The advisee page allows faculty access to academic information on students that have been assigned to them as an advisee. These students will remain on an advisor’s list until the Student Records Office has discontinued the student’s record or the student has graduated. Previously enrolled students who do not continue their enrollment will be discontinued following the last day to add during the subsequent term.

1. From Internet Explorer, key in the web address – www.bismarckstate.edu
2. Click on CampusConnection
3. Click on
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click Sign In
7. Click “Self-Service”
8. Click “Advisor Center”
9. Click “My Advisees”

**SAMPLE ADVISEE ROSTER**
Provides detailed information about each advisee.

<table>
<thead>
<tr>
<th>Notify</th>
<th>Name</th>
<th>ID</th>
<th>View Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alt</td>
<td></td>
<td>View Student Details</td>
</tr>
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<td>2</td>
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<td>5</td>
<td>Ruc</td>
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<td>View Student Details</td>
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</tbody>
</table>

Notify Advisee’s

- If the name is underlined, the student has an established email address in CampusConnection.

- View details for each advisee.
This feature allows for communication with your advisees via email. An email can be sent to just one student or all students on the roster.

1. Place a check mark in the box next to the student(s) you wish to contact.

2. Click 

3. Enter information into the subject and message text box provided.

4. Click 

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