

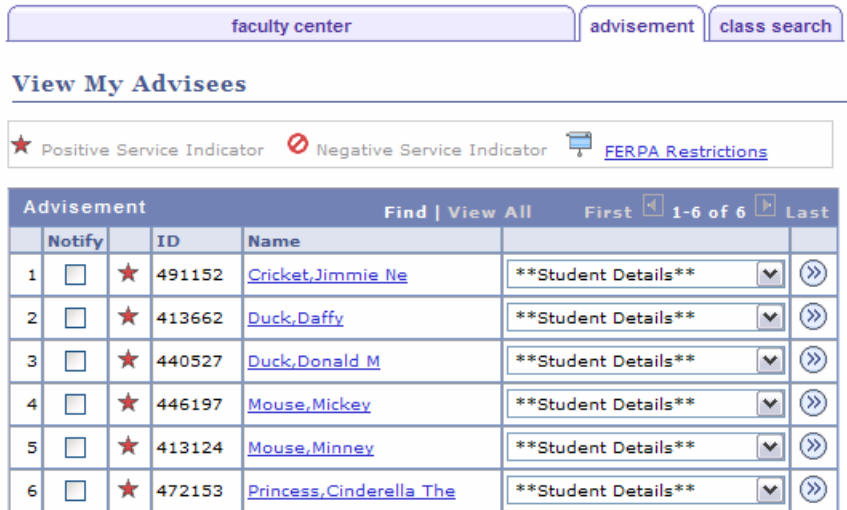
Faculty Center – Advisement Tab

This document will discuss and look into the information contained in the “Advisement” tab of the Faculty Center.

- Basic Navigation 1
- See list of advisees 1
- Email all advisees..... 2
- Email selected advisees from list..... 3
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Basic Navigation

1. Home > Self Service > Faculty Center
2. Click on the  tab.



faculty center **advisement** class search

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator 📄 FERPA Restrictions

Advisement		Find View All		First	1-6 of 6	Last
	Notify	ID	Name			
1	<input type="checkbox"/>	★ 491152	Cricket, Jimmie Ne	**Student Details**	▼	»»
2	<input type="checkbox"/>	★ 413662	Duck, Daffy	**Student Details**	▼	»»
3	<input type="checkbox"/>	★ 440527	Duck, Donald M	**Student Details**	▼	»»
4	<input type="checkbox"/>	★ 446197	Mouse, Mickey	**Student Details**	▼	»»
5	<input type="checkbox"/>	★ 413124	Mouse, Minney	**Student Details**	▼	»»
6	<input type="checkbox"/>	★ 472153	Princess, Cinderella The	**Student Details**	▼	»»

See list of advisees

Your advisees will be displayed when you navigate to this page.

Email all advisees

1. Click on the **NOTIFY ALL ADVISEES** button at the bottom of page.

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator 📄 FERPA Restrictions

Advisement		Find View All		First	1-6 of 6	Last
Notify	ID	Name				
<input type="checkbox"/>	★ 491152	Cricket, Jimmie Ne	**Student Details**			»»
<input type="checkbox"/>	★ 413662	Duck, Daffy	**Student Details**			»»
<input type="checkbox"/>	★ 440527	Duck, Donald M	**Student Details**			»»
<input type="checkbox"/>	★ 446197	Mouse, Mickey	**Student Details**			»»
<input type="checkbox"/>	★ 413124	Mouse, Minney	**Student Details**			»»
<input type="checkbox"/>	★ 472153	Princess, Cinderella The	**Student Details**			»»

NEW DROP-IN ADVISEES **NOTIFY ALL ADVISEES** NOTIFY SELECTED ADVISEES


2. If the student has not activated their xx.xx@usm.edu at the HelpDesk, you will get the message below.
3. Click on the **CONTINUE** button.

Faculty Center

Students without Email Address

CANCEL **CONTINUE**

Missing Email Address		View All	First	1 of 1	Last
1	Student Name				

4. Enter your subject line in the **Subject:** line.
5. Enter the email body in the **Message Text:** line.
6. Click on the  button if you want the system to spell check.
7. Click on the **SEND NOTIFICATION** button to send email. You will receive a copy.

