

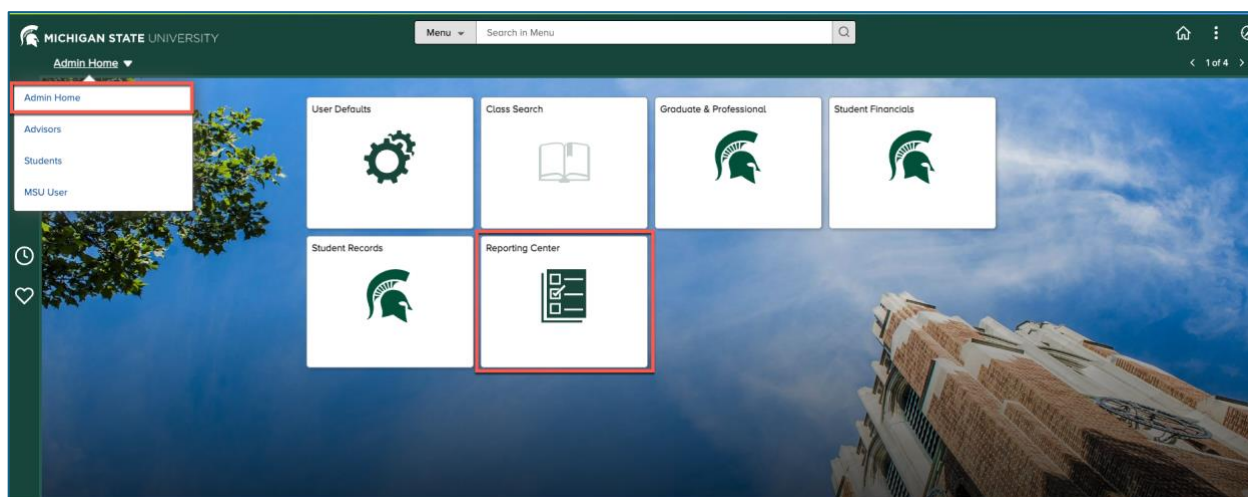
SIS Advising Appointment Search Options

Advisor Appointment Query: Pages 1-3

View Advising Appointments by Advisor (non-query): Pages 4-6

Advisor Appointments Query

Log into student.msu.edu and select the **Admin Home** tab at the top-left and then the **Reporting Center** tile.





Select **Advisor Reports** on the left. Choose **MSU_SIS_ADVISOR_APPOINTMENTS** from the list of available reports:


Row	Query Name	Short Description	Query Definition	Last Update Date/Time
1	MSU_SIS_ADVISOR_APPOINTMENTS	Advisor appts by Unit and Date	Listing of advising appointments for the prompt-selected advising unit, for the time range selected in the prompts. Additional prompts allow the end-user to select to include/exclude NSO and Honors College appointments, as well as include/exclude cancelled and/or no show appointments. Users can also filter by an individual advisor's NetID.	03/22/2024 4:08:11PM
2	MSU_RC_DGR_APPL_BELOW_CRGS_GPA	Degr Appl with GPA/Crs < Req'd	List of students applied for graduation by Expected Graduation Term, for the prompt-selected career/program/plan, where either the Graduation Requirements units or GPA are less than that required for the student.	02/01/2024 6:48:17AM
3	MSU_RC_DGR_APPL_REQ_NOT_MET	Degr Appl - Requirement Not Met	List of students applied to graduate by Expected Graduation Term, for the prompt-selected career, program, or plan(s), where at least one degree audit requirement is not yet met (has a "Fail" status).	02/01/2024 6:50:34AM
4	MSU_RC_ACADEMIC_STANDING	Academic Standing by Term	List of students' academic standing for the prompt-selected term, and career/program/plan, or program status. There are four checkboxes included that allow the end-user to select only students with a non-GOOD standing, or only Probation/Final Probation/Extended Final Probation only, Recess/Dismiss only, or Needs Review standing status - check the coordinating box to filter the report for one of these conditions, if desired.	03/12/2024 7:25:15AM


Choose your filters. First, search for your advising unit by clicking on the magnifying glass. Then, choose a date range. Optional but recommended, exclude different appointments by using the check boxes and add Advisor NetID to narrow the search further:


MSU_SIS_ADVISOR_APPOINTMENTS - Advisor appts by Unit


Institution: 

*Appointment Category: 

*Advising/Tutoring Unit #1: 

Advising/Tutoring Unit #2: 

*Date Range Start: 

*Date Range End: 

*Exclude NSO reason appts?

