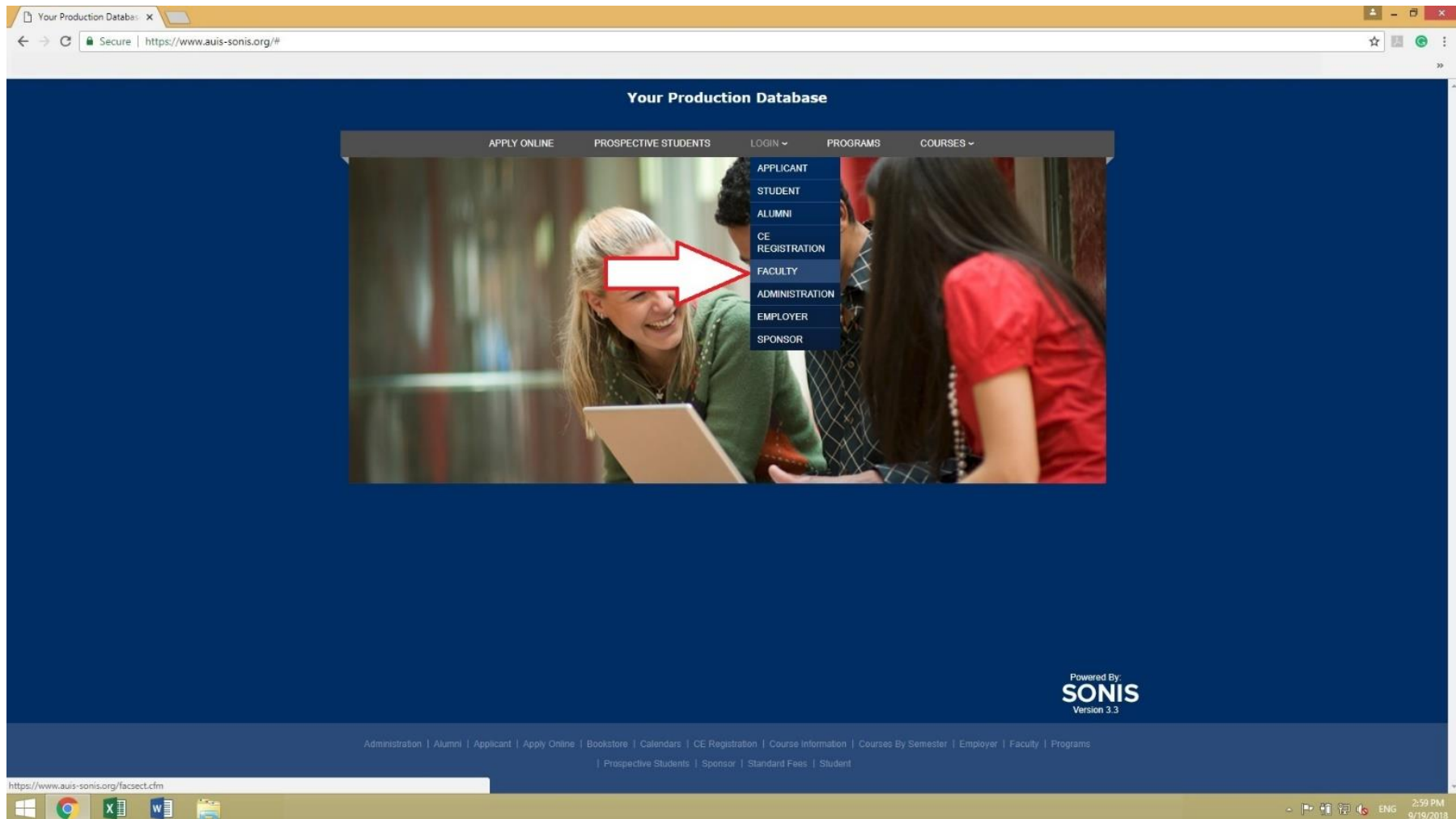


View Advisee Records

1. Go to <https://www.ais-sonis.org/> and log-in on your Sonis account.



2. Enter the ID that we provided you with the PIN to login.

The screenshot shows a web browser window with the URL <https://www.auis-sonis.org/facsect.cfm>. The page title is "AUIS Student Information System HOME". A navigation bar contains links for "APPLY ONLINE", "PROSPECTIVE STUDENTS", "LOGIN", "PROGRAMS", and "COURSES". The main content area is titled "LOGIN : FACULTY" and features two input fields labeled "ID" and "PIN", with a "LOGIN" button below them. A link is provided for users who have forgotten their credentials: "If you have forgotten your PIN and/or ID, please click the following link: Link". Below this is a quote: "You cannot teach a man anything; you can only help him to find it within himself" Galileo. The page footer includes a navigation menu with links such as "Administration", "Alumni", "Applicant", "Apply Online", "Bookstore", "Calendars", "CE Registration", "Course Information", "Courses By Semester", "Employer", "Faculty", "Programs", "Prospective Students", "Sponsor", "Standard Fees", and "Student". The footer also displays "Powered By: SONIS Version 3.3" and a collage of campus photos.

