View Advisee Details

To view the advisee details:

1. Click Main Menu.
2. Click Self Service.
3. Click Advisor Center.
4. Click My Advisees.

5. Click the View Student Details link to see the advisee’s student center.
6. Click the **My Class Schedule** link to view the advisee's class schedule.

The selected advisee's class schedule displays.

<table>
<thead>
<tr>
<th>Status</th>
<th>Units Grading</th>
<th>Grade</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>1.00</td>
<td>Pass/No Pass</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1785</td>
<td>0001</td>
<td>Course Req</td>
<td>TBA</td>
<td>Staff</td>
<td></td>
<td>04/26/2014 - 05/23/2014</td>
</tr>
</tbody>
</table>

**INTER 121 · FOUNDATIONS OF CLIN MED III**

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<td>0001</td>
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<td>TBA</td>
<td>Staff</td>
<td></td>
<td>01/02/2014 - 05/23/2014</td>
</tr>
</tbody>
</table>

7. Click the **Cancel** button to return to the **student center** main page.

8. Click the **other academic** drop-down to access one of the following options from the list: **Course History**, **Grades**, **Unofficial Transcripts**, or **Transfer Credit Report**.

9. Click the Go button.

10. Click the **Weekly Schedule** link to see a calendar view of the advisee's weekly schedule.

The selected advisee's **Weekly class schedule** displays.
11. Click the **Cancel** button to return to the student center main page.

12. Click the Demographic Data link to view the advisee’s Demographic Data.

After viewing the Demographic Data, click the **Cancel** button to return to the student center main page.
13. The **Holds** section lists the Service Indicators. Click the **Details** link to view additional **Holds** *(Service Indicators)* information. The Advisee Hold information displays and indicates the type of Hold, Start Term and Date, and the department placing the Hold.

14. Click the **Cancel** button to return to the Student Center page.

15. **Enrollment Dates section**: provides a list of appointments and enrollment dates for another term.

16. **Advisor section**: Provides the Advisor and/or Advisors contact information. Click the Advisor details link to find additional contact information.

17. Click the **Cancel** button to return to the Student Center main page.

### Advisee Holds

<table>
<thead>
<tr>
<th>Item List</th>
<th>Hold Item</th>
<th>Amount</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional Admission</td>
<td>USD</td>
<td>LSUHSC - Shreveport</td>
<td>Begin Term - Srvc Indicators</td>
<td>01/10/2014</td>
<td></td>
<td></td>
<td></td>
<td>STUDENT SERVICES-LSUHSC</td>
</tr>
</tbody>
</table>
18. Click the **Return To Search** button to search for an advisee using their **Student ID** or by their **Last Name**.

![Return to Search](image)

19. Click the **Look up ID** icon.

![Find an Existing Value](image)

20. Enter the student’s last name in the **Last Name** Field.

21. Click the **Look up** button.

22. Select the advisee by clicking the blue **Name** link or any blue link on the row, such as the Student ID.

23. Click the **Search** button to return you to the student center main page to view the advisee’s information.
24. You can also view a different Advisee by Clicking the **Change Advisee** drop-down arrow to select an advisee from the list.

25. After selecting an advisee from the list, click the **change** button.