



Office of the Registrar  
1928 St. Mary's Road | PMB 4748  
Moraga, CA 94575  
T: 925-631-4214

## GaelXpress 2.0 (aka Student Planning) Advising Walkthrough

1. Once you have signed in, click on the **Advising** module.



### Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

2. You will be redirected to a page where your assigned advisees/students will appear. The search field will allow you to search by **Student** or **Advisor**.
  - If you search by Student, you will have to search either by: *ID, Last Name, Last Name and First Name* or vice versa. The system will not allow you to search just by First name. Please note that you will only be able to search for your advisees.
  - If you search by Advisor, you will have to search either by: *Last Name, Last Name and First Name* or vice versa. The system will not allow you to search just by First name. Please note that you will only be able to search for the advisors that are currently linked to your advisee.
  - When you find your advisee, click on **View Details**.

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

Student  Advisor

Email All My Advisees

3. You will be redirected to a page where your assigned advisee's profile will appear along with their information such as name, ID, email, program, advisor(s), and various tabs that serve different purposes.

- Course Plan/Schedule
- Timeline
- Academic Evaluation
- Course Search
- Notes
- Plan Archive
- Pre-SMC Test Scores
- Unofficial Transcript
- Transfer Coursework Summary
- Midterm and Final Grades
- Petitions & Waivers
- Graduation Application

Advisee Details

[Back to Advisees](#)

Search for courses...

Program(s):  
BS BUSINESS ADMINISTRATION MARKETING

Advisor(s):  
Arli Samonte  
Jou Chau  
Mary Lloyd

Bosco  
Student ID: [redacted]

Review Complete

Course Plan/Schedule | Timeline | Academic Evaluation | Course Search | Notes | Plan Archive | Pre-SMC Test Scores | Unofficial Transcript | Transfer Coursework Summary | Midterm and Final Grades | Petitions & Waivers | Graduation Application

4. Under the **Course Plan/Schedule** tab, you will find the student's schedule for each term they are enrolled at SMC. The schedule also includes the number of credits each course is for, along with the instructor, time, and location of the course. You can also help your advisee plan for future terms.

Course Plan/Schedule | Timeline | Academic Evaluation | Course Search | Notes | Plan Archive | Pre-SMC Test Scores | Unofficial Transcript | Transfer Coursework Summary | Midterm and Final Grades | Petitions & Waivers | Graduation Application

< > Spring Term-2020 +

Print

Planned: 0 Credits | Enrolled: 5 Credits | Waitlisted: 0 Credits

List | Calendar

Approve | Deny | Protect | Unenroll

Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	ART-055-01: Digital Art ✓ Completed	1 Credits	Miller, L	M 2:45 PM - 6:00 PM 2/10/2020 - 5/21/2020	Br Cornelius Art Ctr, 004 Lecture
<input type="checkbox"/>	BUSAD-123-04: Financial Management ✓ Completed	1 Credits	Souza, L	TTh 11:30 AM - 1:05 PM 2/10/2020 - 5/21/2020	Mary Candida Garaventa Hall, 330 Lecture
<input type="checkbox"/>	BUSAD-131-03: Managing & Leading Organizatns ✓ Completed	1 Credits	Silva, T	MWF 11:45 AM - 12:50 PM 2/10/2020 - 5/21/2020	Dante Hall, 215 Lecture
<input type="checkbox"/>	SEM-103-04: Western Tradition II ✓ Completed	1 Credits	W Harter	MWF 10:30 AM - 11:35 AM 2/10/2020 - 5/21/2020	Dante Hall, 214 Seminar
<input type="checkbox"/>	TRS-153-02: Eastern Religions ✓ Completed	1 Credits	Palmer, N	TTh 9:45 AM - 11:20 AM 2/10/2020 - 5/21/2020	Dante Hall, 120 Lecture

5. Under the **Timeline** tab, you will find a condensed version of the course plan/schedule, but with grades and GPA information (which are hidden for this training).

