ADVISEE SEARCH

Year/Term
Click on the Year/Term dropdown for which you want to review.

Advisee Search

NOTE: The default will be the current Year Term (the application will calculate the current year term by using the present date faculty signs into the application on.)

Advisor Type
There are two menu items for viewing an Advisors list report. The first to display is the Advisee Type - Overall, which displays all advisees assigned.

Overall Advisee List
For 2015 Spring Semester
The second to display is the **Advisee Type - Enrolled**, which displays only those advisees enrolled in the selected semester.

With the list of students displayed, advisors can select to view contact information on the student, as well as view the student's advising Transcript, MnTC or DARS report.

**Advisee Type - Overall**

When clicking on the **Advisee Type - Overall** menu listing, the **Overall Advisee List** for the selected term displays with all the students the faculty member advises. This listing includes the last semester this student was enrolled in courses at your institution.

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

Click on [Overall] from the dropdown list by **Advisee Type**.

**Advisee Type - Enrolled**

By clicking on the **Advisor List - Enrolled** link, the advisor will be able to view a listing of only those advisees enrolled in the selected semester. All the same information available in the Overall Advisees display is available for the **Enrolled** advisee list.

Click on [Enrolled] from the dropdown list by **Advisee Type**.
Tech ID
By adding the **Tech Id** on the *Advisee Search Page*, the advisor will be able to view a listing of only the specific student. The **Advisee Type** needs to be select. **Best Practice** is to leave the default **Overall**

To filter for one specific student click in Tech **ID** field and type the 8 digit student ID.

Click on [
**Search**
] button.

**Overall/Enrolled Advisee List**
The result of the search will display either Overall or Enrolled Advisee List.

The table has the following information: Tech ID, Student Name (Schedule Link), Current Semester Access Code, Next Semester Access Code, Last Semester, Additional Information.
With the list of students displayed, advisors can select to view Student Schedule [Student Name], Contact information [Contact Info] on the student, as well as 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

Click on [Student Name] link.

The Class Schedule will appear for this specific Student. This page display the current semester, the Advisor, the student’s Major. The table consists of CourseID/Section/Title, Credits, Non-Credit Hours, Grading Method, Instructor, Date Range, Days Times, and Building Room.
Contact Info
Click on [Contact Info] link.

The Advisee Contact Information Screen will display. This screen contains the Student ID and Name of student (Last Name, First Name and Middle Name), Permanent Address and Email Addresses of the student.

Advisee Contact Information
Student ID: 12323939 - Aldeguer, Kenyetta F
Displayed is the current information associated for this student.

Permanent Address
36694 Any Street USA #89366
New Hope, MN 55427 US
Telephone: 999-994-7394

Email Addresses
Personal: kenyetta.aldeguer@test.textcaster.com
Inst Student: kenyetta.aldeguer@test.textcaster.com
**Academic Record**

By clicking on the **Academic Record** link, you can view the student’s academic record. After clicking on this menu option, this will open in a New Window and you can select the order in which you want the academic record sorted.

Click on [Academic Record] link.

**Academic Record Sort Order**

*Please select the order in which you want your Advising Transcript to print.*

- [ ] Chronological
- [ ] Subject
- [ ] General Education

[Submit]

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

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**DARS / MnTC**

By clicking on the **DARS** link, the faculty member can view the degree audit report or the Minnesota Transfer Curriculum for the advisee, if implemented by your institution. After clicking on this menu option, this will open in a New Window which you can select a choice of the Interactive Degree Audit Report or MnTC (Minnesota Transfer Curriculum).

Click on [DARS] link.
Interactive Degree Audit Report

Student ID: 12323939 - Aldeguer, Kenyetta F

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

- English Education, B.S. (Teacher Licensure)
- Minnesota Transfer Curriculum

Caution! Clicking the link will open a new window, which will remain open until you manually close it. This window will also remain open until you return and LOGOUT.

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