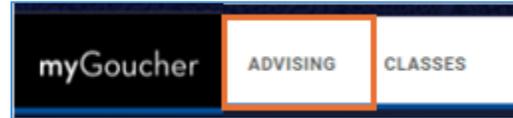


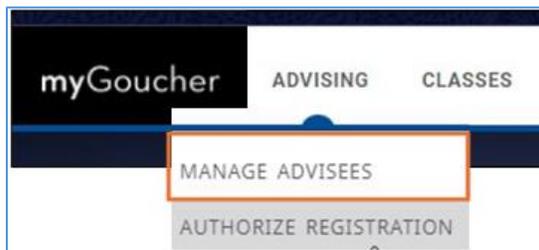
# MyGoucher: Managing Advisees

Note: To view and manage advisee information, you must have the **Advising** tab at the top of your MyGoucher dashboard. If you do not see the Advising tab, contact the Help Desk for further assistance.

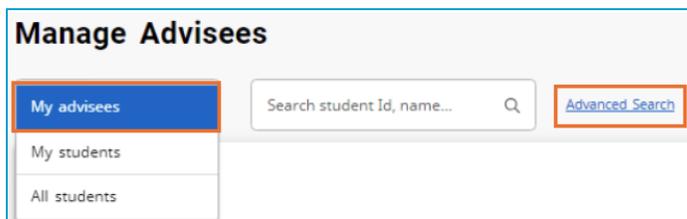


## Viewing Advisees

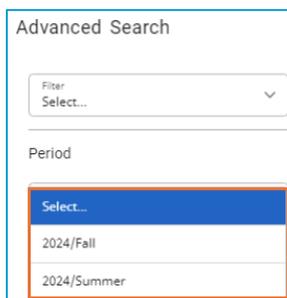
1. From your MyGoucher dashboard, locate and hover over the **Advising** tab at the top. Then select **Manage Advisees** from the drop-down menu.



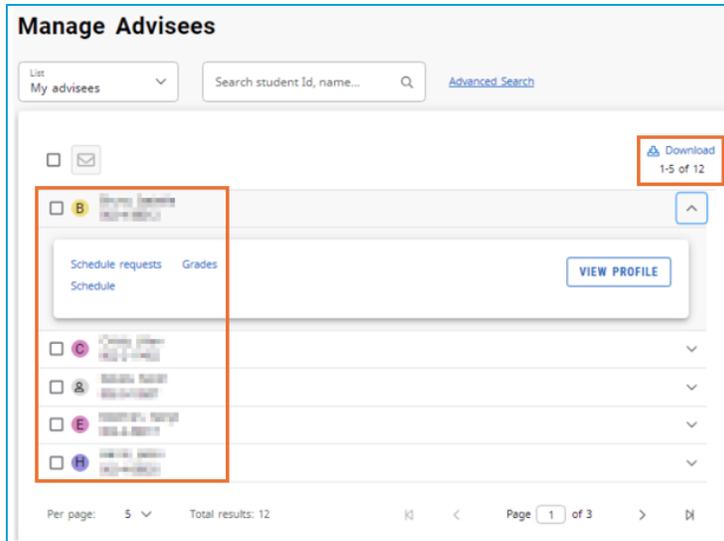
2. From the Manage Advisees window, choose **My advisees** from the List options drop-down, then click **Advanced Search** located to the right.



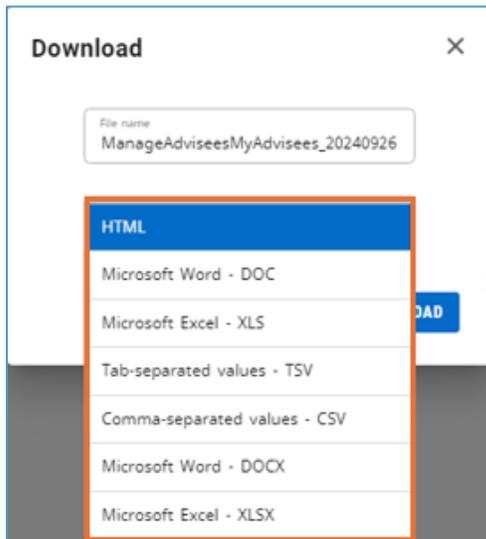
3. Select the appropriate **Period** for the students you want to advise, then press the **Search** button at the bottom.



4. A list will appear of the students assigned to you as the advisor for the year and term you selected. Optionally, click **Download** on the right to save the search results to your computer.



If downloading, choose your preferred format from the choices given.



---

For questions related to Registrar policy and procedures, contact the Registrar's office at [registrar@goucher.edu](mailto:registrar@goucher.edu).

For technical concerns or questions contact the IT Help Desk at [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu).