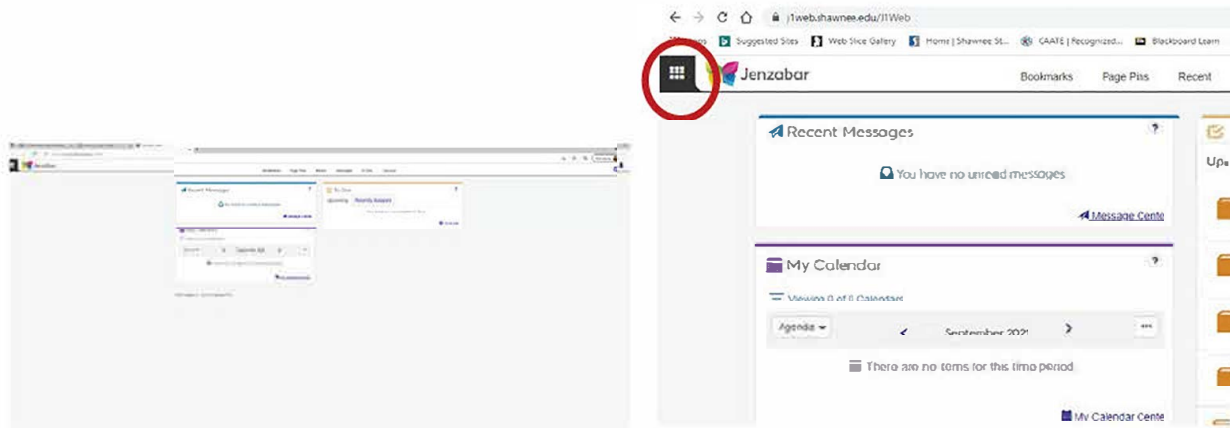


## J1 Quick Guide

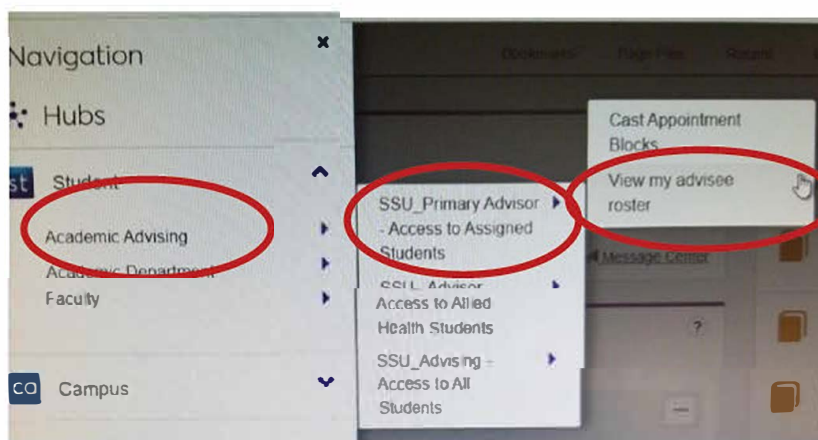
# How to Access Your Advisee List on J1 Web

Using your SSU credentials, log in to J1 Web <https://j1web.shawnee.edu/J1Web>

Once you arrive at your landing page (see screenshot below), click on the black rubrik's cube shape next to the Jenzabar butterfly in the upper-left-hand corner of the screen:



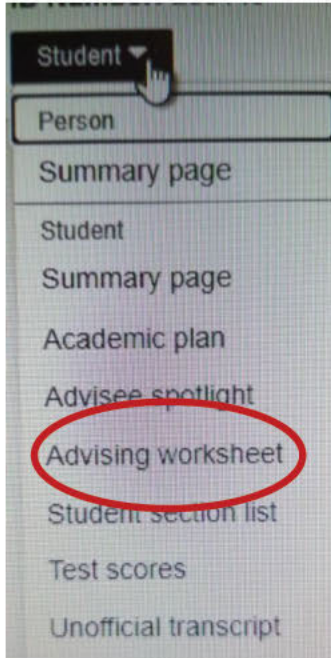
Next, you will see a list of “Hubs” on the left-hand-side of the screen (see screenshot below). Click on Academic Advising → SSU Primary Advisor → View my advisee roster.



From the Advisee roster, scroll down to see each of your advisees. If you click over the student's name, their advising overview page will appear.

The screenshot displays the 'Academic Advising Hub' interface. At the top, there is a navigation bar with 'Jenzabar' logo and links for 'Bookmarks', 'Page Pins', 'Recent', 'Messages', 'To Dos', and 'Calendar'. Below this is the 'Academic Advising Hub' header with a 'Hub options' dropdown. The main content area is titled 'Advisee Roster by SSU\_Primary Advisor - Access to Assigned Students' and includes a 'Sort by Classification' dropdown. Under the 'Freshman' category, four student cards are shown, each with a placeholder profile picture and the text 'Full-time'. The first card is circled in red. Below the roster is a user profile section with a name, ID Number, and a 'Logout' button. The main overview page for a selected student is shown below, featuring several panels: 'Overview' (Financial Aid, Classification, Career GPA, Registration Rules), 'Programs' (Current Program: Undergraduate | Bachelor of Science, Majors, Concentrations, Minors, Certifications), 'Registration Approval', 'Calendar' (Agenda for September 2021), 'Holds' (Currently, there are no holds), and 'Registration Clearance' (Currently, no registration clearance is needed).

