

Navigating the Student Profile

After logging in, you will be presented with three options to search for a specific advisee: by student ID#, by student email address, or by student last name and preferred first name. Alternatively, you can select “View My Advisee Listing” to receive a list of advisees assigned to you. If you have a large quantity of advisees assigned to you, it will take a few moments for your list to generate.

TIP: *If searching by Student Name, begin entering the last name. When a minimum of three characters have been entered, you will receive suggested results based on your assigned advisees.*

The screenshot shows a web browser window titled "Advisee Search" with the URL <https://development.studentssystem.yale.edu/StudentAdvisor/SS/Tab/termSelection?>. The page features a blue header with the Yale logo and a navigation menu. The main content area is titled "Advisee Search" and contains a search form. The form has a "Term" dropdown menu set to "Fall 2016". Below this, there is a section "View advisee listing, or search by" with three radio buttons: "Student ID" (selected), "Student Email", and "Student Name". A text input field for "Student ID" is present. At the bottom of the form are two buttons: "View Profile" and "View My Advisee Listing". To the right of the main form is a sidebar with a "Getting Started" tab and an "Advisee Search" section. The sidebar text reads: "The term menu lists only the current term for selection. You may search for an individual advisee, to whom you have been assigned for the current term, by using either the student ID number, student e-mail address, or student name. Click on 'View My Advisee Listing' to see all students to whom you have been assigned an advisor role during the current term." The footer of the page includes the text "ellucian".

The Advisee Listing

Selecting your Advisee Listing will bring you to a default landing page. After reading the “Getting Started” tab, you may collapse it for a full screen view of your advisee listing.

The screenshot displays the Yale Advisee Listing interface. The main content is a table with columns: Name and ID, College, Class Year/Cohort, Study Level, Primary Major, Concentration, Program, Advisor Type, Primary Advisor, Student Status, and Catalog Term. The table lists several students from Yale College, all in the Class of 2023, Undergraduate level, with Undeclared primary majors. The Advisor Type is consistently 'YC: College Adviser' and Student Status is 'Full Time'. A 'View Profile' link is present next to each student's name. On the right side, there is a 'Getting Started' sidebar with instructions: 'The advisee listing displays basic information about all students to whom you have been assigned an advisor role. Sort your advisee listing by any column header. You may also rearrange columns. Use the "Filter" menu to refine your advisee listing by one or more of the displayed criteria. Use the "Tools" menu to export your advisee listing to an Excel spreadsheet. Click on a student name to find contact information for the student. Click "View Profile" to review additional academic information about a student.' At the bottom of the table, there is a pagination control showing 'Page 1 of 1373' and '10 Per Page', and a 'Records: 13725' indicator. Red arrows point from the text above to the 'Getting Started' sidebar, the pagination controls, and the 'View Profile' link in the table.

The bottom of your Advisee Listing will display the total number of advisee records you have, the total number of pages, and will also allow you to increase the number of records to display per page.

Basic information for your list of advisees is displayed in columns. Columns can be dragged and dropped to different positions and all columns are sortable. In the upper right corner you also have options to filter or email your list. The “tools” icon will allow you to export your list to Excel. Filter, email, and export instructions are provided on page 4.

The screenshot displays the Yale Advisee Listing interface with a different column set. The columns are: Name and ID, College, Class Year/Cohort, Study Level, Primary Major, Concentration, Program, Advisor Type, Primary Advisor, Student Status, and Catalog Term. The table lists several students from Yale College, all in the Class of 2023, Undergraduate level, with Undeclared primary majors. The Advisor Type is consistently 'YC: College Adviser' and Student Status is 'Full Time'. A 'View Profile' link is present next to each student's name. In the top right corner, there are icons for 'Email All', 'Filter', and 'Tools'. At the bottom of the table, there is a pagination control showing 'Page 1 of 1373' and '10 Per Page', and a 'Records: 13725' indicator. Red arrows point from the text above to the 'View Profile' link in the table and the 'Tools' icon in the top right corner.

To view more information about a specific advisee, click on the “View Profile” link next to the student’s name.
The Student Profile

The advisee’s profile page will display providing biographical and general curriculum information, as well as the course schedule for the current term.

