

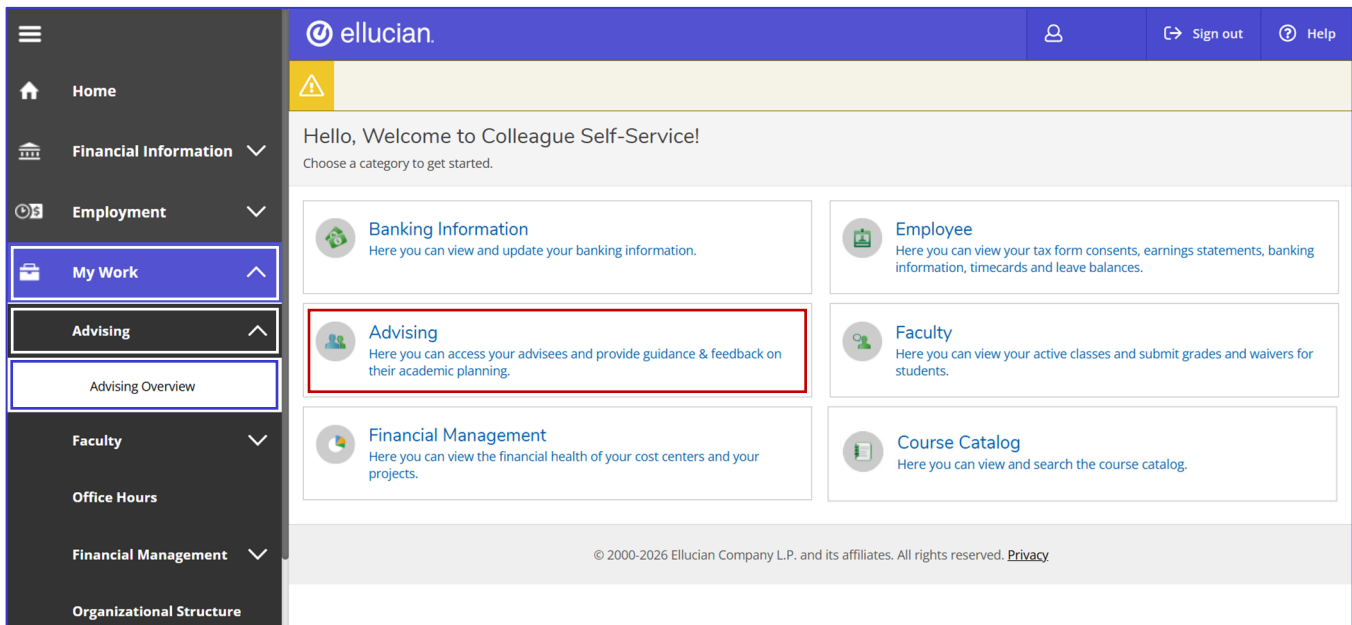
Lewis & Clark Graduate School

Self-Service - Advisor Training

Basic Navigation

You can access the Advising two ways:

- From the homepage: Click the **Advising** tile.
- From the hamburger menu (☰) at the top left click **My Work, Advising, then Advising Overview.**



Advising Overview Tab

The Self-Service **Advising Overview** tab provides you access to your advisees' academic information. This allows you to view student progress, degree audits, course plans, timeline, transcripts, and grades.

Advisee Details

- Click the **View Details** button for information about your Advisees'.

The screenshot shows the ellucian web interface for the 'Advising Overview' tab. At the top, there is a navigation bar with 'ellucian' and user options like 'Sign out' and 'Help'. Below this, a breadcrumb trail shows 'My Work > Advising > Advising Overview'. A search prompt asks 'Which student do you want to work with?' with a search box and filters for 'Student' and 'Advisor'. Below the search area is a table with columns: Name, Review Requested, Assigned Advisee, ID, Program(s), Date of last advisement, Advisor(s), Advisee Preferred Email, and a 'View Details' button. The table lists three test students. The 'View Details' button for 'Test Student 2' is highlighted with a red box and an arrow pointing to it.

