

**Navigating the Advisees Tab**  
 Last updated: February 5, 2025

1. Select "Advisees" tab



2. Once screen refreshes, a list of advisees will display, along quick at a glance information on the students.

Student Name	Email	Classification	Major	Primary Advisor	Advising Status	VSU GPA	Overall GPA	Total Hrs. Earned	Early Alerts
			English	dsewell	EL - Student has been advised			0	<a href="#">MORE INFO</a>
			English	dsewell	EL - Student has been advised			0	<a href="#">MORE INFO</a>
			English	dsewell	IN - Student has not been advised			0	<a href="#">MORE INFO</a>

3. Select "More Info" to more information on the student and to access direct link to resources

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			English	dsewell	EL - Student has been advised			0	<a href="#">MORE INFO</a>
			English	dsewell	IN - Student has not been advised			0	<a href="#">MORE INFO</a>

4. A new dialogue box opens up displaying student information.
  - a. Early Alerts section displays information pertaining to early alerts submitted on the student. (Blue Box)
  - b. Quick Access to Resources:
    - i. Email student (Green Box)
    - ii. Navigate to BANNER (Yellow Box)
    - iii. Submit an early alert (Orange Box)
    - iv. Navigate to DegreeWorks (Red Box)
    - v. Navigate to Visual Schedul Builder (VSB) (Purple Box)

**Student Details**
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<b>Classification:</b> <span style="background-color: #cccccc; display: inline-block; width: 60px; height: 15px;"></span>	<b>Concentration:</b> <span style="background-color: #cccccc; display: inline-block; width: 180px; height: 15px;"></span>
<b>Total Credits Earned:</b> <span style="background-color: #cccccc; display: inline-block; width: 60px; height: 15px;"></span>	<b>Minor:</b> <span style="background-color: #cccccc; display: inline-block; width: 180px; height: 15px;"></span>
<b>Academic Standing:</b> <span style="background-color: #cccccc; display: inline-block; width: 130px; height: 15px;"></span>	<b>Major 2:</b> <span style="background-color: #cccccc; display: inline-block; width: 180px; height: 15px;"></span>
<b>Current Enrolled Hours:</b> <span style="background-color: #cccccc; display: inline-block; width: 60px; height: 15px;"></span>	<b>Concentration 2:</b> <span style="background-color: #cccccc; display: inline-block; width: 180px; height: 15px;"></span>
<b>Advising Status:</b> <span style="background-color: #cccccc; display: inline-block; width: 180px; height: 15px;"></span>	<b>Admit Term:</b> <span style="background-color: #cccccc; display: inline-block; width: 180px; height: 15px;"></span>

**Early Alerts:**

Created Date	Submitter	Course Name	Concern	Comments
No Early Alerts.				

**Current Courses:**

<b>EMAIL STUDENT</b>	<b>EMAIL ADVISOR</b>	<b>BANNER</b>	<b>ADD EARLY ALERT</b>	<b>DEGREEWORKS</b>	<b>VSB</b>
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