FIKST YEAK ADVISING CHECKLIST - QUICK KEFEKENCE

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



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

ecklist Summary Operator 3C Groups S	ummary		
		*	
ection Criteria			
function			M 🖬 🗇
Q Variable Data			
Checklist Type Checklist Responsib	All		Search
arch Results			
Code Item Status Institution and Function			
Checklist Item	Description	Due Date	Item Status

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

CLICK ON THE

A new screen will pop up.

AIS Session Expired	I 😣 🗋 Checklist	t Summary 🕄	UC Santa Cruz - AIS	8		
Als session Experies UC SENTE CRUZ Manu Search: My Fronties Comparison Student Amazement Student Francales Student Francales Student Francales Student Francales Student Francales Student Student Amazement Student Student Student Student Amazement Student Student Stude	Checklist Management 1 Checklist Date Time: *Administrative Function: *Academic Institution:	Checklist Managemer 02/06/2009 10:14-2 GEN Q UC Senta Cruz	ID: ID: CAM General	* Variable Data	.Home	
- MulcSC - Change My Password - My Personalizations - My Dictionary	"Checklist Code: "Status: Due Date: Due Amount: Comments:	AACFYA Q Initiated :	Status Date: 02/06/2009	Eave		
	Checklist Management 1 Check	ust Management 2				

Click on Checklist Management 2 tab.

Enter "GEN" for Administrative Function.

Enter "AACFYA" for Checklist Code.

hecklist Date	Time:	02/05/2009 2:40	1:53PM				
dministrative	Function	General			Status:	Initiated	
cademic Inst	itution:	UC Santa Cruz			Status Date:	02/05/2009	
hecklist Code	e:	First Year Advisi	ng Check	dist [Due Date:	02/05/2010	
Checklist Iten	n Table						
*Sequence 100	*Item	AACADV	0	*Status Completed +	*Status Date 02/05/2009	*Due Date 02/05/2010	+ -
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*Sequence	*Item			*Status	*Status Date	*Due Date	+ -
200	AACUPD Q	AACUPD		Required	02/05/2009	02/05/2010	
-	Responsible ID:	0128442	Q	Name: Acosta-S	Smith,Maria Ann		

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.