

# How to Access Your Advisee List on J1 Web

Using your KCU credentials, log in to J1 Web. [my.kcu.edu/j1web](http://my.kcu.edu/j1web)

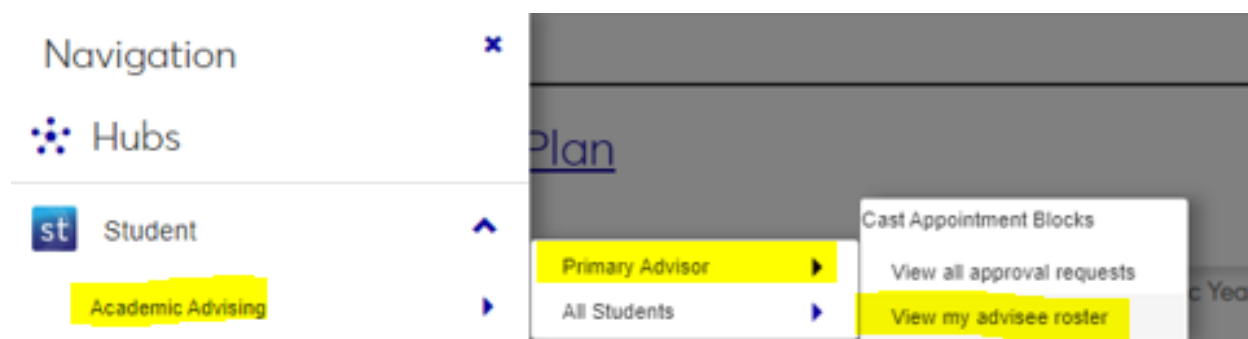
Username: The first part of your KCU email address without the @kcu.edu

Typical Password: 8 Digit Birthday MMDDYYYY

Once you have logged in, click on the Rubik's cube in the upper-left-hand corner of the screen:

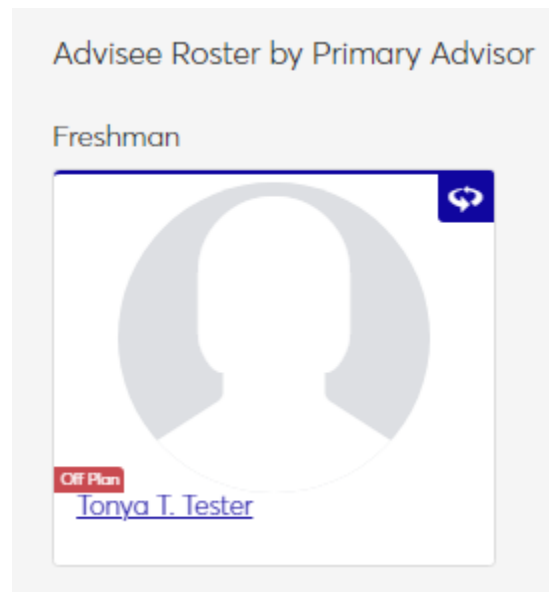


Next, you will see a list of “Hubs” on the left-hand-side of the screen. First you will click *Student* and the options you have permission to see will drop down. Hover over *Academic Advising* → *Primary Advisor* and then click *View my Advisee Roster*.

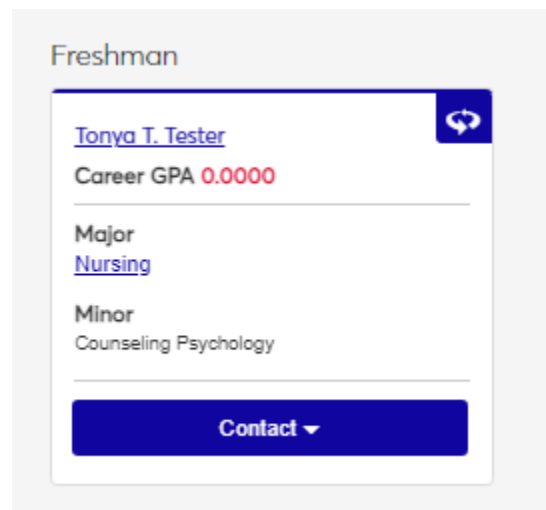


Note: Depending on your role, you may have access to all students by degree program. For example, the Dean of Education and the Administrative Assistant in Education will automatically have access to see every student that has a declared major or minor within the Education Department.

