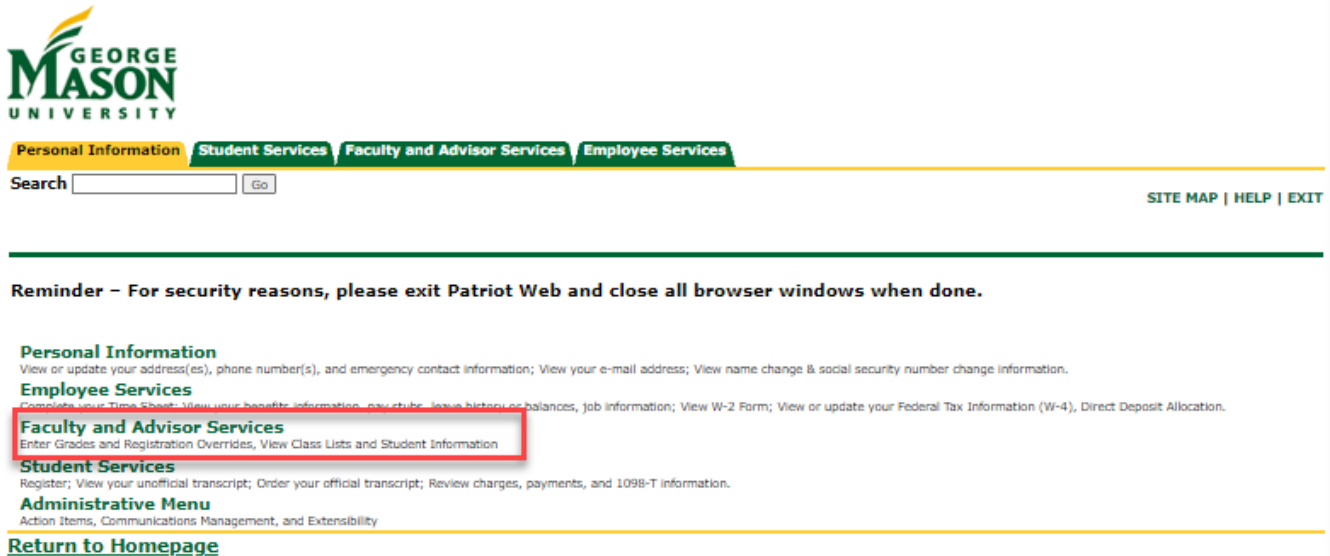


## Advisee Listing Functionality

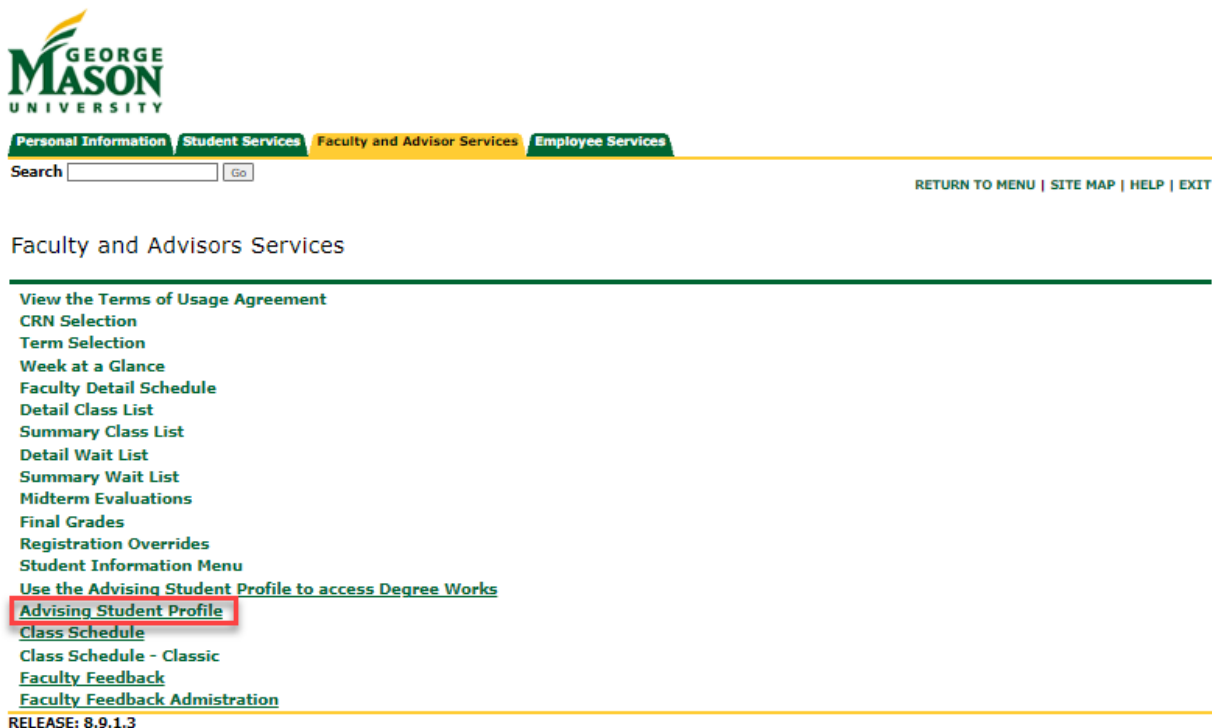
Beginning in Fall 2022, all advisees assigned to an advisor for the selected term will be displayed, whether they are registered or not. You can sort, filter, and/or download the list of advisees, email advisees, and access an individual student's profile from this page

1. From the Faculty and Advisor Services menu in Patriot Web, select **Advisor Menu** to display the Faculty & Advisors menu.



