**Accessing Advising Materials for Students Admitted for Summer 16 or Fall 16**

Students who were admitted to the university for **Summer 16 or Fall 16** were advised by the Professional Advisors in Student Support. Unless they have not yet declared a major, these students will be seeking you, their advisors of record, for help with their Spring 17 schedules.

For each of these students, we have created an electronic folder that contains 1) **the schedule that the student made** when he or she was advised and 2) **an updated degree audit** that will allow you to see the progress already made by the student towards meeting his or degree requirements. If a student changed major during the initial advising session, a copy of the **Curriculum Change Form** is also included in the folder.

The electronic folders are located in a shared drive **(V:)** that you can access from your computer desktop. Just click on the Computer icon on your desktop or on your Start Menu. When you do, a window listing all your available drives will open. Click on the V: Drive (see graphic below).
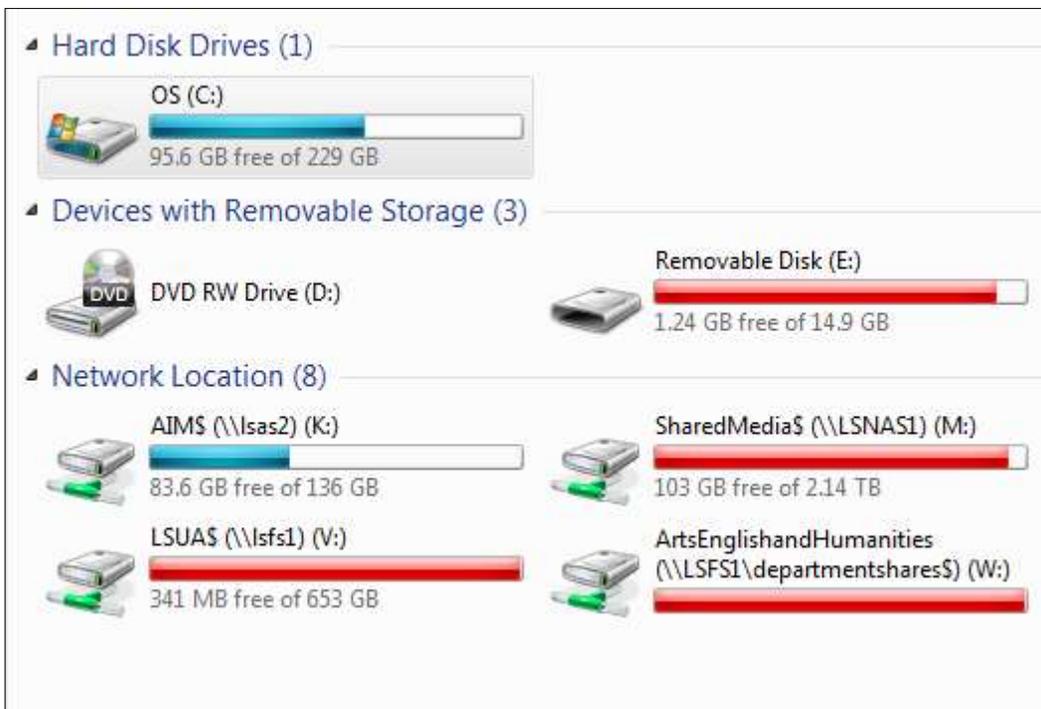
Inside the V-Drive, there is a folder is called New Student Schedules. Inside it, there is a folder called Summer and Fall 2016; and inside that folder are eight subfolders, each one named after an academic department (AEH, Allied Health, Biology, BSS, Business, Education, MAPS, and Nursing). The folder named "Other" contains the materials of students who have not yet declared major.

Inside each department folder you'll see a folder for each student who was admitted for Summer 16 or Fall 16.

The materials in each folder are read-only; that means that they can't be deleted or modified or added to. You can, however, copy a student's folder to you own hard-drive and modify the contents (e.g., add, modify, or delete materials). Below is a screenshot of the contents of a student folder. It contains an updated degree audit sheet and the student's Fall 16 schedule.

If the materials of a student who was admitted for Summer 16 or Fall 16 are not contained in your department's folder, please email me (ehalpin@lsua.edu) and let me know.