




## Look up New/Drop-In Advisees

The *New/Drop-In Advisees* section in SPIRE provides you with quick and easy access to any student's academic and contact information. Use this section as a shortcut for information such as addresses, unofficial transcripts, or semester schedules.


### SPIRE 2.0 vs. SPIRE 3.0

**A. Send email messages directly from SPIRE.** In SPIRE 3.0, you can write and send emails from your drop-in advisee's record.

**B. The Academic Information link replaces .** In SPIRE 2.0, the  linked to a student's current academic summary. In SPIRE 3.0, from the **\*\*Student Details\*\*** drop-down list, select **Academic Information** to view the same summary.

**C.  To Do Lists are no longer available on the New Drop-In Advisees page.** Use the **\*\*Student Details\*\*** drop-down list to find out more about a student.

### Look up Advisee Information

1. In the left *Menu*, go to **Advisee Information > New/Drop-In Advisees**. The *New Drop-In Advisees* page will open.
2. On the *New Drop-In Advisees* page, click **Search for Student** to look up the student whose information you wish to see. A new search page will open.
3. On this search page:
  - In the *ID* field, enter the student's **8-digit ID**; otherwise, in the *Last Name* and *First Name* fields, enter the student's **last** and **first name**.
  - Click **Search**. All the students matching your search criteria will be listed under *Search Results* on the same page.
  - Click the student whose information you wish to see. You will return to the *New Drop-In Advisees* page; the student's name will appear to the left of the **\*\*Student Details\*\*** drop-down list.
4. On the *New Drop-In Advisees* page:
  - Click your advisee's name. A new *Compose* message will open in your default email program with the student's UMail address in the *To:* field.  
**Note:** To use this method, you must have an email program (e.g., Outlook Express, Mozilla Thunderbird, etc.) installed on your computer. Your browser must also recognize it as your default email program (in Internet Explorer 6.x, go to **Tools > Internet Options > Programs** for more information).
  - From the **\*\*Student Details\*\*** drop-down list, select one of the following categories, then click .

**A. Academic Information.** View a summary of the student's academics: *Program* (e.g., Undergraduate), *Career* (e.g., Graduate, Undergraduate, Non-degree, Non-Credit), *Degree* (e.g., Bachelor of Science), and *Major*.

**B. Address.** View the student's addresses (*Mailing, Permanent, etc.*), even if the student requested a privacy flag.

**C. Class Schedule.** View the student's class schedule by term.

**D. Degree Progress** includes three types of reports. On the *Degree Progress Report* page, from the *\*Report Type* drop-down menu, select one of the following, then click

**go**

- **Degree Audit for Undergraduate** includes the student's *Academic Program History*, the status of his/her graduation requirements, and an unofficial transcript.
- **Degree Audit without Transcript** includes a student's degree progress report *without* a transcript.
- **Transfer Eval for New UGrads** explains how a student's transfer credits apply towards General Education requirements at UMass.  
**Note:** This report does not tell you how transfer credits apply to major requirements.

**E. Enrollment Appointments** displays the student's *Enrollment Appointment(s)* by term.

**F. Grades** allows you to view the student's grades by term.

**G. Telephone** lists the student's current telephone number(s), including *Permanent, Local and/or Cell, and Residence Hall phone* numbers.

**H. Unofficial Transcript** allows you to see the student's unofficial transcript. On the *Unofficial Transcript* page, from the *\*Report Type* drop-down menu, select **Unofficial Transcript**, then click **go**.

5. To return to the *New Drop-In Advisees* page, simply click **Cancel** on any of the above pages (e.g., *Unofficial Transcript* page, *Phone Numbers* page, etc.).