Yale

Advising > Advisee Search > Student Profile

Student Profile - Dan, Handsome (#19097634)

Term: Fall 2019 Overall Hours: 0 Overall GPA: 0.00 Registration Notices: 2 Holds: 1

Bio Information
 Email: handsome.dan@yale.edu
 Date of Birth: 06/23/1892
 Ethnicity: Not Hispanic or Latino
 Race: White
 Citizen: Yes
 Citizenship: US Citizen

General Information
 Level: Undergraduate
 Class: Class of 2023
 Status: Active Student
 Student Type: First Time Undergrad
 Residency: Davenport College
 First Term Attended: Fall 2019
 Last Term Attended: None
 Leave of Absence: Not Provided

Graduation Information
 Graduation Applications: None
 Expected Graduation Date: 05/22/2023

Advisors
 Primary / YC: Residential College Dean
 YC: College Adviser

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Arts	
Level:	Undergraduate	
Program:	Not Provided	
College:	Yale College	
Major:	Undeclared	
Department:	Not Provided	
Concentration:	Not Provided	
Admit Term:	Fall 2019	
Catalog Term:	Fall 2019	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Probability Theory	MATH 241 01	11904	1	Registered	U.S. Shihab
World English Literatures	ENGL 128 02	10937	1	Registered	Not assigned
FirmVotingRightAct@blacklives	AFAM 227 01	10282	1	Registered	Not assigned
Arabic Nights	LITR 318 01	11457	1	Registered	Thomas, Thomas

Beneath the student’s photo you can select “Prior Education and Test Scores” to view test scores on record and prior school information.

Yale

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PRIOR EDUCATION

Secondary Education

School Name	Graduation Date	Location	GPA
Yale College	2023-05-22	Yale College	3.97

Post Secondary Education

No data available.

TESTING Records: 8

Description	Score	Date
ESSAY WRITING SUBSCORE	8	11/04/2017
ESSAY WRITING SUBSCORE	8	11/04/2017
EVIDENCE-BASED READ/WRITE SCORE	750	11/04/2017
EVIDENCE-BASED READ/WRITE SCORE	750	11/04/2017
MATH SECTION SCORE	750	11/04/2017
MATH SECTION SCORE	800	11/04/2017
SAT II Math Level 2 M2/2C	800	08/04/2016
SAT II U.S. History	800	08/04/2016

The “Additional Links” section allows you to view the student’s degree audit (Degree Evaluation), unofficial academic record (View Grades), and links to adviser resource webpages. Supplemental Advisee Info will open a new browser tab to view additional biographical and admissions related information.

The top left of the page displays a breadcrumb menu which allows you to return to the Advisee Listing or Advisee Search page. The profile icon on the right allows you to sign out of the system.

