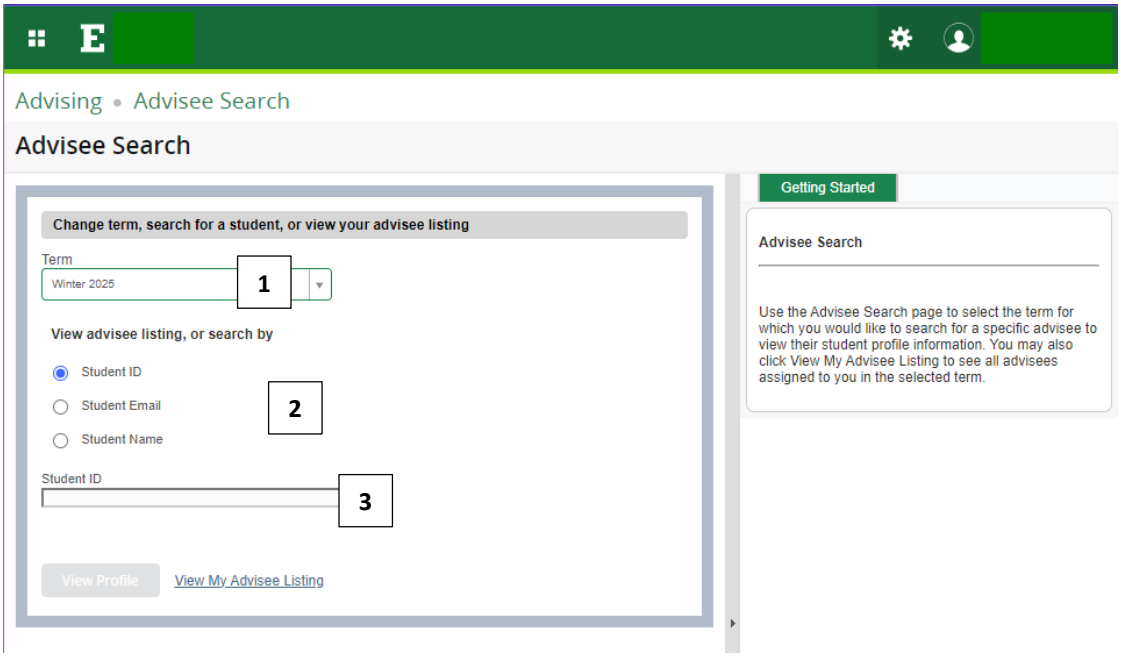
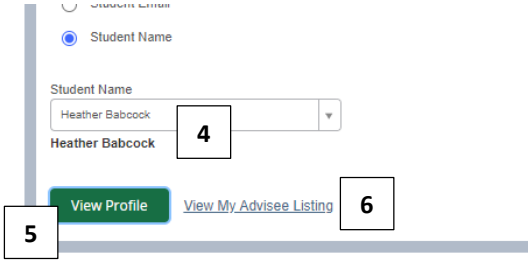
Student Advising Profile Guide

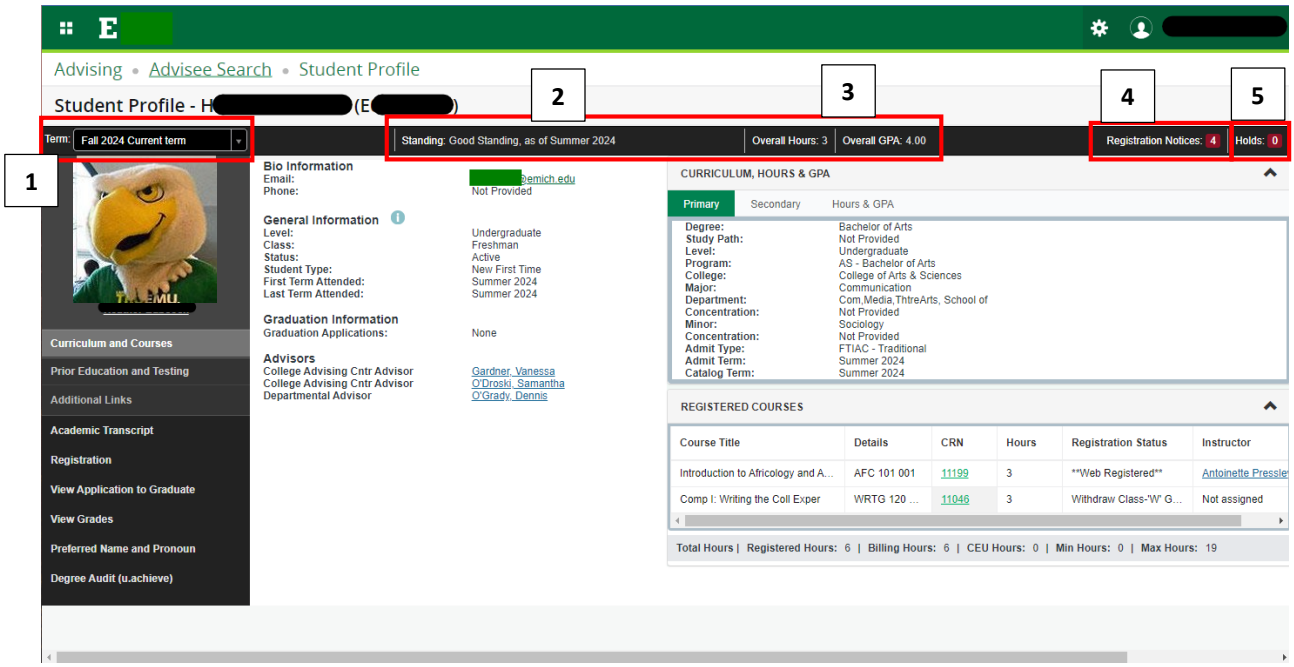
Click “Student Advising Profile” on the new My.emich Faculty Services card.



