How to View and Contact Your Advisor

On your Student Center page click on Advisor.

Your advisor will be displayed.

1. To email your advisor, click on Details. More information will be displayed.
2. Click on Notify to select the advisor.
3. Click on Notify Selected Advisors.
In the next screen, enter:

**Subject**

**Message Text**

If you wish, you may add up to 10 attachments:

Click on the **Add** button.

Search for the document you wish to add and select it.

Repeat this process.

Your attachments will be listed at the bottom of the screen.

When you are ready to send your message, click **Send Notification** in the lower right corner.