

ADVISEE ROSTER

How to get access Your OWN Advisees and New Drop-In Advisees

From the FACULTY CENTER: Select the **Advisor Center TAB** – **Arrow #1**. This brings you to a roster of your own advisees.

Drop-In Advisees: You can access Drop-In Advisees by selecting the long **New Drop-In Advisees** button above your advisee roster. —**Arrow #2**. After you select that button, enter the student's name in the appropriate search fields.

The screenshot shows the Faculty Center website in Internet Explorer. The 'Advisor Center' tab is selected, indicated by a red arrow labeled '1'. Below the navigation tabs, there is a 'NEW DROP-IN ADVISEES' button, indicated by a red arrow labeled '2'. Below the button is a table of advisees with columns for Notify, ID, Name, Level, Expected Graduation, Deg, Majors, Minors, GPA, Major GPA, Class Rank, Out of, Credits, Cell, and View Student Details.

Notify	ID	Name	Level	Expected Graduation	Deg	Majors	Minors	GPA	Major GPA	Class Rank	Out of	Credits	Cell	View Student Details
1	5412896	Bailey, Liam Michael	Junior	Spring, 2011	BA	Classical Studies								View Student Details
2	5505393	Coates, William Towery		Fall, 2012		Undeclared								View Student Details
3	5341574	King, Allyson Ruth	Senior	Spring, 2010	BS	Classical Studies Environmental Studies	Latin							View Student Details
4	5463125	Lanan, Nathan Andrew	Sophomore	Spring, 2012	BA	Undeclared								View Student Details
5	5456559	Luatters, Sam Thiel	Sophomore	Fall, 2011	BA	Undeclared								View Student Details