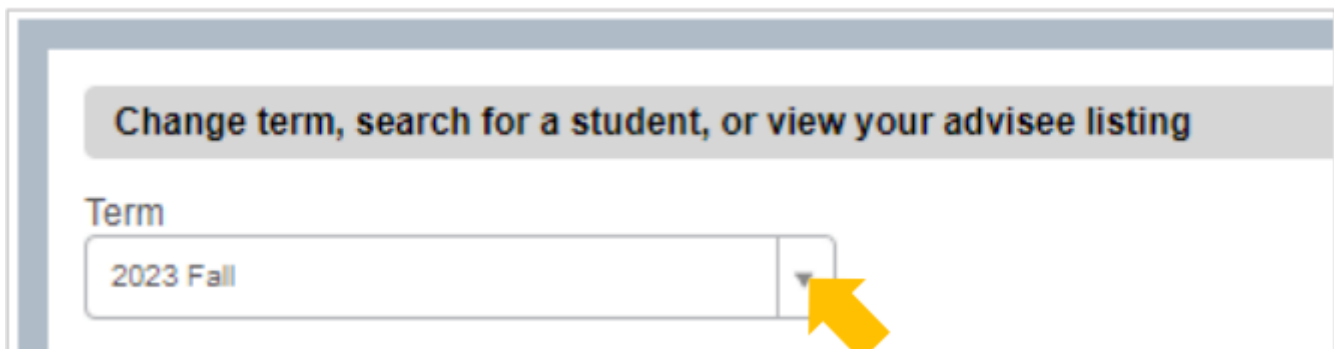


VIEW STUDENT INFORMATION

1. Login to Self Service via [Pack Portal](#)
2. Go to “**Advisee Search**” on the Self Service home page
3. The *Advisee Search* page will open, select a term from the drop-down listing



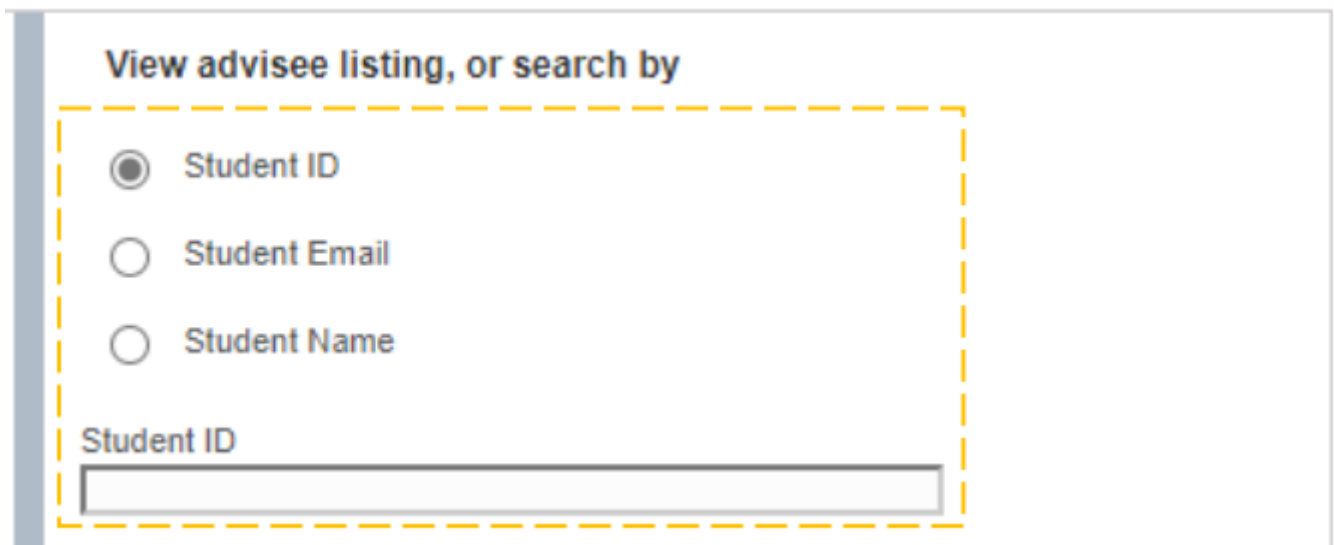
Change term, search for a student, or view your advisee listing

Term

2023 Fall

A yellow arrow points to the dropdown arrow on the right side of the term selection box.

