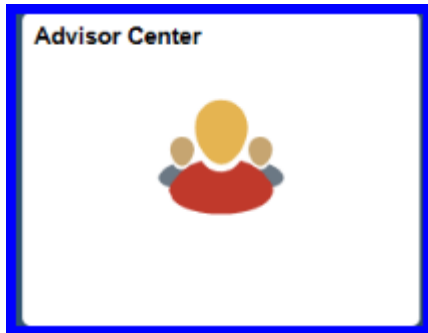


# Advisor Center

## Navigate to My Student Center

See [How to Log into My Student Center](#) for instructions on how to find My Student Center or use this direct link to get to it: <https://cst.uthscsa.edu/psp/S92PRDT/?cmd=login>

## Access the Advisor Center Tile



**The first time you access the Advisor Center tile (and once a year thereafter), a FERPA panel will appear to remind you of your obligations to keep the information confidential. &nbsp;You must read and Agree to the statements before you can continue.**

Faculty/Advisor Homepage
Advisor Center

My Advisees
Advisee Student Center

## FERPA for Faculty and Staff

Along with the right to access student information at The University of Texas Health Science Center at San Antonio comes the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The UTHSCSA Catalog and the Handbook of Operating Procedures 2.2.3 state the policy regarding student records at this institution. Student records are open to members of the faculty and staff who have a legitimate need to know their content; however, you have the responsibility to maintain confidentiality.

Under the terms of FERPA, the Health Science Center has established the following as directory information.

Name, Address, Phone, Email address	Photo
Date and place of birth	Major field of study
Dates of attendance	Most recent previous education institution attended
Classification (class level)	Degrees and awards received
Date of graduation	Class Schedule
Participation in officially recognized activities and sports	

Students have the right to have their directory information withheld from the public if they so desire. If a student has a FERPA hold on their record, you must NOT identify that the student has any educational record on file or is attending UT Health Science Center or that the student has a FERPA hold.

All other information about the student may not be released without written consent of the student. Grades, social security number, ethnicity, should not be released to anyone other than the student under discussion and not over the phone or through e-mail.

I have read the above and agree to maintain the confidentiality of student records.

