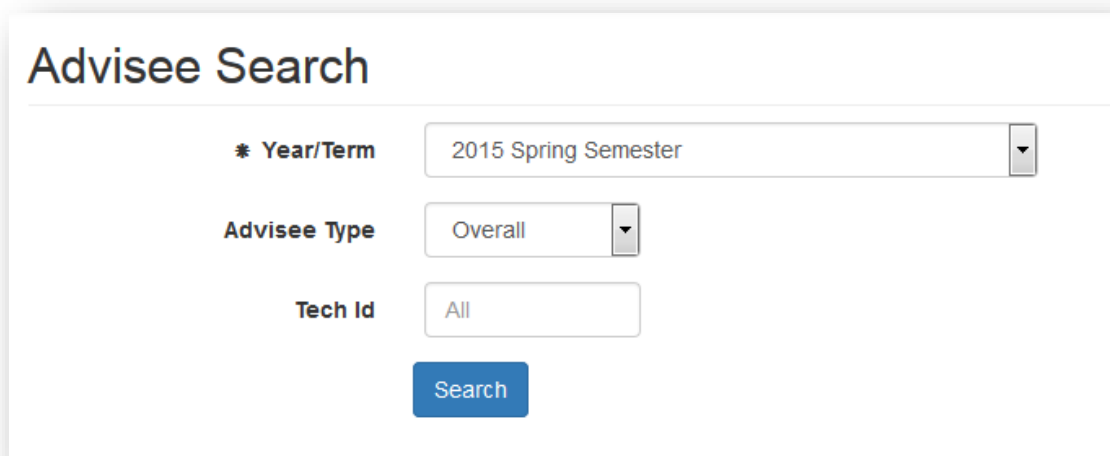



Advisee Search

Year/Term

Select the desired year term from the drop down. The **Year/Term** displayed in the list are



The screenshot shows a search form titled "Advisee Search". It contains three input fields: "Year/Term" with a dropdown menu showing "2015 Spring Semester", "Advisee Type" with a dropdown menu showing "Overall", and "Tech Id" with a text input field containing "All". Below these fields is a blue "Search" button.

 **NOTE:** The drop down will populate with term dated 3 years back and one year into the future from the current date. The default term evaluates the current date and uses date type 88 with in the Year Term Calendar to determine which term should default on the initial display.

Advisor Type

Two options exist for Advisors to view assigned advisees.

Advisee Type - Overall

Selecting the *Overall* option from the drop down, all advisee's for the individual the selected term displays with all students the faculty member advises.

 **NOTE:** The default will display Overall.

Overall Advisee List

For Fall Term 2015

Tech Id	Student Name (schedule link)	Current Semester Access Code	Next Semester Access Code	Last Semester	Additional Information
12448644	Blaskovich, Douglass M	415243	none	Spring Term 2015	Contact Info Academic Record DARS
12462539	Bonet, Chase M	418010	364249	Spring Term 2016	Contact Info Academic Record DARS
10967514	Bunch, Berry M	none	none	Fall Term 2012	Contact Info Academic Record DARS

Faculty members have the ability to view the student's class schedule, contact information, Academic Record and DARS information.


Advisee Type - Enrolled

Selecting the *Enrolled* menu listing, the advisor will be able to view a listing of only those advisees enrolled in the selected semester.

Enrolled Advisee List

For Fall Term 2015

Tech Id	Student Name (schedule link)	Current Semester Access Code	Next Semester Access Code	Last Semester	Additional Information
12462539	Bonet, Chase M	418010	364249	Spring Term 2016	Contact Info Academic Record DARS
10594519	Callimano, Christi F	415465	357637	Spring Term 2016	Contact Info Academic Record DARS
12723917	Cecilio, Charla F	973232	358297	Spring Term 2016	Contact Info Academic Record DARS

 **NOTE:** The Advisors/Advisee relationship are setup within ISRS on the Adm/Enr tab in ST1100UG or ST1001UG.

Tech ID

Entering in the *Tech Id* on the *Advisee Search Page*, the advisor will be able to view a listing of only the specific student.

Advisee Search

* Year/Term

Advisee Type

Tech Id

After entering the 8 digit tech id, click on the button.


 **NOTE:** Enter all 8 digits of the tech id. Enter leading zeros if needed.

Overall/Enrolled Advisee List

The list will display the following details: *Tech ID, Student Name (Class Schedule Link), Current Semester Access Code, Next Semester Access Code, Last Semester, Additional Information.*

Overall Advisee List					
For Fall Term 2015					
Tech Id	Student Name (schedule link)	Current Semester Access Code	Next Semester Access Code	Last Semester	Additional Information
12448644	Blaskovich, Douglass M	415243	none	Spring Term 2015	Contact Info Academic Record DARS
12462539	Bonet, Chase M	418010	364249	Spring Term 2016	Contact Info Academic Record DARS
10967514	Bunch, Berry M	none	none	Fall Term 2012	Contact Info Academic Record DARS

Once the list of students has displayed, advisors may select to view an individual *Student Schedule* [**Student Name**], Contact information [**Contact Info**] on the student, as well as the ability to view the student's advising Transcript [**Academic Record**], MnTC or DARS [**DARS**] report. The Links are highlighted in blue.

