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 studen	t, or view your advisee listing
Term	
2023 Fall	

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	

- 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"



6. Once a student has been chosen, select "View Profile" to open the student's profile



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:

							<u> </u>		
	Student Information Notes: 0			CURRICULUM, HOURS & GPA		▁▁▋▙▝			*
	Bio Information Email: Date of Birth: Ethnicity: Race: Citizenship: Citizenship: Emergency Phone:		6 Prima Degra Level Progu Colle Majo Depa Conc Mino	Primary Secondary Hours & GP Degree: Level: Program: College: Major: Major: Major: Major: Major: Major: Major: Minor:	PA BS in Education Undergraduate Education Education Education Education Teacher Education Neat Provided				
Curriculum and Courses	General Information Level: Un Class: Se Status: Acd Student Type: Co Periedency: Period	Undergraduate Senior	7	Concentration: Admit Type: Admit Term: Catalog Term:	Not Provided Freshman 2020 Fall 2020 Fall				
		Continuing Resident	-	REGISTERED COURSES					
Additional Links	Campus: First Term Attended:	Jonesboro 2020 Fall Not Provided 2023 Spring Not Provided	 8	REGISTERED COOKSES					
Academic Transcript	Matriculated Term: Last Term Attended:			Course Title	Details	CRN	Hours	Registration Status	Instructor
View Grades	Leave of Absence:			LITERACY ASESSMENT DIAGNOSIS A	RDNG 4103 001	<u>61122</u>	3	**Web Registered**	Mrs Karen Kleppe Graham
Degree Works	Graduation Information Graduation Applications:	None Associate of Science 2022 Fall 12/17/2022		METHODS OF TEACHING LANGUAGE	ELED 4102 001	<u>61126</u>	2	**Web Registered**	Dr Dixie Kay Keyes
Registration History	Awarded Degree: Term:			METHODS OF STEM MATHEMATICS	ELED 4122 001	<u>61133</u>	2	**Web Registered**	Dr Alicia Carlinda Shaw
Student Week at a Glance	Date:			METHODS OF STEM SCIENCE	ELED 4132 001	<u>61137</u>	2	**Web Registered**	Dr Mark A McJunkin
	Advisors Primary / Major	Dr Beverly Boals Gilbert	9	CLASSROOM MANAGEMENT FOR ELE	ELED 4142 001	<u>61141</u>	2	**Web Registered**	Mrs Michele Gatlin Johnson
				METHODS OF TEACHING SOCIAL STU	ELED 4112 001	<u>61383</u>	2	**Web Registered**	Ms Sandra Yvonne Hawkins
				TEACHING INTERNSHIP I ELEMENTARY	ELED 4104 007	61555	4	**Web Registered**	Mrs Jeonghee Choi
			Tot	Total Hours Registered Hours: 17 Billing Hours: 17 CEU Hours: 0 Min Hours: 0 Max Hours: 18					

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.

	Student Information Notes: 0		PRIOR EDUCATION					
	Bio Information Email: Phone: Date of Birth: Ethnicity: Race: Citizens: Citizenshic:	12	Secondary Education					
		13	School Name	Graduation Date Location		GPA		
				05/01/2020		3.91		
Howl R. Wolf	Emergency Contact: Emergency Phone:		Post Secondary Education					
Curriculum and Courses	General Information 0		No data available.					
Prior Education and Testing	Level: Class: Status:	Undergraduate Senior Active	TESTING Records 11					
Additional Links	Student Type: Con Residency: Res Campus: Jon First Term Attended: 202 Matriculated Term: Not	Continuing Resident Jonesboro	Description	\$core \$	Date \$	Source 0		
Academic Transcript		2020 Fall A The second	ACT Composite	19	02/01/2019	Manual Source		
View Grades	Last term Attended: Leave of Absence:	Not Provided	ACT Composite	22	12/01/2019	Test Score Tape		
Degree Works	Graduation Information Graduation Applications: None	None Associate of Science 2022 Fall 12/17/2022	ACT English	19	02/01/2019	Manual Source		
Registration History	Awarded Degree: Term:		ACT English	24	12/01/2019	Test Score Tape		
Student Week at a Glance	Date:		ACT Math	20	02/01/2019	Manual Source		
	Advisors Primary / Major	Dr Beverly Boals Gilbert	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		