NOTE: LEAVE ALL STUDENT EMAIL ADDRESSES IN THE BCC FIELD!!! All students show up in the BCC (blind carbon copy) field because

of privacy issues. Using the blind carbon copy prevents the student seeing everyone else's email address when message is delivered.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Marliisa Northrop

From: Marliisa.Northrop@usm.edu

To: Marliisa.Northrop@usm.edu

CC:

BCC: Student email addresses appear here.

Subject: Advising Time (example)

Message Text: Sample Text

SEND NOTIFICATION

Email selected advisees from list

1. Check on boxes for the students you wish to email.
2. Click on the **NOTIFY SELECTED ADVISEES** button.

faculty center advisement class search

View My Advisees


★ Positive Service Indicator ⊘ Negative Service Indicator 📄 FERPA Restrictions

Advisement		Find View All		First 1-6 of 6 Last	
	Notify	ID	Name		
1	<input checked="" type="checkbox"/>	★ 491152	Cricket, Jimmie Ne	**Student Details**	⏏
2	<input type="checkbox"/>	★ 413662	Duck, Daffy	**Student Details**	⏏
3	<input checked="" type="checkbox"/>	★ 440527	Duck, Donald M	**Student Details**	⏏
4	<input type="checkbox"/>	★ 446197	Mouse, Mickey	**Student Details**	⏏
5	<input checked="" type="checkbox"/>	★ 413124	Mouse, Minney	**Student Details**	⏏
6	<input type="checkbox"/>	★ 472153	Princess, Cinderella The	**Student Details**	⏏


NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

NOTIFY SELECTED STUDENTS NOTIFY LISTED STUDENTS PRINTER FRIENDLY VERSION

CANCEL

3. As before, enter your subject line in the **Subject:** line.
4. As before, enter the email body in the **Message Text:** line.
5. As before, click on the  button if you want the system to spell check.
6. As before, click on the **SEND NOTIFICATION** button to send email. You will receive a copy.

View advisee information

1. Click on the ****Student Details**** box of the appropriate student and select the information that you would like to view.
Choices include:
 - Academic Information
 - Class Schedule
 - Emergency Contacts
 - Grades
 - Telephone
 - Transfer Credit Report
 - Address
 - Degree Progress
 - Enrollment Appointments
 - Mid-Term Grade Inquiry
 - To Do List
 - Unofficial Transcript
2. Click on the  button.

View My Advisees

★ Positive Service Indicator ❌ Negative Service Indicator 📄 FERPA Restrictions

Advisement		Find View All		First	1-6 of 6	Last
	Notify	ID	Name			
1	<input type="checkbox"/>	★ 491152	Cricket, Jimmie Ne	**Student Details**		
2	<input type="checkbox"/>	★ 413662	Duck, Daffy	**Student Details**		
3	<input type="checkbox"/>	★ 440527	Duck, Donald M	Academic Information		
4	<input type="checkbox"/>	★ 446197	Mouse, Mickey	Address		
5	<input type="checkbox"/>	★ 413124	Mouse, Minney	Class Schedule		
6	<input type="checkbox"/>	★ 472153	Princess, Cinderella The	Degree Progress		

- Click on the **Cancel** button when you complete viewing.

Minney Mouse

View Transfer Credit Report

Course Credits No Test Credits No Other Credits

View All First 1 of 1 Last

Model Nbr 1 Posted

Institution Univ of Southern Mississippi **Credit Source Type** External

Career Undergraduate **Source Institution** Copiah-Lincoln CC Wesson

Program General Studies

Plan GS [University Curriculum]

Transfer Term	External Subject / Catalog Nbr	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 2004-2005	ENG 1123	3.00	A	Posted	ENG 102	3.000	A
Fall 2004-2005	ENG 1113	3.00	A	Posted	ENG 101	3.000	A
Fall 2004-2005	HIS 1163	3.00	A	Posted	HIS 101	3.000	A

