisee

Send notification to advisee

Additional message (optional):

CANCEL

SEND

## B. Langkah-langkah update notes

1. User masuk ke dalam halaman My Advisee. Klik tombol advising note 




Faculty Center    Advisor Center    Search    Learning Management


my advisees    student center    general info    transfer credit    academics

---

### My Advisees

Select display option: ☒ Link to Photos ☐ Include photos in list

|   | Notify                   | Name                               | ID          | View Student Details                 | Advising Notes  |
|---|--------------------------|------------------------------------|-------------|--------------------------------------|---|
| 1 | <input type="checkbox"/> | <a href="#">ANDRE LIWANDI</a>      | 00000000301 | <a href="#">View Student Details</a> |  |
| 2 | <input type="checkbox"/> | <a href="#">ANGELICA BENNY</a>     | 00000002019 | <a href="#">View Student Details</a> |  |
| 3 | <input type="checkbox"/> | <a href="#">AU.CHUENLIANA AUDI</a> | 00000000134 | <a href="#">View Student Details</a> |  |

2. klik logo  untuk edit/update notes

\*Change Advisee

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.

| Personalize   Find  |            |             |                            |         |          |             |
|---|------------|-------------|----------------------------|---------|----------|-------------|
| Advising Note   | Created By | Assigned To | Institution                | Subject | Category | Subcategory |
|  |            |             | Universitas Pelita Harapan | ksksks  |          |             |

3. klik submit jika sudah selesai