*Exclude all non-NSO appts?

*Exclude Honors College Plans?

*Exclude cancelled appts?

*Exclude no show appts?


Advisor NetID:


View Results


Row	Appt ID	Student ID	Student Name	Student NetID	Student CAMP Email	Guest Name	Guest Email	Guest Phone Country Code	Guest Phone
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After the page loads, select **Excel Spreadsheet** to export:


MSU_SIS_ADVISOR_APPOINTMENTS - Advisor appts by Unit and Date


Institution: 

*Appointment Category: 

*Advising/Tutoring Unit #1: 

Advising/Tutoring Unit #2: 

*Date Range Start: 

*Date Range End: 

*Exclude NSO reason appts?

*Exclude all non-NSO appts?

*Exclude Honors College Plans?

*Exclude cancelled appts?

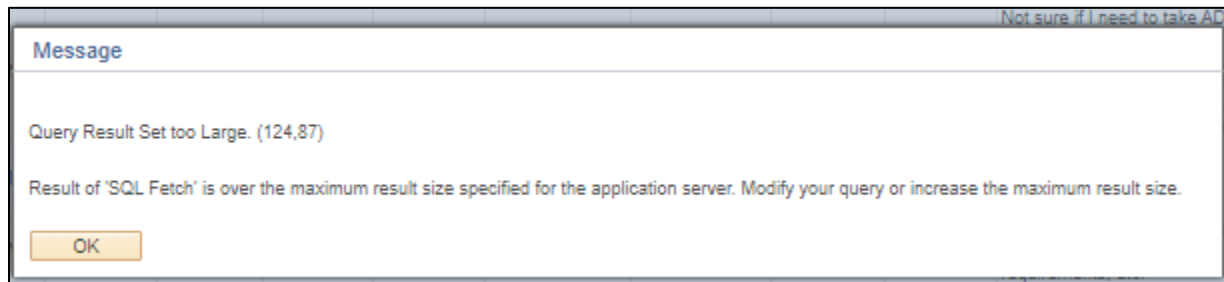
*Exclude no show appts?

Advisor NetID:

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (223 kb)

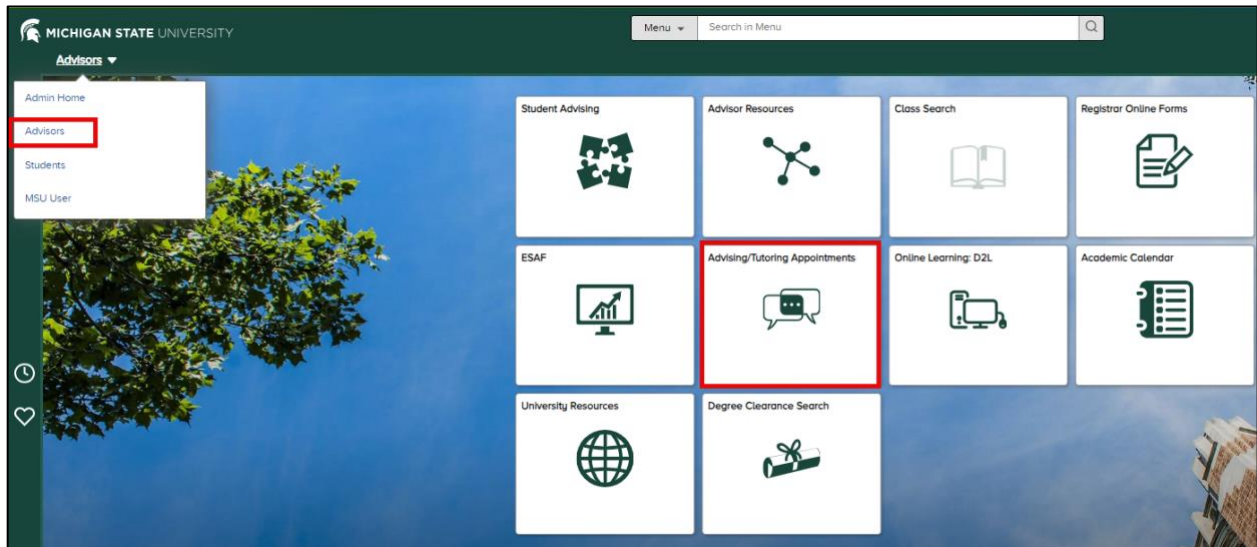
If you receive the below message that the query result set is too large, adjust the date ranges to a smaller window of time.



