Ranger Portal

Advisor Overview
Including Advisee Lists and Functions

Office of the Registrar
August, 2023 DV

Advising Overview

Advising Menus may be accessed from the hamburger button at the top left side of the screen or from the home page:

The next screen will show the assigned advisees from Colleague:

Which student do you want to work with?
Find a student by searching or selecting below.

○ Student
○ Advisor
Type a name or ID... 🔍

✉ Email All My Advisees

⇗ Export ∨

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email	
👤	Mrs. Claudia C. Garcia Romero		👥	3017747	PreNursing CHOICE	Deborah Vinnola	cgarciaromero@regis.edu	View Details
👤	Mr. Michael D. Grebenc		👥	2417081	MBA.Master of Business Administration	Deborah Vinnola	mgrebenc001@regis.edu	View Details
👤	Ms. Katie E. Nallen		👥	0730461	Certificate:OL Executive Project Management	Deborah Vinnola	knallen@regis.edu	View Details
👤	Ms. Virginia L. Perea		👥	0194561	Certificate:OL Executive Project Management	Deborah Vinnola Ms. Katie E. Nallen	vperea@regis.edu	View Details

⇗ Export ∨

The list of advisees may be export to Excel by clicking

Note: An Advisor can email all advisees at once: ✉ Email All My Advisees

OR

Individually by clicking on the email next to the student name:

	Mr. Michael D. Grebenc	👥	2417081	MBA.Master of Business Administration	Deborah Vinnola	mgrebenc001@regis.edu

The email signature block defaults to the current signature block existing in Outlook.

This screen also allows an Advisor to look up a specific student:

◉ Student
○ Advisor   `2980603`   🔍   ✉ Email All My Advisees

↪ Export ∨

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email	
	Ms. Krystal A. Dungan			2980603	BS in Business Administration (Post-Traditional Program)	Mrs. Colleen P. Ceyssens	kdungan@regis.edu	View Details

OR

This screen allows an Advisor to look up another Advisor's students:

○ Student
◉ Advisor   `nallen, Katie`   🔍

↪ Export ∨

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email	
	Ms. Virginia L. Perea		👥	0194561	Certificate:OL Executive Project Management	Deborah Vinnola Ms. Katie E. Nallen	vperea@regis.edu	View Details
	Mr. Justin L. Perea			0796867	BS in Computer Information Systems	Ms. Katie E. Nallen	jperea@regis.edu	View Details
	Mr. Clint S. Selle			0505348	BS in Business Administration (Post-Traditional Program)	Ms. Katie E. Nallen	cselle@regis.edu	View Details
	Deborah L. Vinnola			0030071	MS in Organizational Leadership	Ms. Katie E. Nallen Mrs. Regina M. Rivera	dvinnola@regis.edu	View Details

By clicking on View Details, an Advisor will see the advisee's student record:

Advisee Details
< Back to Advisees

Search for courses...

Ms. Krystal A. Dungan
Student ID: 2980603
✉ kdungan@regis.edu

Program(s):
BS in Business Administration (Post-Traditional Program)

Advisor(s):
Mrs. Colleen P. Ceyssens

View Full Profile

Notifications (1)   ⌄

| Course Plan | Progress | Course Catalog | Notes | Test Scores | Unofficial Transcript | Transfer Summary | Grades |

< > 2023 Spring 8 Week 2

🖨 Print   Planned: 0 Credits   Enrolled: 9 Credits   Waitlisted: 0 Credits

| **List** | **Calendar** |

✓	Approval	Course	Credits	Instructor	Time	Location
☐		BA*4290-X70: Lab/Emp Rltns & Wrkplc Safety ✓ Registered	3 Credits	Dr. Kathleen A. Dodaro	TBD 3/6/2023 - 4/30/2023	Internet TBD Distance Learning
☐		BA*4354-X70: Organizational Behavior ✓ Registered	3 Credits	Ms. V. Marie Fox	TBD 3/6/2023 - 4/30/2023	Internet TBD Distance Learning
☐		BA*4465-X70: Value Chain Management ✓ Registered	3 Credits	Jim Mason	TBD 3/6/2023 - 4/30/2023	Internet TBD Distance Learning