Accept

**The My Advisees link shows you a list of your advisees.**

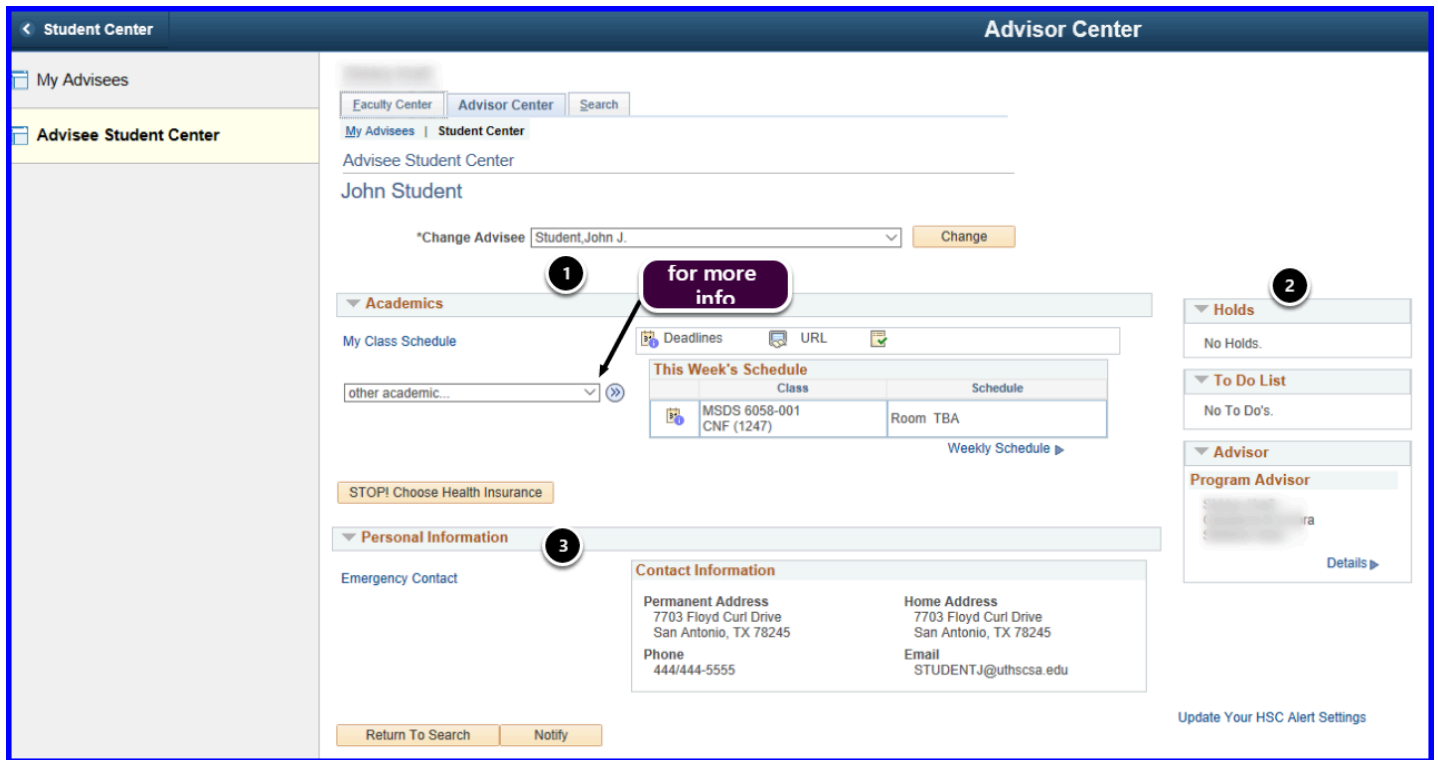
From this panel, you can

1. View student's photos by accessing the photo icon to the left of each name.
2. Email individual students by clicking on the student's name
3. Email (notify) some or all students using the notify buttons on the bottom of the list.
4. Access individual student's information by clicking on View Student Details.

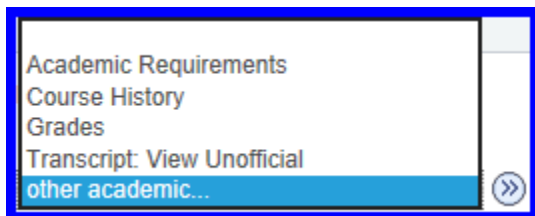
## View Student Details

From this panel you can:

1. Access grades, view and print an unofficial transcript, or view courses taken by accessing the "other academic" pull down menu.
2. See if the student has and Holds or To-Do items.
3. See address, phone number, email and emergency contact information.



Choices under the "Other Academic..." pull down menu. &nbsp;To access, select an item then click the go button (>>) on the bottom right.



## Course History

Here you can see a student's complete course history (taken at UT Health). Panel will show courses completed (with grades) and those in progress as well as any transfer credit.

Advisee Course History

John Student

Sort results by   
Then by   
Sort

✓ Taken

← Transferred

◆ In Progress

Course	Description	Term	Grade	Units	Status
GEND 5027	Pain Control & Sedation	Fall 2016	S	3.50	✓
INTD 5013	Peri/Pros/Endo/Orth Intd Crs 1	Fall 2016	S	1.00	✓
INTD 5013	Peri/Pros/Endo/Orth Intd Crs 1	Spring 2017	S	1.00	✓
MSDS 5020	Dental Biomed Core 1	Fall 2016	A	4.00	✓
MSDS 5021	Dental Biomed Core 2	Spring 2017	A	1.00	✓
MSDS 5090	Grad Research Methodology	Fall 2016	A	2.00	✓
MSDS 5121	Biostatistics	Fall 2016	A	1.00	✓
MSDS 5157	Research 1- Project Proposal	Fall 2016	S	1.00	✓
MSDS 5257	Research 1- Project Proposal	Spring 2017	S	2.00	✓
MSDS 6058	Research 3- Data Analysis	Fall 2018		2.00	◆
MSDS 6357	Research 2- Data Collection	Fall 2017	S	3.00	✓
MSDS 6357	Research 2- Data Collection	Spring 2018	S	3.00	✓

## Grades

This panel shows grades and term GPA (not cumulative GPA). Click on Change Term button to see other terms.

Advisee Grades

John Student

Spring 2017 | Dental Post Professional | UT Health Science Center at SA

Change Term

Class Grades - Spring 2017

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
INTD 5013	Peri/Pros/Endo/Orth Intd Crs 1	1.00	Satisfactory/Unsatisfactory	S	
MSDS 5021	Dental Biomed Core 2	1.00	Graded	A	4.000
MSDS 5257	Research 1- Project Proposal	2.00	Satisfactory/Unsatisfactory	S	
PATH 5030	Oral Histopathology	1.00	Satisfactory/Unsatisfactory	S	
PERI 5035	Peri Lecture Series	1.00	Satisfactory/Unsatisfactory	S	
PERI 5037	Bone & Connective Tissue Biolo	0.50	Graded	A	2.000
PERI 5073	Literature Seminars	1.00	Graded	A	4.000

Term Statistics - Spring 2017


Descr	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	2.500	12.500
Passed	2.500	12.500
Units Not for GPA:		
Taken	5.000	14.500
Passed	5.000	14.500
GPA Calculation		
Total Grade Points	10.000	50.000
/ Units Taken Toward GPA	2.500	12.500
= GPA	4.000	4.000

Printer Friendly Page

## Transcript: View Unofficial

Here you can view and print (if needed) an unofficial transcript. This same functionality is available to students in their Student Center, although their access looks different.

Select Student Unofficial Transcript from the Report Type area. Click on View Report button.

 This will require that you allow pop-ups from this website on your browser.

Student Center

Faculty Center

Advisor Center

Search

My Advisees

Student Center

Advisee Unofficial Transcript

John Student

Choose an institution and report type and press View Report

\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\*

1

Academic Institution

UT Health Science Center at SA

Report Type

Student Unofficial Transcript

2

View Report

View All Requested Reports

⚠ Click on the Student Center after any of these panels to get back to Advisee Student Center.

My Advisees

Student Center

To view another student, use the \*Change Advisee" pull down and click the Change button.

Advisee Student Center

John Student

\*Change Advisee

Student, John J.

Change

**Need assistance?   Contact the Office of the Registrar at [registrars@uthscsa.edu](mailto:registrars@uthscsa.edu) or 210-567-2621.**