

Viewing Alternate PINs of Your Advisees

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- Alternate PINs that haven't been assigned for the subsequent fall or spring term, will display "No Pin".
- The date to the right is the first time the advisee may begin registering for classes in fall or spring terms.
- On the far right a field containing a "Y" (Yes) or "N" (No) indicates if the advisee is currently registered for the coming fall or spring term.

Exporting to Excel:

Checking the "Export to Excel" box before clicking Advisor Query will export your generated list to an Excel spreadsheet. This will allow you to format and sort the data.

Other Options to View Advisee Information *(the following queries are beneath STEP 5)*

Student Query Enter the student ID to obtain their information. The student must be registered for the term you selected in Step 1 and must have an advisor assigned.

Organization Query Select an organization code from the srt yroeizaroeao20 1 s(r)4 (-6 (n)D05 Tc d6 (e)-1 ()