

## Advisor Center

### Concept

The Advisor Center is a tab that appears at the top of the Faculty Center in the SIS. It contains a list of advisees assigned to the individual who is logged in to the SIS. From this list, the advisor can view a student's academic and personal information on a screen called the Student Center. In the Student Center, the advisor can see the student's schedule, contact information, enrollment dates, and any holds on the student's account. The advisor can also access the student's Shopping Cart, grades, Academic Requirements report and What-If report from links within the Student Center. This document will explain how to navigate to the Advisor Center and Student Center.

### Procedure

Student Information System Process Document  
Advisor Center



Step	Action
5.	To email all, some, or one of your advisees, use the built-in "notify" functionality



Step	Action
11.	The student's address and phone number is found at the bottom of the Student Center screen.
12.	To look at another advisee in the Student Center, click the <a href="#">Change Advisee</a> list.

Step	
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