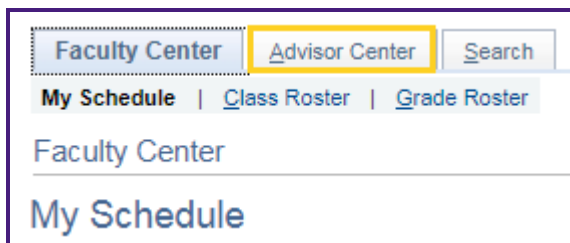


View Advisee Details

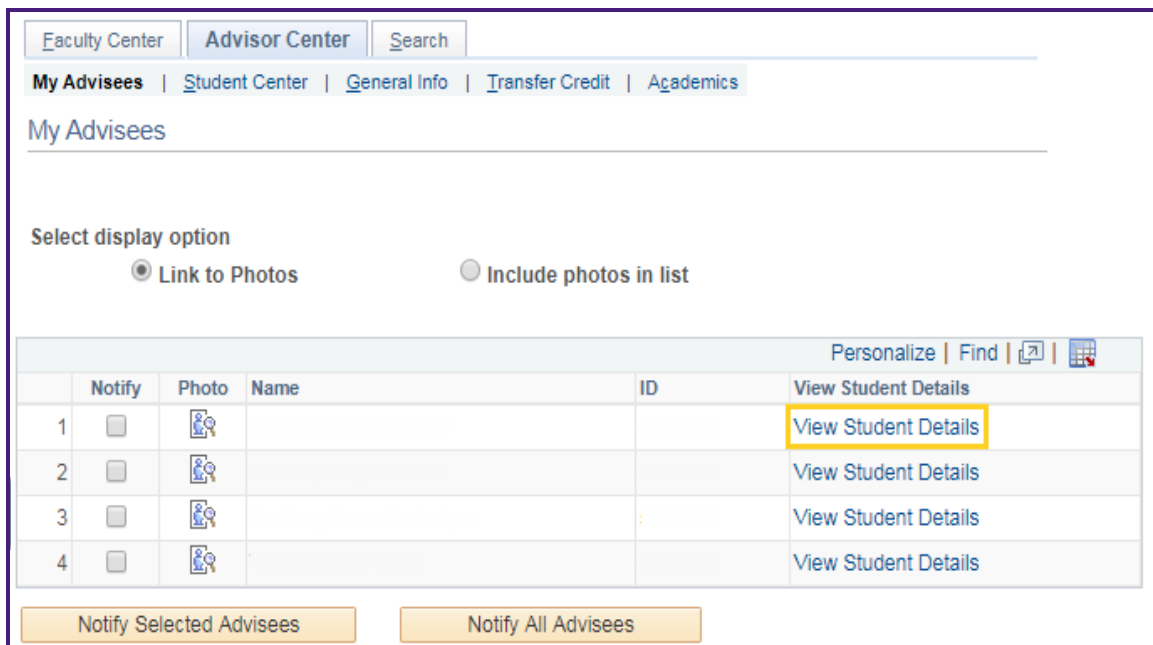
To view the advisee details:



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*.

Job Aid

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) |

Advisee Student Center

*Change Advisee

▼ **Academics**

My Class Schedule
Shopping Cart

4. Click the **My Class Schedule** link to view the advisee's **Class Schedule**.

Select Display Option List View Weekly Calendar View

Fall 2019 | Nursing, Undergraduate | LSUHSC - New Orleans

▼ **Class Schedule Filter Options**

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

NURS 4352 - CRITICAL CARE NURSING THEORY

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
10027	0001	Course Req	Tu 12:00PM - 3:00PM	TBA	Quinn Lacey	08/14/2019 - 12/06/2019

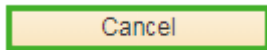
NURS 4362 - CRITICAL CARE NURSING PRACTICU

Status	Units	Grading	Grade	Deadlines
Enrolled	2.00	Graded		

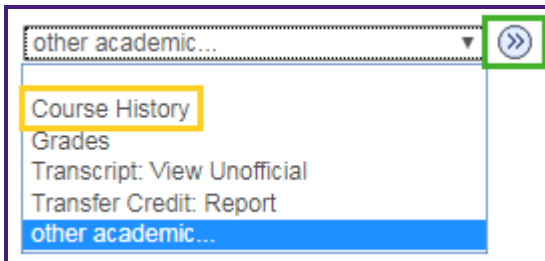
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
10030	0001	Course Req		TBA	Quinn Lacey	08/14/2019 - 12/06/2019

Printer Friendly Page

5. The selected advisee's **Class Schedule** displays.



- Click the **Cancel** button to return to the *Advisee Student Center* page.



