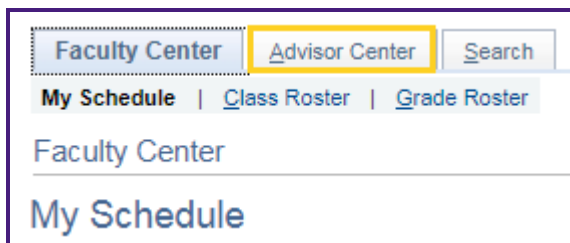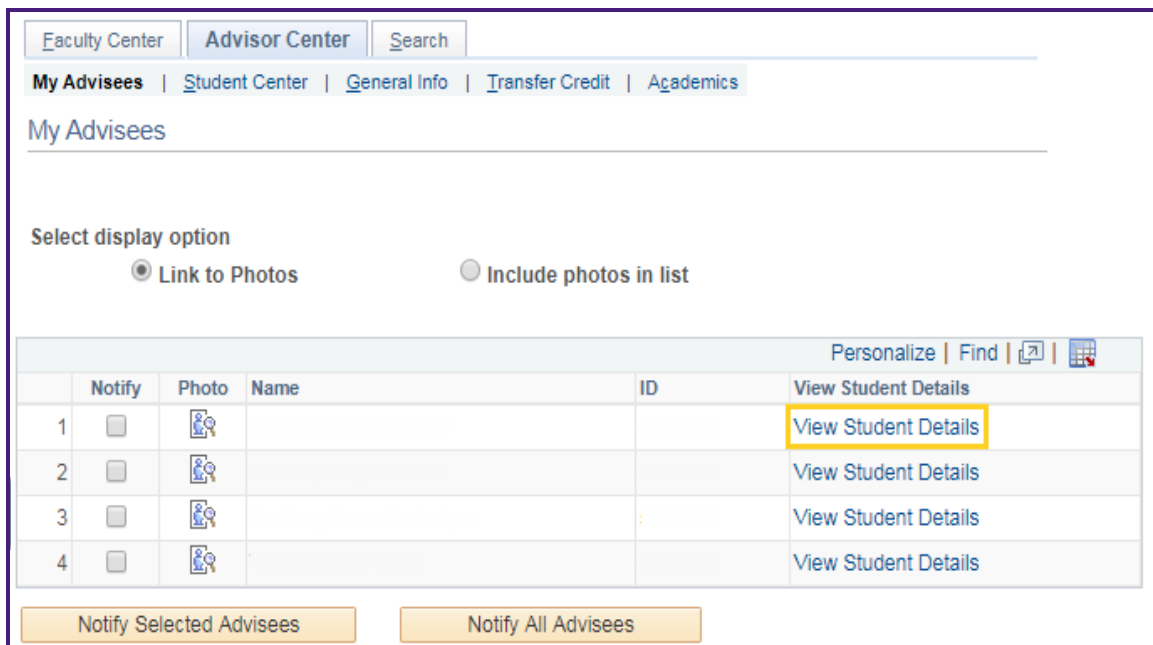## View Advisee Details

To view the advisee details:



1.  Click the **Faculty Center** tile.



2.  Click the **Advisor Center** tab.



3.  Click the **View Student Details** link to see the *Advisee Student Center*.

# Job Aid



4. Click the **My Class Schedule** link to view the advisee's **Class Schedule**.



5. The selected advisee's *Class Schedule* displays.

Cancel

6. Click the **Cancel** button to return to the *Advisee Student Center* page.

| other academic... | ⟫ |
| --- | --- |
| Course History | |
| Grades | |
| Transcript: View Unofficial | |
| Transfer Credit: Report | |
| other academic... | |
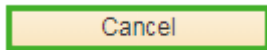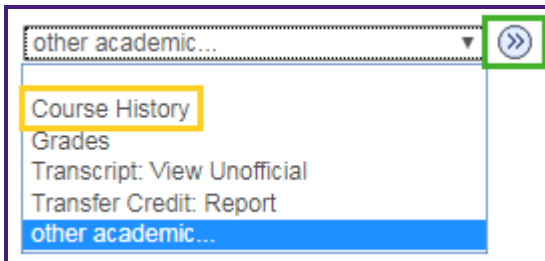
7. Click the **other academic** drop-down to access one of the following options from the list: *Course History, Grades, Unofficial Transcripts, or Transfer Credit Report.*

Click the **Go** button.