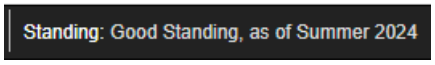
1. Use the dropdown to select and view student records for the current, past, and future terms. All the information displayed to you will update as appropriate to reflect the information during the term chosen.
2. Click the radio button to select how to search for the student’s profile;
    a. Student ID – Enter the student’s EID
    b. Student Email – Enter the student’s EMICH email address
    c. Student Name – Enter the student’s name (format: Last Name, First Name)
3. Enter the student EID, EMICH email address, or Name into the field



4. Confirm the name shown if you searched by Student ID or Email or click to select the correct student from the drop-down list if you searched by Student Name.
5. Click “View Profile”
6. If you have Advisees assigned to you for the term, click “View My Advisee Listing” and choose from the list.

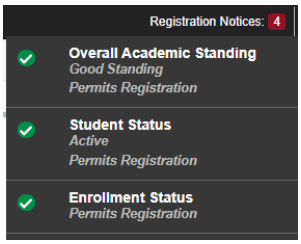


1. Term – Use the dropdown to select and view student records for the current, past, and future terms (NOTE: Future Terms will not appear until the class schedule is available for viewing ahead of registration opening.) All the information displayed to you will update as appropriate to reflect the information during the term chosen.
2. Standing – This is the student's academic standing status as of the term listed.

