

## FINDING YOUR ADVISEE MANUAL

### IDENTIFYING ADVISEES

- You can see your semester advisee list by logging in to <https://faculty.aup.edu/>.
- Select "My Students" on the left menu.
- Make sure that "Advisee List" is selected in the drop-down menu.
- Please contact the Advising Center ([advising@aup.edu](mailto:advising@aup.edu)) if you notice any discrepancies.

### MAJOR & MINOR INFORMATION

- This is visible on the student's unofficial online transcript. Students can declare a major/minor by logging in to [www.aup.edu](http://www.aup.edu): My AUP > My Profile > Student Academic tab to edit the major/minor information.
- Students have until the end of their sophomore year to declare their major.
- Please identify your advisees with 64 credits or more whose majors are still listed as "Undecided"; these students should declare their majors online and may need to be reassigned.

### CONTACTING ADVISEES

- You can use Outlook to contact your group of advisees.
- Open Outlook:
- New email then "To" button "Address book": "All distribution lists" "Search":  
advisees\_(your NetID) Click on "To" to attach