

# MILLSAPS COLLEGE

OFFICE OF RECORDS

## About MajorPortal: An Overview Guide for Advisors

### INTRODUCTION

MajorPortal is the home for applications and will eventually replace functionality that has been accessible to students, advisors, and instructors in MajorAccess. These instructions go over how ADVISORS can use MajorPortal.

### HOMESCREEN

Once you are logged into MajorPortal, click "Advising." Advisors that have been assigned to you will display.

The screenshot shows the 'Advising' tab selected in the top navigation bar. Below the navigation bar is a blue header with the text 'Who would you like to work with?' and 'Find a student by searching or selecting below.' Below this is a search interface with a text input field labeled 'Name or ID:' containing the placeholder 'Type a name or ID...', a filter section with radio buttons for 'Student' (selected) and 'Advisor', and a 'Search' button. Below the search bar is a table of student records.

Name or ID	ID	Program	Advisor(s)
Test, David G.	0062761	Undeclared	Tanya Crump
Test, Tenacious	0217966	Associate of Applied Science in Bus Adm/Emphasis Acct, Associate of Arts - General Studies	Alexis Vance Tanya Crump
Test, William S.	0210932	Associate of Arts Degree - Business	Tanya Crump

Click one, and the student's information will display.

The rest of this document will go over what each of the tabs on the student's record is for.

## COURSE PLAN TAB

From the Course Plan, you can see what the advisee has planned to take. You can also approve or deny courses for their registration. For information about the registration process, please see other/more detailed documentation.

There are two views from the "course" plan: list view and calendar view.

This is list view:

The screenshot shows the 'Course Plan' tab for a student named Tenacious Test (Student ID: 0217068, email: cmoore@com.edu). The interface includes a search bar, a 'Review Complete' button, and a list of planned courses for 'Credit Fall 2015'. The courses listed are:

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ACCT-2302: Prin of Managerial Accounting <b>⚠️ ACCT 2301 - Must be completed prior to taking this course.</b>	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		ACNT-1303: Introduction to Accounting I	3	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		BUSI-2301: Business Law	3	No Section Selected	No Section Selected	No Section Selected

This is calendar view. Note the color codes: Yellow=planned, Green=completed, Red frame=warning

The screenshot shows the 'Calendar' view for 'Fall 2014'. A red arrow points to the 'Fall 2014' label. The calendar displays a grid of days (Mon-Fri) and times (8am-1pm). Courses are color-coded: yellow for planned, green for completed, and red for denied. A pop-up window for 'BIO-312-101: Genetics' is open, showing a 'Denied' status with a red border and a warning icon. The pop-up text reads: 'Take BIO-121 and BIO-122 or BIO-232 with grade C- or better. - Must be completed prior to taking this course.' and 'Take BIO-312 - Must be taken either prior to or at the same time as this course.' The course is also marked as 'Planned' with a yellow background. Credits: 4, Grading: Graded, Instructor: Haubrick, L, 8/25/2014 to 12/13/2014.

## TIMELINE TAB

You can also choose the Timeline to see future terms, past terms, and multiple terms at the same time for this student.

**Tenacious Test**  
Student ID: 0217966  
emoores@com.edu

Advisor(s): Alexis Vance, Tanya Crump

Completed Non-term Courses

- NTSIE-0004: New T SI Essay 5-8 Credits: 0 ✓
- NTSIM-0005: New T SI Math 350-350 Credits: 0 ✓
- NTSIR-0003: New T SI Read 346-350 Credits: 0 ✓
- NTSIW-0004: New T SI Write 350-356 Credits: 0 ✓

Credit Fall 2015

- ACCT-2302: Prin of Managerial Accounting Credits: 3
- ACCT-201 - Must be completed prior to taking this course.
- ACNT-1303: Introduction to Accounting Credits: 3
- BU SI-2301: Business Law Credits: 3

3 Planned Credits

## PROGRESS TAB

The progress tab shows the student's program/evaluation degree audit. For information about how the program evaluation is used in the registration process, please see other/more detailed documentation.

**Literature in English - Bachelor of Arts**  
(1 of 1 programs)

View a New Program

**At a Glance**

Cumulative GPA: 3.947 (2.000 required)  
Institution GPA: 3.947 (2.000 required)  
Degree: Bachelor of Arts  
Majors: Literature in English  
Departments: English  
Catalog: 2014

Description  
Literature in English majors will learn how to read and interpret complex texts, how to relate one text to another  
[More...](#)

Program Notes  
[Show Program Notes](#)

**Progress**

Program Completion must be verified by the Registrar.

Total Credits (128 of 128)

100 20 8

Total Credits from this School (128 of 32)

100 20 8

**Requirements**

UG Core Requirement (2007-2014)

## COURSE CATALOG TAB

This tab will show all the courses in the college catalog. Click into a subject and then use the filters on the left to see particular classes. Classes with gray bars that say “view available section” mean they are being offered during the registration period.

