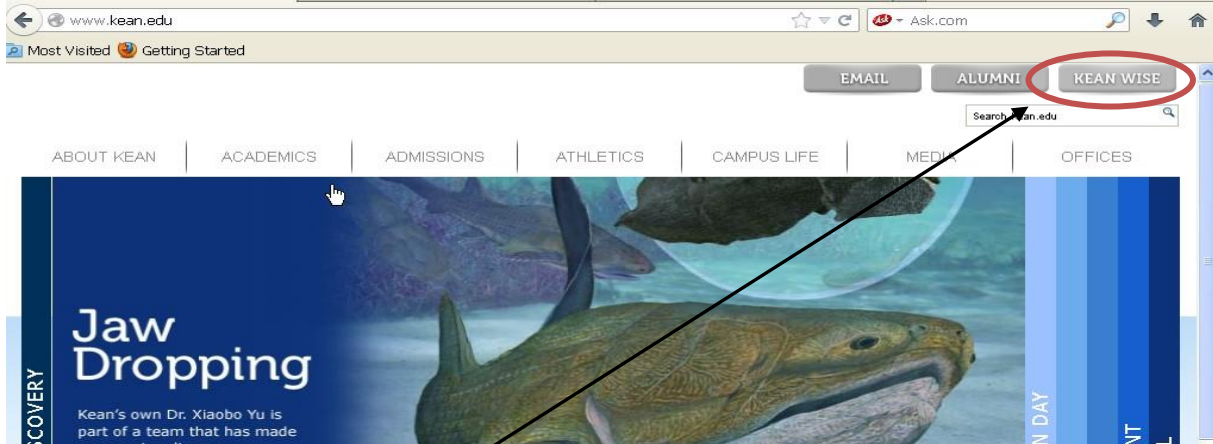


Using Kean Wise as an Academic Advisement Tool

I. Getting started:

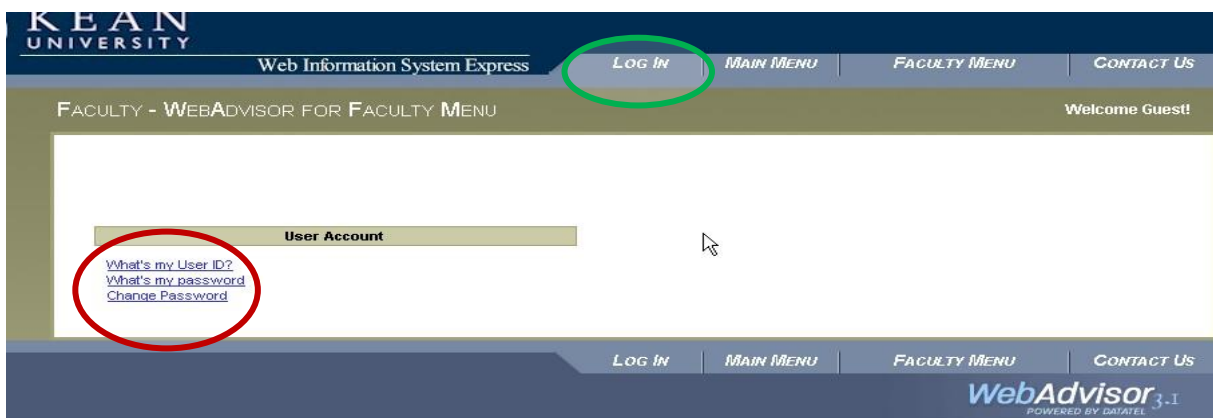
- a. Go to the Kean University website at www.kean.edu



- b. Click on Kean Wise
- c. Choose the Faculty menu box



- d. Log in



Note: If you do not know your user name or password, the user account menu has options that allow you to obtain your user name and/or reset your password. If you are not able to reset your password, please contact the Kean University Office of **Computer Services** at **908-737-6000**.

