

Quick Reference Card

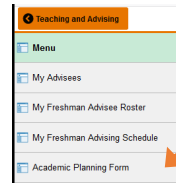
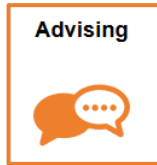
Academic Planning Form (APF) Work Center


Use the *APF Work Center* to review and approve APFs for your advisees. View APFs requiring approval under the **Awaiting Approval** tab. All your advisees' APFs can be viewed by clicking on the right tab (**My Advisees**). Click student name to display current APF, course queue, and approval form in center window. Past APFs, course history, requirements completed, and test scores are displayed on right side of the *Work Center*.

Navigation (after logging in to TigerHub) to *Work Center*

(for best results use Chrome browser)

Teaching and Advising Landing Page → Click Advising Tile → Click **Academic Planning Form** link



Use the Home icon  on the right side of the page header line to return to your Landing Page.

Select an advisee from window on left side of the *Work Center*.

Advisees without approved APFs

Academic Planning Form

All advisees

Name	Class Year	APF Term
Amorosso, Rocco John	2019	Inc
Bacskai, Madeline Ann	2020	Inc
Blaine, Logan James	2018	Inc

Click the name to display information

NO APF or Inc indicates your advisee has not submitted an APF or APF is incomplete

Expand a list to work with your advisees by class year

Click on this icon to expand (or minimize) a list

The *APF Work Center* with advisee information displayed. Each section can be resized to meet your needs.

Drag window edge to resize

Quick Reference Card

Course Planning and Adviser Approval (center window)

Check "Approve" boxes to approve your advisee's course selections. Your approvals will be copied to the **Approved Courses** box below when you click **Save**.

Course Planning & Adviser Approval

Class	Description	Days/Times	Room	Instructor	Approve
CWR 201-C07 (22008)	Creative Writing Poetry (Class)	Mo 1:30PM - 3:50PM	TBA	Staff	<input type="checkbox"/>
DAN 211-U01 (21476)	The American Dance Experience (Studio)	MoWe 2:30PM - 4:20PM	TBA	D. Harvey Salaam	<input checked="" type="checkbox"/>
DAN 213-U01 (21477)	Intro to Contemporary Dance (Studio)	MoWe 12:30PM - 2:20PM	TBA	A. Beller	<input type="checkbox"/>

Approved Courses

Adviser Comments and Additional Approved Courses

Save

DAN211

Use this box to record advising recommendations and notes concerning enrollment, including courses not in student queue above.

ADVISER APPROVAL

By checking this box, I confirm that I have reviewed the academic plans and approved the courses specified above.

Submit

Check the **Adviser Approval** box to approve the APF and **Submit** the form. You cannot change the form after you **Submit**.

Windows for each section can be resized as needed.
Right windows display information below

Past APF Summary pages

APF (s) Cancel

Find | View All First 1 of 6 Last

APF for TIP 7 Term: 2018-2019 Fall

Study Abroad: No When? Summer? No

Course History, grades, and status of course (completed or in progress)

Course History

Course	CrossListing	Description	Term	Grade	Units	Status
AST 203		The Universe	2017-2018 Spring	A-	1.00	✓
CEE 102A	EGR102A/MAE102A	Engineering in the Modern Worl	2016-2017 Fall	A	1.00	✓
CHV 375	COM364/ENG374	Clues, Evidence,	2016-2017	B+	1.00	✓

General Education and Concentration Requirements Completed

Requirement Summary

General Education Requirements			
Writing Requirement	WRI 188	B+	15-16 Fall
BSE Math, Chemistry & Computing Requirements	Complete		
BSE 1st term Math	MAT TEST2	CR	15-16 Fall
BSE 2nd term Math	MAT TEST2	CR	15-16 Fall
BSE 3rd term Math	MAT 201	A-	15-16 Fall

High School Subjects, Test Scores, AP Scores and Credits, Placement Recommendations

Test Scores & Placement

test credit posted: CHM 2, MBC 2, PHY 2

Provisional Advanced Standing Eligibility:

Requirement Complete	Course Placement Recommendations
	FEB/MOL 211