Course Plan/Schedule | **Timeline** | Academic Evaluation | Course Search | Notes

Add a Term

January Term-2020	Spring Term-2020
<p>JAN-103-01: Literary Merit in Video Games Credits: 1 Credits</p>	<p>ART-055-01: Digital Art Credits: 1 Credits</p> <p>BUSAD-123-04: Financial Management Credits: 1 Credits</p> <p>BUSAD-131-03: Managing &amp; Leading Organizatns Credits: 1 Credits</p> <p>SEM-103-04: Western Tradition II Credits: 1 Credits</p> <p>TRS-153-02: Eastern Religions Credits: 1 Credits</p>
GPA: <input type="text"/> 1 Enrolled Credits	GPA: <input type="text"/> 5 Enrolled Credits

- Clicking on each section will provide you with additional details regarding the course.

### Section Details

**ART-055-01 Digital Art**  
Spring Term-2020

<b>Instructors</b>	Miller, L <a href="mailto:lem6@stmarys-ca.edu">lem6@stmarys-ca.edu</a>
<b>Meeting Information</b>	M 2:45 PM 6:00 PM 2/10/2020 - 5/21/2020 Br Cornelius Art Ctr 004 (Lecture)
<b>Dates</b>	2/10/2020 - 5/21/2020



<b>Seats Available</b>	0 of 19 Total
<b>Waitlisted</b>	0
<b>Credits</b>	1 Credits
<b>Grading</b>	Graded
<b>Requisites</b>	None
<b>Course Description</b>	This introductory course investigates the digital editing tools, processes and concepts through which digital technology extends traditional 2d and time-based art practices. Students will develop digital imaging, video and sound projects using the Adobe Creative Suite. The course will combine software demonstrations, hands-on exercises, theoretical and technical readings, discussion of a broad range of examples of art and group critiques. Fee \$30. This course satisfies both of the Artistic Understanding (Artistic Analysis and Creative Practice) requirements of the Core Curriculum. (Course offered in Spring and Summer.)"
<b>Additional Information</b>	Additional course fee \$60.00 Satisfies Artistic Understanding Learning Goal (AA & CP)
<b>Books Total</b>	

6. Under the **Academic Evaluation** tab, you will find your advisee's academic evaluation. Here, you will be able to view their progress and the courses they have completed, or have yet to complete. The various requirement fields are expandable. This should drive the focus of your conversations.

Home > BS.BUSINESS ADMINISTRATION.MARKETING  
(1 of 1 programs)

View a New Program

Load Sample Course Plan

Print

### At a Glance

**Cumulative GPA:** (2,000 required)  
**Institution GPA:** (2,000 required)  
**Degree:** Bachelor of Science  
**Majors:** Business Administration  
**Specializations:** Marketing  
**Departments:** Marketing  
**Catalog:** 2017  
**Anticipated Completion Date:** 8/30/2020

Program Completion must be verified by the Registrar.

#### Progress

Total Credits Completed (Transfer + Saint Mary's College) = 36

Total Credits Completed From Saint Mary's College

#### Description

Advisor/Program Information  
[Show Advisor/Program Information](#)

### Requirements [Expand All](#)

#### HABITS OF MIND

Complete all of the following items. **1 of 2 Completed.** [Hide Details](#)

##### A. Habits of Mind

Critical Thinking, Shared Inquiry, Written and Oral Communication and Information Evaluation and Research Practices.

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**5 of 6 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	ENGL-004 Composition	B+	17/FA	1
✓ Completed	ENGL-005 Argument and Research	B	18/SP	1
✓ Completed	SEM-001 Crtcl Stratég and Great Quest	C+	18/SP	1
✓ Completed	SEM-002 Western Tradition I	A	18/FA	1
✓ Completed	SEM-103 Western Tradition II	A	20/SP	1
⊘ Not Started	SEM-104 Global Conversa: 20th&21st Cen			

##### B. Writing in the Discipline

Take 1 Writing in the Discipline Course: Taken in the major. Minimum Grade of C- or higher in English 005 is required before taking this course.

Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

#### PATHWAYS TO KNOWLEDGE

Complete all of the following items. **8 of 8 Completed.** [Show Details](#)

#### ENGAGING THE WORLD

Complete all of the following items. **4 of 4 Completed.** [Show Details](#)

#### SECOND LANGUAGE PROFICIENCY

Complete the following item. **1 of 1 Completed.** [Show Details](#)

#### JANUARY TERM

Complete the following item. **1 of 1 Completed.** [Show Details](#)

Major: Business Administration-Marketing

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.185

Complete all of the following items. **2 of 4 Completed.** [Hide Details](#)

##### A. Lower Division Core

Take a 1-year sequence of Accounting (001,002), Economics (003,004) Global Perspectives (010) and Statistics (040)

Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

##### B. Upper Division Core

TAKE BUSAD-123 BUSAD-124 BUSAD-127 BUSAD-131 BUSAD-132 BUSAD-181

Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

##### C. Marketing Conc

Take BUSAD-113 BUSAD-126 BUSAD-128 BUSAD-129

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**1 of 4 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	BUSAD-129 Global Marketing		19/SP	1
⊘ Not Started	BUSAD-113 Digital Marketing			
⊘ Not Started	BUSAD-126 Applied Marketing Research			
⊘ Not Started	BUSAD-128 Consumer Behavior			

##### D. Capstone

Take Busad-140 Check the catalog for pre-requisites to this capstone course.

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

7. Under the **Course Search** tab, you can help your advisee plan their upcoming semester by looking through the classes being offered. Clicking on each course subject will provide you with more information.

Course Plan/Schedule    Timeline    Academic Evaluation    **Course Search**

Subject Search    Advanced Search

Search for a course subject:

[ACCTG Accounting](#)

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[AH Art History](#)

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[AHS Allied Health Science](#)

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[ANTH Anthropology](#)

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[ART Art](#)

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[ATC Art Theory and Criticism](#)

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[BIOCHEM Biochemistry](#)

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[BIOL Biology](#)

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[BUSAD Business Administration](#)

- Here, you can filter your search.

← Back To Course Subjects

**Filter Results** Hide

**Availability** ^

Open and Waitlisted Sections  
 Open Sections Only

**Subjects** ^

ACCTG Accounting (39)

**Terms** ^

Spring Term-2021 (8)  
 Summer Quarter-2020 (8)  
 Fall Term-2020 (7)  
 Autumn Quarter-2020 (5)

**Days of Week** ^

Sunday (1)  
 Monday (14)  
 Tuesday (9)  
 Wednesday (13)  
 Thursday (8)

Filters Applied: ACCTG Accounting x

[Plan Course](#)

**ACCTG-001 Financial Accounting (1 Credits)**

This course introduces students to the basic structure of financial accounting. Topics include the accounting model, the adjustment process, accounting for elements of the income statement and balance sheet, statement of cash flows and interpretations of financial statements. The course presents both a preparer's as well as a user's perspective. (Fall, Spring)

i This course was attempted or already completed.

**Requisites:**  
None  
**Offered:**  
All Years

[View Available Sections for ACCTG-001](#) v

[Plan Course](#)

**ACCTG-002 Managerial Accounting (1 Credits)**

Focus is on understanding costs and cost behavior and the use of cost information for planning, evaluation and control decisions. Students learn how a business manager uses management accounting information to solve problems and manage activities within an organization. Prerequisite: Accounting 1. (Fall, Spring)

i This course was attempted or already completed.

- By clicking on **Plan Section**, this allows you to suggest this course to them for the upcoming term. This **does not register** them for the course itself, but simply helps them plan out and build a full schedule.

ACCTG-001 Financial Accounting (1 Credits)

Plan Co

This course introduces students to the basic structure of financial accounting. Topics include the accounting model, the adjustment process, accounting for elements of the income statement and balance sheet, and statement of cash flows and interpretations of financial statements. The course presents both a preparer's as well as a user's perspective. (Fall, Spring)

 This course was attempted or already completed.