- 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

Select Display Option

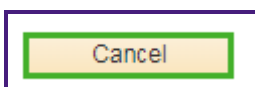
Hide courses from My Planner
 Show courses from My Planner

Sort results by [dropdown]
Then by [dropdown]
Sort

Taken
 Transferred
 In Progress



Course	Description	Term	Grade	Units	Status
ART 1000	ART ELECTIVE	Spring 2017	A	3.00	←
BIOL 1100	GENERAL BIOLOGY II	Spring 2017	A	1.00	←
BIOS 3115	BASIC STATISTICS	Spring 2018	B	3.00	✓
CHEM 1000	GENERAL CHEMISTRY	Spring 2017	A	3.00	←

- The *Advisee Course History* displays.



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

Job Aid

This Week's Schedule		
	Class	Schedule
	NURS 4352-0001 CRQ (10027)	Tu 12:00PM - 3:00PM Room TBA
	NURS 4362-0001 CRQ (10030)	Room TBA

[Weekly Schedule ▶](#)

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

The *Advisee Weekly Class Schedule* displays.

<< Previous Week		Week of 10/14/2019 - 10/20/2019				Next Week >>	
Show Week of <input type="text" value="10/15/2019"/>		Start Time <input type="text" value="8:00AM"/>		End Time <input type="text" value="6:00PM"/>		Refresh Calendar	
Schedule							
Time	Monday Oct 14	Tuesday Oct 15	Wednesday Oct 16	Thursday Oct 17	Friday Oct 18	Saturday Oct 19	Sunday Oct 20
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM		NURS 4352 - 0001 Course Requirement 12:00PM - 3:00PM Location: TBA					
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

[Cancel](#)

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

▼ **Personal Information**

[Demographic Data](#)

12. Click the **Demographic Data** link.

The advisee *Demographic Information* displays.

Advisee Demographic Information

ID

Gender Male

Date of Birth

Birth Country

Birth State

Marital Status Single

Military Status

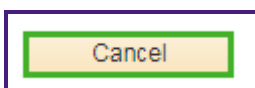
Residency

Citizenship Information

Citizenship Status Country

Native United States

Visa or Permit Data



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

▼ **Holds**

Advisor Approval Required

[Details ▶](#)

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

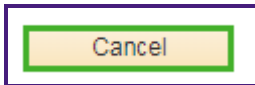
Click the **Details** link to view additional **Holds (Service Indicators)** information. The **Advisee Holds** information displays and indicates the *type of Hold, Start Term and Date, and the department placing the Hold*.

Advisee Holds

Item List

Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Advisor Approval Required		USD	LSUHSC - New Orleans	Fall-New Orleans 2019	Fall-New Orleans 2019	08/01/2019		Student Affairs

