

## ADVISOR TOOLS-SEARCH FOR ADVISEE

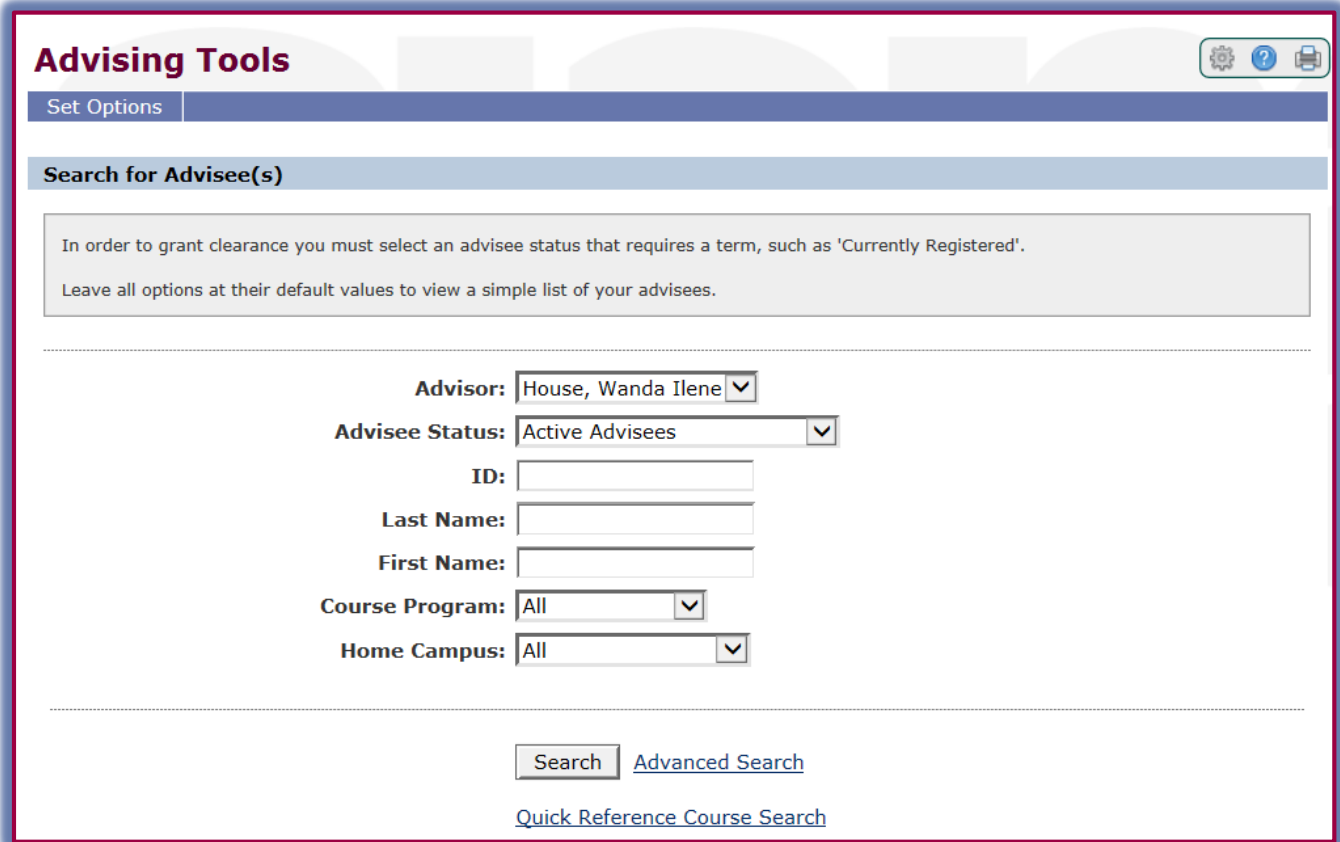
### ADVISEE ROSTER

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 "Advising Tools" web page. The page has a header "Advising Tools" with a "Set Options" button. Below the header is a "Search for Advisee(s)" section. A message box 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 are search filters: "Advisor:" (dropdown: House, Wanda Ilene), "Advisee Status:" (dropdown: Active Advisees), "ID:" (text input), "Last Name:" (text input), "First Name:" (text input), "Course Program:" (dropdown: All), and "Home Campus:" (dropdown: All). At the bottom are buttons for "Search", "Advanced Search", and "Quick Reference Course Search".

### Search for Advisee by Advisee Status

- † Click the **Advisor** list arrow to search your **Advisee List** or to search **All Advisees**.
- † 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 Advisees	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.

Advisee Status	Description
<b>Need Registration Clearance</b>	All Active Advisees who do not have registration clearance for the selected semester.
<b>New Students</b>	Students who were admitted within one year of the start of the selected semester.
<b>Not Yet Registered</b>	All Active Advisees who have not registered for the selected semester.
<b>All</b>	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, and Home Campus, and Scope of Search that you have selected and just pull that person from the database.

### Search for Advisee by Last Name and/or First Name.

† In the **Advisee Roster** portlet (see illustration on previous page), input the name of the student.

† You can use the Last Name, the First Name, or a combination of both.

† Click the **Search** button.

### Search for Advisee by Campus, Program, or Advisee Status

#### † Course Program

★ The program the student is enrolled in.

★ The options are **Graduate** and **Undergraduate**.

#### † Home Campus

★ The campus a student is advised at.

★ This is **not necessarily** the campus they are taking courses at.