

## Faculty Center – Advisement Tab Cheatsheet

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

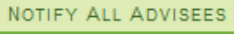

### *Basic Navigation*

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


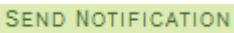
### *See list of advisees*

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


### *Email all advisees*

1. Click on the  button at the bottom of page.
2. If the student has not activated their [xx.xx@usm.edu](mailto:xx.xx@usm.edu) at the HelpDesk, you will get an error-type message.
3. Click on the  button.


**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.


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  button to send email. You will receive a copy.

### *Email selected advisees from list*

1. Check on  boxes for the students you wish to email.
2. Click on the **NOTIFY SELECTED ADVISEES** button.
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	-Address
-Class Schedule	-Degree Progress
-Emergency Contacts	-Enrollment Appointments
-Grades	-Mid-Term Grade Inquiry
-Telephone	-To Do List
-Transfer Credit Report	-Unofficial Transcript
2. Click on the  button.
3. Click on the **Cancel** button when you complete viewing.