

New Drop-In Advisees Button

You can retrieve information for any student using the New Drop-In Advisees button on the Advisement tab. The viewable student information includes Academic information, Addresses, Class Schedule, Degree progress (degree evaluation), Enrollment Appointments (registration times), Grades, Telephone numbers, To Do List (outstanding requirements), Transfer Credit Report, and Unofficial Transcript.

Charlotte Webb

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New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

search **Click Search to begin the process.** Make a selection and press change
 Student Details change

To view information for a student, you will need to:

- Search for the student
- Select the desired information from the Student Details drop-down menu
- Click the Change button.
- Select the Term, if applicable
- Click Continue

Use the instructions below to search for a student and view a selection from the Student Details menu.

Search for a student

1 Click the Advisement Tab.

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Faculty Center

2 On the Advisement Page, click the **NEW DROP-IN ADVISEES** button

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View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator 📄 FERPA Restrictions

Advisement		Find View All		First	1-3 of 3	Last
Notify		ID	Name	**Student Details**		
<input type="checkbox"/>	★ ⓧ 📄	000008645	Duck, Donna	**Student Details**		
<input type="checkbox"/>		000021255	Flintstone, Wilhemina	**Student Details**		
<input type="checkbox"/>	★	000110877	Potter, Harold	**Student Details**		

NEW DROP-IN ADVISEES NOTIFY ALL ADVISEES NOTIFY SELECTED ADVISEES

- 2 From **New Drop-In Advisees** page, click the **search** button.

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search Click Search to begin the process. Make a selection and press change **Student Details** change

- 2 The search page opens. Enter in your criteria to search for the desired student, such CSUB ID, or Last name and First name and then click the **Look Up** button.

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Enter the student's CSUB ID, in the ID field or
Enter the student's Last Name and First Name

Look Up Clear Cancel Basic Lookup

Searching this table may take a long time. Enter values above before requesting Lookup.

- 3 Select the student from the Search Results by clicking their name.

Search Results Click the student's name.

View All First 1 of 1 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
000022169	Fabric,Polly Esther	Female	**/**/****	(blank)	*****	USA	SSN	FABRIC	POLLY

- 4 The student's name appears on the New Drop-In Advisees page.

New Drop-In Advisees

FERPA Message for Instructor/Advisor

search Polly Fabric Make a selection and press change **Student Details** change

Service Indicators FERPA Restriction

Click the name to send an email or hover over the student's name to view their email address in the Status Bar.

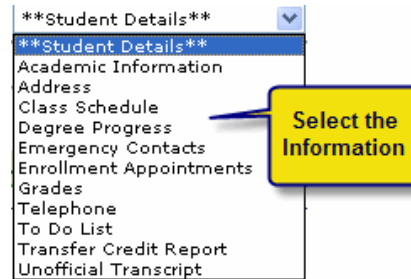
From this page, you can:

- View the advisee's email address

- Send the advisee an email address
- View the Service Indicator summary and detail information
- View the FERPA restrictions for the advisee and
- View the student's details.

View Student Details

1 Click the down arrow on the **Student Details** menu to view a list of available options.



2 Click the option you desire from the **Student Details** menu, and then click the **change** button.



3 The Academic Information page opens. To view additional **Student Details**, click **CANCEL** button.



4 Make another selection from the **Student Details** Menu. For more information on the Student Details menu, see **Viewing Student Details**.

