How to View Your Advisee List in Web4

- Login to [Web4](Web4)
- Click on the following:
    - Faculty Services Tab
    - Student Menu
    - Display Advisee List
    - Select Term
    - Submit
- All students *actively registered in the term you selected* that are listed with that advisor will appear.

Once there you can also view:

- **Alternate Pin** - this is the pin you would give to students once they have been advised so that they can then go to Web4 to register.
- **Student Information** - student's status, class level, program of study and major department.
- **Student Holds**
- **Unofficial Transcript** - the transcript level and transcript type will automatically fill in, just click "display transcript" to view the transcript.