**Requisites:**

None

**Offered:**

All Years

View Available Sections for ACCTG-001

Fall Term-2020

**ACCTG-001-01**

Intro to Financial Accounting

[Plan Section](#)

Seats	Times	Locations	Instructors
3	M/W/F 9:15 AM - 10:20 AM 8/24/2020 - 12/11/2020	REMOTE (Online) Lecture	Finger-Podolsky, C, Singh, H

**ACCTG-001-02**

Intro to Financial Accounting

[Plan Section](#)

Seats	Times	Locations	Instructors
5	M/W/F 11:45 AM - 12:50 PM 8/24/2020 - 12/11/2020	REMOTE (Online) Lecture	Finger-Podolsky, C

- The next prompt will ask you to confirm whether you want to add this to their course plan.

### Section Details

#### ACCTG-001-01 Intro to Financial Accounting Fall Term-2020

<b>Instructors</b>	Finger-Podolsky, C ( <a href="mailto:caf8@stmarys-ca.edu">caf8@stmarys-ca.edu</a> ) Singh, H ( <a href="mailto:hs16@stmarys-ca.edu">hs16@stmarys-ca.edu</a> )
<b>Meeting Information</b>	M, W, F 9:15 AM 10:20 AM 8/24/2020 - 12/11/2020 REMOTE (Online), TBD (Lecture)
<b>Dates</b>	8/24/2020 - 12/11/2020
<b>Seats Available</b>	3 of 25 Total
<b>Credits</b>	1
<b>Grading</b>	Graded
<b>Requisites</b>	None
<b>Course Description</b>	This course introduces students to the basic structure of financial accounting. Topics include the accounting model, the adjustment process, accounting for elements of the income statement and balance sheet, statement of cash flows and interpretations of financial statements. The course presents both a preparer's as well as a user's perspective. (Fall, Spring)

#### Books Total

Close

Plan Section

- Each course/section that you suggest to them can be viewed when you navigate back to the **Course Plan/Schedule** tab. Again, this does not automatically register them for the courses as it is simply a planning tool to help them piece together a full schedule. On the advisee's side, they can also add courses to the plan for you to review. The **Approve** and **Deny** buttons should not be confused with course registration add/drop as they are merely there for you to either gives them a thumbs up, or down with respect to their plan. Think of it like Facebook Likes.

Course Plan/Schedule | Timeline | Academic Evaluation | Course Search | Notes | Plan Archive | Pre-SMC Test Scores | Unofficial Transcript | Transfer Coursework Summary | Midterm and Final Grades | Petitions & Waivers

< > Fall Term-2020 - + Remove Planned Courses

Print Planned: 1 Credits Enrolled: 0 Cr

List Calendar

Approve Deny Protect Unprotect

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	ACCTG-001-01: Intro to Financial Accounting	1 Credits	Finger-Podolsky, C Singh, H	MWF 9:15 AM - 10:20 AM 8/24/2020 - 12/11/2020	REMOTE (Online) TBD Lecture

8. Under the **Notes** tab, you can add various notes to your advisee as it pertains to course planning. **DO NOT LEAVE** any course permission (i.e. requisite waiver or instructor’s consent) or add authorization approvals on here as this is **NOT** the place for them. Such notes will **NOT** be honored when it comes to registration. For this, you will need to go to the **Faculty** module.

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   **Notes**

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### Compose a Note

Save Note

### View Note History

TESTING

Chau, Jou Y. on 10/29/2020 at 2:50 PM

9. The **Plan Archive** tab is not yet functional, but it allows you to plan out your advisee’s 4-year plan at SMC.

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   Notes   **Plan Archive**

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i

This plan has not been archived. Select the Review Complete button to archive a plan.