The screenshot shows the Millsaps College Course Catalog interface. At the top left is the Millsaps College logo. On the top right, there are links for 'Test', 'Sign out', and 'Help'. Below the logo, there are navigation tabs for 'Academics', 'Student Planning', and 'Course Catalog'. A search bar is located on the right side of the page. The main content area is titled 'Search for Courses and Course Sections' and includes a 'Back to Plan & Schedule' link. On the left, there are filter sections for 'SUBJECTS', 'TERMS', 'DAYS OF WEEK', 'TIME OF DAY', and 'INSTRUCTORS'. The 'SUBJECTS' filter is expanded, showing a list of subjects with checkboxes. The main content area displays three course listings, each with a title, description, prerequisites, and offered terms. The first course is 'ACCT-2000 Principles of Fin Acct (4 Credits)', the second is 'ACCT-2010 Mgt Acct, Budget & Sys Control (4 Credits)', and the third is 'ACCT-3000 Intermediate Finc Acct I (4 Credits)'. Each course listing has an 'Add Course to Plan' button and a 'View Available Sections for ACCT-2000' link.

## NOTES TAB

Select the notes tab to view notes to and from an advisee. FYI—All advisors assigned to the student, the Assistant Dean for Academic Advising and Student Support, as well as the student themselves can see these notes. Thus, they have some but limited privacy. Please use the notes for academic advising only. Also, please be careful when sending notes because once saved, they cannot be edited or deleted. The notes do remain with the student’s record, so if a student changes majors or advisors, it will still be accessible to any advisor who can view the student’s plan.

The screenshot shows the 'Notes Tab' interface for a student named 'Tenacious Test'. At the top, there are tabs for 'Student Finance' and 'Advising'. Below the tabs, there is a 'Back to Advisees' link and a search bar. The student's profile information is displayed, including a silhouette icon, the name 'Tenacious Test', Student ID: 0217966, and email: cmoore@com.edu. A 'Review Complete' button is visible. Below the profile information, there are tabs for 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', and 'Unofficial Transcript'. The 'Notes' tab is selected. The main content area is divided into two sections: 'Compose a Note' and 'View Note History'. The 'Compose a Note' section has a text input field and a 'Save Note' button. The 'View Note History' section displays a note from 'Crump, Tanya E.' on 10/30/2015 at 8:30 PM, which reads: 'Hi Tenacious, Great job planning for the fall semester. I've reviewed your plan and denied ACCT-2302 because you haven't met the prereq. Please register after reviewing. Thanks, Ms. Crump'.

## PLAN ARCHIVE TAB

To view plans that you have approved of your advisees and archived, go to the Plan Archive tab.

- Click the download PDF link for the version of the course plan you want to view.
- When prompted by your browser, open the PDF to see all the details of the course plan as it looked at the time it was archived.

**Tenacious Test**  
Student ID: 0217966  
✉ cmoore@com.edu

Review Complete

Course Plan last reviewed on 10/30/2015 by Crump, Tanya E.  
Advisor(s): Alexis Vance, Tanya Crump

Course Plan | Timeline | Progress | Course Catalog | Notes | **Plan Archive** | Test Scores | Unofficial Transcript

Archived PDF	Archive Date	Archived By
<a href="#">Download PDF</a>	10/30/2015 9:00:01 PM	Crump, Tanya

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Do you want to open or save Test\_Tenacious\_0217966\_10\_30\_2015\_9\_00\_PM.pdf from selfserve-test.com.edu? Open Save Cancel

The archived plans includes all notes from the student and/or advisors as well as any classes approved or denied by the advisor. It also indicates who added courses to the plan and when they were added.

Advisors and administrators have access to the plans as well as any future advisors the student may be assigned to.

## TEST SCORES TAB

To view the admission, placement, and other tests for an advisee that have been reported to or administered by the college, select Test Scores. Information about each of the tests is displayed including the test type, date taken, and test score.

**Tenacious Test**  
Student ID: 0217966  
✉ cmoore@com.edu

Review Complete

Course Plan last reviewed on 10/30/2015 by Crump, Tanya E.  
Advisor(s): Alexis Vance, Tanya Crump

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | **Test Scores** | Unofficial Transcript

**Admission Tests**

No tests of this type have been recorded.

**Placement Tests**

Test	Date Taken	Score	Percentile	Status	Status Date
New TSI Essay	7/24/2015	5 of 8		1 Notational Only	7/24/2015
New TSI Math	7/24/2015	350 of 390	0	1 Notational Only	7/24/2015
New TSI Reading	7/24/2015	350 of 390	0	1 Notational Only	7/24/2015
New TSI Writing	7/24/2015	350 of 390		1 Notational Only	7/24/2015

**Other Tests**

## UNOFFICIAL TRANSCRIPT TAB

Click the Unofficial Transcript tab to view the advisee's unofficial transcript.

- Click on the transcript link.
- Click the **Download PDF** link.
- When prompted by your browser, open the PDF to view the student's transcript.

**Tenacious Test**  
Student ID: 0217966  
✉ cmoore@com.edu

Review Complete

Course Plan last reviewed on 10/30/2015 by Crump, Tanya E.  
Advisor(s): Alexis Vance, Tanya Crump

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript

⚠ These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

Download Degree Audit Transcript (PDF)

Do you want to open or save Test\_Tenacious\_0217966\_10\_31\_2015.pdf from selfserve-test.com.edu?

Open Save Cancel

Please do not save the unofficial transcript, send it the student, or release it to anyone as it is protected by FERPA.

## QUESTIONS

If you have any questions, please contact the Office of Records at Millsaps College via phone at 601-974-1120 or via email at [records@millsaps.edu](mailto:records@millsaps.edu).