SIRIS Reference Guide

Advising Data

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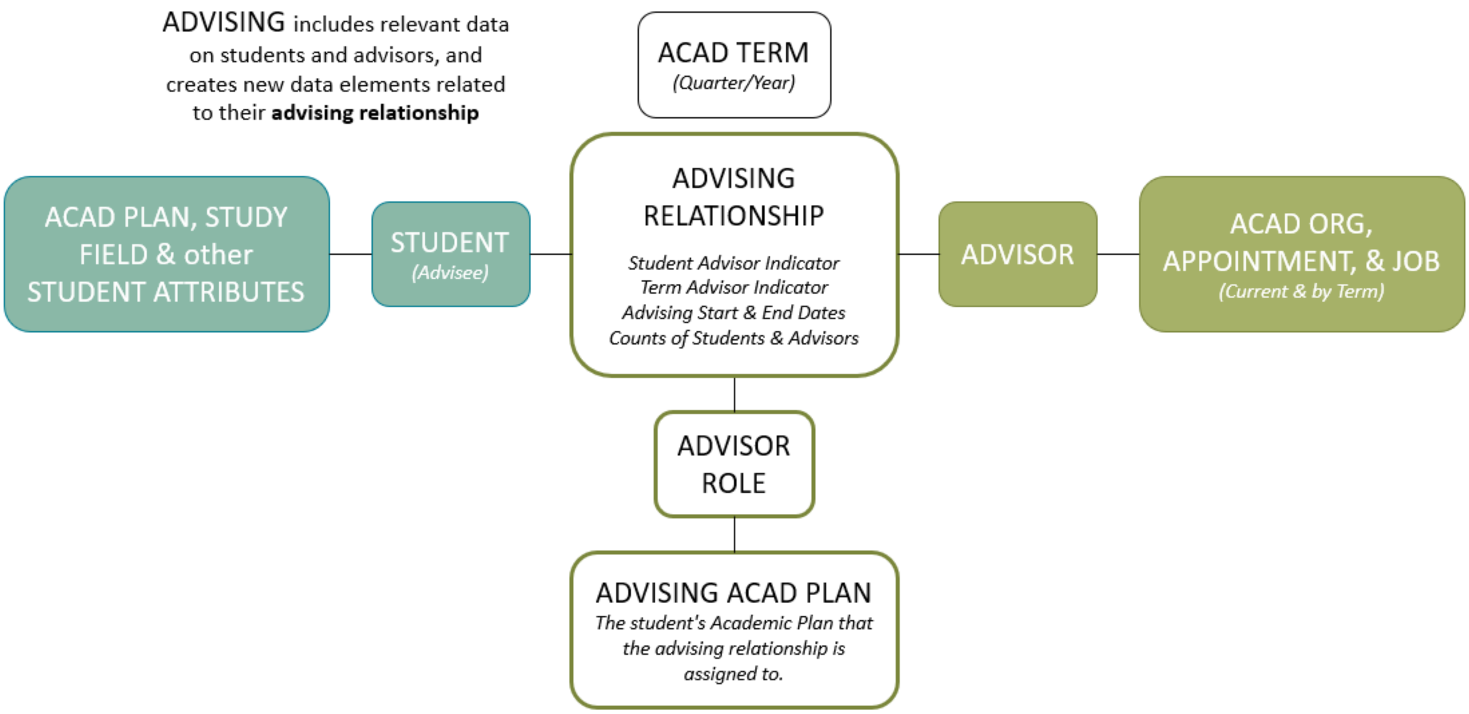
An Overview of Advising Data in SIRIS



SIRIS Student Advising: Detailed information on student advising, including advisor information and student academic plans