3. Go to “Advising” and then click on “Advisee Listing” choose the student and click on (view record) or (email directly from the system).

The screenshot displays the 'Your Production Database Advisee Listing' interface. The left sidebar contains a navigation menu with the following items: General, Course Management, Advising, Advisee Listing (highlighted with a red circle and a red arrow), and Custom. The main content area is titled 'Advisee Listing' and shows the date 'SEPTEMBER 27, 2018'. Below the title is a table with the following data:

	Student	Level	Program	Online Reg. Hold	Can Register
<input type="radio"/>	Test, Student	Pre-Entry	Civil Engineering	No	Yes
<input type="radio"/>	Ali, Hussain	TBD	Information Technology	No	No
<input type="radio"/>	Hama Hassan, Baban Hama Ali	TBD	Information Technology	No	Yes

Below the table, there are two buttons: 'VIEW RECORDS' and 'EMAIL ADVISEES'. The URL in the browser's address bar is 'https://www.ais-sonis.org/fac_adv_listing.cfm'.

4. "View Records" is to see the (transcript, Schedule, Grades, and degree audit) of the selected student.

The screenshot shows a web browser window with the URL <https://www.auis-sonis.org/facadvs2.cfm>. The page title is "Your Production Database" and the current page is "Adv: Grades". The date is "SEPTEMBER 25, 2018".

The page content includes:

- Student Test (0)**
- CONTACT INFORMATION**
 - E-mail Personal : ?
 - Mobile Phone :
 - Other Mobile Phone :
 - Street Address :
 - City :
 - State :
 - Zipcode :
 - Hold : [View](#)
- ENROLLMENT INFORMATION**
 - Campus : AUIS Main Campus
 - Department : Business Administration
 - Division : Undeclared
 - Level : Pre-Entry
 - Prog. : Civil Engineering
 - Major :
 - Minor : Minor: Business Administration
 - Entry Date : 01/01/2019
 - ID : TE7202403
 - Profile : [View](#)
 - Advisor : _____
- Options :** Grades (dropdown menu)
- TRANSCRIPT** (button circled in red)
- TRANSFER COURSES ACCEPTED FOR CREDIT**

Course	Institution	Replaces	Cred.	Grade
ACT 102	Charles University	ACC 202	Principles of Managerial Accounting	3.00 P

Total Transfer Credits : 3.00
- COMPLETED COURSES - NO COURSES WITH OFFICIAL GRADES**

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade	Cert
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* Not included in GPA
GPA Credits : 2.00 GPA : 0.00
- WITHDRAWN COURSES**

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
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5. Click on the drop box of "Options" to view (Schedule, Grades and Degree Audit)

https://www.ais-sonis.org/facadvs2.cfm

Your Production Database Adv: Grades - Google Chrome

SEPTEMBER 25, 2018

Adv: Grades

Student Test (0)

CONTACT INFORMATION

E-mail Personal : ?
 Mobile Phone :
 Other Mobile Phone :
 Street Address :
 City :
 State :
 Zipcode :
 Hold : [View](#)

ENROLLMENT INFORMATION

Campus : AUIS Main Campus
 Department : Business Administration
 Division : Undeclared
 Level : Pre-Entry
 Prog. : Civil Engineering
 Major :
 Minor : Minor: Business Administration
 Entry Date : 01/01/2019
 ID : TE7202403
 Profile : [View](#)
 Advisor : _____

Options :

- Grades
- Registration
- Schedule
- Degree Audit

COURSES ACCEPTED FOR CREDIT

Course	Institution	Replaces		Cred.	Grade
ACT 102	Charles University	ACC 202	Principles of Managerial Accounting	3.00	P

Total Transfer Credits : 3.00

COMPLETED COURSES - NO COURSES WITH OFFICIAL GRADES

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade	Cert
* Not included in GPA								
GPA Credits : 2.00		GPA : 0.00						

WITHDRAWN COURSES

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
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6. You can put advisees' accounts on hold to prevent them from registration, the Registration Office cannot release the advisor hold.

AUIS Student Information System Adv: Grades - Google Chrome

https://www.auis-sonis.org/facadvs2.cfm

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
201718/2	SCIL 101	Life Science Lab		6		1.00	

* Not included in GPA

IN PROGRESS COURSES

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
201819/1	CIV 102	Modern World: History		2		3.00	
201819/1	ECO 210	Introduction to Economics		1		3.00	
201819/1	ENG 102	Critical Reading & Writing		1		3.00	
201819/1	MTH 101	College Algebra		4		3.00	
201819/1	SCI 101	Life Science		4		3.00	
201819/1	SCI 101	Life Science		4		2.00	
201819/1	SCIL 101	Life Science Lab		2		1.00	

COMPETENCY COURSES - NONE

* CMC from an assigned competency group

ADVISOR DATA

Start Date 10/03/2018 Stopped

Memo

Online Registration Hold
(Check box to restrict student from registering online)

RESET SUBMIT

