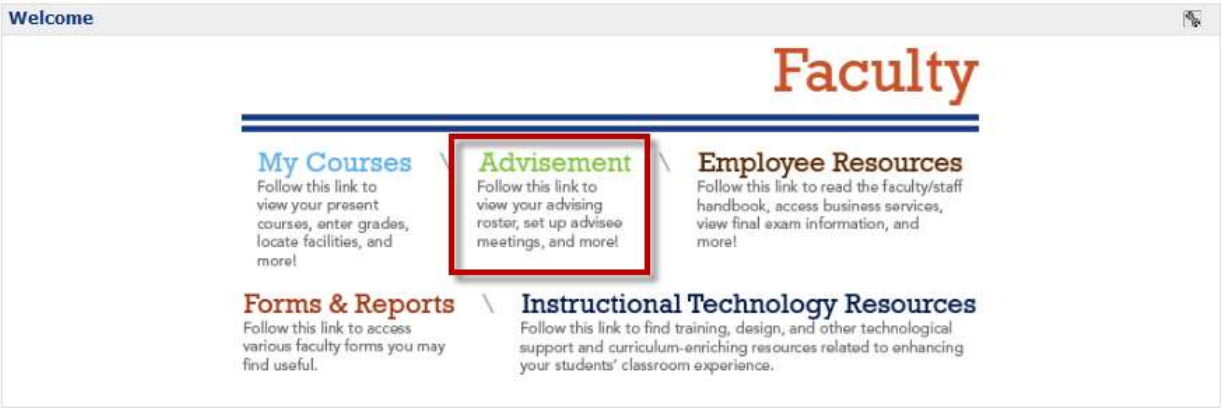
1. Log in to Viking Web

2. Click on the Employee Tab

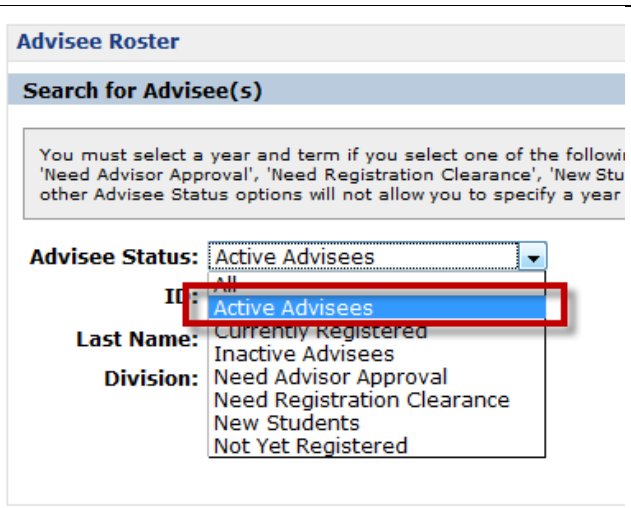
3. Click on Advisement- either in the left hand navigation or in the middle of the screen.

OR

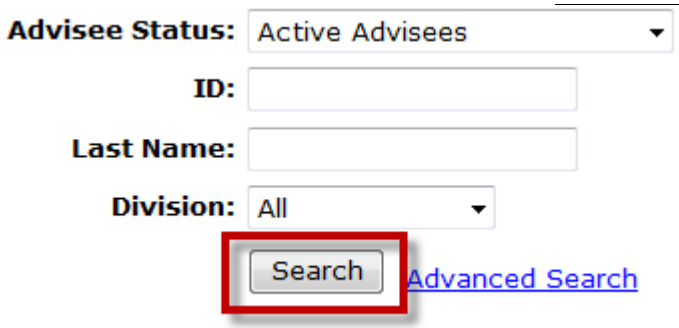


4. In the Advisee Roster portlet, click Active Advisees

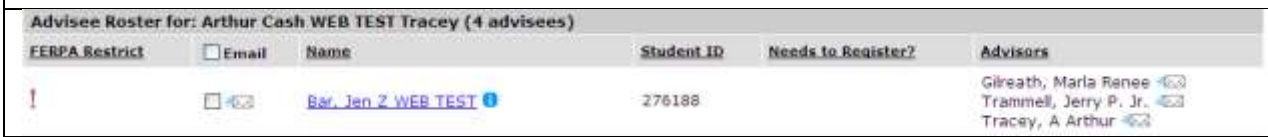
** See the instruction sheet titled *Changing Default Advisee Status to Active* to ensure your advisee status is always set to Active. ***