New Data Fields & Concepts

- **Advising Acad Plan** – the student's Academic Plan the advising relationship is assigned to
- **Advisor Role*** – a description of the advising relationship, such as "Undergraduate Honors Advisor" or "Doctoral Dissertation Reader". SIRIS includes all of the advising roles listed in PeopleSoft
- **Advisor Role Rank Number*** – SIRIS-derived number that allows you to order and group the most important advising roles. Advisor Role Rank Number privileges the most important advising relationships, beginning with professional and graduate degrees.
- **Advising Start Date** – the date on which an advisor was assigned to an advisee
- **Advising End Date** – the date on which an advisor is no longer assigned to an advisee
- **Continuous Advising Start Date*** – the date on which an advisor was first assigned to an advisee if that assignment covers multiple, continuous date ranges
- **Continuous Advising End Date*** – the date on which an advisor was no longer assigned to an advisee, during an assignment that covered multiple, continuous date ranges
- **Count of Students per Advisor*** – shows the number of students assigned to a particular advisor
- **Count of Advisors per Student*** – shows the number of advisors a student has assigned
- **Student Advisor Indicator*** – shows whether or not a student has an assigned advisor
- **Term Advisor Indicator** – shows whether or not an advisor was assigned to an advisee at the final study list deadline of a particular term

** More information on these fields provided on p. 9*

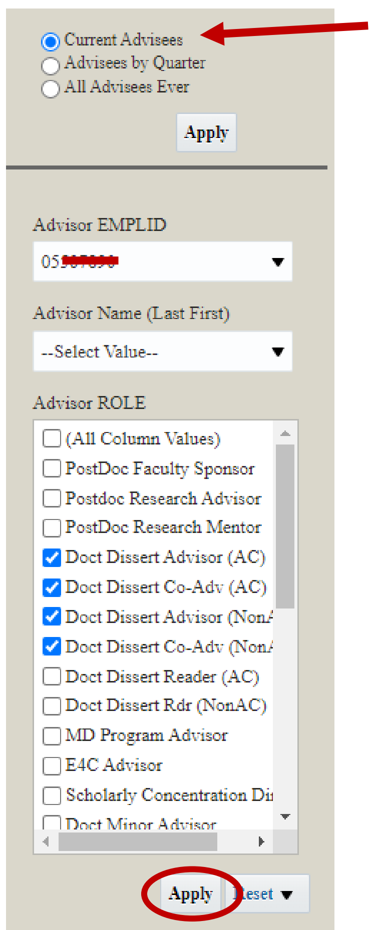
For Dashboard Users: Example Questions & How To's

Advising data has been added to the **My Department** dashboard through the creation of the **Single Advisor** tab, the **My Advisors** tab and with the addition of advising data to the **Single Student** tab.

Example Questions & How to Answer Them:

How many students is a particular advisor currently advising? Who are these students (sorted by UG/GR status, student major, degree year/matriculation quarter)?

- Navigate to the **Single Advisor** tab in the **My Department** dashboard.
- Look at the left-hand side prompt, which by default should have **Current Advisees** selected. Enter the advisor's **EMPLID** or **Name** (Last First) and select which **Advisor Roles** you wish to see data for (by default, only key doctoral roles will be selected in the prompt).
- Click the bottom **Apply** button, and basic information about the advisor, the number of advisees in each role, and their list of current advisees will generate.



- Use the section titled **Quick Stats** to answer the question "How many students is this faculty member advising?"

Quick Stats

Advisor Role	Advising Academic Plan	Distinct Advisee Count
Doct Dissert Advisor (AC)	BIOE-PHD	4
Doct Dissert Advisor (AC) Total		4
Doct Dissert Reader (AC)	BIOE-PHD	8
	IMMUN-PHD	1
Doct Dissert Reader (AC) Total		9
Total Distinct Advisees		13

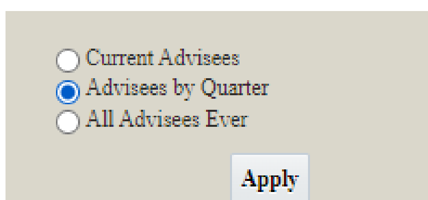
Refresh - Print - Export

- Use the section titled **Current Advisees** to answer the question "Who are these students?" This section includes data on students' advising academic plans, their admit year, any other current and completed academic plans, and the recorded start and end dates of the advising relationship.

- If you need to export or print anything, there are buttons located at the bottom of each section.