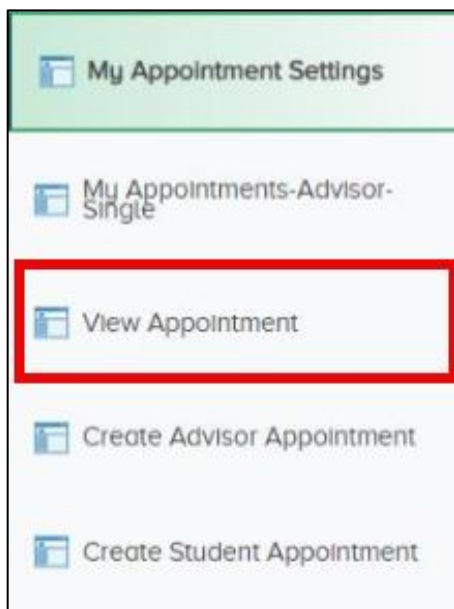
View Advising Appointments by Advisor

(non-query option)

To view appointments by advisor outside of the query, log into the Student Information System by going to student.msu.edu. Select the menu from the top left and choose Advisors and then select the Advising/Tutoring Appointments tile.



On the left menu, select **View Appointment** from the list of options.



In the Search Criteria box, choose a specific date you wish to view appointments or open the menu of options next to the date range box and choose **between** if wanting to search within a range of dates. Use the calendar icon, located to the right of the **Appointment Date** box, to choose a preferred start and end date. The Appointment Date box can also be left blank.

View Appointment
Enter any information you have and click Search. Leave fields blank for a list of results.

Find an Existing Value

Search Criteria

Appointment ID: begins with

ID: begins with

Name: begins with

Appointment Date: between 02/01/2024 and 03/20/2024

Status: <=

Academic Advisor: >

Name: >= Sparty Spartan

Case Sensitive

Search Clear Basic Search Save Search Criteria

If the advisor's ID number is known, enter that number into the **Academic Advisor** box and keep the filter option as **begins with**. If the ID number is not known, enter their first and last name into the **Name** box at the very bottom of the search criteria and keep the filter as **begins with**. Then select search to load the advising appointments.

View Appointment
Enter any information you have and click Search. Leave fields blank for a list of results.

Find an Existing Value

Search Criteria

Appointment ID: begins with

ID: begins with

Name: begins with

Appointment Date: between 02/01/2024 and 03/20/2024

Status: begins with

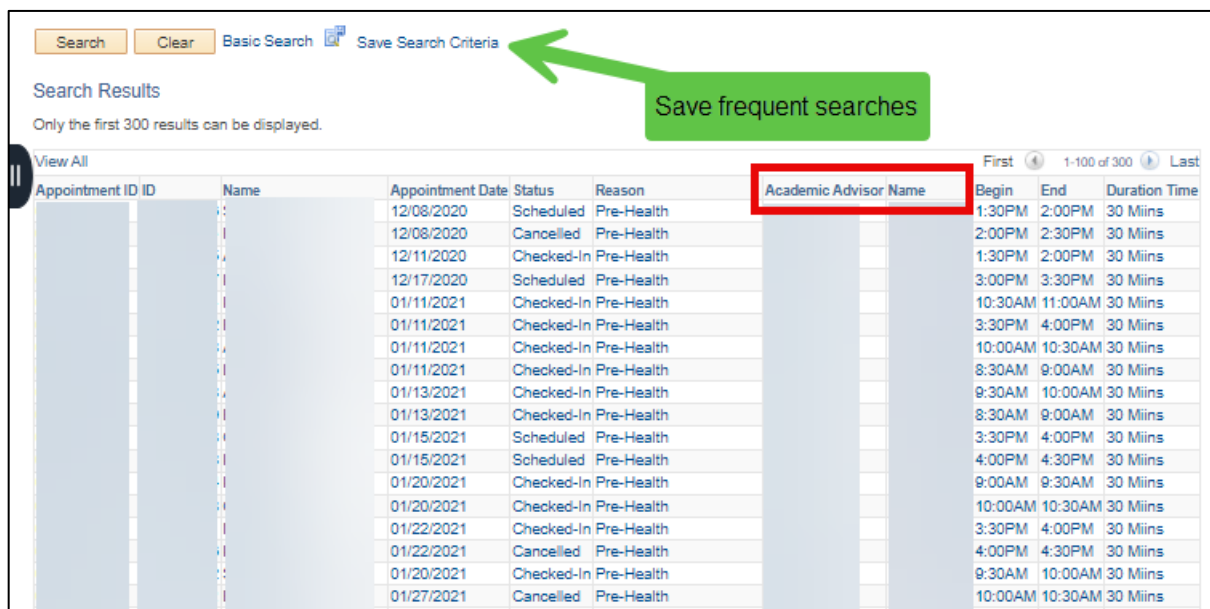
Academic Advisor: begins with

Name: begins with Sparty Spartan

Case Sensitive

Search Clear Basic Search Save Search Criteria

A list of appointments based on the date and advisor information will appear below the search criteria box. Click on an appointment to view more details or adjust the appointment status.