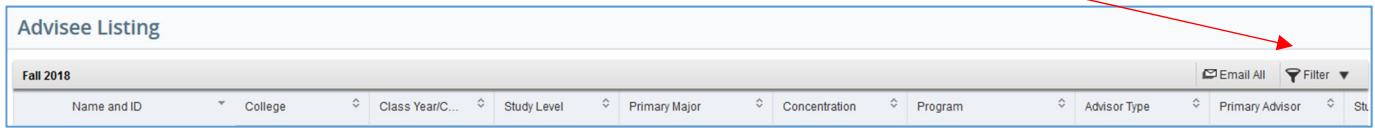
Yale

Advising > Advisee Search > Advisee Listing > Student Profile

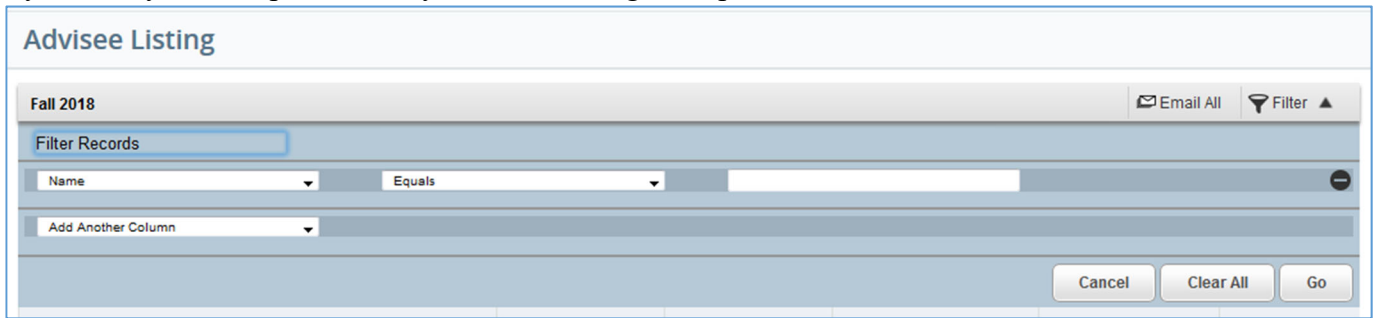
Sign Out

Filtering your advisee list

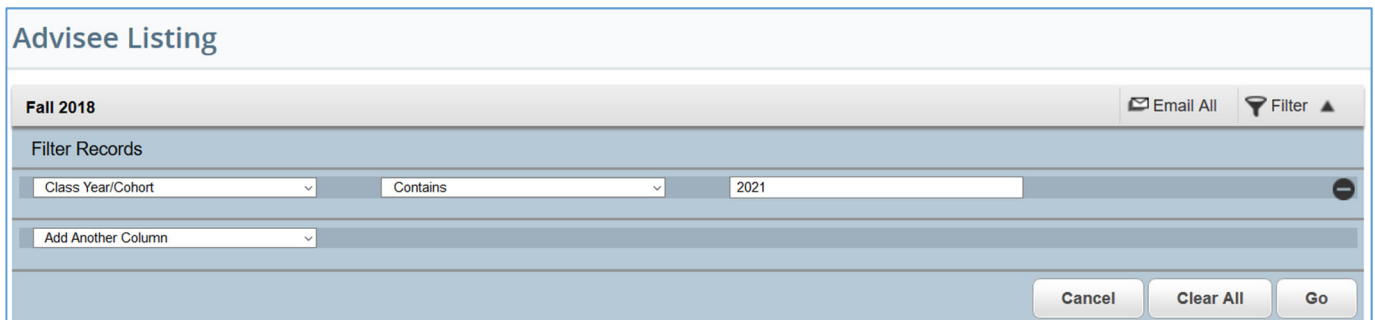
While viewing your advisee list, select “Filter” from the upper right corner



By default you can opt to filter by Name or change/add parameters.



You will have to make sure the filter parameter you enter matches how it is displayed within the Advisee Listing column. For example, if filtering for students in the class of 2021, you would select the parameter “Class Year/Cohort,” the option of “Contains,” and type “2021” in the identifier field:



When all of your desired filters are entered, press the “Go” button and your Advisee List will refresh.

Emailing your advisees

Selecting the option “Email All” will open your default email client and place all the students currently appearing in your Advisee List in the Bcc: field. If your Advisee List is filtered, only these students will be emailed; if your Advisee List is unfiltered ALL student will be emailed.

Yale's Outlook email client limits the number of recipients that can be emailed at one time. If you have more than the maximum amount of advisees that can be emailed at one time, a pop-up box will appear and break out your advisee list into groups that will each need to be emailed.

The screenshot shows a table titled "Advisee Listing" with columns for College, Class Year/Cohort, Study Level, Primary Major, Concentration, and Program. The table contains several rows of data, all from Yale College, Class of 2021, Undergraduate level. A pop-up dialog box titled "Email All" is overlaid on the table. The dialog box contains the following text: "Your selection of advisees exceeds the number of recipients allowed per email message. Select each email link below to enter your mail content and to send." Below this text are six underlined links: "Email Message 1", "Email Message 2", "Email Message 3", "Email Message 4", "Email Message 5", and "Email Message 6". At the bottom of the dialog box are two buttons: "Cancel" and "Finished".

College	Class Year/Cohort	Study Level	Primary Major	Concentration	Program
Yale College	Class of 2021	Undergraduate			
Yale College	Class of 2021	Undergraduate			
Yale College	Class of 2021	Undergraduate			
Yale College	Class of 2021	Undergraduate			
Yale College	Class of 2021	Undergraduate			
Yale College	Class of 2021	Undergraduate			
Yale College	Class of 2021	Undergraduate			
Yale College	Class of 2021	Undergraduate	Undeclared		
Yale College	Class of 2021	Undergraduate	Economics & Mathema...		
Yale College	Class of 2021	Undergraduate	Undeclared		

For questions regarding the Student Profile advising system, contact Registrar@yale.edu