View Advisee Details

To view the advisee details:

1. Click the **Faculty Center** tile.
2. Click the **Advisor Center** tab.
3. Click the **View Student Details** link to see the **Advisee Student Center**.
4. Click the **My Class Schedule** link to view the advisee's **Class Schedule**.

5. The selected advisee’s **Class Schedule** displays.
6. Click the **Cancel** button to return to the **Advisee Student Center** page.

![Other academic drop-down menu]

7. 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.*

Click the **Go** button.

![Advisee Course History]

8. The **Advisee Course History** displays.

9. Click the **Cancel** button to return to the **Advisee Student Center**.
10. Click the **Weekly Schedule** link to see a calendar view of the advisee's weekly schedule.

The *Advisee Weekly Class Schedule* displays.

11. Click the **Cancel** button to return to the *Advisee Student Center*.

12. Click the **Demographic Data** link.
The advisee *Demographic Information* displays.

13. Click the **Cancel** button to return to the *Advisee Student Center*.

14. The **Holds** section lists the **Service Indicators**.

   Click the **Details** link to view additional **Holds (Service Indicators)** information. The **Advisee Holds** information displays and indicates the *type of Hold, Start Term and Date, and the department placing the Hold*. 

<table>
<thead>
<tr>
<th>Item List</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>Advisor Approval</td>
<td>USD</td>
<td>LSUHSC - New Orleans</td>
<td>Fall-New Orleans 2019</td>
<td>Fall-New Orleans 2019</td>
<td>08/01/2019</td>
<td></td>
<td>Student Affairs</td>
</tr>
</tbody>
</table>
15. Click the **Cancel** button to return to the *Advisee Student Center*.

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

17. **Advisor section**: Provides the Advisor and/or Advisor’s contact information.

   Click the Advisor details link to find additional contact information.

18. Click the **Cancel** button to return to the *Advisee Student Center*.
19. Click the **Return To Search** button to search for an advisee using his/her **Student ID**.

20. Click the **Look up ID** button.

21. A list of student advisees’ display.

   Select the advisee by clicking the blue **Name** link or any blue link on the row, such as the **Student ID**.
22. The advisee’s *Student ID* defaults into the *ID* field.

Click the **Search** button to view the *Advisee Student Center*.

23. You can view a different advisee by clicking the drop-down button to the right of the **Change Advisee** field and selecting an advisee from the list.

Then click the **Change** button.