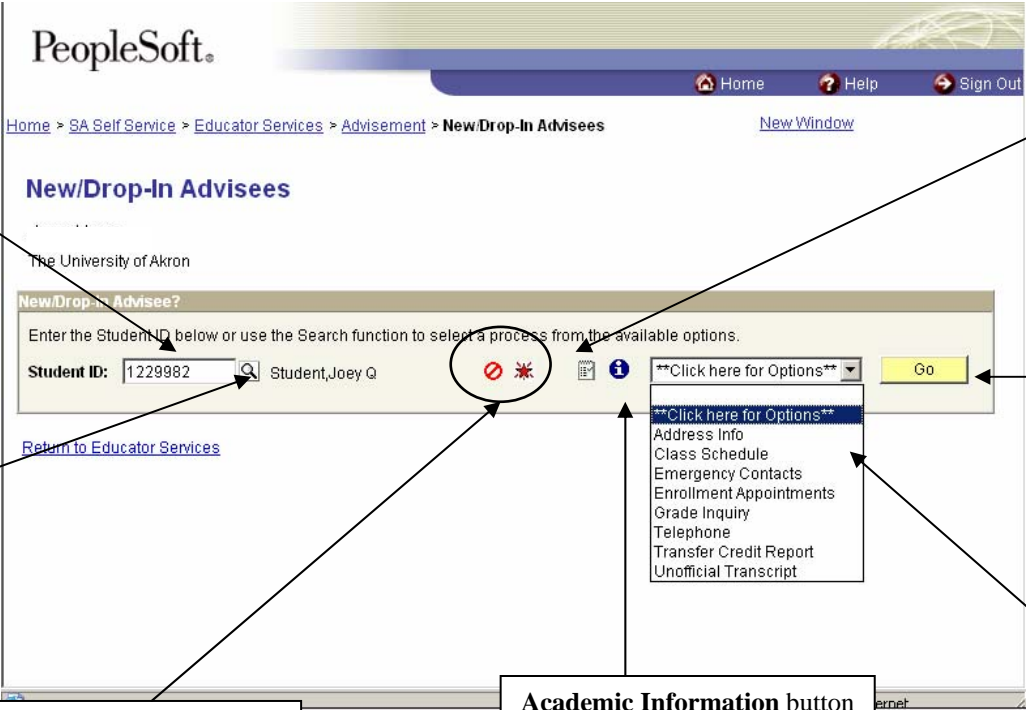


Advising Self Service

The ViewNew/Drop-In Advisees page allows you to search for a student that you are advising. This page is just one way to locate this information in a summary format- this means you can always find the information elsewhere in PeopleSoft Version 8. Once you locate the student, you will have many pieces of information available to you. The information that you will have available on this page are Negative and Positive Service Indicators, FERPA Restrictions, Program/Career Information, Address Information, Class Schedules, Emergency Contacts, Enrollment Appointments, Grade Inquiry, Telephone, Transfer Credit Report, and Unofficial Transcripts. Most of the information listed above is just ONE click away!

Navigation Path: SA Self Service > Educator Services > Advisement > New/Drop-In Advisees



The screenshot shows the PeopleSoft interface for 'New/Drop-In Advisees'. The breadcrumb trail is 'Home > SA Self Service > Educator Services > Advisement > New/Drop-In Advisees'. The page title is 'New/Drop-In Advisees'. Below the title, there is a search form with the following elements:

- Student ID:** A text input field containing '1229982' and a magnifying glass icon (Lookup button).
- Student Name:** A text field containing 'Student,Joey Q'.
- Buttons:** A 'Go' button, a 'Negative & Positive Service Indicator' button (marked with a red 'X'), and an 'Academic Information' button (marked with an 'i' icon).
- Options Menu:** A dropdown menu titled '**Click here for Options**' is open, showing a list of options: Address Info, Class Schedule, Emergency Contacts, Enrollment Appointments, Grade Inquiry, Telephone, Transfer Credit Report, and Unofficial Transcript.

Callout boxes provide the following information:

- Student's ID and Name:** Points to the Student ID and Student Name fields.
- The Lookup button will allow you to search for a student if you do not know the ID number.** Points to the magnifying glass icon.
- Negative & Positive Service Indicator buttons.** Points to the red 'X' button.
- Academic Information button (Program & Career)** Points to the 'i' icon button.
- The Options box allows you to pick a page, from a list, that will provide additional information for the student.** Points to the dropdown menu.
- After you pick an Option, click on the Go button.** Points to the 'Go' button.
- If there were a FERPA restriction, the FERPA button would be visible.** Points to the area where a FERPA button would appear.