| Name | Review Requested | Assigned Advisee | ID | Program(s) | Date of last advisement | Advisor(s) | Advisee Preferred Email | |
|-----------------------------------|------------------|------------------|--------|---|-------------------------|------------------------------------|-------------------------|------------------------------|
| Test Student 1 She/Her/Hers | | | 123456 | Master of Arts in Art Therapy | 10/21/2025 | Apple_Candy (GSEC General Advisor) | cwhetstine@clark.edu | View Details |
| Test Student 2 He/Him/His | | | 123457 | Master of Arts in Art Therapy Certificate in Eating Disorders | N/A | Apple_Candy (GSEC General Advisor) | cwhetstine@clark.edu | View Details |
| Test Student 3 They/Them/Their | | | 123458 | Master of Arts in Art Therapy Certificate in Eating Disorders | N/A | Apple_Candy (GSEC General Advisor) | cwhetstine@clark.edu | View Details |

- Click **View Full Profile** button to view the academic and advisor details for a specific student.

The screenshot shows the 'Advising Overview' page for 'Test Student 2'. The student's profile includes their name, gender (He/Him/His), student ID (123456), and email (teststudent2@lclark.edu). The program is 'Master of Arts in Art Therapy Certificate in Eating Disorders' and the advisor is 'Apple, Candy'. A red arrow points to the 'View Full Profile' button. Below the profile is a 'Notifications' section with one notification: 'Missing Official Transcripts' with a link to details. At the bottom, there are tabs for 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Transfer Summary', 'Grades', 'Permissions', and 'Graduation Application'. The 'Course Plan' tab is active, showing 'Grad Fall 2026' with a 'Print' button and credit counts: 'Planned: 2 Credits', 'Enrolled: 6 Credits', and 'Waitlisted: 0 Credits'. There are also 'Approve', 'Deny', 'Protect', and 'Unprotect' buttons.

The 'Student Profile' modal window displays the following information:

- Student Profile:** Test Student 2 (ID: 2970576), E-Mail: teststudent2@lclark.edu (Lewis & Clark)
- Phone number/Extension (Mobile/Cellular):** [Redacted]
- Address:** [Redacted]
- Academic Details:**

| Academic Programs | Anticipated Completion Date | Major | Minor |
|---------------------------------|-----------------------------|------------------|-------|
| Master of Arts in Art Therapy | 6/16/2028 | Art Therapy | |
| Certificate in Eating Disorders | | Eating Disorders | |
- Advisor Details:**

| Name | Type | E-Mail | Phone |
|-------|------|--------|-------|
| Close | | | |

Advisee Details - Course Plan Tab

The **Course Plan** tab is where you can view a student's **completed**, **registered** and **planned** courses.

- Click the arrows (< >) on the left or right to scroll through current and future semesters.
- A student's **registration date/time** will be displayed if it has been assigned.

ellucian

My Work · Advising · Advising Overview

Advisee Details

Search for courses...

Test Student 2
He/Him/His
Student ID: 123456
teststudent2@clark.edu

Program(s):
Master of Arts in Art Therapy
Certificate in Eating Disorders

Advisors(s):
Apple, Candy

Advisor Permission to Register

Plan Review Complete

Course Plan last reviewed on 11/25/2025 by Apple, Candy

Notifications 1

| Title | Details | Link |
|------------------------------|---------|------|
| Missing Official Transcripts | | |

Course Plan | Timeline | Progress | Course Catalog | Plan Archive | Test Scores | Unofficial Transcript | Transfer Summary | Grades | Permissions | Graduation Application

Grad Fall 2026 + Navigate Between Semesters

Student's registration period for Grad Fall 2026 begins on 1/28/2026 at 7:00 AM

Print

Planned: 2 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect

| Approval | Course | Credits | Instructor | Time | Location |
|-----------------------------|--|-----------|------------------|--|-----------------------------------|
| Completed | AT-501-01: Theories of Cnslng | 3 Credits | Rock, J | Th 9:00 AM - 12:15 PM 9/8/2026 - 12/19/2026 | Graduate Campus TBD Lecture |
| Registered, but not started | AT-501-01: Intro to Art Therapy | 3 Credits | Short Lafady, B | W 9:00 AM - 12:15 PM 9/8/2026 - 12/19/2026 | Graduate Campus TBD Lecture |
| | AT-550-01: Diversity and Social Equity | 2 Credits | Leija Briones, M | F 1:00 PM - 4:00 PM 9/8/2026 - 12/19/2026 | Graduate Campus TBD Lecture |

Advisee Details - Timeline Tab

The **Timeline** tab provides a visual, multi-term chronological overview of a student's entire academic history - past, present, and future.