From the advisee roster, scroll down to see each of your advisees. If you click over the student's name, their advising overview page will appear.



If you click on the arrows on the top-right-hand corner you will turn this card around and can see basic overview information about your advisee.



If you click on the student's name the advising overview page will appear.

### Overview

**Retention Score**  
No information available.

**Financial Aid**  
Not receiving aid (Assumed Good SAP Status)

**Classification**  
Freshman

**Academic Plan Progress** Off Plan  
2 of 49 requirements met (4%)

**0.0000 Career GPA**

**Registration Rules**  
✔ Clearance to register will be required  
✘ Course approval will not be required  
May register OFF plan, but must stay ON curriculum

### Programs

**Current Program** Off Plan

**Undergraduate | Bachelor of Science Nurs.**  
Catalog Year: 2022-2023 Academic Year | Entry Date: Aug 8, 2022  
| Expected Graduation: 2025-2026 Academic Year - Spring

<b>Majors</b> Nursing	<b>Minors</b> Counseling Psychology
<b>Concentrations</b> None	<b>Certifications</b> None

### Registration Approval

✔ Currently, no course approval is needed.

### Tonya's Calendar

Agenda < Jun 13, 2022 > ...

There are no items for this time period.

### FERPA

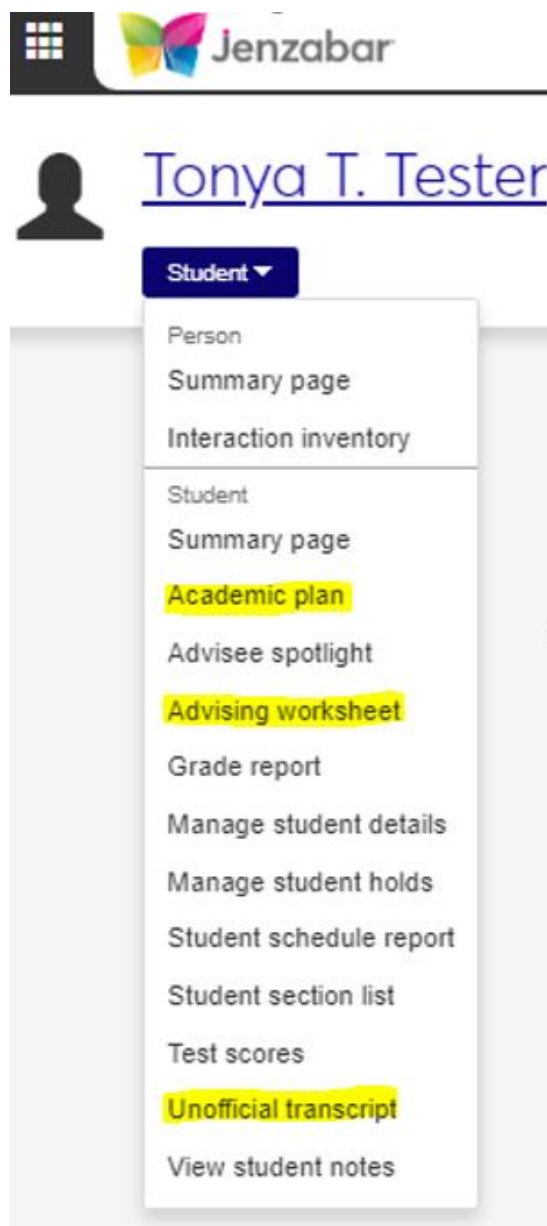
**FERPA Contacts** 1 of 1 FERPA -1 contact

Name	Parent ID	Relationship
+ Andrea L. Stamper	112633	Child of

### Holds

Issue	To Resolve	Needed Action
+ Registration hold Transcript hold	Contact the Registrar at (606)-474-3260 or registrar@kcu.edu	<a href="#">View details</a>

From the student drop down under the student's name you can access things like the student's academic plan, advising worksheet, and unofficial transcript.



Please contact the Registrar's Office with any questions.

[emilyamiller@kcu.edu](mailto:emilyamiller@kcu.edu)

606-474-3260