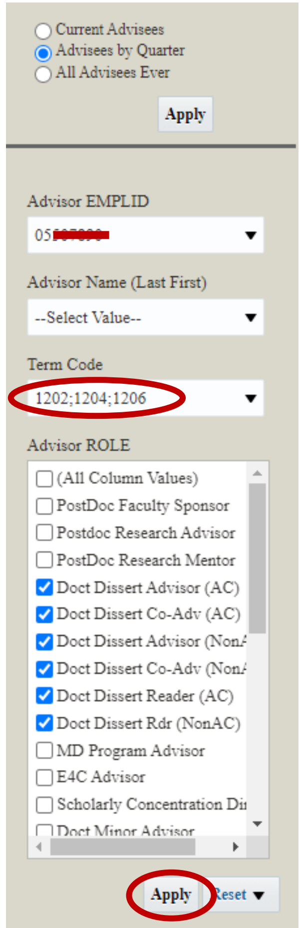
Who was an advisor advising in a specific quarter(s)?

- To look at advising data during a specific quarter(s) in time, look back at the left-hand side prompt and select **Advisees by Quarter**. Hit the top **Apply** button.



- The left-hand side prompt will update to now show a section for **Term Code**. By default, it will select the previous term. Type in the term code for the quarter you wish to view. **To select multiple quarters**, type in the term codes and separate them by a semicolon with no spaces in between. (For example, **1202;1204;1206**).

- Hit the bottom **Apply** button.

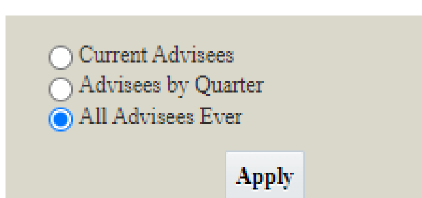


- The **Quick Stats** table will update and you will see a new section titled **Advisees by Quarter.** Each quarter is broken out separately, and there is data on students' advising academic plans, any other academic plans they were pursuing at that time, and the recorded start and end dates of the advising relationship.

- Right-click on any column and hover over **Include column** to select other fields. If you need to export or print anything, there are buttons located at the bottom of each section.

How do I view all an advisor's advisees over time?

- To view all an advisor's advisees ever, look back at the left-hand side prompt and select **All Advisees Ever**. Hit the top **Apply** button.



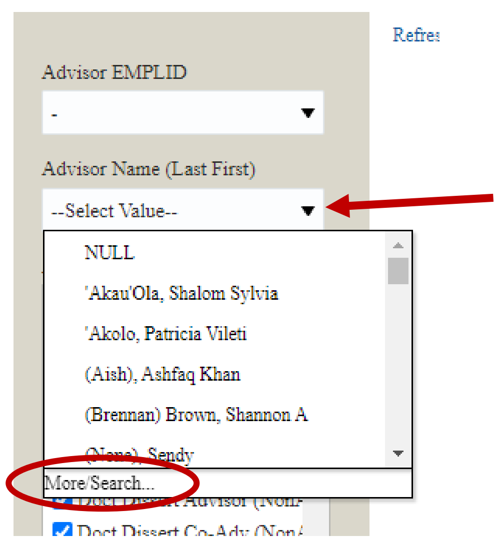
- The page will automatically update. If you want to select different **Advisor Roles**, update your selection and hit the bottom **Apply** button.

- The **Quick Stats** table will update and you will see a new section titled **All Advisees Ever.** This section includes data on students' advising academic plans, their admit year, any other current and completed academic plans, and the recorded start and end dates of the advising relationship.

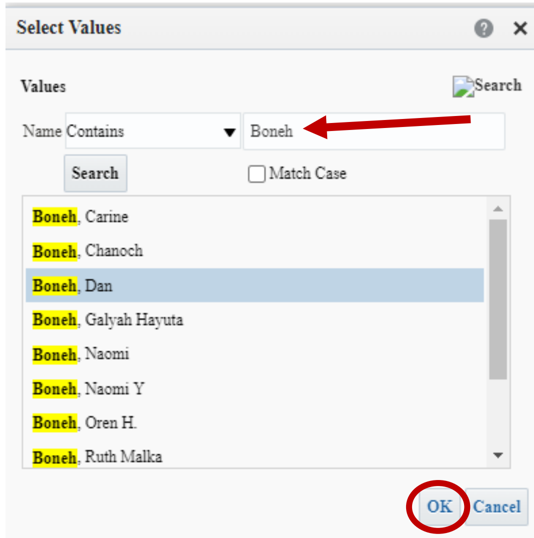
- Right-click on any column and hover over **Include column** to select other fields. If you need to export or print anything, there are buttons located at the bottom of each section.

