SIS Advising Appointment Search Options

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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:
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:

After the page loads, select Excel Spreadsheet to export:
If you receive the below message that the query result set is too large, adjust the date ranges to a smaller window of time.

![Message]

Query Result Set too Large. (124,87)
Result of 'SQL Fetch' is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.

OK
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.

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.
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.

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.

**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.