

## Academic Advising Requirement Procedures

### Computer Program Used: Molly

Molly has added features to help meet your advising needs. The program now allows for you to view and/or print student academic histories and satisfy student advising requirements.

### Open Molly

The new **Advising Menu** will appear on the screen with the following options:

1. Academic History
2. Advising Requirement
- Q. Quit

Enter desired function:

- 1 = View and/or print academic history
- 2 = Satisfy student's advising requirement
- Q = Quit

### Viewing/Printing Academic History

Entering the number 1 for the Academic History, allows one to view and/or print a student's academic history.

#### *New Prompts:*

- Enter Banner User ID
- Enter Term (example: 200802 Spring, 200805 Summer, 200808 Fall)
- Enter Student's ID or Social Security Number

The student's academic history will appear on the screen. To view each screen of the history, follow the prompts at the bottom of the screen.

#### *Prompts:*

- Click enter to move to next screen
- Type "b" to move back one screen
- Type "e" to exit the history

The *Advising* requirement will be listed in the Unsatisfied Section. If a student has an *Advising Hold*, it will be listed in the Holds Section as AH – Advising Hold.

When you type in "e" to exit the history, you will be given the option of printing the history. To print the history, type "y" and click enter. If you do not wish to print the history, type "n" and click enter.

Upon exiting/printing the academic history, the screen prompting you to enter a student's ID will appear. You may either type in another student's ID or type "end" in the space to quit. Typing "end" in the ID space will take you back to the Advising Menu.

***\* When you are not using the program to view/print histories, please return to the Advising Menu.***

## **Satisfying Student's Advising Requirement**

1. From the main Advising Menu, type 2 and click enter.
2. You will be prompted to enter your Banner Username (uppercase only).
3. You will be prompted to enter the student's ID number or Social Security Number.
4. The student's name and "Has this student been advised?" will appear on your screen.
5. If you keyed in the wrong ID and this is not the correct student, type "n" and you will return to the screen prompting you to enter the student's ID.
6. Type "y" if you advised this student.  
The advising session will be recorded and you will return to the screen prompting you to enter another student's ID.

If a student already satisfied the advising requirement for the calendar year, a message will appear indicating as such. No update will occur at this time to the student's record.