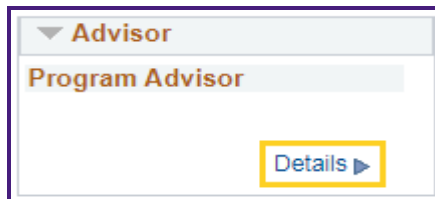
Job Aid



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

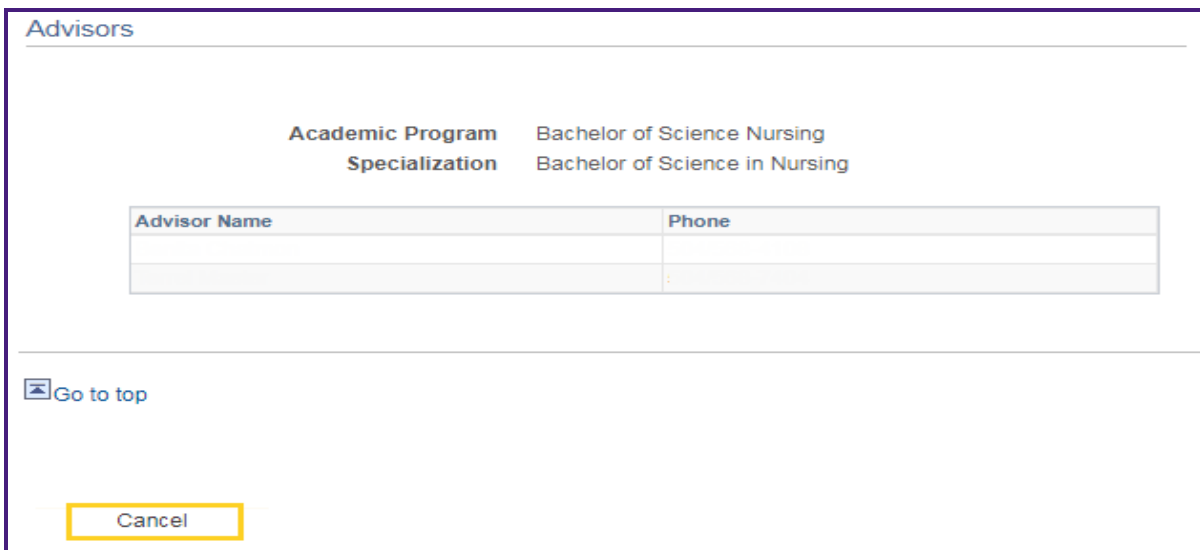


16. **Enrollment Dates section:** provides a list of appointments and enrollment dates for another term.



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*.

▼ **Personal Information**

Demographic Data

Return To Search
Notify

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

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

ID =

Search
Clear
Basic Search
Save Search Criteria

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

Look Up ID ✕

ID

Campus ID

National ID

Last Name

First Name

Look Up
Clear
Cancel
Basic Lookup

Search Results

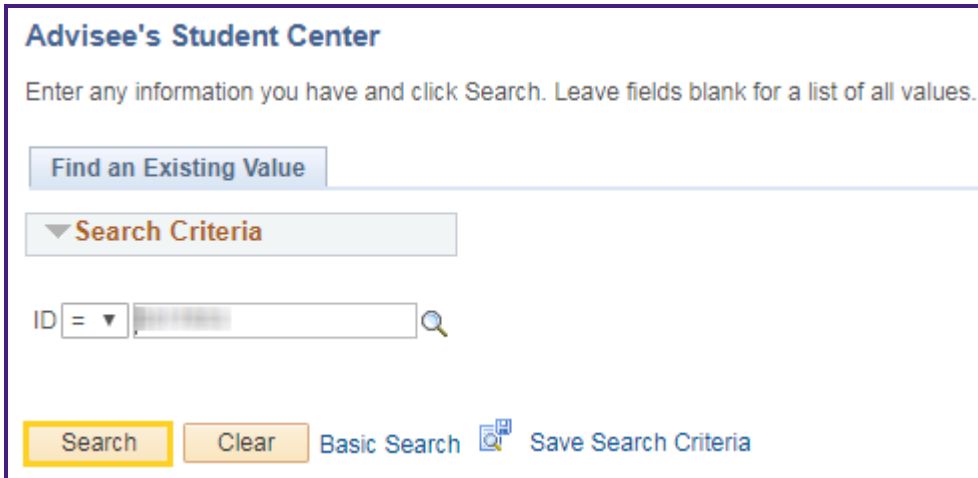
View 100 First ⏪ 1-4 of 4 ⏩ Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
		Male		(blank)		USA	SSN		
		Female		(blank)		USA	SSN		
		Female		(blank)		USA	SSN		
		Male		(blank)		USA	SSN		

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*.

Job Aid




Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

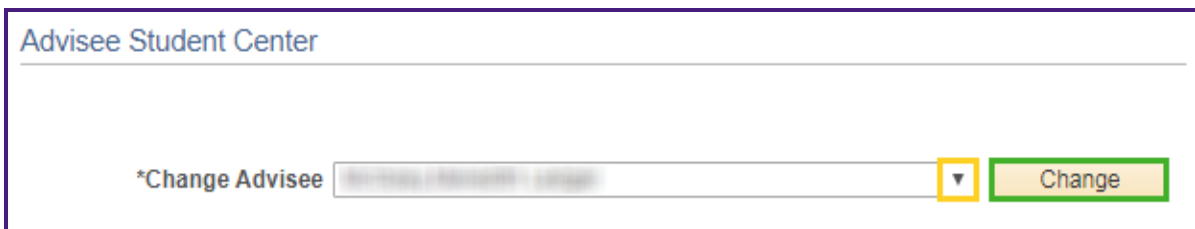
▼ Search Criteria

ID =

Basic Search  Save Search Criteria

22. The advisee's *Student ID* defaults into the **ID** field.

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



Advisee Student Center

*Change Advisee

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.