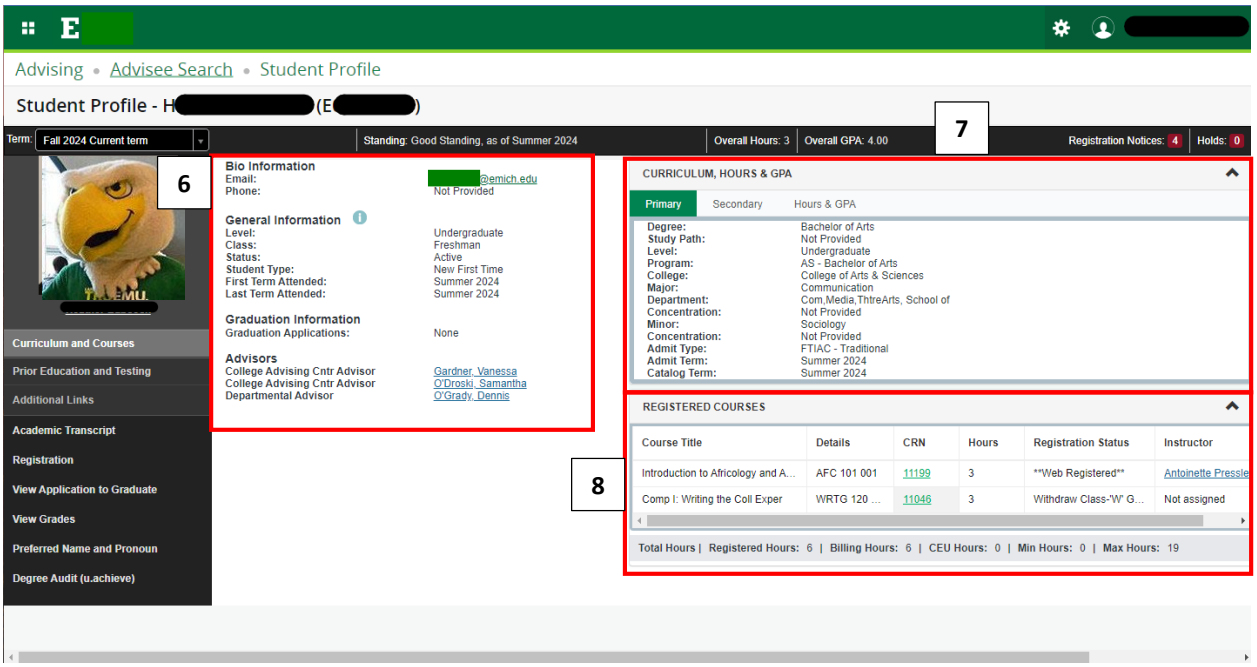


3. Overall Hours & Overall GPA – This is the student's current overall earned hours and GPA as of the term listed.

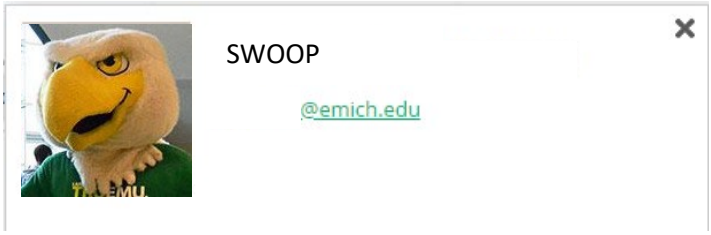
4. Registration Notices – Clicking this item opens a detailed display of informational messages regarding the student's current ability to register for classes.



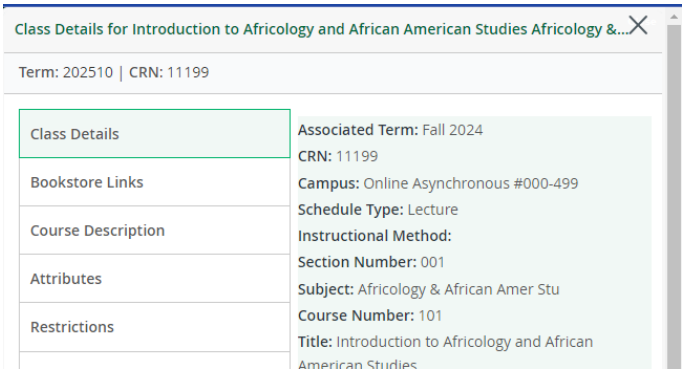
5. Holds – Clicking this item opens a list of holds currently assigned to the student's. Click to see detailed information about the hold, including department contact information for hold questions.



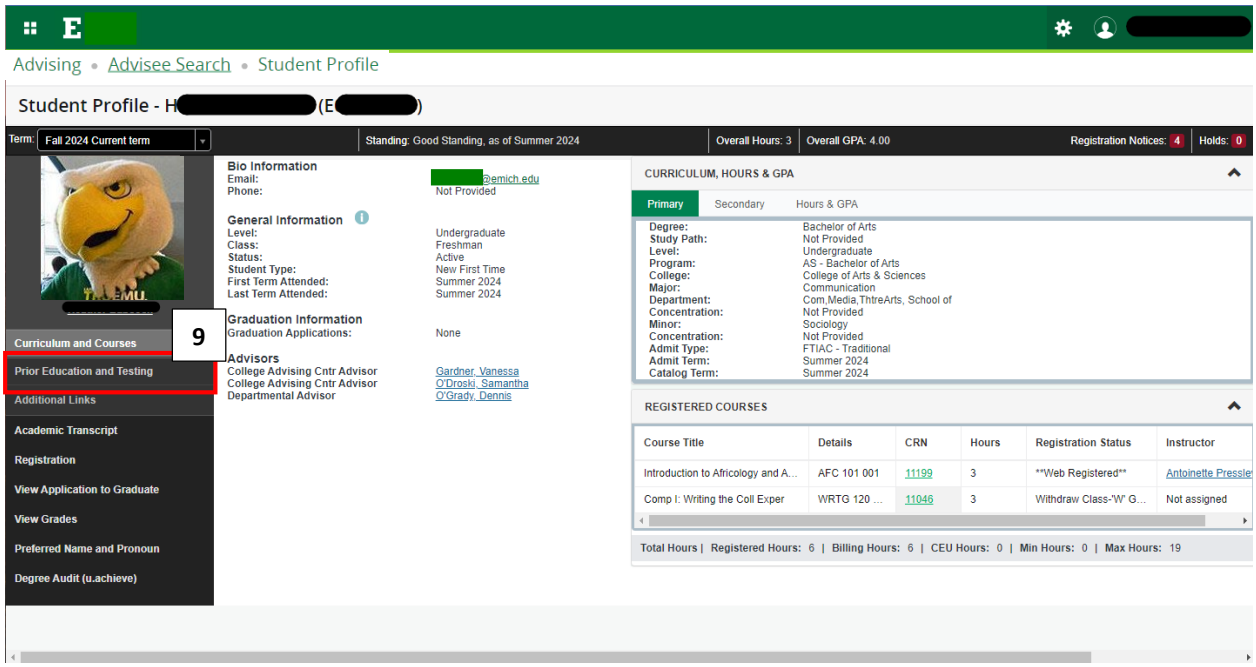
6. Bio/General/Graduation Information & Advisors – Displays summary information of the student's record.
    a. Advisors – Clicking the listed Advisor name will pull up the advisor contact card which displays a photo and contact email.