- **Sample Plans** can be assigned based on course sequence sheets **or** students and/or advisors can build custom plan.
- **Click the arrows (< >)** on the left or right to scroll through current and future semesters.

The screenshot displays the 'Advisee Details' page for 'Test Student 2' in the 'Timeline' tab. The interface shows a navigation bar with 'My Work', 'Advising', and 'Advising Overview'. The student's profile includes their program (Master of Arts in Art Therapy), advisor (Apple, Candy), and contact information. A search bar for courses is present. Below the profile, there are buttons for 'Advisor Permission to Register' and 'Plan Review Complete', along with a note that the course plan was last reviewed on 11/25/2025 by Apple, Candy.

The main content area features a 'Notifications' section with one notification: 'Missing Official Transcripts'. Below this is a tabbed interface with 'Timeline' selected. The timeline shows course plans for five semesters: Grad Fall 2026, Grad Spring 2027, Grad Summer 2027, Grad Fall 2027, and Grad Spring 2027. Each semester has a list of courses with their credit values and a status icon (checkmark, X, or warning triangle). A green box highlights a 'Graded Section' in the Spring 2027 semester. A yellow box highlights a 'Planned Section' in the Spring 2027 semester. A blue box highlights a 'Registered Section (✓)' in the Fall 2026 semester. An orange box highlights a 'Planned Course (Planned courses do not have a section number)' in the Summer 2027 semester. Navigation arrows are visible on the left and right sides of the timeline.

| Semester | Course | Credits | Status |
|------------------|--|-----------|------------------------|
| Grad Fall 2026 | AT-501-01: Theories of Cnslng | 3 Credits | Registered Section (✓) |
| | AT-510-01: Intro to Art Therapy | 2 Credits | Planned Section |
| | AT-550-01: Diversity and Social Equity | 2 Credits | Planned Course |
| | CORE-500: CORE Convocation | 0 Credits | Planned Course |
| Grad Spring 2027 | AT-511: Helping Relationship:AT | 3 Credits | Planned Course |
| | AT-513: Psychopathology | 3 Credits | Planned Course |
| | AT-523: Child & Adolescent Art Therapy | 3 Credits | Planned Course |
| Grad Summer 2027 | AT-515: Group Art Therapy | 2 Credits | Planned Course |
| | AT-524: Crs-Cultrl Cnslng | 1 Credits | Planned Course |
| | AT-550: Must be completed prior to taking this course. | 0 Credits | Planned Course |
| Grad Fall 2027 | AT-526: Clinical Skills/Art Therapy | 1 Credits | Planned Course |
| | AT-530: Clncl Assess/Graphic Means | 3 Credits | Planned Course |
| | AT-539: AT Professional Ethics | 3 Credits | Planned Course |
| | AT-545: Equity in Art Therapy | 2 Credits | Planned Course |
| Grad Spring 2027 | AT-517: Art Therapy Treatment | 2 Credits | Planned Course |
| | AT-522: Diagnostic Testing | 3 Credits | Planned Course |
| | AT-522: Diagnostic Testing | 3 Credits | Planned Course |

Advisee Details - Progress Tab

The **Progress** tab (replaces 'program evaluation' terminology). It allows students to:

- **Monitor Progress Towards Program Completion:** View program details, overall GPA, and your anticipated completion date.
- **Visualize Progress (Progress Bars):** Use color-coded status bars to distinguish between completed, in-progress, and planned credits.
- **Plan & Register:** Find courses for missing requirements and add them directly to your academic plan or schedule.

Navigate Between Programs

Progress Bars

Course Statuses

Scroll Down to See Full Program Requirements

| Status | Course | Grade | Term | Credits |
|-------------|--------|-------|-------|---------|
| Completed | AT-501 | A | 26/GF | 3 |
| Registered | AT-510 | | 26/GF | 3 |
| Planned | AT-550 | | 26/GF | 2 |
| Planned | AT-513 | | 27/GS | 3 |
| Planned | AT-523 | | 27/GS | 3 |
| Planned | AT-511 | | 27/GS | 3 |
| Planned | AT-524 | | 27/GU | 1 |
| Planned | AT-539 | | 27/GF | 3 |
| Not Started | AT-535 | | | |




Advisee Details - Course Catalog Tab

The **Course Catalog** tab is the primary tool for searching and filtering academic courses in the catalog. You can search by **Catalog Listing** (course) or **Section Listing** (section).

