

View My Advisees: Show All Advisees

What is it?

Advisors can view academic records for all their advisees.

How do I use it?

1. Advisor location, phone and office hours

The information shown for advisor location, phone and office hours can be edited in the Advisor Setup function.

2. Advisee listing

Click the **Show All Advisees** button to produce a listing of all your advisees. Scroll down to see the actual listing.

3. Description of elements in the list

Advisees are listed in ascending alphabetic order by last name. One line of data will appear for each major or minor (plan) the advisee has declared. An *m* in front of the plan indicates a minor.