Wow, I can't wait to dig into all this data! But I don't know the advisor's EMPLID, how else can I look them up?

- The left-hand side prompt also allows you to look up an advisor by name. Click the drop down arrow on **Advisor Name (Last First)** and click **More/Search**.



- A search window will appear, and you can type in the last or first name of the advisor you are looking for. By default the search will pull up all people who's name **contains** what you've typed in. Review the list names, select the one you are looking for, and click **OK.**



- Click the bottom **Apply** button on the prompt. The **advisor's EMPLID** will be automatically added to the prompt, and the reports will load.

Who are my student's advisors? What are their advising roles?

- In the **My Department** dashboard, either click on a student's EMPLID from the **Current Students** tab OR navigate to the **Single Student** tab and enter a student EMPLID. You can also click on a student's EMPLID directly from the **Single Advisor** tab.

- Under the section titled **Current Advisors**, you will see a list of the student's current advisors, with the most important roles at the top.

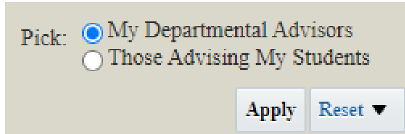
Advising Academic Plan	Advisor Role	Advisor Name	Advisor EMPLID
Bioengineering (PhD)	Doct Dissert Advisor (AC)	Sattely, Elizabeth	[redacted]
	Doct Dissert Reader (AC)	Endy, Andrew D	[redacted]
		Huang, Kerwyn C	[redacted]
		Long, Sharon	[redacted]
	Doct Advisor (Program)	Yang, Fan	[redacted]
Chemical Engineering (BS)	Undergrad Major Advisor	Dunn, Alexander Robert	[redacted]
Undeclared (B)	UAR Advisor	Mitchell, Dayo	[redacted]
	Undergrad Undeclared Adv	Fuller, Gerald G	[redacted]

- Right-click on any column and hover over **Include column** to select other fields. You can export or print this list using the buttons at the bottom of the list.

Who are the advisors in my department? Who do they currently advise?

- Navigate to the **My Advisors tab** in the **My Department** dashboard.

- Look at the left-hand side prompt, which by default should have **My Departmental Advisors** selected.



- Below this, select **your department** from the left-hand side prompt and which **Advisor Roles** you wish to see data for (by default, all advising roles will be selected in the prompt). Hit the bottom **Apply** button. Two reports will generate.

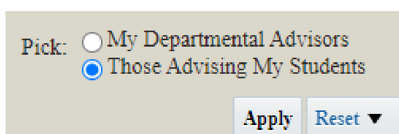
- The **Current Departmental Advisors** report lists all your advisors and shows basic information about them, including their rank, primary department, and the number of students they advise. Right-click on any column and hover over **Include column** to select other fields. If you click on any **advisor's EMPLID**, it will take you to the **Single Advisor tab**.

- The **Current Advisees** report lists all the students each advisor is advising in each advising role. Right-click on any column and hover over **Include column** to select other fields. If you click on any **student's EMPLID**, it will take you to the **Single Student tab**.

- If you need to export or print anything, there are buttons located at the bottom of each section.

Which advisors are advising the students in my department?

- To look up all those currently advising your department's students, look back at the left-hand side prompt on the **My Advisors tab** and select **Those Advising My Students**. Hit the top **Apply** button.



- Select **your department** again from the left-hand side prompt & which **Advisor Roles** you wish to see data for (by default, all advising roles will be selected in the prompt). Hit the bottom **Apply** button. Two reports will generate.

- The **Those Currently Advising My Students** report lists all the advisors advising students in your department. It shows basic information about them, including their rank, primary department, and the number of students they advise. Right-click on any column and hover over **Include column** to select other fields. If you click on any **advisor's EMPLID**, it will take you to the **Single Advisor tab**.

