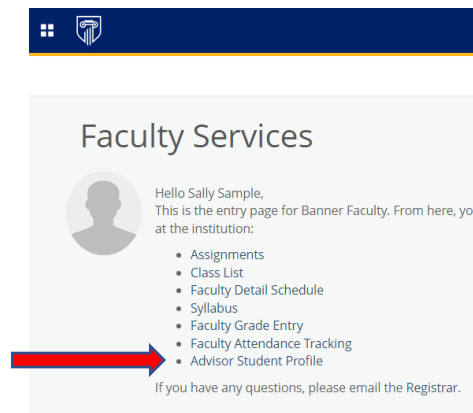




## Advisor Student Profile

By selecting “**Advisor Student Profile**” as designated below, you are able to view important information about your advisees. The information is consolidated into a profile page and can be used to assist students with academic decisions.



The first screen displayed after selecting “**Advisor Student Profile**” is the Advisee Search option.

The screenshot shows the 'Advisee Search' page. At the top, there is a header with the university logo. Below it, the breadcrumb 'Advising > Advisee Search' is visible. The main heading is 'Advisee Search'. Below this, there is a section titled 'Change term, search for a student, or view your advisee listing'. It contains a 'Term' dropdown menu set to 'Fall 2023'. Below that, there is a section titled 'View advisee listing, or search by' with three radio buttons: 'Student ID' (selected), 'Student Email', and 'Student Name'. Below these radio buttons is a text input field for 'Student ID'. At the bottom, there are two buttons: 'View Profile' and 'View My Advisee Listing'.

- Use the Advisee Search page to select the term for a specific advisee to view their student profile information.
  - The selected term will determine which advisees you have access to as well as which information will be displayed for the students.
- You can search for one of your advisees individually by Student ID, Student Email or Student Name and click “View Profile” to view this specific student’s information.
- To see ALL advisees that are assigned to you for the selected term click the “View My Advisee Listing” button, which will open the “Advisee Listing” screen.



# MyAthens Self Service Information Guide

Navigating a Student's Profile allows a dashboard view of the following:

The screenshot shows the 'Student Profile - Smiley Face' dashboard. At the top, there's a navigation bar with links: Advising, Advisee Search, Advisee Listing, and Student Profile. Below this, the profile header shows 'Term: Fall 2023', 'Standing: Good Standing, as of Summer 2014', 'Overall Hours: 3', 'Overall GPA: 3.00', 'Registration Notices: 4', and 'Holds: 0'. The main content area is divided into several sections: 'Bio Information' (Email, Phone, Gender, Date of Birth, Ethnicity, Race, Yes/No, Citizenship, U.S. Citizen, Mould, Luke, Not Provided), 'General Information' (Level: Undergraduate, Class: Freshman, Status: Readmission, Student Type: Readmit, Residency: In-State Resident, First Term Attended: Summer 2014, Last Term Attended: Summer 2014), 'Graduation Information' (Graduation Applications: None), 'Advisors' (Primary / Major Advisor: Sally Sample), 'Curriculum and Courses' (Primary, Secondary, Hours & GPA), and 'Registered Courses'. The 'Curriculum and Courses' section shows a table with columns: Course Title, Details, CRN, Hours, Registration Status, and Instructor. The 'Registered Courses' table lists: Pathways to Success - AS (UNV 300AS 0, 10021, 3, Web Registration, Kimberly Michelle Dunnivant), Adolescent Psychology (PS 334 0, 10599, 0, Withdrawal, Janet Woody Domingo), Child Psychology (PS 332 0, 10600, 0, Withdrawal, Janet Woody Domingo), Drugs And Behavior (PS 304 0, 10603, 0, Withdrawal, Vanessa Maria Miller-Curtis), and Social Psychology (PS 331 0, 10787, 3, Web Registration, Susan Elaine Owen). At the bottom, a summary bar shows: Total Hours | Registered Hours: 6 | Billing Hours: 15 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19.

- **Curriculum and Courses** – Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours and GPA.
- **Prior Education and Testing** – Displays Post-Secondary information as well as any testing and scores that may be required.
- **Bio, General and Graduation Information** – Displays general information about the student and their academic criteria. Includes their Athens State email address, graduation information, as well as, advisors assigned.
- **Registration Notices / Holds** – Displays term selected Academic Standing, Student Status, Enrollment Status and any holds associated with the student.
- **Additional Links** – Links allow advisor to view the student's academic transcript and access to the Degree Works audit.