If the student has any flags or holds, they will be indicated in the Notifications ribbon as well as in the upper right-hand corner along with action to be taken to clear the flag/hold:

Notifications (1)   ⌄

👤 dvinnola   [→ Sign out   ❓ Help   1

⊗   Go to https://rangerportal.regis.edu to pay your
    outstanding balance   ✕

There are eight tabs under the Advisee Details for Advisors:

| Course Plan | Progress | Course Catalog | Notes | Test Scores | Unofficial Transcript | Transfer Summary | Grades |
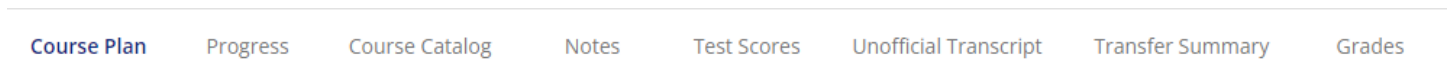
Course plan shows the courses for a specific term:

Be sure and toggle to the preferred term and click the arrow.

Planned: 0 Credits   **Enrolled:** 9 Credits   **Waitlisted:** 0 Credits

	Approval	Course	Credits	Instructor	Time	Location
☐		BA*4270-X70: Strategies- Compensation/ Bnft ✓ Completed	3 Credits	Mr. Stephen J. Dicroce	TBD 10/17/2022 - 12/11/2022	Internet TBD Distance Learning
☐		BA*4950-X70: Ethical Decision Making in Bus ✓ Completed	3 Credits	Dick Doolittle	TBD 10/17/2022 - 12/11/2022	Internet TBD Distance Learning
☐		BA*4981-X70: Business Law ✓ Completed	3 Credits	Bob Shoop	TBD 10/17/2022 - 12/11/2022	Internet TBD Distance Learning

Progress shows the exact same screen that the student sees when reviewing the degree plan:

Be sure and toggle IF a student has more than one program of study.

This page changes based on course registration and transfer credit.

Progress is Institutional credit and Total Credits include transfer credit.

Each piece of the Degree Plan shows the progress of the student through their requirements. For example:

A. College Composition

(3SH) EN 203
Complete all of the following items. ✓ **1 of 1 Completed.** Hide Details

   ✓ **1 of 1 Courses Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
✓ Transfer Equivalency	EN*203 Intermediate Composition			14SP	3
✓ Fulfilled	RCC-200 First Year Writing				

B. Advncd Oral/Written

(3SH) EN 325, COM 406, COM 437, COM 455, EN/PL 482, EN 475
Complete all of the following items. ✓ **1 of 1 Completed.** Hide Details

   ✓ **3 of 3 Credits Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
✓ Transfer Equivalency	EN*325 Research Writing			14FA	3

C. Oral Communication

(3SH) Speech Communication COM 210, COM 211

H. MT 270

(3SH)
Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

   ⚠ **0 of 1 Courses Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
ⓘ Not Started	MT-270 Introduction to Statistics				

N. BA 4465 or BA 4658

(3SH) Complete One of the Following: BA 4465 - Value Chain Management or BA 4658 - Project Management

Students Completing the Project Management Specialization Must Complete Value Chain Management to Fulfill This Requirement.
Complete all of the following items. ⚠ **0 of 1 Completed. Fully Planned** Hide Details

   🕐 **Fully Planned** ⚠ **0 of 1 Courses Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
🔄 In-Progress	BA*4465 Value Chain Management			23S8W2	3
ⓘ Not Started	BA-4658 Project Management				

P. Specialization

A minimum of 9 credits are required in a Specialization Group 1 - Finance BA 4104, BA 4106, BA 4115, BA 4120, BA 4124, BA 4132, BA 4140, BA 4149, BA 4158, BA 4163 Group 2 - Human Resource Management BA 4260, BA 4270, BA 4280, BA 4290

Group 3 - Management BA 4308, BA 4226 or BA 4314, BA 4327, BA 4331, BA 4333, BA 4369, BA 4382, CBE 4990/4991

Group 4 - Marketing BA 4410, BA 4412, BA 4423, BA 4428, BA 4429, BA 4434, BA*4443, BA 4454, BA 4483, BA 4488, CBE 4990/4991

Group 5 - International Business BA 4163, BA 4177, BA 4226 or BA 4314, BA 4368, BA 4369, BA 4428

Group 6 - Project Management BA 4657, BA 4658, CIS 448

Group 7 - General Business Select nine upper division credits of Business credits in consultation with an advisor.
Complete 1 of the following 7 items. ⚠ **0 of 1 Completed.** Hide Details

1.

