

Advanced Course Search

To apply more criteria to the search, use this option.

- ❖ Click the **Advanced Search** button in the **Advisee Roster** window.
- ❖ The **Advanced Search** window will display (see illustration below).

Advisee Roster - Advanced Search

[Advisee Roster](#) > Advanced Search

Advanced Search Criteria

In order to grant clearance you must select an advisee status that requires a term, such as 'Currently Registered'.
Leave all options at their default values to view a simple list of your advisees.

Advisee Status: Active Advisees
Program: All
Degree: All
City:
Scope of Search: My Advisees Only

ID:
Major: All
State: All
Home Campus: All

Last Name: Contains
First Name: Contains
Middle Name: Contains

Name Search Options
 Use Phonetic Match
 Use Primary Name Source
 Use Alternate Name Source

- ❖ To search by **Last Name**, **First Name**, or **Middle Name**:
 - Select one of the options in the list box next to the name you are searching by. These options are:
 - **Contains** – When this option is selected, the database will be searched for any name that contains the specified text.
 - **Exact Match** – This option means that the search will look for the name in the database that matches the text exactly.
 - **Begins With** – With this option, the program would list any names in the database that begin with the specified text.
 - Input the name into the textbox.
 - Click the **Search** button.
- ❖ To search by **Major**, **State**, or **Home Campus**:
 - Click the appropriate list arrow.
 - Select the desired option from the list.
 - Click the **Search** button.
- ❖ Use the **Name Search Options** to specify additional conditions for the search.
 - **Use Phonetic Match** – When this option is selected, the database will be searched for any name that sounds the way the name is spelled.
 - **Use Primary Name Source** – This option is used to search the database for the primary name that is listed in the database.
 - **Use Alternate Name Source** – Some students have an alternate name, one they have used previously. This option will search the database for that name if it is used in the search criteria.