Advisee Course History

Select Display Option
◉ Hide courses from My Planner
◯ Show courses from My Planner

Sort results by [        ▼]
Then by [        ▼]
Sort

✅ Taken          ⬅ Transferred          ◆ In Progress

| Course | Description | Term | Grade | Units | Status |
| --- | --- | --- | --- | --- | --- |
| ART 1000 | ART ELECTIVE | Spring 2017 | A | 3.00 | ⬅ |
| BIOL 1100 | GENERAL BIOLOGY II | Spring 2017 | A | 1.00 | ⬅ |
| BIOS 3115 | BASIC STATISTICS | Spring 2018 | B | 3.00 | ✅ |
| CHEM 1000 | GENERAL CHEMISTRY | Spring 2017 | A | 3.00 | ⬅ |

8. The *Advisee Course History* displays.
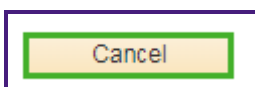
Cancel

9. Click the **Cancel** button to return to the *Advisee Student Center*.

# Job Aid



| This Week's Schedule | | |
|---|---|---|
| | Class | Schedule |
| 📅 | NURS 4352-0001 CRQ (10027) | Tu 12:00PM - 3:00PM Room TBA |
| 📅 | NURS 4362-0001 CRQ (10030) | Room TBA |
| | | Weekly Schedule ▶ |

10. Click the **Weekly Schedule** link to see a calendar view of the advisee's weekly schedule.

The *Advisee Weekly Class Schedule* displays.



| | << Previous Week | | Week of 10/14/2019 - 10/20/2019 | | Next Week >> | |
|---|---|---|---|---|---|---|

Show Week of 10/15/2019   Start Time 8:00AM   End Time 6:00PM   Refresh Calendar

**Schedule**

| Time | Monday Oct 14 | Tuesday Oct 15 | Wednesday Oct 16 | Thursday Oct 17 | Friday Oct 18 | Saturday Oct 19 | Sunday Oct 20 |
|---|---|---|---|---|---|---|---|
| 8:00AM | | | | | | | |
| 9:00AM | | | | | | | |
| 10:00AM | | | | | | | |
| 11:00AM | | | | | | | |
| 12:00PM | | NURS 4352 - 0001 Course Requirement 12:00PM - 3:00PM Location: TBA | | | | | |
| 1:00PM | | | | | | | |
| 2:00PM | | | | | | | |
| 3:00PM | | | | | | | |
| 4:00PM | | | | | | | |
| 5:00PM | | | | | | | |
| 6:00PM | | | | | | | |



Cancel

11. Click the **Cancel** button to return to the *Advisee Student Center*.



▼ Personal Information

Demographic Data

12. Click the **Demographic Data** link.

The advisee *Demographic Information* displays.





13. Click the **Cancel** button to return to the *Advisee Student Center*.



14. The **Holds** section lists the **Service Indicators**.

Click the **Details** link to view additional **Holds (Service Indicators)** information. The **Advisee Holds** information displays and indicates the *type of Hold*, *Start Term and Date*, and *the department placing the Hold*.



Advisee Holds

**Item List**
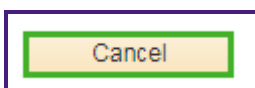
| Hold Item | Amount | | Institution | Start Term | End Term | Start Date | End Date | Department |
|---|---|---|---|---|---|---|---|---|
| Advisor Approval Required | | USD | LSUHSC - New Orleans | Fall-New Orleans 2019 | Fall-New Orleans 2019 | 08/01/2019 | | Student Affairs |
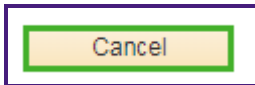
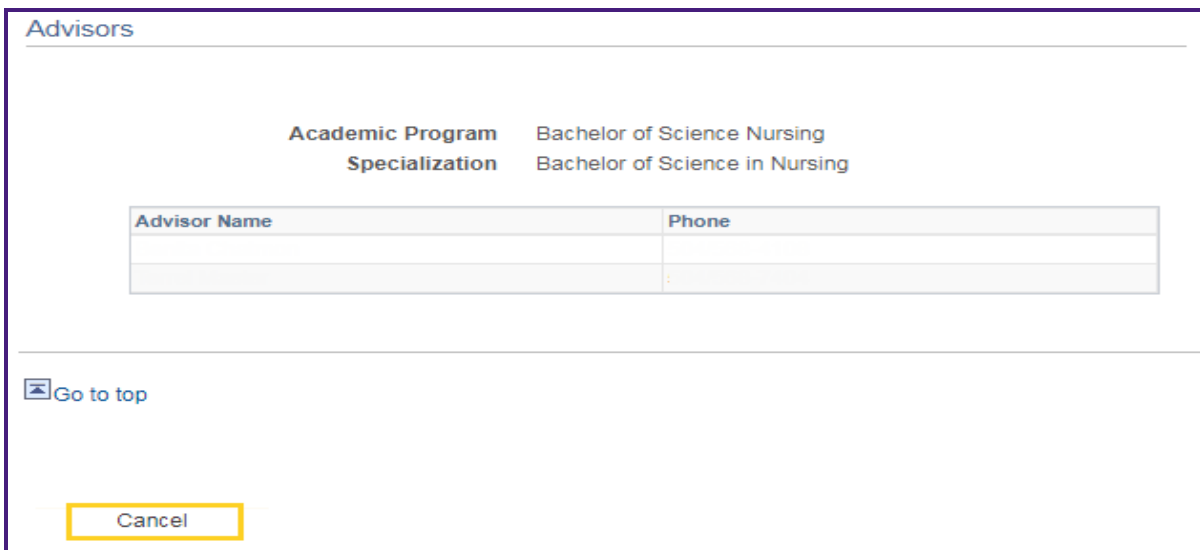15. Click the **Cancel** button to return to the *Advisee Student Center*.



