ADVISEE SEARCH

Year/Term

Click on the Year/Term dropdown for which you want to review.

NOTE: The default will be the current Year Term (the application will calculate the current year term by using the present date faculty signs into the application on.)

Advisor Type

There are two menu items for viewing an Advisors list report. The first to display is the **Advisee Type - Overall**, which displays all advisees assigned.

Overall Advisee List

For 2015 Spring Semester

Tech Id	Student Name (schedule link)	Current Semester Access Code	Next Semester Access Code	Last Semester	Additional Information

The second to display is the ***Advisee Type - Enrolled***, which displays only those advisees enrolled in the selected semester.

Enrolled Advisee List

For 2015 Spring Semester

| Tech Id	Student Name (schedule link)	Current Semester Access Code	Next Semester Access Code	Last Semester	Additional Information

With the list of students displayed, advisors can select to view contact information on the student, as well as view the student's advising Transcript, MnTC or DARS report.

Advisee Type - Overall

When clicking on the **Advisee Type - Overall** menu listing, the *Overall Advisee List* for the selected term displays with all the students the faculty member advises. This listing includes the last semester this student was enrolled in courses at your institution.

NOTE: The default will display Overall.

Click on [**Overall**] from the dropdown list by *Advisee Type*.

Advisee Type	Overall ▾
	Overall
	Enrolled
Tech Id	
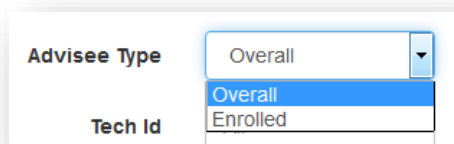
Advisee Type - Enrolled

By clicking on the **Advisor List - Enrolled** link, the advisor will be able to view a listing of only those advisees enrolled in the selected semester. All the same information available in the Overall Advisees display is available for the **Enrolled** advisee list.

Click on [**Enrolled**] from the dropdown list by *Advisee Type*.

Tech ID

By adding the **Tech Id** on the *Advisee Search Page*, the advisor will be able to view a listing of only the specific student. The **Advisee Type** needs to be select. Best Practice is to leave the default **Overall**

To filter for one specific student click in Tech **ID** field and type the 8 digit student ID.

Click on [Search] button.

Overall/Enrolled Advisee List

The result of the search will display either Overall or Enrolled Advisee List.

The table has the following information: Tech ID, Student Name (Schedule Link), Current Semester Access Code, Next Semester Access Code, Last Semester, Additional Information.

Overall Advisee List

For 2015 Spring Semester

Tech Id	Student Name (schedule link)	Current Semester Access Code	Next Semester Access Code	Last Semester	Additional Information
12323939	Aldeguer, Kenyetta F	510984	none	2015 Spring Semester	Contact Info | Academic Record | DARS
00343623	Alsadi, Mellissa F	none	none	2015 Spring Semester	Contact Info | Academic Record | DARS
11846632	Amiott, Claudette F	511481	none	2015 Spring Semester	Contact Info | Academic Record | DARS
12342781	Areford, Marilyn F	511258	none	2015 Spring Semester	Contact Info | Academic Record | DARS
00273282	Arendas, Patrica F	none	none	2015 Spring Semester	Contact Info | Academic Record | DARS
00343858	Asiedu, Vance M	none	none	2015 Spring Semester	Contact Info | Academic Record | DARS
00331285	Zuspan, Violeta F	none	none	2015 Spring Semester	Contact Info | Academic Record | DARS

177 Total Results

With the list of students displayed, advisors can select to view Student Schedule [**Student Name**], Contact information [**Contact Info**] on the student, as well as view the student's advising Transcript [**Academic Record**], MnTC or DARS [**DARS**] report. The Links are highlighted in blue.

NOTE: The student names are sorted alphabetically by student's last name. (Does not differentiate between lower and upper case letters.)

Student Schedule
Click on [**Student Name**] link.

The Class Schedule will appear for this specific Student. This page display the current semester, the Advisor, the student's Major. The table consists of CourseID/Section/Title, Credits, Non-Credit Hours, Grading Method, Instructor, Date Range, Days Times, and Building Room.

Class Schedule

Semester: 2015 Spring Semester

Advisor: Tunstall, Israel M
Major: Aquatic Biol

Click on Course ID link in the first column to drop/change a class.