Complete 9 credits. Choose from the courses BA-4104, BA-4106, BA-4115, BA-4120, BA-4124, BA-4132, BA-4140, BA-4149, BA-4158, BA-4163. ⚠ **0 of 9 Credits Completed.**
Show Details

2.

Complete 9 credits. Choose from the courses BA-4260, BA-4270, BA-4267, BA-4280, BA-4290. ⚠ **3 of 9 Credits Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
✓ Completed	BA*4270	Strategies- Compensation/ Bnft	A	22F8W2	3
⊘ In-Progress	BA*4290	Lab/Emp Rltns & Wrkplc Safety		23S8W2	3
ⓘ Not Started	BA-4260	Employment Law and Compliance			
ⓘ Not Started	BA-4267	Compensation Policy & Empl Law			
ⓘ Not Started	BA-4280	Talent & Performance Mgmt			

Just like with EVAL, the other courses fall to the bottom of the degree plan until waivers or substitutions are submitted and processed:

Other Courses

Status	Course		Grade	Term	Credits
✓ Transfer Equivalency		Weather and Climate		14FA	3
✓ Transfer Equivalency	SCI*LAB1	Science Lab		14FA	1
✓ Transfer Equivalency	GE*208	Introduction to Geology		15SP	3
✓ Transfer Equivalency	GE*209	Intro to Geology Laboratory		15SP	1
✓ Transfer Equivalency		General Meteorology		15SP	4
✓ Transfer Equivalency	AS*250	Principles of Astronomy		15FA	3

Course Catalog allows searching for course sections by Subject or by an Advanced Search tab:

Course Plan   Progress   **Course Catalog**   Notes   Test Scores   Unofficial Transcript   Transfer Summary   Grades

Subject Search   Advanced Search

Search for a course subject: 🔎 Type a subject...

AC - Accounting

ADET - Adult Ed/Training

AFR - ROTC Exchange

AIRR - Exchange ROTC

AN - Anthropology

AND - Anderson College

The Advanced Search feature allows cross-term review if using Meeting dates for the whole semester:

Subject Search   **Advanced Search**

Search for Sections

Term	Meeting Start Date	Meeting End Date
If term is unknown, use Meeting sta ▼	1/9/2023	4/29/2023

Both the student and the Advisor can further filter results by using the left Filter options:

Filter Results	Hide		Filter Results	Hide
Availability	⌄		Availability	⌃
			☐ Open and Waitlisted Sections	
Subjects	⌄		☐ Open Sections Only	
Locations	⌄		Subjects	⌃
Terms	⌄		☐ AC - Accounting (14)	
			☐ AN - Anthropology (8)	
Days of Week	⌄		☐ AS - Astronomy (2)	
			☐ BA - Business Administration (28)	
Time of Day	⌄		☐ BL - Biology (41)	
			Show All Subjects	
Instructors	⌄		Locations	⌄
Academic Levels	⌄		Terms	⌃
Course Levels	⌄		☐ 2023 Spring Semester (554)	
	⟩		☐ 2023 Spring 8 Week 1 (158)	
			☐ 2023 Spring Variable (67)	
Topics	⌃		☐ 2023 Spring 7 Week 2 (28)	
			☐ 2023 Spring 8 Week 2 (28)	
			Show All Terms	
Instruction Type	⌄		Days of Week	⌄
			Time of Day	⌄

Notes are <u>not</u> currently accessible:

Course Plan	Progress	Course Catalog	Notes	Test Scores	Unofficial Transcript	Transfer Summary	Grades

View Note History

No advising notes have been entered.