7. Curriculum, Hours & GPA – Displays the student's current major/minor/concentration information on the "Primary" & "Secondary" tabs. Institutional (EMU credits only) & Overall earned hours and GPA information is listed on the "Hours & GPA" tab.
8. Registered Courses – Displays summary information of the student's registered courses for the term chosen.
    a. CRN – Clicking the listed CRN will pull up a display of the class details.



    b. Instructor – Clicking the listed Instructor name will pull up the faculty contact card which displays a photo and contact email (see Advisor card example above).



9. Prior Education and Testing – Clicking this link changes your view from "Curriculum, Hours & GPA" to "Prior Education and Testing".
    a. Secondary Education – lists the high school(s) from which the student graduated (if applicable)
    b. Post Secondary Education – lists any other higher education institutions the student attended (dual enrollment and/or transfer)
    c. Testing – lists the student's test score information (eg. SAT scores, ALEKS math assessment, etc.)

PRIOR EDUCATION

Secondary Education

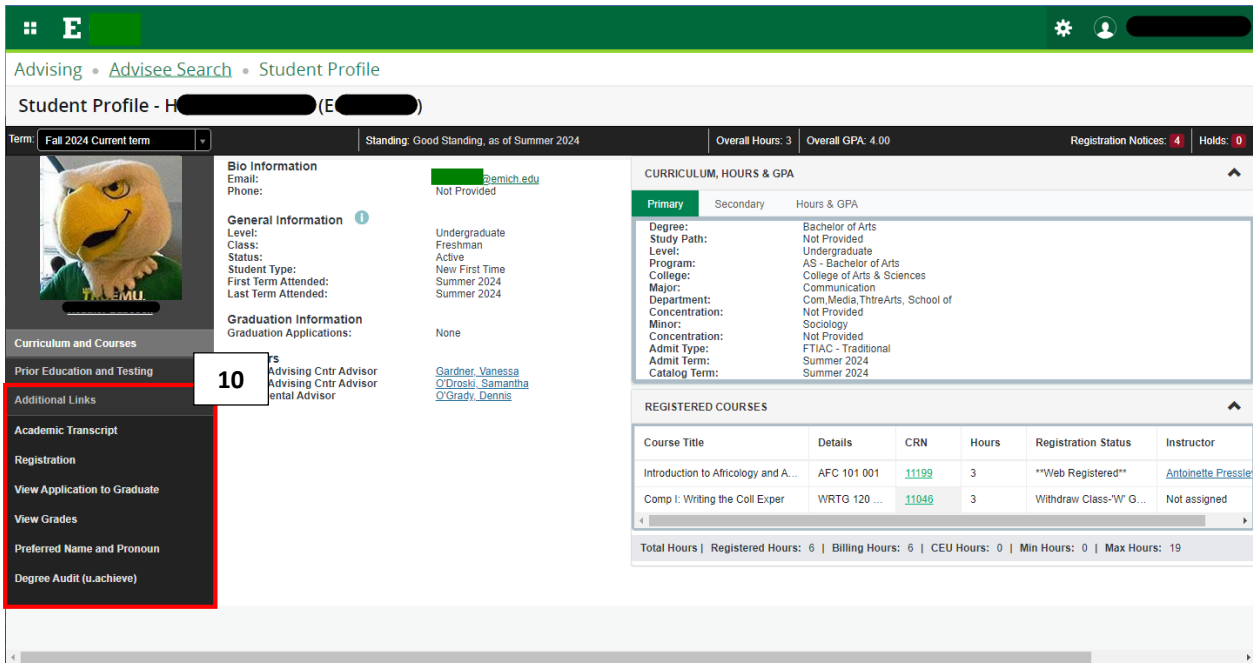
No data available.

Post Secondary Education

School Name	Degree Description/Year	Attended Dates	Reported Hours	GPA
Washtenaw Cmty College	No Degree	08/01/2023 - 03/25/2024		

TESTING — Records 1

Description	Score	Date	Source
ALEKS Math Placement	75	08/01/2024	



10. Additional Links – These links will direct you to various resources.
    a. Academic Transcript – takes you to the student's "unofficial transcript
    b. Registration – takes you to the Registration landing page
    c. View Application to Graduate – takes you to a page that details submitted Graduation Applications for the student
    d. View Grades – takes you to a page that lists the student's previous and current term grades
    e. Preferred Name and Pronoun – takes you to the page where you may add/update a preferred name and/or preferred pronoun
    f. Degree Audit (u.Achieve) – takes you to the u.Achieve degree audit landing page