Advisor Tools-Advisee Details

To display details about the student such as their classification, address, phone number, home campus, and degree, click the student’s name in the list that was generated during the search.

Academic History
This area shows the student’s education records and examination scores.
- Click the student’s name in the advisee list.
- The Advisee Details window will display.
- Under Tools and Information, in the Academic Records section, click Academic History (see illustration below).

The Academic History page will display.
- The Education Record and Examination Scores for the student will appear.
- Click the Advisee Roster link at the top of the window to return to the list of advisees.
- Click the Advisee Details link to return to the list of tools and information.
  - It is not a good idea to use the Back button in the Browser window.
  - Clicking the Back button may return you to the My Siena Home page.
  - You should always use the links at the top of the window as shown in the illustration.

Course History
This area shows the student’s education records and examination scores.
- In the Advisee List, click the student’s name for which the grades are to be checked.
- The Advisee Details window will display.
- Under Academic Records, click the Course History link.
- The Course History Detail window will display.
- All the grades for the selected student will display.

Grade Report
This area shows the student’s education records and examination scores.
- In the Advisee List, click the student’s name for which the grades are to be checked.
- The Advisee Details window will display.
Under Academic Records, click the Grade Report link.

The Official Grade Report window will display (see illustration below).

Click the Term list arrow to select the term for the Grade Report.

To display the Midterm Grades for the student, click the View Midterm Grade Report link.

To return to the Final Grade Report window, click the View Final Grade Report link.

This is the same link as you clicked before.

It is a toggle button that toggles between the two options.

To display and print a copy of the Grade Report, click the Printer Friendly link in the upper right corner of the window (see illustration).

The Print dialog box will display.

Select the options in this dialog box and then click Print.

Check for Financial Holds
This area is used to check for any holds a student may have that might prevent them from registering for a semester.

In the Advisee List, click on the student’s name.

The Advisee Details window will display.

In the middle of the page a list of holds will appear (see illustration below).

To display additional information about the hold, click the plus (+) sign on the left side of the hold.

Click the Advisee Roster link to return to the search window.

GPA Projection
This link is used to estimate what a student’s GPA will be after the current semester is over.

In the Advisee List, click on the student’s name.

The Advisee Details window will display.

Under Academic Records, click the GPA Projection link.

The GPA Projection window will display (see illustration below).

In the Program list, select either Graduate or Undergraduate.
In the **Course List** in the **Projected Grade** column, select the grade that is projected for the student for each of the courses.

Click the **Create Projection** button.

The **Projected Results** will appear below the **Create Projection** button.

To return to the **Advisee Details** window or the **Advisee Roster** window, click the appropriate link at the top of the window.

**Unofficial Transcript**

This area provides an unofficial list of grades for your advisees.

In the **Advisee List**, click on the student’s name.

The **Advisee Details** window will display.

Under **Academic Records**, click the **Unofficial Transcript** link.

The **Unofficial Transcript** window will display (see illustration below).
† In the **Program** list, select either **Graduate** or **Undergraduate**.
† The top section of the report shows the student’s **Transfer, Residential, and Cumulative Grade Point Average**.
† The next section of the report shows the **Transfer Credit** for the student.
† After the **Transfer Credit** section, the grades earned by the student at **Siena** are listed.

**Email Forwards Using Email Addresses Page**

Use this option to set up a forward for an advisee’s email. This is the same as the Email Forwarding link under the My Tools area on the Home page of My Siena. The only difference is that the advisor can set up the forward for an advisee.
† In the **Advisee List**, click on the student’s name.
† The **Advisee Details** window will display.
† Under **Advising**, click the **Email Addresses** link (see illustration below).

† The **Email Maintenance** window will display.
† The student’s current **Email Address** will appear at the top of the window.
† The current **Forwarded Email Address** will display in the next line of text.
† The **Messages** shown in the illustration below will appear in the middle of the window.
† In the **Email Address** box, input the new email address (see illustration below).

† To make the new address the default one, click the **Make Default** check box.
† Click **Add** to set the new email address as the default.
† To select the **Siena Heights Email Address** as the default, click the **Set as Default** link beside that address.
† An asterisk will appear beside the new default address.
Degree Audit
The Degree Audit can be used as an Advising tool, but is not to be used as the Final Degree Evaluation. All final reviews are done by the program chairperson and the registrar. The Degree Audit lists the courses the student has completed towards graduation in each required category.