From the Student Tab you can access the Advising Worksheet, Test Scores and Unofficial Transcript.



Personal Information (Legal, Home, or Permanent):		Advisee Information:	
Name:	[REDACTED]	ID Number:	[REDACTED]
Address:	[REDACTED]	Advisor #1:	Ward, James A
Phone:	[REDACTED]	Cumulative Hours Earned:	21.00
Mobile:	[REDACTED]	Cumulative GPA:	.00
		Last Term Attended GPA:	.00
		Classification:	Freshman
		Academic Standing:	
		Holds and Warnings:	
<b>Degree Information: (Catalog Year 2021)</b>			
Major 1:	Exercise Science		

GEP (NOT MET)		40.00 Hours Needed
GEP:		18.00 Hours Earned
<b>First Year Experience</b>		
UNIV-1100-93	1st Year Experience: University	(1.00 In Progress 2021-2022 Academic Year - Fal
<b>English Composition</b>		
Complete ENGL1105 and one course from ENGL1101, 1102, 1103 or 1201		
Choose 1 English Comp		
ENG100	Writing I (ENGL1102)	TC 3.00 (TR) [REDACTED]
ENG200	Writing II (ENGL1105)	TC 3.00 (TR) [REDACTED]
<b>Natural Science</b>		
BIOL-1130-07	Prin. Anatomy/Physiology I	(4.00 In Progress 2021-2022 Academic Year - Fal
<b>Oral Communications</b>		
Complete 3 Credit Hours		
COM181	Basic Public Speaking (COMM1103)	TC 3.00 (TR) [REDACTED]
<b>Quantitative Reasoning</b>		
Complete 3-4 Credit Hours		
MATH131	Gen Math Prob Solving (MATH1100)	TC 3.00 (TR) [REDACTED]
MATH141	Plane Trigonometry (MATH1250)	TC 3.00 (TR) [REDACTED]
<b>Engaged Citizenry</b>		
Ethical insight & Reason		
Complete 3 Credit Hours		
Fine & Performing Arts		

Student

Person

Summary page

Student

Summary page

Academic plan

Advisee spotlight

Advising worksheet

Student section list

**Test scores**

Unofficial transcript

### Test Scores

Filter these test scores

Viewing 3 test scores

Show Only

Admissions Undergrad (3)  Admissions Grad (0)  Placement Undergrad (0)  Placement Grad (0)  Other Tests (0)  Self-Reported (0)

Test Name	Composite Score	Score Details	Date Taken
+ ACT Test	21	21 ACT English 0% percentile 26 ACT Math 0% percentile 18 ACT Reading 0% percentile 16 ACT Science Reasoning 0% percentile	4/20/2021

Student

Person

Summary page

Student

Summary page

Academic plan

Advisee spotlight

Advising worksheet

Student section list

Test scores

**Unofficial transcript**

Undergraduate Division

Advisors: [REDACTED]

Course Number	Title	CR	Type	Grade	Rpt	Hrs Att	Hrs Exp	Hrs Cpa	Qual Pts	GPA
Transfer Year : Transfer Credit										
Organization : [REDACTED]										
296100	Writing I	TC	TC			0.00	3.00	0.00	0.00	
296200	Writing II	TC	TC			0.00	3.00	0.00	0.00	
MA21131	Gen Math Prob Solving	TC	TC			0.00	3.00	0.00	0.00	
MA21141	Plane Trigonometry	TC	TC			0.00	3.00	0.00	0.00	
MA21152	College Algebra	TC	TC			0.00	3.00	0.00	0.00	
Organization : ACTC										
COM181	Basic Public Speaking	TC	TC			0.00	3.00	0.00	0.00	
SOC101	Introductory Sociology	TC	TC			0.00	3.00	0.00	0.00	
						<b>Term Totals :</b>	<b>0.00</b>	<b>21.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>
						<b>Cumulative Totals :</b>	<b>0.00</b>	<b>21.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>
2021-2022 Academic Year : Fall										
Subterm : Full Session										
AR79-1101	Introduction To Art	LT	WIP			3.00	0.00	0.00	0.00	
AF29-2200	Applied Health Mathematics	LT	WIP			3.00	0.00	0.00	0.00	
BIOL-1100	Prin. Anatomy/Physiology I	LT	WIP			4.00	0.00	0.00	0.00	
						<b>Subterm Totals :</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>
Subterm : 1st Half Session										
UNIV-1100	1st Year Experience: University	LT	WIP			1.00	0.00	0.00	0.00	
						<b>Subterm Totals :</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>
Subterm : Online 1st Half Session										
PSYC-1101	Introduction To Psychology	LT	WIP			3.00	0.00	0.00	0.00	
						<b>Subterm Totals :</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>
						<b>Term Totals :</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>
						<b>Cumulative Totals :</b>	<b>0.00</b>	<b>21.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>
						<b>Division Cumulative Totals :</b>	<b>0.00</b>	<b>21.00</b>	<b>0.00</b>	<b>0.00 0.0000</b>

Division Information:

(1) "Academic of Record" Data Confirmed