My Advisees

This guide outlines the process to look up student’s information in order to advise them with their academic career.

1. Click on the View Data For Other Students button

2. Enter the students ID

3. Click the Search button
4. The advisee’s Student Center will populate
5. Click the General info tab
   
   a. Use the Expand All or Collapse All buttons to see all information in the various sections OR
   
   b. Click on the drop down arrow to only see the particular section needed
6. Click on the transfer credit tab
7. Click the Academics tab
Unofficial Transcript

From the Student Center tab:

8. Click the other academic drop down menu

9. Select Transcript: View Unofficial and select the double arrow icon
10. Select Working Copy from the Report Type drop down menu

11. Click the go button
12. Click the Return link to go back to the Unofficial Transcript Request

13. Click Cancel to go back to the Student's Detail list