ACCESS SELF-SERVICE

1. Select the path: Self Service > My Advisees.
2. Your advisees will load in alphabetical order.
3. Either:
   a. Click View Student Details to access the Advisee Student Center page.
   b. Click the View Data for Other students button to locate another student, not in your advisee list.

NAVIGATION:
Use the navigation menu on the left to advance to additional pages with information about the student.

ADVISEE STUDENT CENTER PAGE:

1. View details of the student’s class schedule
2. Options available from the drop down include: Course History, Exam Schedule, Grades, Transcript: View Unofficial, and Transfer Credit Report.
3. FERPA indicator, if applicable
4. View date of birth, social security number, marital status, etc.
ADVISEE GENERAL INFO:
Includes: Service indicators, student groups, addresses, initiated checklists, personal data and phones.

Either click a page section link to advance to that section or use the scroll bar to move down the page.

ADVISEE TRANSFER CREDIT:
Running the Transfer Credit Report on the Student Center tab elicits the same information.
ADVISEE ACADEMICS:

The Institution/Career/Program section provides the student’s program/plan information.

The Term Summary section displays Term Activation, Academic Standing, Level/Load, Class Enrollments, and Term Units and GPA information.