- (*Note: This list includes **all** of the advisors of your students, regardless of their department affiliation. To view only your department's advisors, select "My Departmental Advisors" on the left side prompt and click the top Apply button.)*

- The **Current Advisees** report lists all the students each advisor is advising in each advising role. Right-click on any column and hover over **Include column** to select other fields. If you click on any **student's EMPLID**, it will take you to the **Single Student tab**.

- If you need to export or print anything, there are buttons located at the bottom of each section.

Have a question you're struggling to answer? Email us at **siris-support@lists.stanford.edu**

If you are not an adhoc user, you can stop here!

For Adhoc Users: Things You Need to Know

1. Advisor Role

Advisor Role is a key field to bring into any reporting about advising, particularly if your business question requires you to look at a specific advising role(s). For example, if you wanted to know how many students have assigned a specific faculty member as their Doctoral Program Advisor, you would want to filter on Advising Role:

Advisor Role Desc is equal to / is in Doct Advisor (Program)

Or if you are interested in seeing all a doctorate student's advisors in various roles, you may choose to filter on all doctoral advising roles:

Doct Advisor (Program)
Doct Dissert Advisor (AC)
Doct Dissert Advisor (NonAC)
Doct Dissert Co-Adv (AC)
Doct Dissert Co-Adv (NonAC)
Doct Dissert Rdr (NonAC)
Doct Dissert Reader (AC)
Doct Minor Advisor

2. Advisor Role Rank Number

The Advisor Role Rank Number is a SIRIS-derived number that allow users to order and group the most important advising roles; it privileges the most important advising relationships, beginning with professional and graduate degrees. This is a useful field to bring into your reporting if you are trying to group key advising roles together or sort a list of advising roles in order of most recent or most meaningful.

For example, if looking a doctoral student who was also previously an undergraduate at Stanford, you can use the Advising Role Rank Number to sort the student's advising roles, bringing the most relevant advising roles/advisors to the top of your list.

View the full advising role hierarchy below:

Advisor Role Code	Advisor Role Desc	Advisor Role Rank Num
-	-	0
PDFS	PostDoc Faculty Sponsor	10
PDOC	Postdoc Research Advisor	20
PDRM	PostDoc Research Mentor	30
DDIS	Doct Dissert Advisor (AC)	40
DDAC	Doct Dissert Co-Adv (AC)	50
DDSN	Doct Dissert Advisor (NonAC)	60
DDNA	Doct Dissert Co-Adv (NonAC)	70
DRDR	Doct Dissert Reader (AC)	80
DRDX	Doct Dissert Rdr (NonAC)	90

MDPG	MD Program Advisor	100
E4C	E4C Advisor	110
SCDR	Scholarly Concentration Dir	120
DMNR	Doct Minor Advisor	130
DPGM	Doct Advisor (Program)	140
ORAL	Oral's Chair	150
ORAE	Oral's Evaluator	160
OVRD	Dissert Member - AC Exception	170
ENGT	Engineers Thesis/Project Adv	180
ENGR	Engineer's Program Advisor	190
LAWE	Law Exchange Advisor	200
MAST	Master's Program Advisor	210
UHNR	Undergrad Honors Advisor	220
UMJR	Undergrad Major Advisor	230
UMNR	Undergrad Minor Advisor	240
VPUE	UAR Advisor	250
URUN	Undergrad Reassigned Undcl Adv	260
UUND	Undergrad Undeclared Adv	270
SSS	Stanford Summer Session	280
ADVR	Advisor	290

3. **Understanding the Continuous Advising Start and End Dates**

   In Axess (PeopleSoft), the effective date of a continuing advising relationship is renewed every time someone modifies the student's set of advising assignments, even if they leave an already-entered advising relationship unmodified (much like the way academic plan data are stored). In SIRIS, each of these lines is given a start date (the effective date) and an end date (calculated). This means that a single advising relationship can have multiple start dates and end dates for a student if that advisor (and advisor role) remains unchanged over time while other advising relationships are added or removed. To mitigate this, we created two fields, Continuous Advising Start Date and Continuous Advising End Date, to show a continuous span of advising.