5. Click Search



6. Click an advisee name to see detailed information pertaining to that advisee.



FERPA Restrict - If a red exclamation mark shows in the FERPA Restrict column, the student has requested that no information be released.

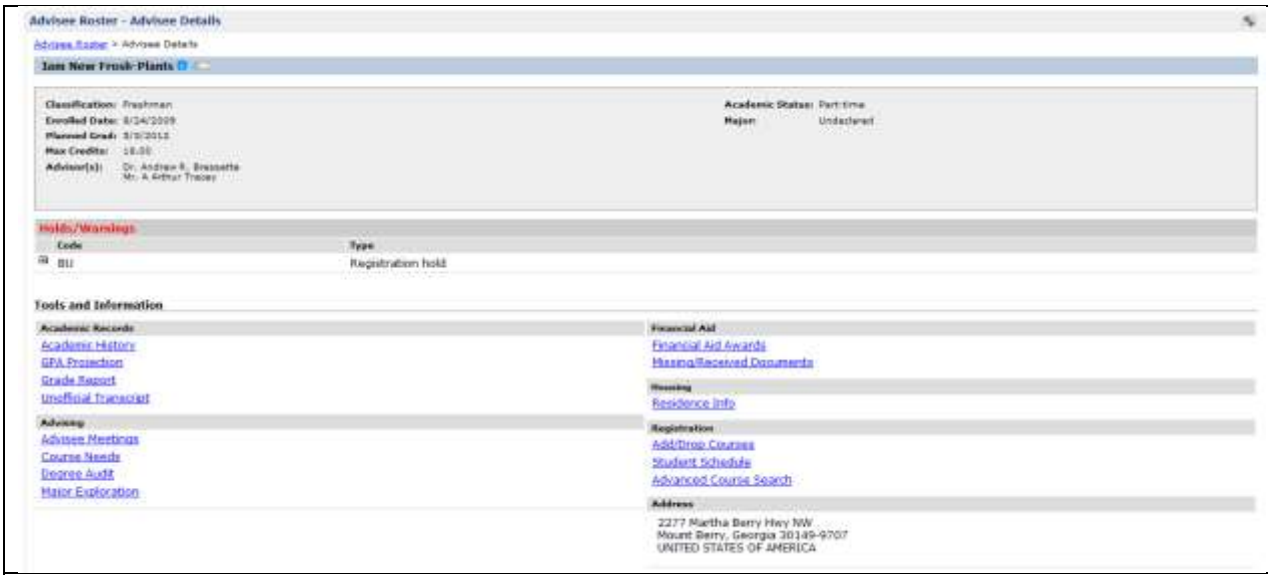
Email – click on the envelope icon to go to a page where you can email the student