II. Using your Faculty account as an advising tool

a. After logging into your account, locate the 'Faculty Information' section

During your advising section with a student, the most useful links are:

1. [My Advisees](#)
2. [Student Petition](#)
3. [Override Closed Sections](#)
4. [Student Advisement Restrictions](#)

The screenshot shows a web interface with three main menu sections: 'User Account', 'Budgeting', and 'Other'. The 'Faculty Information' section is highlighted with a red border and contains several links. The following links are highlighted with red boxes: 'My Advisees', 'Student Petition', 'Override Closed Sections', and 'Student Advisement Restrictions'. Other links in the 'Faculty Information' section include 'Search for Sections', 'My Class Schedule', 'Class Roster', 'Final Grading', 'Midterm Grading', 'Acceptable Grades on Web', 'Grading Instructions', 'Never Attended Student Tracking', and 'Office Hour'. The 'User Account' section includes 'What's my User ID?', 'What's my password', and 'Change Password'. The 'Budgeting' section includes 'Budget selection'. The 'Other' section includes 'Flex Plan Application'.

b. [My Advisees](#) option allows you to look at a student's Program Evaluation (EVAL in Datatel) or Transfer Equivalency (XTEV in Datatel) report. To view either of these two reports, simply enter the **Student ID** or **Social Security Number** of the particular student you are advising, choose the particular report you would like to populate and press SUBMIT.

The screenshot shows the 'My Advisees' form. At the top, the title 'My Advisees' is displayed. Below the title, there is a text input field for 'Student ID or SSN' containing the value '000001'. To the right of the input field is an 'Action' dropdown menu with a checkmark icon. The dropdown menu is open, showing two options: 'Program Evaluation' and 'Transfer Equivalency'. At the bottom of the page, there is a navigation bar with the following links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', and 'HELP'.

- c. The **Student Petition** option (XSTP in Datatel) allows you to enter petitions in the system so students can register for course sections that require departmental approval.
 - i. To enter the petition in the system, select the term for which you are entering the petition, enter the **Student ID** or the **Social Security Number** of the particular student you are advising, and click the **SUBMIT** button.

FACULTY

Student Petition

Term:

Enter student ID or SSN:

SUBMIT

- i. The **Student Petition** Screen will populate.
- ii. On the left side of the screen you will find the **Student ID** number, the **Name** of the student and the **Term**. To enter the petition, choose the department, type the course number and the section for which you are allowing the student to register, then press **SUBMIT** to save the petition in the student's account.

Student Petition

13/FA

Department	Course Number	Section
ACCOUNTING	2200	01

- d. The **Override Closed Sections** option (XSTO in Datatel) allows you to enter overloads for specific filled sections.
 - i. As in the **Student Petition** section, you will need to select a term, enter the **Student ID** or the **Social Security Number** for the particular student you are advising, and click the **SUBMIT** button to access the **Override Closed Sections** screen.

- ii. To enter the overload, choose the Department; type the Course Number, the Section and the Expiration Date (you can use your own discretion to determine the expiration date), and press **SUBMIT** to save the petition in the student's account.

Override Closed Sections

* = Required

13/FA

Department	Course Number	Section	Expiration Date (MM/DD/YY)*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- e. The **Student Advisement Restrictions** option (PERC in Datatel) allows you to remove academic advisement holds.
- i. To access the student restriction screen, you will need to enter the **Student ID** or the **Social Security Number** for the particular student you are advising, and click the **SUBMIT** button.

Note: Advisement restrictions for all students are entered in the system by the Office of the Registrar before the start of the registration period.

- ii. To remove a faculty advisement restriction, enter the End Date in the following format: 10/03/13.

Note: if you want your students to register on the same date you advise them, you will need to back date. For example, if you want a student to be able to register on 10/02/13, you will need to enter an end date of 10/01/13.

Student Restrictions

Restriction	Start Date	End Date	Comments
Advisment 1st Major <input type="text"/>	10/02/13	<input type="text"/>	<input type="text"/>
Advisment 1st Major <input type="text"/>	03/06/13	04/02/13	<input type="text"/>
Advisment 1st Major <input type="text"/>	10/09/12	11/08/12	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMIT