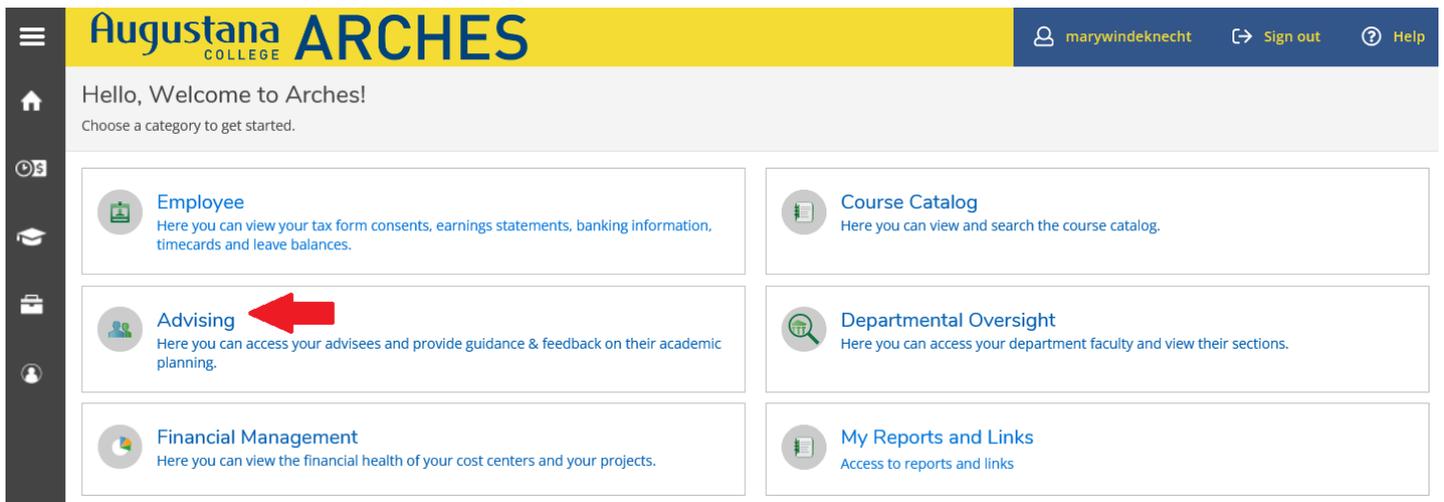


Your advisee list in Arches

- 1) Log in to Arches.



- 2) Click on "Advising" on the main menu.



- 3) Your list of major and minor advisees will appear. Note the options to export the list, email all advisees, and to view details for a specific advisee.

Augustana COLLEGE ARCHES

Miscellaneous · Advising · Advising Overview

Which student do you want to work with?
Find a student by searching or selecting below.

Student (selected) | Advisor

Type a name or ID...

Export

Email All My Advisees

Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	Advisee Preferred Email	
[Redacted]		[Redacted]	[Redacted]	Augie Ages Undecided	5/4/2022	Palos-Windeknecht, Mary (First Year)	[Redacted]	View Details
[Redacted]		[Redacted]	[Redacted]	Bus Adm-Finance	4/7/2022	Marme', Mamata (Major 1) Palos-Windeknecht, Mary (ARISE) Snowball, David (Minor 1)	[Redacted]	View Details
[Redacted]		[Redacted]	[Redacted]	Augie Ages Undecided	7/11/2022	Ehrlich, Janina (First Year) Palos-Windeknecht, Mary (ARISE)	[Redacted]	View Details

- 4) Click on “View Details” for a specific advisee. Here you’ll see the student’s complete Arches folder with the following tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Transfer Summary, and Grades.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Transfer Summary | Grades

- 5) To learn about the information under each tab, watch this [brief video](#).

To see other advisor resources for Arches, click [here](#).