Name – Student name

ID – Student ID

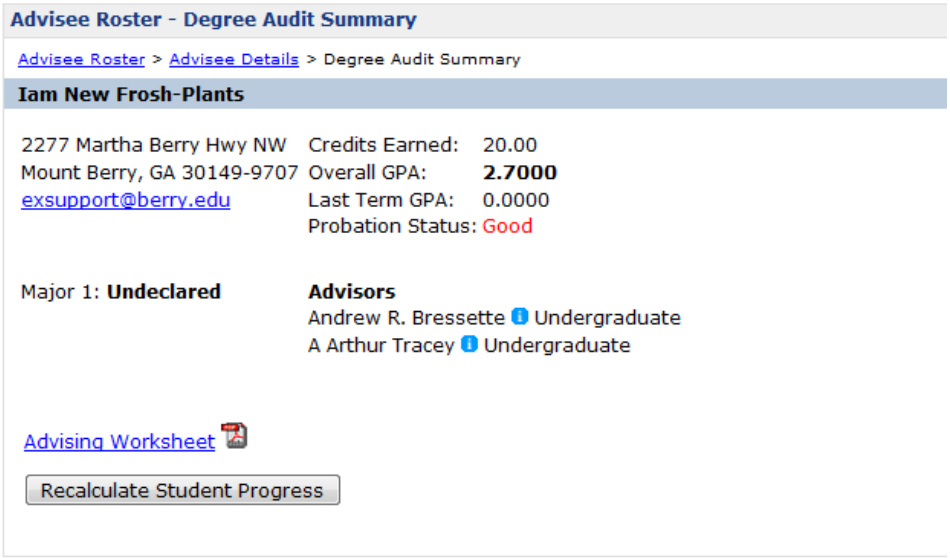
Needs to Register –

Advisors – list of advisors for the student

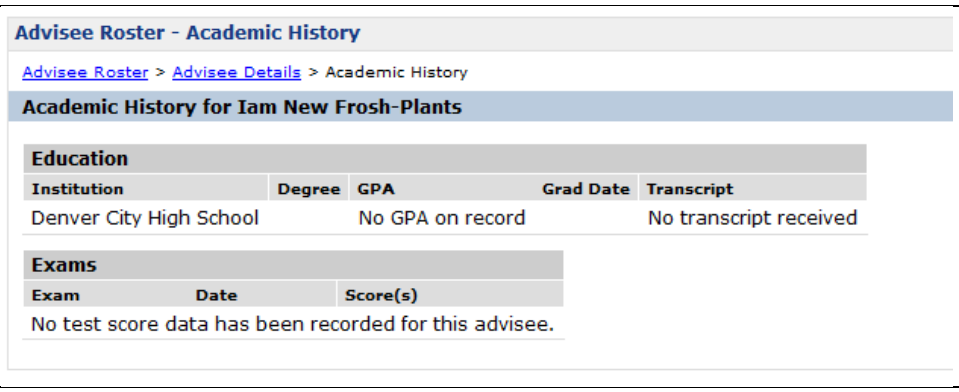


Useful links on Advisee Details page:

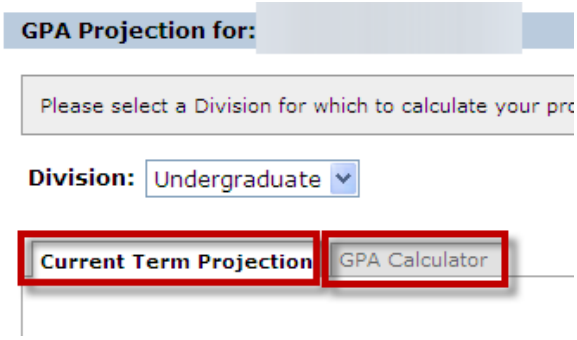
Degree Audit - to see the student's progress in his/her program of study (and see the link for the advising worksheet)



Academic History- shows the student's academic history



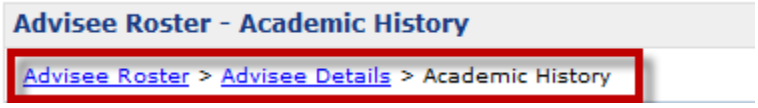
GPA Projection- use the Current Term Projection and GPA Calculator tabs to calculate a student's projected GPA



Unofficial Transcript- links to the student's unofficial transcript

Major Exploration- use this portlet to apply a student's current completed coursework to any major or minor available at Berry.

Use the breadcrumb trail near the top of the screen to navigate back to the Advisee Details page or the Advisee Roster page.



Contact Jerry Trammell – jtrammell@berry.edu – x2680 – 706-290-2680
with questions or comments.