

Advisor Tools-Advanced Advisee Search

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

- ✚ Click the **Advanced Search** button in the **Advisee Roster** window.

Advising Tools [Settings] [Help] [Print]

Set Options

Search for Advisee(s)

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.

Advisor: House, Wanda Ilene ▾

Advisee Status: Active Advisees ▾

ID:

Last Name:

First Name:

Course Program: All ▾

Home Campus: All ▾

[Advanced Search](#)

[Quick Reference Course Search](#)

- ✚ The **Advanced Search** window will display (see illustration on next page).
- ✚ To search by **Degree, Major, City, State, or Home Campus:**
 - ★ Click the appropriate list arrow.
 - ★ Select the desired option from the list.
 - ★ Click the **Search** button.
- ✚ 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.
- ✚ 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

Advising Tools

Set Options

[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.

Advisor: House, Wanda Ilene

Advisee Status: Active Advisees

ID:

Course Program: All

Degree: All

Major: All

City:

State: All

Home Campus: All

Advisee Last Name: Contains

Advisee First Name: Contains

Advisee Middle Name: Contains

Name Search Options

- Use Phonetic Match
- Use Primary Name Source
- Use Alternate Name Source

Search Reset Cancel

previously. This option will search the database for that name if it is used in the search criteria.