4. Enter the search criteria you'd like to use in your student search



View advisee listing, or search by

☒ Student ID

☐ Student Email

☐ Student Name

Student ID

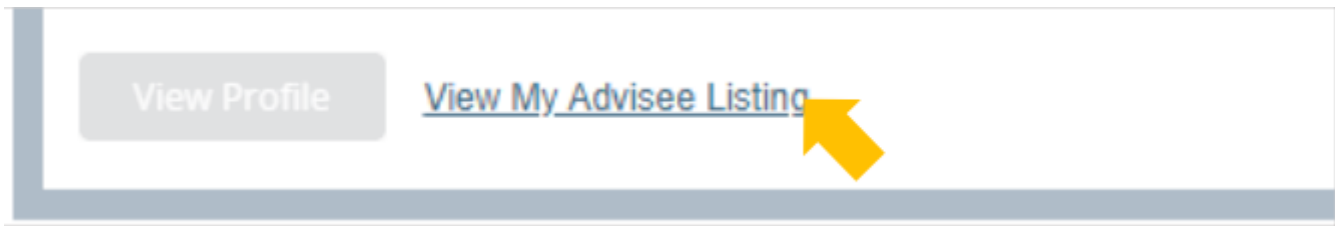
A dashed yellow box highlights the search criteria options and the Student ID input field.

- a. To search by ID number, make sure “**Student ID**” is selected
 - i. Enter the ID number and hit “Enter” on your keyboard
- b. To search by email, make sure “**Student Email**” is selected
 - i. Enter the email address and hit “Enter” on your keyboard
 - ii. You must include “@smail.astate.edu” in your search criteria
- c. To search by name, make sure “**Student Name**” is selected
 - i. Enter the student’s name, then select the correct student from the

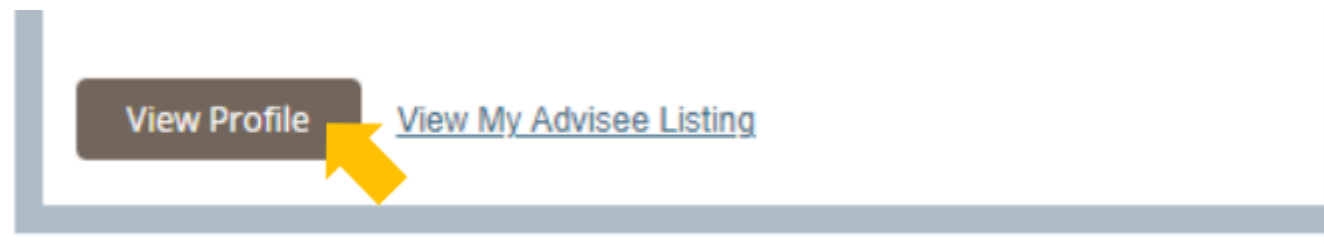
drop-down listing

ii. You must use the format “Last Name, First Name” in your search criteria

5. Or, to view a listing of your advisee students, select “**View My Advisee Listing**”



6. Once a student has been chosen, select “**View Profile**” to open the student’s profile



STUDENT PROFILE

The student’s name and **ID number**(1), **academic standing**(2), overall hours and overall **GPA**(3), **registration notices**(4),and any **holds on their account** (5) can be found across the top of the profile:



The center section displays the **student’s personal information**(6) (including email address), **general academic information**(7), **graduation information**(8) (including a link to their submitted graduation applications when applicable), and **a list of their advisors**(9). The right side of the profile displays **curriculum information**(10) and the **student’s course schedule**(11) for the selected term:

This screenshot shows a student profile page. On the left is a sidebar with navigation links. The main content area is divided into two sections: 'CURRICULUM, HOURS & GPA' and 'REGISTERED COURSES'.

