View Your Program Advisor

1. Click the Student Center menu.

2. Your Advisor's name and phone number displays in the Advisor section of the Student Center. Click the Details link in the Advisor section to access your advisor's email information.

   NOTE: There are multiple options available for sending an email to your advisor.

3. You can select which advisor you wish to email. Click the notify button next to the Advisor's Name to email a specific advisor.

4. The system redirects you to email. Input email information and then click the Send Notification button. Click the My Advisors button in the upper left corner.
5. If multiple advisors are listed, you can select which advisor(s) you wish to email one of two ways:
   1. Click the Notify button to the left of the advisor's name; and/or
   2. Click the NOTIFY ALL ADVISORS button.

   Click the Notify All Advisors button.

<table>
<thead>
<tr>
<th>Notify</th>
<th>Advisor Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Advisor 1</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Advisor 2</td>
<td></td>
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<tr>
<td>☐</td>
<td>Advisor 3</td>
<td></td>
</tr>
</tbody>
</table>

   6. Enter the desired information into the Subject and Message Text field. You can spell check your message by clicking the spell check icon located to the right of the Message Text field. Click the Send Notification button.

   Subject: <From the desk of [Name]>
   Message Text
   

   Send Notification

   7. A message displays indicating your email has been sent. Click the Return to My Advisors link.

   Return to My Advisors

   8. Click the Student Center option from the go to … drop-down list, and then click the GO! button or click the Student Center link on your menu bar.