4. **What is the difference between the two counts in the advising fact, and when should I use them?**

   Count of Students per Advisor – shows the number of students assigned to a particular advisor

   Use this count if you are including information about advisors, such as their appointments or departments, and want to count how many students they are advising. Note that this count is specific to advisor role, so if an advisor advises a student in two different roles (Doctoral Program Advisor and Dissertation reader, for example), and you do not limit by role, that student may be counted twice. For a count of unduplicated students (if multiple advising roles are included), use a distinct count of student EMPLIDs.

Count of Advisors per Student – shows the number of advisors a student has assigned

Use this count if you are including information from the student perspective. Although a student may have a single advisor, many students will have multiple advisors for either multiple programs or different advising roles. Note that this count is specific to advising role, so if a student has the same advisor as both their Doctoral Program Advisor and Dissertation reader, for example, that advisor would be counted twice if no limits are placed on advising role. For an unduplicated count of advisors (if multiple advising roles are included), use a distinct count on advisor EMPLIDs.

5. **Using the Student Advisor Indicator**

The Student Advisor Indicator was created to help users quickly identify students without *any assigned advisor(s)* (i.e, no advisor). This is particularly useful, for example, when looking for undeclared undergrads with no assigned advisor, or identifying incoming Master's students with no advisor.

Note, however, that this indicator is not effective for identifying students missing a key advisor. For example, if a student was an undergrad at Stanford, and had various undergraduate advisors assigned to them, and then becomes a Master's student at Stanford *without* an assigned advisor for their Master's program, the Student Advisor Ind will still show a value of 'Y', because they have at least 1 assigned advisor in their record.

6. **The Data Governance Center can help you define terms you do not understand.**

stanford.collibra.com

You must be on a Stanford network or on VPN to use the data dictionary. You can type either what you're trying to find or the name of the data element into the search box on the upper right.

Guide to Advising Subject Area

This subject area provides detailed information on student advising, including advisor information and student academic plans, while introducing new data elements related to their advising relationship, include counts of students and advisors over time and currently.

Fact: Advising
The fact introduces new SIRIS derived fields including a count of students and a count of advisors. **Within this fact, there are key things to know when using the Student Advisor Indicator or either of the two counts. Please see the previous section for more information on when to use these fields and possible "gotchas!"** *New fields:* *Student Advisor Indicator* *Term Advisor Indicator* *Advising Start Date* *Advising End Date* *Continuous Advising Start Date* *Continuous Advising End Date* *Counts of Students per Advisor* *Count of Advisors per Student*

Combine the above fields with elements from any of the dimension folders below.

Dimension: Academic Term
Academic Term provides term-related time elements, including the term code. You can also look up versions of the calendar year, academic year, etc. in which the term occurred. *Commonly used elements:* *Term Code, Term Short Desc, Term Long Desc* *Term Start/End Date* *Calendar Year, Core Acad Year*
Dimension: Student ID and Name
Student ID and Name provides EMPLID and many versions of the student name. *Commonly used elements:* *EMPLID* *SUNet ID* *Last First Name*
Dimension: Student Biodemo
Restricted access: Student Biodemo has information about a student's gender, ethnicity, citizenship status, and other biodemo identifiers.