Left Sidebar (Navigation Links):

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- View Grades
- Degree Works
- Registration History
- Student Week at a Glance

Student Information (Top Section):

- Bio Information:** Email, Phone, Date of Birth, Ethnicity, Race, Citizen, Citizenship, Emergency Contact, Emergency Phone.
- General Information:** Level, Class, Status, Student Type, Residency, Campus, First Term Attended, Matriculated Term, Last Term Attended, Leave of Absence.
- Graduation Information:** Graduation Applications, Awarded Degree, Term, Date.
- Advisors:** Primary / Major, Dr. Beverly Booth Gilbert.

Curriculum, Hours & GPA (Section 10):

Primary	Secondary	Hours & GPA
Degree:	BS in Education	
Level:	Undergraduate	
Program:	Bachelor Science Education	
College:	Education	
Major:	Elementary Education	
Department:	Teacher Education	
Concentration:	Not Provided	
Minor:	Not Provided	
Admit Type:	Freshman	
Admit Term:	2020 Fall	
Catalog Term:	2020 Fall	

Registered Courses (Section 11):

Course Title	Details	CRN	Hours	Registration Status	Instructor
LITERACY ASSESSMENT DIAGNOSIS A...	RDNG 4103 001	61122	3	"Web Registered"	Mrs. Karen Klepper Graham
METHODS OF TEACHING LANGUAGE ...	ELED 4102 001	61126	2	"Web Registered"	Dr. Dixie Kay Kivas
METHODS OF STEM MATHEMATICS	ELED 4122 001	61133	2	"Web Registered"	Dr. Alicia Carinda Shaw
METHODS OF STEM SCIENCE	ELED 4132 001	61137	2	"Web Registered"	Dr. Mark A. McJunkin
CLASSROOM MANAGEMENT FOR ELE...	ELED 4142 001	61141	2	"Web Registered"	Mrs. Michele Giffin Johnson
METHODS OF TEACHING SOCIAL STU...	ELED 4112 001	61383	2	"Web Registered"	Mrs. Sandra Yvonne Hawkins
TEACHING INTERNSHIP I ELEMENTARY	ELED 4104 007	61555	4	"Web Registered"	Mrs. Jeannette Choi

Total Hours | Registered Hours: 17 | Billing Hours: 17 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

Selecting “**Prior Education and Testing**(12)” under the student’s photo will change the right side of the profile to display the student’s **prior education** (13) and **test scores**(14). Also under the student’s photo are additional links(15) to the student’s transcript, grades, registration history, schedule week at a glance, and a link to Degree Works

This screenshot shows the same student profile page, but with the 'Prior Education and Testing' section selected in the sidebar. The main content area now displays 'PRIOR EDUCATION' and 'TESTING' information.

Left Sidebar (Navigation Links):

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- View Grades
- Degree Works
- Registration History
- Student Week at a Glance

Student Information (Top Section):

- Bio Information:** Email, Phone, Date of Birth, Ethnicity, Race, Citizen, Citizenship, Emergency Contact, Emergency Phone.
- General Information:** Level, Class, Status, Student Type, Residency, Campus, First Term Attended, Matriculated Term, Last Term Attended, Leave of Absence.
- Graduation Information:** Graduation Applications, Awarded Degree, Term, Date.
- Advisors:** Primary / Major, Dr. Beverly Booth Gilbert.

Prior Education (Section 13):

School Name	Graduation Date	Location	GPA
	05/01/2020		3.91

Post Secondary Education: No data available.

Testing (Section 14):

Description	Score	Date	Source
ACT Composite	19	02/01/2019	Manual Source
ACT Composite	22	12/01/2019	Test Score Tape
ACT English	19	02/01/2019	Manual Source
ACT English	24	12/01/2019	Test Score Tape
ACT Math	20	02/01/2019	Manual Source
ACT Math	21	12/01/2019	Test Score Tape
ACT Reading	18	02/01/2019	Manual Source
ACT Reading	21	12/01/2019	Test Score Tape
ACT Science Reasoning	18	02/01/2019	Manual Source
ACT Science Reasoning	22	12/01/2019	Test Score Tape
ACT Super Score Composite	22	01/28/2020	UC4 Job

Revision #2

Created 2024-10-15 20:54:39 UTC by Sameer Basha Shaikh

Updated 2025-11-15 15:31:52 UTC by Christopher Boothman