10. Under the **Pre-SMC Test Scores** tab, you can view your advisee's test scores prior to SMC.

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   Notes   Plan Archive   **Pre-SMC Test Scores**   Unofficial Transcript   Transfer Coursework Summary   Midterm and Final Grades   Petitions & Waivers   Graduation Application

Admission Tests

Test	Date Taken	Score	Percentile	Status	Status Date
ACT Comp	7/11/2017	of 36		Notational Only	7/11/2017

Placement Tests

No tests of this type have been recorded.

Other Tests

No tests of this type have been recorded.

11. Under the **Unofficial Transcript** tab, you can view your advisee's unofficial undergraduate transcript by clicking on the icon.

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   Notes   Plan Archive   Pre-SMC Test Scores   **Unofficial Transcript**

 These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

 Undergraduate Transcript

12. Under the **Transfer Coursework Summary** tab, you can view any transfer coursework that your advisee has completed.

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   Notes   Plan Archive   Pre-SMC Test Scores   Unofficial Transcript   **Transfer Coursework Summary**   Midterm and Final Grades   Petitions & Waivers   Graduation Application

[Expand All](#)

College of San Mateo										
Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs		
CHEM*192/Elementary Chemistry	4.00		6/18/2014	CHEM-002 CHEM-003	1.00 0.20		Undergraduate Undergraduate			
PSYC*100/General Psychology	3.00		6/18/2016	PSYCH-001	0.90		Undergraduate			
ACTG*121/Financial Accounting	4.00		8/1/2018	ACCTG-001	1.20		Undergraduate			
ACTG*131/Managerial Accounting	4.00		8/1/2019	ACCTG-002	1.20		Undergraduate			
<b>Transfer Credit Total</b>	15.00			<b>Equivalent Credit Total</b>	4.50					

Mills High School

13. Under the **Midterm and Final Grades** tab, you can view your advisee's past midterm and final grades (which are hidden for this training).

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   Notes   Plan Archive   Pre-SMC Test Scores   Unofficial Transcript   Transfer Coursework Summary   **Midterm and Final Grades**   Pet

Spring Term-2020 (2/10/2020-5/21/2020)				
Term GPA: <input type="text"/>				
Course Section	Title	Credits Attempted	Final Grade	Midterms
				1
<b>ART-055-01</b> 2/10/2020 - 5/21/2020	Digital Art	1		
<b>BUSAD-123-04</b> 2/10/2020 - 5/21/2020	Financial Management	1		
<b>BUSAD-131-03</b> 2/10/2020 - 5/21/2020	Managing & Leading Organizatns	1		
<b>SEM-103-04</b> 2/10/2020 - 5/21/2020	Western Tradition II	1		
<b>TRS-153-02</b> 2/10/2020 - 5/21/2020	Eastern Religions	1		
January Term-2020 (1/6/2020-1/31/2020)				
Term GPA: <input type="text"/>				
Fall Term-2019 (9/3/2019-12/12/2019)				
Term GPA: <input type="text"/>				

14. Under the **Petitions & Waivers** tab, you can view whether your advisee(s) has received any course permissions.

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   Notes   Plan Archive   Pre-SMC Test Scores   Unofficial Transcript   Transfer Coursework Summary   Midterm and Final Grades   **Petitions & Waivers**

Student Petition(s)  
No existing petitions

Faculty Consent(s)  
No existing faculty consents

Requisite Waiver(s)  
No existing waivers

15. Under the **Graduation Application** tab, you can view whether or not your advisee has submitted a graduation application.

Course Plan/Schedule   Timeline   Academic Evaluation   Course Search   Notes   Plan Archive   Pre-SMC Test Scores   Unofficial Transcript   Transfer Coursework Summary   Midterm and Final Grades   Petitions & Waivers   **Graduation Application**

Program of Study	BS.BUSINESS ADMINISTRATION.MARKETING	Specialization	Marketing
Graduation Term			
Diploma	Bachelor of Science		
Major	Business Administration		
✓ Application submitted on 11/9/2020			

**End of Walkthrough**