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.

myGoucher advising classes

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 dropdown, then click **Advanced Search** located to the right.

Manage Advisees						
My advisees	Search student Id, name	Q	Advanced Search			
My students						
All students						

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

A	dvanced Search]
	Filter Select	
	Period	
	Select	
	2024/Fall	
	2024/Summer	

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.

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For questions related to Registrar policy and procedures, contact the Registrar's office at registrar@goucher.edu.

For technical concerns or questions contact the IT Help Desk at <u>helpdesk@goucher.edu</u>.