16. **Enrollment Dates section:** provides a list of appointments and enrollment dates for another term.
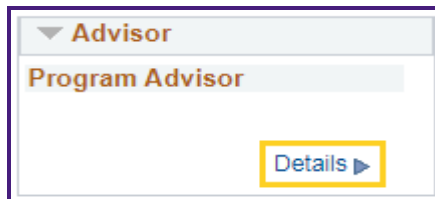


17. **Advisor section:** Provides the Advisor and/or Advisor's contact information.

   Click the **Advisor** details link to find additional contact information.



18. Click the **Cancel** button to return to the *Advisee Student Center*.

19. Click the **Return To Search** button to search for an advisee using his/her **Student ID**.



20. Click the **Look up ID** button.
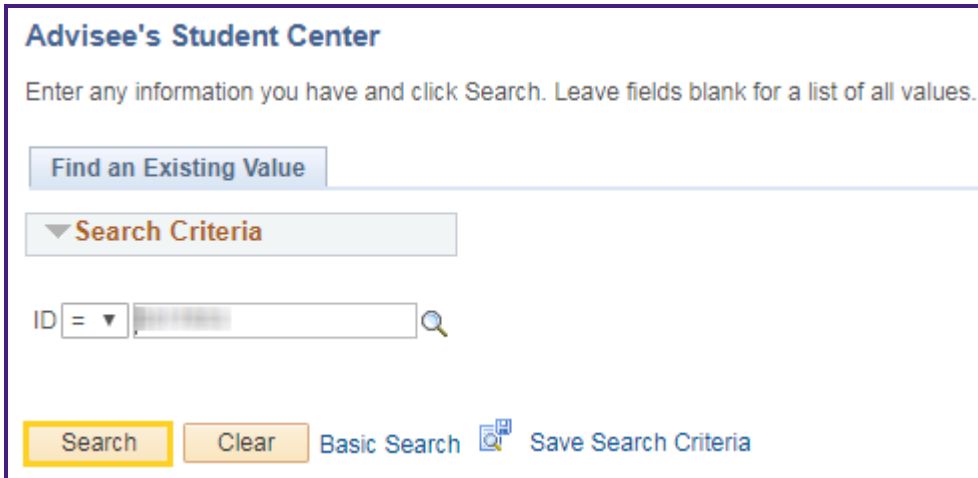


21. A list of student advisees' display.

    Select the advisee by clicking the blue **Name** link or **any blue** link on the row, such as the *Student ID*.
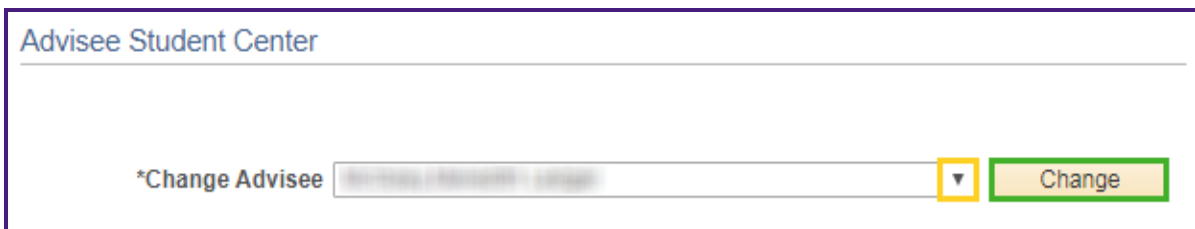
22. The advisee's *Student ID* defaults into the **ID** field.

    Click the **Search** button to view the *Advisee Student Center*.



23. You can view a different advisee by clicking the drop-down button to the right of the **Change Advisee** field and selecting an advisee from the list.

    Then click the **Change** button.