Advising Data Portal (ADP)

What is ADP?

ADP is a web based portal that centralizes student information from the student management system (SMS) into a singular place to assist students and faculty with educational planning and/or advising.

Who Can Use ADP?

• Departmental Advisors
• Faculty
• Administrators
• Designated Staff

What are the Special Features of ADP?

• Placement Information
• Academic Early Warning
• Student Achievement Information
ADP LOGIN PAGE

To log into ADP you will use the following URL:

https://new.shoreline.edu/ADPPro/Login.aspx

• Access requires the 9 digit SID and 6 digits PIN

• ADP requires adherence to FERPA regulations and student confidentiality.

ADP LANDING PAGE

ADP is organized into 5 major sections:

• Enrollment & Utilities

• Advisor E-Tools

• Advisor Resources

• ADP Configuration

• My Advisees
MY ADVISEES

How to Access Your Advisees:

• Click **My Advisees tab**: Provides a List of **ALL** your Advisees.

• You can use the **Name Search** feature to find an advisee by:
  
  Last Name and first name initial or first name only

• **Student SID Search** is used to search for Individual Advisee by 9 digits SID

Organization of Advisees:

• Last Quarter Attended, SID, Name and program intent code

• Show Less Recent Advisees
Basic Student Information Screen

Includes the Following Information

- Name: Day telephone number, SID, Eve telephone number, Birth Date,
- Email Address(es), Mailing Address, Enrolled Program, Last Quarter Attended
- Advisor ID, Fee Pay Status, Student Intent, Assigned Advisor
- Assigned Advisor Contact Information
STUDENT CLASS SCHEDULE

The most recent quarterly class schedule is displayed under **Student Class Schedule**.

By clicking on the drop down menu under the “Student Class Schedule,” up to 5 quarters of individual class schedules are available.
UNOFFICIAL TRANSCRIPT

Default: Provides a chronological account of academic quarters attended

Course Sort: Alphabetical sorting of courses attended

Quarter Summary:

- Credits Earned:
- GPA Credits: GPA:
- [CUMULATIVE] GPA Cr
- [COLLEGE LVL] GPA Cr

1/2/2013
STUDENT ACHIEVEMENT & PLACEMENT SCORES

Placement Summary Report; Pre-college Math and English Progression: Red X = Not Completed; (Green Check = Completed), Cumulative GPA

ADVISOR COMMENTS

This shared notes feature allows advisors to record academically relevant information about advisee contacts. It allows all other advisors to see all notes written. You can store, retrieve and edit advising comments.

Comments are date and time stamped

1/2/2013
EARLY ACADEMIC WARNING
A link to an academic warning report would be shown under the AEW Student Summary Report.

**ADDITIONAL FEATURES**

**CLASS ROSTER**
Roster is arranged as a drop down menu, which is alphabetized by subject and number.

Once into the particular section, the course is organized alphabetically and SID in the Enrolled vs. Waitlist roster.
**DUPLICATE ENROLLMENT**

Class roster is arranged by **Quarter** and **Year**, within the Quarter and Year, there is a list of Dual Enrolled Students. If you click on the students’ ID, a copy of the student’s enrolled class schedule and waitlisted class list appears.

**CLASS AVAILABILITY**

You can search class availability by name or by item number.