



Viewing Your Students List

1. Click Students in the top frame navigation:
2. Search for a student by...
 - Typing the student's name[^], SE Key[^], ID[^], or email address[^] into the Search field.
[^]in full or partial (*an asterisk '*' is a wildcard in SupportNET*)
 - Choosing your Connection to them.

NOTE: Find the specific student using any or all of the following:

- Search box
- Connection box
- Term box
- Cohort box



Viewing a Student Folder

Currently, academic advisors have full access to student folders and faculty have limited access to a student folder, as information available is role and permission based. Faculty and faculty advisors will have access to students that they have a relationship with. As a faculty advisor, you will have more information on your advisees, but in your faculty role, you will have limited information available on your students in your classes. This is similar to your access to information in the student portal now.

1. From your Students list, click the hyperlink associated with a student's name. Anywhere you see a student's name as a link it will take you to his or her folder.
2. From the student's folder, depending on your level of access, you will find information on...
 - Appointments (past/upcoming)
 - Grades (past/current)
 - Notes (you added/shared with you)
 - Tracking history
 - Courses and Networks
3. From the student folder you will be able to...
 - Add a note.
 - Email a student.

Rowdy Redhawk

Flag Referral To-Do Kudos Success Plan Message Note Appointment File

Overview

Student Information

- ✓ Cumulative GPA: 0
- ✓ Attempted Credit Hours: 3
- ✓ Passed Credit Hours: 3
- ✓ Earned Credit Hours: 3
- ✓ Current Holds Preventing Registration: Account Delinquent Hold, My Student ...
- ✓ Degree: Bachelor of Science
- ✓ Major: Biology:Pre-Physician Asst
- ✓ Student's Campus Code: Main Campus
- ✓ Residency Status: Missouri Resident
- ✓ Future FAFSA record received: True
- ✓ Financial Aid SAP: Not Yet Reviewed
- ✓ Student's First day to enroll: 02-24-2018
- ✓ Fall 2018: Future Enrolled Term: 201910
- ✓ Fall 2018: Enrolled in Future Term (TIF): True
- ✓ Fall 2018: Future Enrolled Hours: 14

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