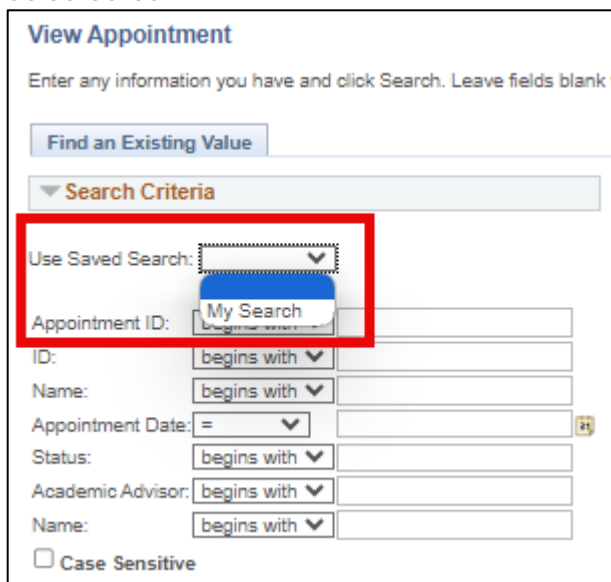
Search Results

Only the first 300 results can be displayed.

View All

Appointment ID	ID	Name	Appointment Date	Status	Reason	Academic Advisor Name	Begin	End	Duration	Time
			12/08/2020	Scheduled	Pre-Health		1:30PM	2:00PM	30	Miins
			12/08/2020	Cancelled	Pre-Health		2:00PM	2:30PM	30	Miins
			12/11/2020	Checked-In	Pre-Health		1:30PM	2:00PM	30	Miins
			12/17/2020	Scheduled	Pre-Health		3:00PM	3:30PM	30	Miins
			01/11/2021	Checked-In	Pre-Health		10:30AM	11:00AM	30	Miins
			01/11/2021	Checked-In	Pre-Health		3:30PM	4:00PM	30	Miins
			01/11/2021	Checked-In	Pre-Health		10:00AM	10:30AM	30	Miins
			01/11/2021	Checked-In	Pre-Health		8:30AM	9:00AM	30	Miins
			01/13/2021	Checked-In	Pre-Health		9:30AM	10:00AM	30	Miins
			01/13/2021	Checked-In	Pre-Health		8:30AM	9:00AM	30	Miins
			01/15/2021	Scheduled	Pre-Health		3:30PM	4:00PM	30	Miins
			01/15/2021	Scheduled	Pre-Health		4:00PM	4:30PM	30	Miins
			01/20/2021	Checked-In	Pre-Health		9:00AM	9:30AM	30	Miins
			01/20/2021	Checked-In	Pre-Health		10:00AM	10:30AM	30	Miins
			01/22/2021	Checked-In	Pre-Health		3:30PM	4:00PM	30	Miins
			01/22/2021	Cancelled	Pre-Health		4:00PM	4:30PM	30	Miins
			01/20/2021	Checked-In	Pre-Health		9:30AM	10:00AM	30	Miins
			01/27/2021	Cancelled	Pre-Health		10:00AM	10:30AM	30	Miins

If this is a frequent search, select **Save Search Criteria** and enter a name for this search. A **Use Saved Searches** box will now be available at the top of the Search Criteria and previous searches can be selected.



View Appointment

Enter any information you have and click Search. Leave fields blank if you are unsure.

Find an Existing Value

Search Criteria

Use Saved Search: My Search

Appointment ID: [text input]

ID: [dropdown: begins with] [text input]

Name: [dropdown: begins with] [text input]

Appointment Date: [=] [dropdown] [text input]

Status: [dropdown: begins with] [text input]

Academic Advisor: [dropdown: begins with] [text input]

Name: [dropdown: begins with] [text input]

Case Sensitive

Note: The information in the View Appointment search function cannot be exported but can provide a fast way to view upcoming or past appointments by advisor.