

Advisor Tools-Quick Reference Course Search

This area is used to quickly search courses by term, program, and campus.

- ✦ Click on the **Quick Reference Course Search** link to display a popup window that contains a list of all courses at a particular location.

The screenshot shows the 'Advising Tools' interface. At the top, there is a 'Set Options' tab. Below it is a section titled 'Search for Advisee(s)'. A grey box contains instructions: '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 are several search criteria: 'Advisor:' with a dropdown menu showing 'House, Wanda Ilene'; 'Advisee Status:' with a dropdown menu showing 'Active Advisees'; 'ID:', 'Last Name:', and 'First Name:' with text input fields; 'Course Program:' with a dropdown menu showing 'All'; and 'Home Campus:' with a dropdown menu showing 'All'. At the bottom, there are buttons for 'Search' and 'Advanced Search', and a link for 'Quick Reference Course Search'.

- ✦ The **Quick Reference** page will display in a new window (see illustration below).

The screenshot shows the 'Quick Reference Course Search' form. It has three dropdown menus: 'Term:' with 'FA 2015', 'Program:' with 'Undergraduate', and 'Campus:' with 'Adrian'. To the right of these is a 'Search' button.

- ✦ In the **Term** list, select the term which is to be searched, such as Fall 2015.
- ✦ Select either **Undergraduate** or **Graduate** from the **Program** list.
- ✦ In the **Campus** list, select the appropriate campus.
- ✦ Click the **Search** button to execute the search.
 - ★ A list of classes should appear in the window.
 - ★ This list can be referenced while you are working with a student.