The screenshot shows the George Mason University Patriot Web interface. At the top left is the George Mason University logo. Below it is a navigation bar with four tabs: Personal Information, Student Services, Faculty and Advisor Services (highlighted in yellow), and Employee Services. A search bar is located below the navigation bar, and a "Go" button is to its right. On the far right of the page, there are links for "SITE MAP | HELP | EXIT". Below the navigation bar, a reminder message states: "Reminder - For security reasons, please exit Patriot Web and close all browser windows when done." Below the reminder, there are several menu items: "Personal Information" (with a sub-link "View or update your address(es), phone number(s), and emergency contact information; View your e-mail address; View name change & social security number change information."), "Employee Services" (with a sub-link "Complete your Time Sheet; View your benefits information; pay stubs; leave history or balances, Job information; View W-2 Form; View or update your Federal Tax Information (W-4), Direct Deposit Allocation."), "Faculty and Advisor Services" (highlighted with a red box, with a sub-link "Enter Grades and Registration Overrides, View Class Lists and Student Information"), "Student Services" (with a sub-link "Register; View your unofficial transcript; Order your official transcript; Review charges, payments, and 1098-T information."), and "Administrative Menu" (with a sub-link "Action Items, Communications Management, and Extensibility"). At the bottom of the menu list is a link for "Return to Homepage".

2. From the Faculty & Advisors Services menu, select **Advising Student Profile**.



The screenshot shows the George Mason University Patriot Web interface. At the top left is the George Mason University logo. Below it is a navigation bar with four tabs: Personal Information, Student Services, Faculty and Advisor Services (highlighted in yellow), and Employee Services. A search bar is located below the navigation bar, and a "Go" button is to its right. On the far right of the page, there are links for "RETURN TO MENU | SITE MAP | HELP | EXIT". Below the navigation bar, the "Faculty and Advisors Services" menu is displayed. The menu items are: "View the Terms of Usage Agreement", "CRN Selection", "Term Selection", "Week at a Glance", "Faculty Detail Schedule", "Detail Class List", "Summary Class List", "Detail Wait List", "Summary Wait List", "Midterm Evaluations", "Final Grades", "Registration Overrides", "Student Information Menu", "Use the Advising Student Profile to access Degree Works" (highlighted with a red box), "Advising Student Profile" (highlighted with a red box), "Class Schedule", "Class Schedule - Classic", "Faculty Feedback", and "Faculty Feedback Administration". At the bottom of the menu list is a link for "RELEASE: 8.9.1.3".

3. Select the appropriate term from the drop-down menu and click **View My Advisee Listing**.

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Advising • Advisee Search

### Advisee Search

Change term, search for a student, or view your advisee listing

Term  
Fall 2022

View advisee listing, or search by

Student ID  
 Student Email  
 Student Name

Student ID  
\_\_\_\_\_

[View Profile](#) [View My Advisee Listing](#)

4. The **Advisee Listing** page contains overview information about *all advisees* that are assigned to you in the selected term. The columns can be rearranged by dragging and dropping to a desired position. You can sort, filter, and/or download the list of advisees, email advisees, and you can access an individual student's profile from this page

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Advising • [Advisee Search](#) • Advisee Listing

### Advisee Listing

Fall 2022

[Email All](#) [Filter](#)

Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary
[REDACTED]	BA Communication	Communication	Probation	Active	Re-Enrolled		
[REDACTED]	BS Psychology	Psychology	Good Standing	Inactive - Not Enrolled	Continuing		
[REDACTED]	BS Criminology, Law and ...	Criminology, Law and S...	Good Standing	Active	Re-Enrolled		
[REDACTED]	BS Computer Science	Computer Science	Good Standing	Leave of Absence	Re-Enrolled		
[REDACTED]	BS Mathematics	Mathematics	Good Standing	Inactive due to Gradu...	Continuing		

Page 1 of 1 | 10 Per Page | Records: 5

5. Advanced filtering allows the user to filter on specific values between one or multiple criteria. The first field allows the user to select what criteria to filter on. The second field allows the user to determine the command of the value. Use **“Add Another Column”** to add multiple criteria records to your filter. To delete a criteria record, press the **minus symbol** on the right.

## Advisee Listing

Fall 2022 Email All Filter

Filter Records

Study Level  Equals  [-]

Student Status  Equals  [-]

Cancel Clear All Go

6. Only the student records that meet the filtered criteria requirements will be displayed.

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Advising > [Advisee Search](#) > Advisee Listing

### Advisee Listing

Fall 2022 Email All Filter Remove Filter

Filtered Results: 1 Study Level x Student Status x

Name and ID	Program	Primary Major	Academic Standing	Study Level	Student Status	Student Type	Advisor
[REDACTED]	BA Communication	Communication	Probation	Undergraduate	Active	Re-Enrolled	

Page 1 of 1 | 10 Per Page | Records: 1

7. To export, click on the **Tools** icon (the wheel in the upper right corner of the page) to export your Advisee Listing to Excel.

GMU Tools User

Advising > [Advisee Search](#) > Advisee Listing

### Advisee Listing

Fall 2022 Email All Filter

Name and ID	Program	Primary Major	Academic Standing	Study Level	Student Status	Student Type	Advisor
<a href="#">View Profile</a>	BS Mathematics	Mathematics	Good	Undergraduate	Active	Re-Enrolled	

Page 1 of 1 | 10 Per Page | Records: 1

- About
- Keyboard shortcuts
- Privacy Setting
- Privacy Policy
- Export Advisee Listing**

Export Advisee Listing

Export file as

Excel spreadsheet(.xlsx)

Excel spreadsheet(.xls)

Cancel

Export