Course v. Section

- **Course** is a shell of information such as title, credits, course description, requisites, etc. (Ex. **AT-501**).
- **Section** is an individual offering of a course in a specific term, having unique information such as instructor or location. (EX. **26/GF AT-501-01**).

Course icons

- **Restriction icon** (): *Registration restrictions apply - see course description.*
- **Instructor Consent icon** (): *Instructor Consent Required.*
- **Course Fee icon** (): *Additional Fees Apply.*

Course Restrictions

- **NEW!** We can now limit registration in specific courses to students admitted to specific programs. Many courses have restriction language (Ex. **Must be admitted to MCFT program**). Students will receive the message below.



If you are interested in these restrictions for your courses, please contact the **Graduate Registrar's Office!**

Search for a section using the Catalog or Section Listing option

- Select the **Catalog or Section Listing** button.
- Select a *Graduate* level **Semester** from the drop-down menu. (Ex: **Grad - Fall 2026**)
- Select a **Course Subject** from the drop-down menu. (Ex: **Art Therapy**)
- Enter a **Course Number**.
- Click **Search**.

The screenshot displays the 'ellucian' Advising Overview page. The main content area is titled 'Catalog Advanced Search' and includes a 'Results View' section with radio buttons for 'Catalog Listing' and 'Section Listing'. The 'Section Listing' option is selected. Below this, there are several input fields: 'Term' (set to 'Grad Fall 2026'), 'Meeting Start Date' and 'Meeting End Date' (both with 'M/d/yyyy' placeholders), 'Courses And Sections' (set to 'Art Therapy'), 'Subject' (with 'Course number' and 'Section' input fields), 'Days Of Week' (checkboxes for Sunday through Saturday), 'Location' (a dropdown menu), 'Time Of Day' (a dropdown menu), 'Time Starts by' and 'Time Ends by' (both with 'hh:mm AM/PM' placeholders), and 'Course Type' (a dropdown menu). At the bottom of the form are 'Clear' and 'Search' buttons. A red arrow points to the 'Search' button. Several callout boxes with lines pointing to specific elements are present: 'Search by Catalog or Section' points to the 'Section Listing' radio button; 'Expand to Select a Graduate Semester' points to the 'Term' dropdown; 'Expand to Select Subject' points to the 'Courses And Sections' dropdown; 'Enter Course or Section' points to the 'Section' input field; and a red arrow points to the 'Search' button.

Catalog Listing View

Here you can view your filtered results and select a section. When registration is open students can add course sections to their plan.

- **Select [View Available Sections for...](#)** to view course sections for current and future semesters.

The screenshot shows the ellucian advising system interface. At the top, there's a navigation bar with 'ellucian' logo, user profile, 'Sign out', and 'Help'. Below that, a breadcrumb trail shows 'My Work > Advising > Advising Overview'. The main header area includes 'Advisee Details' for 'Test Student 2', with program information (Master of Arts in Art Therapy, Certificate in Eating Disorders) and advisor information (Apple, Candy). A search bar for courses is present. Below the header, there are buttons for 'Advisor Permission to Register' and 'Plan Review Complete'. A 'Notifications' bar is visible. The main navigation tabs include 'Course Plan', 'Timeline', 'Progress', 'Course Catalog' (highlighted), 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Transfer Summary', 'Grades', 'Permissions', and 'Graduation Application'. The 'Course Catalog' view shows a filter results sidebar on the left with categories like Availability, Subjects, Locations, Terms, Days of Week, and Time of Day. The main content area displays 'Advanced Search Selection: AT-510' with filters applied for 'Grad Fall 2026'. The course details for 'AT-510 Intro to Art Therapy (3 Credits)' are shown, including prerequisites (None), locations (Graduate Campus, CAS Campus, Online Section), and offered frequency (Fall, Annually). A red box highlights the 'View Available Sections for AT-510' link, with a red arrow pointing to it. Below this link, the 'Grad Fall 2026' section is expanded, showing two sections: 'AT-510-01' and 'AT-510-02'. Each section has a table with columns for Seats, Times, Locations, and Instructors. The 'AT-510-01' section is scheduled for 14/1/15/0 on Wednesdays from 9:00 AM to 12:15 PM at Graduate Campus, with instructor Short Lafady, B. The 'AT-510-02' section is scheduled for 15/0/15/0 on Mondays from 1:00 PM to 4:15 PM at Graduate Campus, with instructor Short Lafady, B. Both sections have an 'Add Section to Schedule' button.

