

Pathway Academic Advising Access

Pathway offers multiple places to look up the same information. Each page might have a different format or slightly different variables included. Many paths are listed here so you can find the one that best meets your needs.

Please note that many Pathway pages have tabs across the top that give you access to additional information.

- I. Pathway Training Web Site:** More detailed instructions for some of the commonly performed tasks are available on our Web site: www.umkc.edu/registrar/pathwaytraining.asp.

II. Bio/Demo Data, Contact Information

These pages have information about addresses, phones, e-mail, race & ethnicity, residency, international status, former names, etc.

- a. UM Processes and Reports > UM Admit and Recruit > Application Inquiry
- b. UM Processes and Reports > UM Campus Community > FERPA Inquiry
- c. Campus Community > Personal Information (Student) > Identification (Student) > Residency Data
- d. Self Service > Advisement > New/Drop-in Advisees > address / telephone
- e. Campus Community > Student Services Center > general info tab

III. Admissions Data

Check here to see if a student has applied, been admitted, and if they are international or domestic.

- a. UM Processes and Reports > UM Admit and Recruit > Application Inquiry
- b. Campus Community > Student Services Center > admissions tab

IV. Test Scores

Check here for scores from the ACT, SAT, MAPP, WEPT, AP, IB, etc.

- a. UM Processes and Reports > UM Admit and Recruit > Application Inquiry
- b. Campus Community > Student Services Center > admissions tab
- c. Records and Enrollment > Transfer Credit Evaluation > Test Results
- d. Records and Enrollment > Transfer Credit Evaluation > Academic Test Summary

V. Transfer Credit / Test Credit

These pages have information about what other schools students attended, the classes they took at those schools, and the UMKC equivalencies.

- a. Records and Enrollment > Transfer Credit Evaluation > Transfer Evaluation Report
Prints a complete summary of all prior schools attended, the external class and the internal equivalent as well as a transfer GPA.
- b. Self Service > Advisement > New/Drop-in Advisees > Transfer Credit Report
- c. Campus Community > Student Services Center > transfer credit tab
- d. Records and Enrollment > Transfer Credit Evaluation > Course Credits – Manual
- e. Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary
- f. Records and Enrollment > Transfer Credit Evaluation > Evaluate Transfer Credit
- g. Records and Enrollment > Transfer Credit Evaluation > Test Credits

VI. Majors, Minors, & Application for Graduation

- a. Records and Enrollment > Career and Program Information > Student Program/Plan

This is the most comprehensive page, but also the most confusing to read.

Program = Career + Academic Unit/Department

Plan = Majors and Minors

Sub-plan = emphasis area for a specific major

- b. Campus Community > Student Services Center > academics tab
Current major only, does not take into account changes with a future effective-date
- c. Records and Enrollment > Graduation > Student Degrees
Includes their degree award date, degree honors, and degree GPA

- d. Self Service > Advisement > New/Drop-in Advisees > Academic Information
Current major only, does not take into account changes with a future effective-date

VII. Term Active / Eligible to Enroll / Term Limits

- a. Records and Enrollment > Student Term Information > Term Activate a Student
The second tab on this page is where you can adjust the min or max hours the student can take each term.
- b. Campus Community > Student Services Center > academics tab


VIII. Registration Start Time (during priority enrollment only)

- a. Campus Community > Student Services Center > student center tab, Enrollment Dates box on the right
- b. Self Service > Advisement > New/Drop-in Advisees > Enrollment Appointments

IX. Class Search (Schedule of Classes)

- a. Public Version: Self Service > Class Search/Browse Catalog
- b. Staff Version: Curriculum Management > Schedule of Classes > Class Search

X. Service Indicators (advising holds and other holds or indicators)

- a. View Holds
 - i. Campus Community > Student Services Center > student center tab, Holds box on the right
 - ii. Campus Community > Student Services Center > general info tab
 - iii. Anywhere you see the red  icon you can click on it to see the holds
- b. Add/Remove Holds
 - i. Campus Community > Service Indicators > Service Indicator Data
 - 1. Advising hold Service Indicator code = R04
 - 2. Advising Service indicator reasons:
 - a. AR = advising required
 - b. NEW = new student advising hold
 - c. PR = probation advising hold
 - c. Campus Community > Service Indicators > Service Indicator Audit
To view a history of when holds were added and removed and by whom.

XI. Classes & Grades by Term / Student Class Schedule / Future Term Enrollment

- a. Campus Community > Student Services Center > academics tab
- b. Records and Enrollment > Student Term Information > Student Grades
- c. Self Service > Advisement > New/Drop-in Advisees > Class Schedule

XII. Term GPA / Cumulative GPA

- a. Records and Enrollment > Student Term Information > Term History
- b. Campus Community > Student Services Center > Academics tab

XIII. Academic Standing

Academic standing is always assigned at the END of the term. So to see a student's current academic standing, you have to look at the last term they were enrolled.

- a. Campus Community > Student Services Center > Academics tab
- b. Records and Enrollment > Student Term Information > Term History > Academic Standing Tab
- c. Self Service > Advisement > New/Drop-in Advisees > Academic Standing

XIV. Student Permission

Only one person in each department has access to assign permission to specific students for specific classes for a specific term.

- a. Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers

XV. Class Rosters

View who is enrolled in a section of a class for a term

- a. Curriculum Management > Class Rosters > Class Rosters

XVI. Assign Advisors

You can assign a specific advisor (or multiple advisors) to each individual student, then the student can see who their advisor is in their Pathway Student Center.

- a. Records and Enrollment > Student Background Information > Student Advisor
- b. Self Service > Advisement > View My Advisees

XVII. Print Academic Advising Profile (advising transcript)

These will only print to "infoprint printers," which are specially networked, secure printers. For information on setting up an infoprint printer in your office, contact your local IS support person and the UM-System Help Desk at 573-882-5000.

- a. UM Processes and Reports > UM Student Records > Academic Advising Profile

XVIII. Default search values and printer

- a. Set Up SACR > User Defaults 1
input KCITY in the first 3 boxes
- b. Set Up SACR > User Defaults 4
check "Carry ID" box and input infoprinter name