Your advisee's class schedule 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. Click on "View Details" for a specific advisee.

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♠	Miscellan	eous · <u>Advising</u> ·	Advising Over	view						
08	Which student do you want to work with?									
0,5			Selecting Selection							
۲	Stude	or <i>Type a nam</i>	e or ID						Q Email All	My Advisees
-		ort 🗸								
٩		Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	Advisee Preferred Email	-
				සෙ		Augie Ages Undecided	5/4/2022	Palos-Windeknecht, Mary (First Year)		View Details
				絕		Bus Adm-Finance	4/7/2022	Marme', Mamata (Major 1) Palos-Windeknecht, Mary (ARISE) Snowball, David (Minor 1)		View Details
	٢			ि		Augie Ages Undecided	7/11/2022	Ehrlich, Janina (First Year) Palos-Windeknecht, Mary (ARISE)		View Details

4) Click on "Course Plan."



5) Choose the term you want to see and click on either "List" or "Calendar" below.

Course Plan Timeline Progress Course Catalog Notes Plan Archive	Test Scores Unofficial Transcript Transfer Summary Grades
< > 2022-23 Fall Semester +	Remove Planned Courses Register Now
Student's registrat period for 2022-23 Fall Semester begins on 8/22/2022 at 8:00 AM	Refresh
Print List Calendar	Planned: 17 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

6) The "List" view provides the list of classes for which the student is registered for that semester. It may also include courses the student planned, but did not register for. See Varsity Soccer below. You may see duplicate courses here as well.

List	Calendar									
Approve Deny A Protect										
	Approval	Course	Credits	Instructor	Time	Location				
		FYI-100-23: Intro to Liberal Arts Registered, but not started	1 Credits	Miller, Todd	M 9:00 AM - 10:00 AM 9/6/2022 - 12/16/2022	Sorensen, 114 Lecture				
		FYI-101-23: First Year Inquiry Registered, but not started	4 Credits	Lorenz, Megan	MWF 12:00 PM - 1:15 PM 9/6/2022 - 12/16/2022	Olin Center, 208 Lecture				
		HEPE-224-01: Varsity Soccer-Men	1 Credits	Regan, Michael	TBD 9/6/2022 - 12/16/2022	Pea-Activity Crse Dnu TBD Co-Curricular				
		SOAN-101-05: Intro to Sociology ✓ Registered, but not started	4 Credits	Ragon, Kate	MWF 3:00 PM - 4:15 PM 9/6/2022 - 12/16/2022	Olin Center, 105 Lecture				
		THEA-100-01: Intro to Theatre ✓ Registered, but not started	4 Credits	Popple, Jennifer	MWF 1:30 PM - 2:45 PM 9/6/2022 - 12/16/2022	Brunner, BLACKBOX Lecture				

7) The "Calendar" option (different student than above) shows you the daily schedule grid. Any course highlighted in green is a registered course. Sections with no meeting time appear at the bottom of the grid.



For information on the other tabs in the student folder in Arches, watch this <u>brief video</u>. To return to other advisor resources for Arches, click <u>here</u>.