Course ID/Section/Title	Credits	Non-Credit Hours	Grading Method	Instructor	Date Range	Days Times	Building Room
155536 ENVR 3920 01 DGS: Sem Envr Controvers	2	0.00	Letter Grade	Diodati	01/12/2015 05/07/2015	T 01:00PM- 02:40PM	S 228
155593 STAT 2610 01 Applied Statistics	4	0.00	Letter Grade	O'Neal	01/12/2015 05/07/2015	MTW F 09:00AM- 09:50AM	HS 233
155744 ENGL 2152 05 Argument and Exposition	3	0.00	Letter Grade	Woldman	01/12/2015 05/07/2015	M W F 12:00PM- 12:50PM	HS 109
156285 BIOL 3120 01 Soils	4	0.00	Letter Grade	Diodati	01/12/2015 05/07/2015	M W F 03:00PM- 03:50PM	S 205
					01/12/2015 05/07/2015	H 02:00PM- 03:50PM	S 236

NOTE: Room locations and instructor assignments may be subject to change. You are advised to check your class schedule for changes just prior to the start of the term.

Days
M=Monday; T=Tuesday; W=Wednesday; H=Thursday; F=Friday; S=Saturday; Su=Sunday

Contact Info

Click on [**Contact Info**] link.

The Advisee Contact Information Screen will display. This screen contains the Student ID and Name of student (Last Name, First Name and Middle Name), Permanent Address and Email Addresses of the student.

Advisee Contact Information

Student ID: 12323939 - Aldeguer, Kenyetta F

Displayed is the current information associated for this student.

Permanent Address

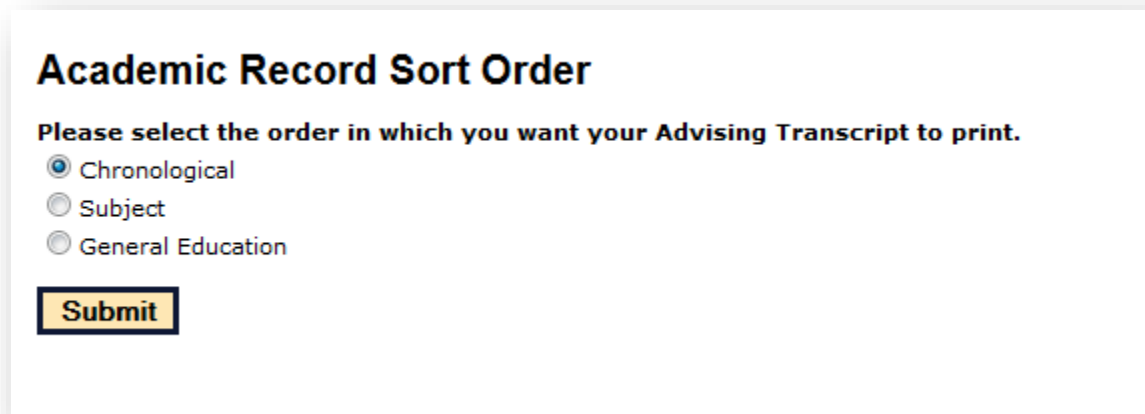36694 Any Street USA #89366
New Hope, MN 55427 US
Telephone: 999-394-7394

Email Addresses

Personal: kenyetta.aldeguer@test.textcaster.com
Inst Student: kenyetta.aldeguer@test.textcaster.com

Academic Record

By clicking on the **Academic Record** link, you can view the student's academic record. After clicking on this menu option, this will open in a New Window and you can select the order in which you want the academic record sorted.

Click on [**Academic Record**] link.

To close this window, click on the [**X**] from the browser TAB.

DARS / MnTC

By clicking on the **DARS** link, the faculty member can view the degree audit report or the Minnesota Transfer Curriculum for the advisee, if implemented by your institution. After clicking on this menu option, this will open in a New Window which you can select a choice of the Interactive Degree Audit Report or MnTC (Minnesota Transfer Curriculum.
Click on [**DARS**] link.

Interactive Degree Audit Report

Student ID: 12323939 - Aldeguer, Kenyetta F

Click on the following major(s) to open a new window, which will display the Interactive DARS Audit(s).

- ENGLISH EDUCATION, B.S. (TEACHER LICENSURE)
- Minnesota Transfer Curriculum

Caution! Clicking the link will open a new window, which will remain open until you manually close it. This window will also remain open until you return and LOGOUT.

To close this window, click on the [**X**] from the browser TAB.