Section Listing View

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My Work · Advising · Advising Overview

Advisee Details

Test Student 2
 Program(s): Master of Arts in Art Therapy
 Certificate in Eating Disorders
 Advisor(s): Apple, Candy
 Student ID: 123456
 teststudent2@stark.edu

Advisor Permission to Register
 Plan Review Complete
 Course Plan last reviewed on 11/25/2025 by Apple, Candy

Notifications

Course Plan | Timeline | Progress | **Course Catalog** | Plan Archive | Test Scores | Unofficial Transcript | Transfer Summary | Grades | Permissions | Graduation Application

Back To Course Catalog

Filter Results

Availability
 Open and Waitlisted Sections
 Open Sections Only

Subjects
 Art Therapy (26)

Locations
 Graduate Campus (26)

Terms
 Grad Fall 2026 (26)

Days of Week
 Sunday (1)
 Monday (10)
 Tuesday (2)
 Wednesday (6)
 Thursday (4)
 Friday (2)
 Saturday (1)

Time of Day
 Select time range...

Advanced Search Selection: AT
 Filters Applied: Grad Fall 2026

Instructor Consent Required

| Add To Schedule | Term | Status | Section Name | Title | Planned Status | Dates | Location | Instructional Methods |
|-----------------|----------------|------------|--------------|----------------------------|---------------------------------|---------------------|-----------------|-----------------------|
| Add | Grad Fall 2026 | Waitlisted | AT-501-01 | Theories of Cnsling | Attempted/Completed | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Waitlisted | AT-501-02 | Theories of Cnsling | | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Open | AT-501-CW | Theories of Cnsling | | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Open | AT-510-01 | Intro to Art Therapy | | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Open | AT-510-02 | Intro to Art Therapy | Additional Fees Apply | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Open | AT-515-01 | Group Art Therapy | | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Open | AT-515-02 | Group Art Therapy | | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Open | AT-530-01 | CinCl Assess/Graphic Means | | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |
| Add | Grad Fall 2026 | Open | AT-530-02 | CinCl Assess/Graphic Means | Registration Restrictions Apply | 9/8/2026-12/19/2026 | Graduate Campus | Lecture |

Advisee Details - Plan Archive Tab

The **Plan Archive** tab stores permanent snapshots of exactly what the student's plan looked like at the moment you reviewed it.

The screenshot shows the ellucian interface for an advisee's details. The 'Plan Archive' tab is selected and highlighted with a green box. Below the tabs, there is a table with the following data:

| Archived PDF | Archive Date | Archived By |
|--------------------------|-----------------------|--------------|
| Download | 11/25/2025 1:41:57 PM | Apple, Candy |

A red arrow points to the 'Download' link in the first row of the table.

Advisee Details - Test Scores Tab

The **Test Scores** tab is a resource for providing a centralized view of a student's standardized test results and institutional placement exams.

The screenshot shows the ellucian interface for an advisee's details. The 'Test Scores' tab is selected and highlighted with a green box. Below the tabs, there is a table titled 'Admission Tests' with the following data:

| Test | Date Taken | Score | Percentile | Status | Status Date |
|----------------------------|------------|----------|------------|----------|-------------|
| Chemistry-SATII | 6/1/2010 | 550 | | | |
| EdTPA Avg Rubric Score: SS | 12/16/2022 | 3.2 of 5 | | ✓ Passed | 2/9/2023 |
| EdTPA Total Score: SS | 12/16/2022 | 48 of 75 | | ✓ Passed | 2/9/2023 |

Advisee Details - Unofficial Transcript Tab

The **Unofficial Transcript** tab provides a comprehensive, printable record of a student's entire academic history at your institution.

The screenshot shows the 'ellucian' interface for 'Advisee Details'. The user is logged in as 'Apple, Candy'. The page displays the student's profile for 'Test Student 2' (Student ID: 123456) and their advisor 'Apple, Candy'. The 'Unofficial Transcript' tab is selected in the navigation menu. A warning message states: 'These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.' Below this, a document titled 'Graduate Semester System Transcript' is listed, with a red arrow pointing to it.

