

**INCLTOP #AV#  
Academic Advisor  
Print Student's Current Academic Advisor or Advisors**

**\*\*Now includes optional display of:  
Phone Number  
and/or  
Office Location  
and/or  
Institutional E-mail Address**

**(All prior #06 entries have been changed to #AV)**

**INCLTOP Description**

#AV# will read ST1100UG, Admissions/Enrollment Tab, and print the student's active Advisor(s) in the INCLTOP requirement. If you have #AV# entered in the FULLDEMO field in your COM tables, you should take it out and move to INCLTOP type requirements. It may no longer work in FULLDEMO because it can be a multi-line entry, displaying multiple advisors.

The screenshot shows a student record for 'Doo, Scooby' with Tech Id: 00032108 and SSN: 999030164. The interface includes tabs for Summary, Adm, Demographics, Adm/Enr, Area Study/Int, Cohort/Prog, Stint Maint, Education, Trst Courses, Test Scores, Cancel, and Kin. The 'Adm/Enr' tab is active, showing 'Admissions Category' as '11 - Undergrad Regular' with YRTR '20033', Begin Date '04/02/2003', and End Date '12/31/9999'. The 'Admitted Student Data' section includes fields for Expected Grad Date, Expected Return Date, First Enrolled YRTR (19944), and First Admitted YRTR (19944). A table lists 'Advisor/Cnslr Ctr', 'Name', and 'Adv Begin/End Date'. The first entry is highlighted with a red box: Advisor/Cnslr Ctr '00002377', Name 'Allen, John', and Adv Begin/End Date '09/07/2005' to '12/31/9999'. Other fields include Home Campus (264, Det LakeD/VLP), Residency Status (Resident), and Enrollment Verification (Gkp3).

**NEW~~** As of November 4, 2010, an additional entry on #AV# will also pull in from ISRS Employee fields: work telephone number, building name and/or institutional email address.

A non-person entry in the Advisor/Cnslr Ctr will also be read in the #AV# incltop item.

Advisor/Cnslr Ctr	Name	Adv Begin/End Date
00527268	First Year Experience	04/30/2010 12/31/9999
YRTR		Access Code
Registration Access Code:		

**INCLTOP Entry - Option 1:**

The entry #AVAdvisor: # prints only the Advisor Name on the audit corresponding to the location of the entry in INCLTOP. The label used in the example is the word 'Advisor'.

**Audit Appearance using INCLTOP #AVAdvisor: #**

Person Advisor:

```

00032108
Doo, Scooby
THIS IS NOT AN OFFICIAL TRANSCRIPT

----- COLUMN 1 -----
WELCOME TO --your school's name here-- DEGREE AUDIT.
Advisor:Allen, John
*****
*****
LEGEND
OK REQUIREMENT COMPLETE IP IN PROGRESS COURSE | Residency Requireme
NO REQUIREMENT NOT COMPLETE +R REQUIRED COURSE(S) COMPLETE|
+ SUB REQUIREMENT COMPLETE -R REQUIRED COURSE(S) NOT MET | 20 of the la
- SUB REQUIREMENT NOT COMPLETE Z NOT GRADED YET | Century
>D DUPLICATE COURSE I INCOMPLETE COURSE |
RP REPEATED COURSE >X NO CREDIT FOR REPEAT |Completion of the M
L LAB COURSE E> CREDIT BY EXAM |40 semester credits
OR CHOICE OF REQUIREMENTS (R) REQUIRED COURSE LIST |may fulfill a maxim
  
```

Non-person Advisor:

```
----- COLUMN      1 -----
Classification: SO
Advisor: First Year Experience
Catalog: 2000-2009 Catalog
*****
```

**INCLTOP Entry - Option 2:**

This entry - #AV(p,o,e)Advisor: # - prints the Advisor Name on the audit followed by the phone number, office location and email address for that advisor. The same label 'Advisor' is used here.

**IMPORTANT NOTE!!!**

If your current #AV# label is Advisor(s), this new entry option will not work. You must first remove any other parentheses from the #AV# entry line.

The entry codes are:

- p = Work telephone number
- o = Office location
- e = Institutional email address

One, two or all three of these codes may be used depending on your display choices, but they must appear in the exact order shown here. You must use a comma entry to account for a code you choose not to display.

If you wish to show:

- |   |   |
|---|---|
| Only the phone number:<br><b>#AV(p,)Advisor: #</b>    | Phone plus office:<br><b>#AV(p,o,)Advisor: #</b>        |
| Only the office location:<br><b>#AV(o,)Advisor: #</b> | Phone plus email address:<br><b>#AV(p,,e)Advisor: #</b> |
| Only the email address:<br><b>#AV(,e)Advisor: #</b>   | Office plus email address:<br><b>#AV(o,e)Advisor: #</b> |

**NOTE:** When no active advisor is listed in ST1100UG, the INCLTOP message on the audit prints: **Advisor: No Advisor Assigned.**

When no phone number, office location or email address exists, below the Advisor name line, the audit prints:

- No advisor phone available** or
- No advisor office info available** or
- No advisor email available**

**Audit Appearance using INCLTOP #AV(p,o,e)Advisor: #**

One advisor

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+++++|
      | WELCOME TO YOUR DVLP UNIVERSITY DEGREE AUDIT
      |
Advisor: Koler, Estell Florence
      | 218-755-2760
      | 248 Bridgeman Hall
      | estell.koler@2032.xyz
CLASSIFICATION: GR
Expected Grad Term: 2014 Spring
Catalog: 2004-05 CATALOG
      |
+++++|
```

Two advisors

```
+++++|
      | WELCOME TO YOUR DVLP UNIVERSITY DEGREE AUDIT
      |
Advisor: Honnold, Glenn Mike
      | 218-755-3358
      | 214 Bangsberg Hall
      | glenn.honnold@1826.xyz
      | Chrestensen, Bradford Mike
      | 218-308-3175
      | 333 Deputy Hall
      | bradford.chrestensen@4886.xyz
CLASSIFICATION: SR
Expected Grad Term: 1997-98 Sprg
      |
+++++|
```

One advisor – no phone, office, email

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+++++|
      | WELCOME TO YOUR DVLP UNIVERSITY DEGREE AUDIT
      |
Advisor: Isaias Witbeck, Inc
      | No advisor phone available
      | No advisor office info available
      | No advisor email available
CLASSIFICATION: SR
Catalog: 2008-09 CATALOG
      |
+++++|
```