- In the Advisee List, click on the student’s name.
- The Advisee Details window will display.
- Under Advising, click the Degree Audit link.
- The Degree Audit window will display.
- A list of the courses that match the categories required for a degree will display.

Financial Aid Awards
This feature is only available to selected advisors; those who have permissions to view student financial records.

- In the Advisee List, click on the student’s name.
- The Advisee Details window will display.
- Under Financial Aid, click the Financial Aid Awards link (see illustration below).

The Aid Awards List window will appear (see illustration below).

- The default Award Year will be the current academic year.
- To view Awards for previous years, click the Award Year list arrow and select the year.
- This list shows all the awards for the selected student for the specified award year.
Click either the Advisee Roster or Advisee Details link at the top of the window to exit from this window.

**Missing/Received Documents**

This area provides a list of financial aid awards that a student has received for the specified year. It will also provide a list of documents that the Financial Aid office has not received for the specified year.

- In the Advisee List, click on the student’s name.
- The Advisee Details window will display.
- Under Financial Aid, click the Missing/Received Documents link.
- A list of Financial Aid that the student has received for the year will appear (see illustration below).

A list of any documents that are still needed to process Financial Aid Awards will appear.

**Financial Aid Dashboard**

This window provides a list of Financial Aid received by the student for a specified semester. It shows the student the steps that need to be taken for apply for and accept this aid.

- In the Advisee List, click on the student’s name.
- The Advisee Details window will display.
- Under Financial Aid, click the Financial Aid Dashboard link.
- In the Viewing Award Year list, select the current Academic Year.
- A listing of Financial Aid Information for the selected Academic Year will appear.

**Add/Drop Courses**

This window will allow an advisor to register a student for courses or to drop a student from a course.

- Under Registration, click the Add/Drop Courses link (see illustration below).
- The Add/Drop Courses window will display (see illustration below).
- Select the registration term from the Term list.
Select either Graduate or Undergraduate from the Program list.

Add Courses
- Under Add by Course Code, start inputting the course code for the course that is to be added, such as BAM218.
- A dropdown list of courses that match the code will appear.
- Select the course code and section number for the course.
- Input the section in the appropriate box.
- Click the Add Course(s) button (see illustration below).

The course(s) should appear in the Your Schedule list.

Search for Courses
If you are not sure of the Course Code, you can search for the course by Title. Other search options are also available through the Course Search tab.
- Click the Course Search tab next to the Add by Course Code tab.
- The Course Search window will display (see illustration below).
Input information into the appropriate box for the search.

The Title and Course Code have four options available for the search. These are:

- **Begins with** – The course Title or Course Code must begin with the specified text. For instance, under Course Code you could input EDU.
- **Ends with** – The course Title or Course Code must end with the specified information, such as 421.
- **Exact Match** – The text input into the box must match exactly the Title or Course Code.
- **Contains** – The Title or Course Code information must contain the specified data.

Select the **Term** which is to be searched. The default is the current term.

Select the **Program**. The options are Undergraduate and Graduate.

Click the **Search** button.

Click the **More Search Options** link to apply additional search criteria.

Information about the course will appear in the **Results** window.

Click the **Drop/Add Courses** link to return to the Add/Drop Courses window.

Input the **Course Code** into the **Course Code box** to specify the course that is to be added.

**Drop Courses**

- Click the check box next to the course that is to be dropped.
- Click the **Drop Selected Courses** button (see illustration at right).
- The course will be removed from the list.

**NOTE:** Multiple courses may be removed at one time by clicking the check box next to each course before clicking the Drop Selected Courses button.

**Student Schedule**

This option allows the advisor to view the schedule for each advisee.

- In the **Advisee List**, click on the student’s name.

- The **Advisee Details** window will display.
Under Registration, click the Student Schedule link.

The Schedule Details window will display (see illustration below).

- The schedule for the selected student will display.
- To change the term for which the schedule is viewed, click the Term list arrow.
- Click the Program list arrow to select from either Graduate or Undergraduate.
- Click the View Your Schedule button to display the courses.