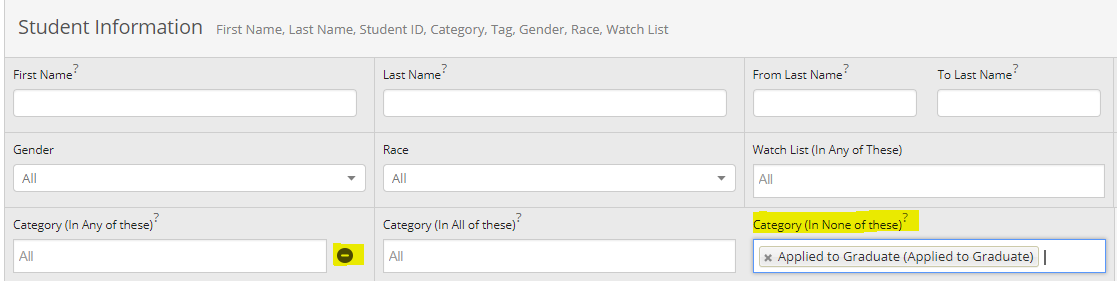
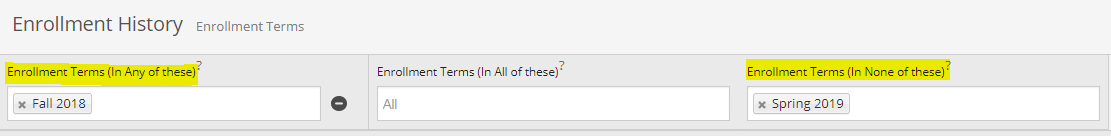
**How to identify advisees in SSC that have not yet registered for the upcoming semester:**

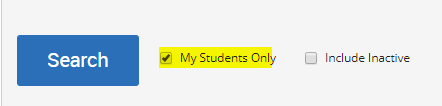
Click the *Show Advanced Filters* box in the upper right hand corner of the Search page and open the *Student Information* and *Enrollment History* sections. Under *Student Information*, expand the Category options by clicking the + sign and select the *Applied to Graduate* category under the *Category (In None of these)* option. This will exclude students that have applied to graduate.



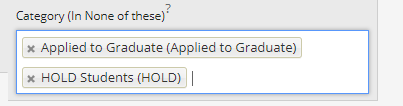
Under the *Enrollment History* section, enter the current term in the *Enrollment Terms (In Any of these)*, expand the options by clicking on the + sign, and enter the upcoming term in the *Enrollment Term (In None of these)* field.



Scroll down and click the *My Students Only* box. This will limit the search to your advisees. Click the Search button and your unregistered students will display.



If you want to exclude students that have a registration hold, you can add the HOLD category in the *Category (In None of these)* field*,* along with the *Applied to Graduate* group*.*



Questions? [ssc@fitchburgstate.edu](mailto:ssc@fitchburgstate.edu)