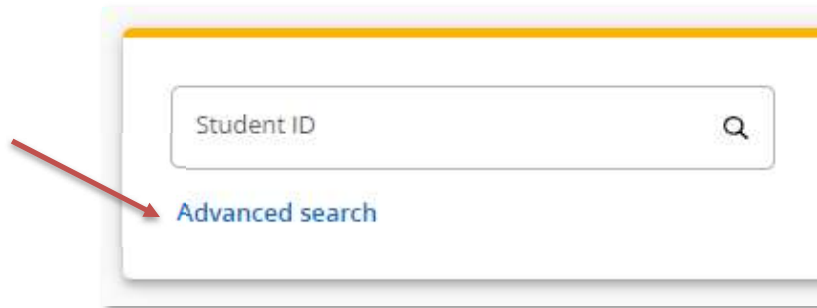


Step By Step Instructions: Finding an Individual Student (for Advisors)

- Log into Degree Works through eServices. - Click “Advanced Search,” located below the Student ID search box.



- Type the first and last name in the appropriate box, click search. You may search using the “@” symbol as a wildcard, for example “Smi@” entered in the Last Name field would return results for any student with a last name beginning with Smi. You can use this wildcard in the first name field, too.

A screenshot of a "Find Students" search form. The form has a title "Find Students" and a close button (X) in the top right corner. Below the title are three input fields: "Student ID", "First name", and "Last name".

- The student name will show up at the bottom of the “Find Students” box. Make sure you have the correct name checked. A search may yield more than one student; if that’s the case uncheck the names that you do not choose to work with.
- Click Select.
- The Degree Audit for the selected student should now be displayed