Dimension: Student Academic Characteristics
Student Academic Characteristics shows whether a student was a coterm, their social levels, their UG cohort, etc.
Dimension: Student Term Based Info
Student Term Based Info provides information about a student's tuition group, athletic participation status, study agreement, and billing code. Also includes subfolders by career, for running and cumulative GPA and units enrolled. *Commonly used elements:* *Tuition Group Code/Desc* *Study Agreement Code* *Billing Career* *Stu Athlete Ind* *Stu Sport Code/ Long Desc/ Short Desc* *Stu UG Term Units Qty* *Stu GR Cum GPA* *Stu UG Term GPA*
Dimension: Student Contact Information
Restricted access: Student contact Information has address, phone, and email information.
Dimension: Student Admit Characteristics
Restricted access: Student Admit Characteristics including preliminary academic interests, etc.
Dimension: Student Advising Acad Plan
Student Advising Acad Plan identifies the student's academic career, program, plan, and subplan (if present) the advising relationship is assigned to. *Commonly used elements:* *Stu Advising Acad Plan School Acad Org Code* *Stu Advising Acad Career Code* *Stu Advising Acad Plan Code/Long Desc*
Dimension: Student Acad Plan
Student Academic Plan has three subfolders that identify the student's academic career, program, plan, and subplan (if present) during a specific term, currently, and completed. These are different from the advising acad plan in that students are enrolled and working towards degrees in these plans, whether or not they have assigned advisors. *Commonly used elements:* *Stu Term Plan School Acad Org Code* *Stu Term Acad Career Code* *Stu Term Acad Plan Code/Long Desc* *Stu Current Acad Plan Code/Long Desc* *Stu Completed Acad Plan Code/Long Desc*
Dimension: Advisor ID and Name
Advisor ID and Name provides EMPLID and many versions of the advisor name.

Commonly used elements: *Advisor EMPLID* *Advisor SUNet ID* *Advisor Last First Name*
Dimension: Advisor Role
Advisor Role provides information on the advising role assigned to the advisor.. *Commonly used elements:* *Advisor Role Desc* *Advisor Role Number* *Advisor Role Rank Num*
Dimension: Advisor Biodemo
Restricted access: advisor biodemo has information about an advisor's gender, ethnicity, citizenship status, and other biodemo identifiers.
Dimension: Advisor Affiliation and Org
Advisor Affiliation and Org provide information on an advisor's academic org, appointment, and other valuable information, both currently and during a specific term(s). *Commonly used elements:* Advisor Current Appt Dept Desc Advisor Current Appt School Desc Advisor Current All Appt Desc Advisor Current Acad Council Ind Advisor Term Appt Dept Desc Advisor Term Appt School Desc Advisor Term All Appt Desc Advisor Term Acad Council Ind

Best Practices for Creating Ad Hoc Queries

Best practices:

- Start with known, vetted logic (e.g. a template query)
- Start small and simple, build gradually. If you're working on something that can have a large result, it's often a good idea to first try the logic on a small sample, to make sure it's working properly. Sometimes I do an arbitrary limit like filtering only for emplids starting with '059…..' or only a particular UG cohort.
- Vet your data; if doing something complex, vet each stage
- FILTERS: Almost always include time in your filters
- FILTERS: Beware of too many filters
- SELECT COLUMNS: Usually include filters in the select statement; helps document results
- Ask us for help!! We're happy to consult with you.

What can go wrong:

- No results
- Too many results – usually from not filtering enough or not filtering properly
- Misleading results
- Inadvertent "drilling" can add filters to your query without your realizing it

Some of the possible causes:

- Forgetting a key filter
- Including too many filters
- Selecting a field which changes the grain without your realizing it
- Counting the wrong thing (e.g. counting plans or counting students?)

Vetting Your Results

Check totals against an alternate verified source, if possible, such as

- Student Analytics Dashboards
- Published statistics; your own reports/queries
- PeopleSoft – either the application or via a query to the database

Or if no other source is available, try using a different tool/methodology as a comparison, or try coming up with hypotheses, e.g. if this is the right number, then X and Y should be true, and test those hypotheses.

Finally, last but not least, consult with IRDS and other campus colleagues to see if your query logic and results are correct.

Here are some other general strategies:

1. Checking counts—If you know how many comprise a group, this a good quick check. If you don't know the counts for a large group, then test a subset (e.g., enrollment in only one course instead of all courses in a subject).

2. Spot checking—Choose a couple of values in your normal range, and see if the data for those few are correct.

3. Checking outliers—Know a student who dropped a class and then re-enrolled? That might be a good person to check to see if major information is mapping correctly. Data that look weird are often good test cases.

4. Checking for recent changes—If you know a data value has changed recently, that's often a good way to check that the data are being brought in correctly.

5. Finally, does it make sense? (the "ballpark" audit)—Data that have never been available before can sometimes be hard to assess, but does it fall in line with what you know? Ballpark estimates are useful sanity checks.