

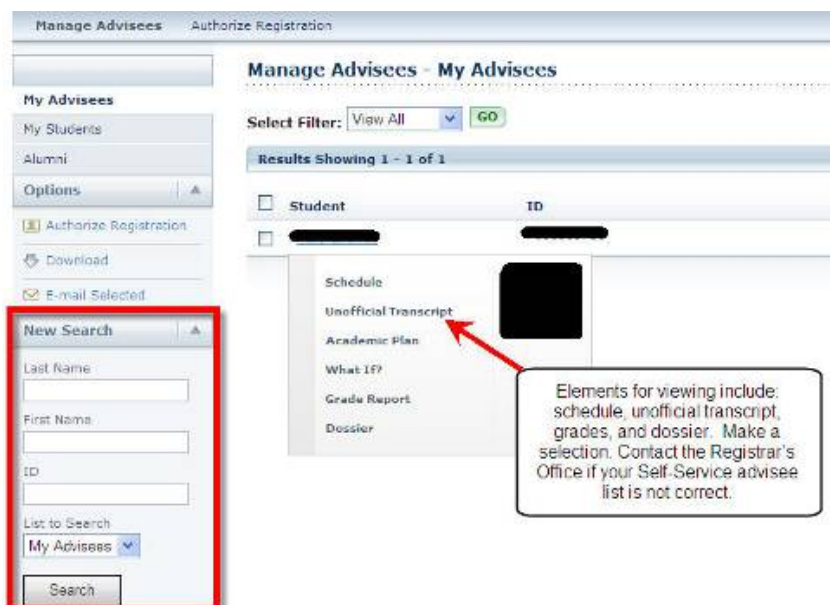
Advising Students

From the Advising tab faculty members can view information on a particular student enrolled in a course they are teaching or view information on an assigned advisee. *Department Heads will have access to all students.*

1. Select the **Advising** tab.
2. Click **Manage Advisees**.
3. Enter search criteria. You may click **Search** without entering criteria to get a complete list of your advisees. *Please note that you only have access to information for your assigned advisees via the My Advisees option. To see information on a student that is enrolled in your course, select the My Students option. Contact the Registrar's Office if your advisee list is not correct.*



4. The Manage Advisees - My Advisees window appears as shown below. Click on a student's name to view the options for information. Elements for viewing include: schedule, unofficial transcript, grades, and dossier. Make a selection.



5. To look for another student, in the left pane, under the New Search option, enter the search criteria and click **Search**. You may simply click Search without entering search criteria to view the entire list.
6. Notice that you have the option to **Download** the list of students and **E-mail Selected** students. These options are located in the left pane.

Below is a description of each element for viewing.

- **Schedule** –displays the student’s course schedule for all applicable year/terms. Choose between a text or grid format for displaying the student’s course schedule by selecting the appropriate radio button. The grid format has the option to view the current courses in the student’s registration Shopping Cart.
- **Unofficial Transcript** – displays the student’s unofficial transcript for all year/terms in which they were enrolled. Earned credits and grade information is available.
- **Academic Plan** –displays information about the specified student’s current academic plan.
- **What If?** –allows you to display or delete the student’s What If? plans, or create a new What If? plan for the student.
- **Grade Report** –displays year/terms that the selected student is enrolled. To view details for a particular year/term, select the year/term from the list. This will open the grade report.
- **Dossier** –displays personal data about an advisee.