

# FIKSI 1 YEAR ADVISING CHECKLIST 1 - QUICK REFERENCE

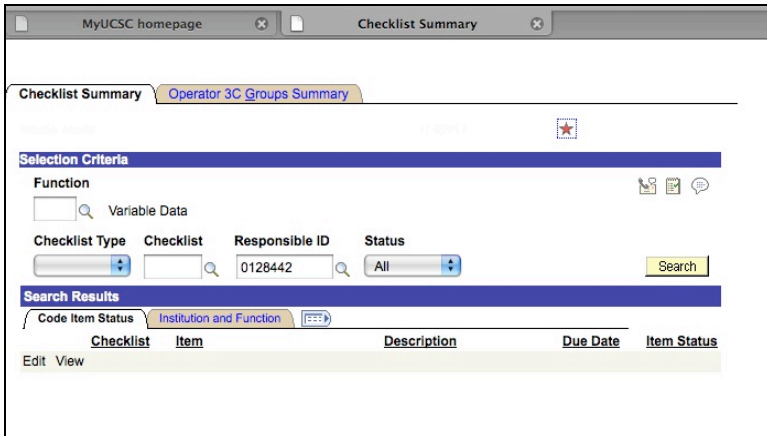
Login to MyUCSC - <http://my.ucsc.edu> - with your User ID and Password.

In the *One-Click Academic Advising* box locate "Comments/Checklists" and click on *Person Checklist Summary*. When screen appears, enter Student



I.D.

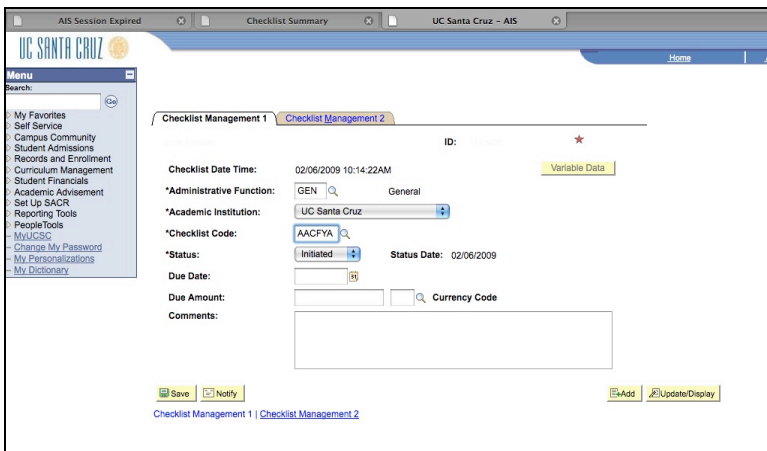
Check to see if a checklist exists: Under "Selection Criteria" REMOVE "Responsible ID" and CLICK "Search" button.



If no checklist exists - or the one you need is not there - you will need to add the checklist.

CLICK ON THE "ADD NEW ONE CHECKLIST"

A new screen will pop up.



Enter "GEN" for Administrative Function.

Enter "AACFYA" for Checklist Code.

Click on *Checklist Management 2* tab.

Checklist Management 1 Checklist Management 2

ID:  ★

Checklist Date Time: 02/05/2009 2:40:53PM

Administrative Function: General Status: Initiated

Academic Institution: UC Santa Cruz Status Date: 02/05/2009

Checklist Code: First Year Advising Checklist Due Date: 02/05/2010

*Sequence	*Item	*Status	*Status Date	*Due Date
100	AACADV	Completed	02/05/2009	02/05/2010
Responsible ID: 0128442		Name: Acosta-Smith, Maria Ann		
200	AACUPD	Required	02/05/2009	02/05/2010
Responsible ID: 0128442		Name: Acosta-Smith, Maria Ann		

Save Notify Add Update/Display

Checklist Management 1 | Checklist Management 2

AACADV - If the student has been seen, update Status for Advising by pulling down the drop down menu to "Completed." If not, leave as "Required."

AACUPD - If the student has proposed a major and it has been entered on AIS, then pull down the second drop down menu to "Completed." If not, leave as "Required."

Click on "Save" and you are finished.