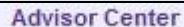


View Advisee's Academic & Personal Information

1. Click the My Schedule link.



2. Click the **Advisor Center** tab.



3. A list of advisees displays, select the desired student.

4. To send an email to a student, click the **Name** of the desired student.

5. Academic and Personal Information can be retrieved by clicking the **View Student Details** link.



6. To view another advisee, select the desired student from the **Change Advisee** dropdown list and click the **Change** button.

7. The upper portion of the page displays **Academic Information**.

8. **Personal Information**, including demographic data and emergency contact information can be found at the bottom of the page.

9. Click the **My Advisees** link.



10. You can email one or more students, by selecting the desired student(s). Then, click the **notify selected advisees** or **notify all advisees** button.



11. Edit the email as needed and click the **Send Notification** button.



12. To search for a student that is not on the **My Advisees** list select the **View Data For Other Students** button.

13. **End of Procedure.**

