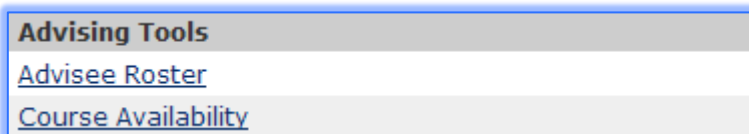


SEARCH FOR ADVISEE

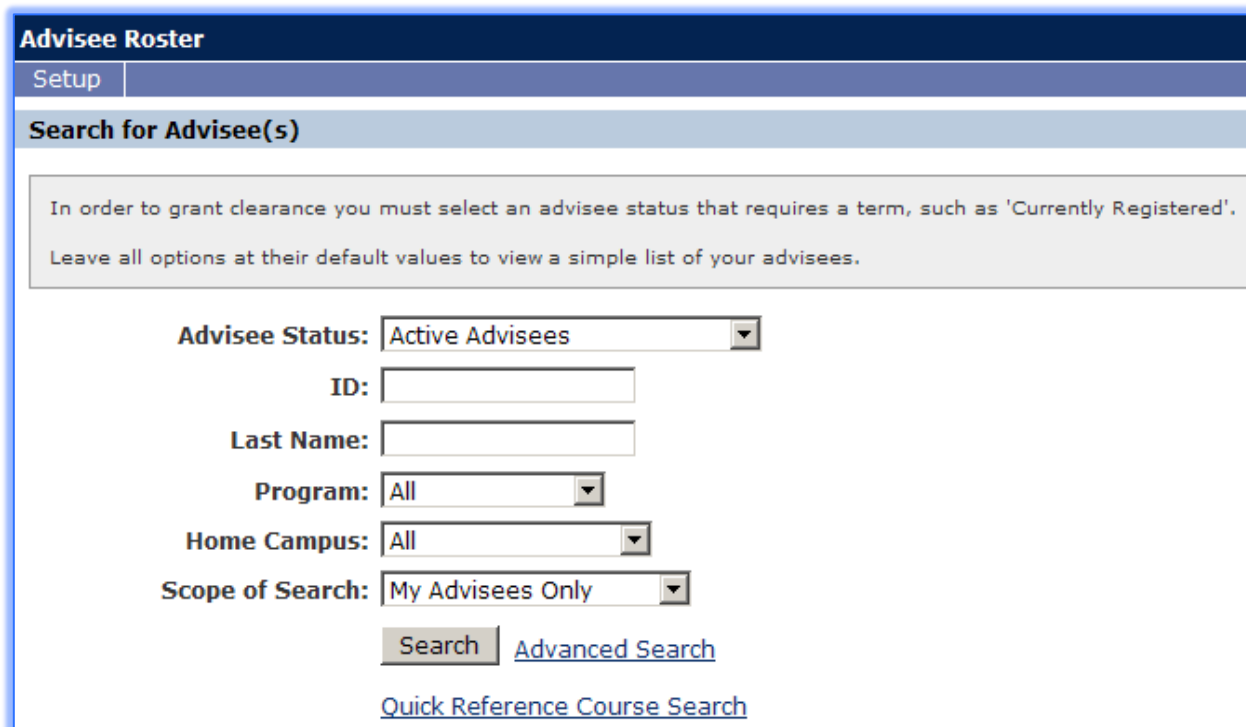
Advisee Roster

This area is used to search for an advisee. There are several different search options available. This section of the document will explain each of these options.

- ❖ Log into **My Siena**.
- ❖ Click the **Advisee Roster** link in the **Advising Tools** category under **My Tools** (see illustration below).



- ❖ The **Advisee Roster** page will display (see illustration below).

A screenshot of the "Advisee Roster" web page. The page has a dark blue header with the title "Advisee Roster" and a "Setup" link. Below the header is a "Search for Advisee(s)" section. A message states: "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." Below this message are several search filters: "Advisee Status" (dropdown menu set to "Active Advisees"), "ID:" (text input field), "Last Name:" (text input field), "Program:" (dropdown menu set to "All"), "Home Campus:" (dropdown menu set to "All"), and "Scope of Search:" (dropdown menu set to "My Advisees Only"). At the bottom of the search filters are two buttons: "Search" and "Advanced Search". Below the buttons is a link for "Quick Reference Course Search".

Search for Advisee by Advisee Status

- ❖ Click the **Advisee Status** list arrow (see illustration above).
- ❖ The list of options as described in the table below will appear.

Advisee Status	Description
Active Advisee	Students who have been active at the University within the past two years.
Currently Registered	Students who are registered for the selected semester.
Inactive Advisees	Students who have not been active at the University within the past two years, or who are suspended. Opposite of Active Advisee.
Need Registration Clearance	All Active Advisees who do not have registration clearance for the selected semester.
New Students	Students who were admitted within one year of the start of the selected semester.

Advisee Status	Description
Not Yet Registered	All Active Advisees who have not registered for the selected semester.
All	All students who are registered at the University.

- ❖ After all the options have been specified, click the **Search** button.

Search for Advisee by ID

- ❖ In the **Advisee Roster** portlet (see illustration on previous page), click in the **ID** box.
- ❖ Input the **ID Number** for the student.
- ❖ Click the **Search** button.

NOTE: If you put an ID number in on this screen, the search will ignore the Advisee Status, Program, Home Campus, and Scope of Search that you have selected and just pull that person from the database.

Search for Advisee by Last Name

- ❖ In the **Advisee Roster** portlet (see illustration on previous page), click in the **Last Name** box.
- ❖ Input the **Last Name** of the student for whom you are searching.
- ❖ Select one of the options from the **Scope of Search** list.
- ❖ Click the **Search** button.

Search for Advisee by Campus, Program, or Advisee Status

- ❖ **Home Campus**
 - The campus a student is advised at.
 - This is **not necessarily** the campus they are taking courses at.
- ❖ **Program**
 - The program the student is enrolled in.
 - The options are **Graduate** and **Undergraduate**.

Scope of Search

- ❖ This option switches between people who are your actual advisees and people you can advise.
- ❖ On the Adrian campus any advisor can advise anyone who does not have an advisor.