Test Scores will show all tests entered into Colleague:

| Course Plan | Progress | Course Catalog | Notes | Test Scores | Unofficial Transcript | Transfer Summary | Grades |

Admission Tests

ⓘ No tests of this type have been recorded.

Placement Tests

ⓘ No tests of this type have been recorded.

Other Tests

ⓘ No tests of this type have been recorded.

Just like the students, Advisors are able to print unofficial transcripts by level:

| Course Plan | Progress | Course Catalog | Notes | Test Scores | Unofficial Transcript | Transfer Summary | Grades |

⚠ These documents are unofficial and should not replace the official signed and sealed transcript provided by the Office of the Registrar.

📄 Undergraduate Degree Audit Transcript

📄 Graduate Degree Audit Transcript

Transfer Summary shows all credit entered into Colleague by institution:

| Course Plan | Progress | Course Catalog | Notes | Test Scores | Unofficial Transcript | Transfer Summary | Grades |

Expand All

Ace Guide-Training Programs ⌄

Pikes Peak Community College ⌄

Advisors can Expand All institutions or open each one separately to see the transfer equivalencies:

Ace Guide-Training Programs ⌄

Expand All

OR

Pikes Peak Community College ⌄

Ace Guide-Training Programs

Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs
CS 1001/Introduction to Technology	3.00	A	5/27/2022	CIS*300	3.00	-	Undergraduate	
ECON 1001/Macroeconomics	3.00	B	8/1/2022	EC*320	3.00	-	Undergraduate	
Transfer Credit Total	6.00			**Equivalent Credit Total**	6.00			

Pikes Peak Community College

Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs
ENG 121/English Composition I	3.00	B	4/30/2014	EN*203	3.00	-	Undergraduate	
LIT 268/Celtic Literature	3.00	B	4/30/2014	LIT/200	3.00	XRC	Undergraduate	
PSY 101/General Psychology I	3.00	B	4/30/2014	PY*250	3.00	-	Undergraduate	
COM 115/Public Speaking	3.00	A	8/31/2014	COM*210	3.00	-	Undergraduate	
CSC 105/Computer Literacy	3.00	A	8/31/2014	CS/200	3.00	XRC	Undergraduate	

Grades are stored by term:

Course Plan	Progress	Course Catalog	Notes	Test Scores	Unofficial Transcript	Transfer Summary	Grades

2023 Spring 8 Week 2 (3/6/2023-4/30/2023)

2023 Spring 8 Week 1 (1/9/2023-3/5/2023)

2022 Fall 8 Week 2 (10/17/2022-12/11/2022)
Term GPA: 3.333

2022 Fall 8 Week 1 (8/22/2022-10/16/2022)
Term GPA: 4.000

2022 Spring 5 Week 3 (3/21/2022-4/24/2022)
Term GPA: 3.667

2022 Spring 8 Week 2 (3/7/2022-5/1/2022)
Term GPA: 4.000

2022 Spring 7 Week 1 (1/10/2022-2/27/2022)
Term GPA: 4.000

2022 Fall 8 Week 1 (8/22/2022-10/16/2022) Term GPA: 4.000					∧
Course Section	Title	Credits	Final Grade	Midterms	
				1	
BA*3400-X40 8/22/2022 - 10/16/2022	Marketing Principles	3	A		
BA*4226-X41 8/22/2022 - 10/16/2022	Leading Div & Inclsv Orgnztns	3	A		

Notes:
- Registration can be completed through Colleague RGN
- Degree Audits (EVAL) are still available through Colleague EVAL
- Affirmative Consent forms, completed by the Student are still required when the student does not register themselves. The form may be found on the Office of the Registrar, Faculty or Advisor tabs alphabetically titled Registration Affirmative Consent Form:

Registration Affirmative Consent Forms MUST be completed by the Student.

The Ranger Portal Navigation Guide for Staff, Advisors and Faculty list all forms under the Student Menu (Office of the Registrar), the Advising Menu (Daily Work), the Faculty Menu (Daily Work) and the Employee Menu (Employee Forms).