 **NOTE:** The student names are sorted alphabetically by student's last name. (Does not differentiate between lower and upper case letters.)

Student Schedule


Selecting the *Student Name* [**Schedule Link**] from the Advisee List will display the specific students *Class Schedule*. This page displays the *selected semester, Advisor, and Major*. The schedule display contains the *CourseID/Section/Title, Credits, Non-Credit Hours, Grading Method, Instructor, Date Range, Days Times, and Building Room*.

All courses where the student is actively registered for will be on the schedule.

Course ID/Section/Title	Credits	Non-Credit Hours	Grading Method	Instructor	Date Range	Days Times	Building Room
000495 BIOL 310 02 Genetics	3	0.00	Letter Grade	Kocjan, Arletha	09/24/2015	M W F	PA 229
					12/04/2015	12:00PM- 12:50PM	
001127 CHEM 461 07 Chemistry Research	2	0.00	Letter Grade	Rotonda, Corey	12/08/2015	T	PA 229
					12/08/2015	10:30AM- 12:30PM	
001191 CHEM 450 02 Adv Inorg Chem I	4	0.00	Letter Grade	Kase, Nena	09/24/2015	M W F	PA 307
					12/04/2015	11:00AM- 11:50AM	
					09/24/2015	T	SL 337
					12/04/2015	12:30PM- 04:20PM	
001237 MATH 213 02 Calculus II	4	0.00	Letter Grade	Ebels, Mika	12/10/2015	H	PA 307
					12/10/2015	08:00AM- 10:00AM	
001237 MATH 213 02 Calculus II	4	0.00	Letter Grade	Ebels, Mika	09/24/2015	MT HF	GI 325
					12/04/2015	02:00PM- 02:50PM	
001237 MATH 213 02 Calculus II	4	0.00	Letter Grade	Ebels, Mika	12/09/2015	W	GI 325
					12/09/2015	10:30AM- 12:30PM	

NOTE: Room locations and instructor assignments may be subject to change. You are advised to check your class schedule for changes just prior to the start of the term.

Days
M=Monday, T=Tuesday, W=Wednesday, H=Thursday, F=Friday, S=Saturday, Su=Sunday

 **NOTE:** Any Courses the student has dropped will not display on the schedule.

Contact Info

This screen contains the Student ID and Name of student (Last Name, First Name and Middle Name), Permanent Address and Email Addresses associated with the student's record.

Advisee Contact Information

Student ID: 11764619 - Ayo, Shantelle F

Displayed is the current information associated for this student.

Permanent Address

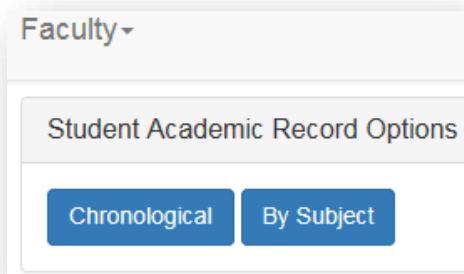
36494 Any Street USA #58364
Winona, MN 55987 US
Telephone: 999-794-7794

Email Addresses

Personal: shantelle.ayo@test.textcaster.com
Staff: shantelle.ayo@test.textcaster.com
Inst Student: shantelle.ayo@test.textcaster.com

Academic Record

Selecting the **Academic Record** link will prompt for the selection either of viewing the record in Chronological order or by subject order for a student.



Faculty ▾

Student Academic Record Options

[Chronological](#) [By Subject](#)

DARS / MnTC

By clicking on the **DARS** link, faculty members are able to view the degree audit report or the Minnesota Transfer Curriculum for the advisee, if implemented by the local institution. Clicking this option will open in a new browser window which will allow for the selection of the Interactive Degree Audit Report or MnTC (Minnesota Transfer Curriculum).



Interactive Degree Audit Report for Student ID: 10594519 - Codd, Robt M

Click on the following major(s) to open a new window, which will display your Interactive DARS Audit(s).

[ACS BIOCHEMISTRY MAJOR BACHELOR OF SCIENCE](#)

[PRE-PROFFESIONAL PROGRAM/PRE-PHARMACY BACHELOR OF SCIENCE](#)

[MINNESOTA TRANSFER CURRICULUM \(MnTC\)](#)

 **NOTE:** To close this window, click on the [X] from the browser TAB.