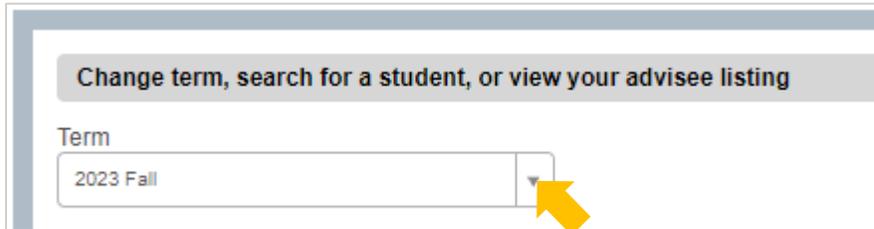


VIEW STUDENT INFORMATION

1. Login to Self Service via my.AState
2. Go to “**Advisee Search**” on the Self Service home page
3. The *Advisee Search* page will open, select a term from the drop-down listing

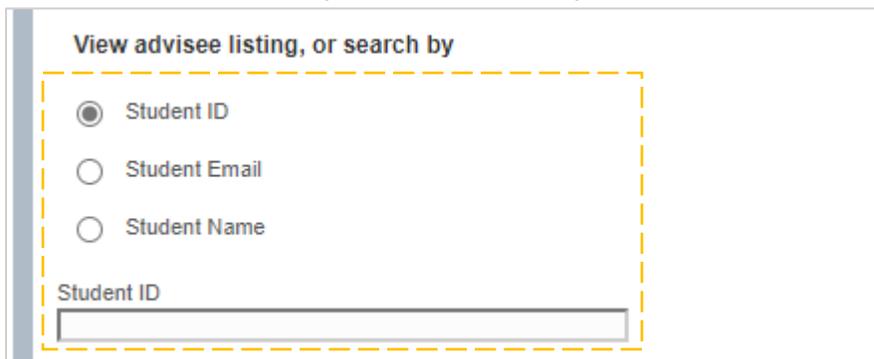


Change term, search for a student, or view your advisee listing

Term
2023 Fall

A yellow arrow points to the dropdown arrow on the right side of the term selection box.

4. Enter the search criteria you’d like to use in your student search



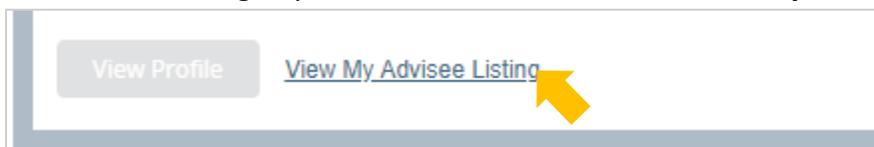
View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID
[Text Input Field]

A dashed yellow box highlights the search criteria options and the Student ID input field.

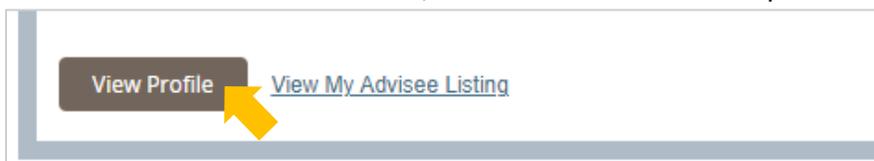
- a. To search by ID number, make sure “**Student ID**” is selected
 - i. Enter the ID number and hit “Enter” on your keyboard
 - b. To search by email, make sure “**Student Email**” is selected
 - i. Enter the email address and hit “Enter” on your keyboard
 - ii. You must include “@smail.astate.edu” in your search criteria
 - c. To search by name, make sure “**Student Name**” is selected
 - i. Enter the student’s name, then select the correct student from the drop-down listing
 - ii. You must use the format “Last Name, First Name” in your search criteria
5. Or, to view a listing of your advisee students, select “**View My Advisee Listing**”



View Profile [View My Advisee Listing](#)

A yellow arrow points to the “View My Advisee Listing” link.

6. Once a student has been chosen, select “**View Profile**” to open the student’s profile



View Profile [View My Advisee Listing](#)

A yellow arrow points to the “View Profile” button.

STUDENT PROFILE

The student's name and ID number¹, academic standing², overall hours and overall GPA³, registration notices⁴, and any holds on their account⁵ can be found across the top of the profile:

The center section displays the student's personal information⁶ (including email address), general academic information⁷, graduation information⁸ (including a link to their submitted graduation applications when applicable), and a list of their advisors⁹. The right side of the profile displays curriculum information¹⁰ and the student's course schedule¹¹ for the selected term:

Course Title	Details	CRN	Hours	Registration Status	Instructor
LITERACY ASSESSMENT DIAGNOSIS A...	RDNG 4103 001	61122	3	**Web Registered**	Mrs. Karen Klepper Graham
METHODS OF TEACHING LANGUAGE ...	ELED 4102 001	61126	2	**Web Registered**	Dr. Doree Kay Keyes
METHODS OF STEM MATHEMATICS	ELED 4122 001	61133	2	**Web Registered**	Dr. Alicia Carlinda Shaw
METHODS OF STEM SCIENCE	ELED 4132 001	61137	2	**Web Registered**	Dr. Mark A. McKunjin
CLASSROOM MANAGEMENT FOR ELE...	ELED 4142 001	61141	2	**Web Registered**	Mrs. Michele Gaffin Johnson
METHODS OF TEACHING SOCIAL STU...	ELED 4112 001	61383	2	**Web Registered**	Ms. Sandra Yvonne Hawkins
TEACHING INTERNSHIP I ELEMENTARY	ELED 4104 007	61555	4	**Web Registered**	Mrs. Jeonhee Choi

Selecting “Prior Education and Testing”¹² under the student’s photo will change the right side of the profile to display the student’s prior education¹³ and test scores¹⁴. Also under the student’s photo are additional links¹⁵ to the student’s transcript, grades, registration history, schedule week at a glance, and a link to Degree Works.

School Name	Graduation Date	Location	GPA
	05/01/2020		3.91

Description	Score	Date	Source
ACT Composite	19	02/01/2019	Manual Source
ACT Composite	22	12/01/2019	Test Score Tape
ACT English	19	02/01/2019	Manual Source
ACT English	24	12/01/2019	Test Score Tape
ACT Math	20	02/01/2019	Manual Source
ACT Math	21	12/01/2019	Test Score Tape
ACT Reading	18	02/01/2019	Manual Source
ACT Reading	21	12/01/2019	Test Score Tape
ACT Science Reasoning	18	02/01/2019	Manual Source
ACT Science Reasoning	22	12/01/2019	Test Score Tape
ACT Super Score Composite	22	01/28/2020	UC4 Job