Advisee Details - Transfer Summary Tab

The screenshot shows the 'ellucian' interface for 'Advisee Details' with the 'Transfer Summary' tab selected. A red box highlights the 'Expand All' button and a red arrow points to the dropdown arrow on the 'Portland Community College' entry. A text box above the interface reads: 'Click the Expand All or Arrow (v) Buttons to View Transfer Work'. The transfer summary lists three institutions: Portland Community College, University of Western Australia, and Willamette University.

Advisee Details - Grades Tab

- Click the arrow (↕) to view grades for a specific semester.

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My Work · Advising · Advising Overview

Advisee Details

Search for courses...

Program(s):
Master of Arts in Art Therapy
Certificate in Eating Disorders

Advisor(s):
Apple, Candy

Advisor Permission to Register

Plan Review Complete

Course Plan last reviewed on 11/25/2025 by Apple, Candy

Test Student 2
He/Him/His
Student ID: 123456
teststudent2@iclar.edu

View Full Profile

Notifications 1

Course Plan Timeline Progress Course Catalog Plan Archive Test Scores Unofficial Transcript Transfer Summary **Grades** Permissions Graduation Application

Grad Fall 2026 (9/8/2026-12/19/2026)
Term GPA: 4.000

| Course Section | Title | Credits | Final Grade |
|------------------------------------|--------------------|---------|-------------|
| AT-501-01 9/8/2026 - 12/19/2026 | Theories of Cnslng | 3 | A |

Advisee Details - Permissions Tab

ellucian

My Work · Advising · Advising Overview

Advisee Details

Search for courses...

Program(s):
Master of Arts in Art Therapy

Advisor(s):
Apple, Candy

Advisor Permission to Register

Last advised on 10/21/2025 by Apple, Candy

Plan Review Complete

Course Plan last reviewed on 1/27/2026 by Apple, Candy

Test Student 2
He/Him/His
Student ID: 123456
teststudent2@iclar.edu

View Full Profile

Notifications 1

Course Plan Timeline Progress Course Catalog Plan Archive Test Scores Unofficial Transcript Transfer Summary Grades **Permissions** Graduation Application

Student Petition(s)
Option not available

Faculty Consent(s)

| Course | Section | Term/Period | Status | Updated On | Reason |
|----------|---------|----------------|----------|----------------------|---------------------------|
| MCFE-582 | CW | Grad Fall 2026 | Approved | 10/7/2025 8:54:58 PM | Consent/Override restrict |

Requisite Waiver(s)

| Course | Section | Term/Period | Status | Requisites |
|--------|---------|------------------|--------|------------------------|
| AT-517 | 01 | Grad Spring 2027 | Waived | AT-501, AT-513, AT-511 |

Add Authorization(s)
No existing add authorizations

Advisee Details - Graduation Application Tab

The screenshot shows the 'Advisee Details' page in the ellucian system. The top navigation bar includes 'My Work', 'Advising', and 'Advising Overview'. The main header area contains a search bar for courses and two buttons: 'Advisor Permission to Register' and 'Plan Review Complete'. Below this is the student's profile for 'Test Student 2', including their programs (Master of Arts in Art Therapy, Certificate in Eating Disorders), advisors (Apple, Candy), and contact information. A 'Notifications' section shows one notification. The 'Graduation Application' tab is active, displaying two application entries. The first entry is for a Certificate in Eating Disorders, Grad Spring 2026, with a submitted application date of 1/28/2026. The second entry is for a Master of Arts in Art Therapy, Grad Fall 2026, also with a submitted application date of 1/28/2026.

| Program of Study | Graduation Term | Diploma | Major | Application Status |
|---------------------------------|--------------------|----------------|------------------|------------------------------------|
| Certificate in Eating Disorders | Grad - Spring 2026 | Certificate | Eating Disorders | Application submitted on 1/28/2026 |
| Master of Arts in Art Therapy | Grad Fall 2026 | Master of Arts | Art Therapy | Application submitted on 1/28/2026 |

Advisor Permission to Register Button

- Used by CAS; advising required for registration. **Not required for GSEC students.**
- **Clicking this button will generate an email message to your advisee.**
- Notification has specific messaging for CAS/LAW and directs **GSEC students** to contact advisor w/questions.

Advisor Permission to Register

Plan Review Complete Button

- **Clicking this button will generate an email message to your advisee.**
- Students may also request a review, in which all assigned advisors will receive an email

Plan Review Complete