

one.bellarmine.edu

Obtaining Your Current Advisee List

Your list of currently active advisees (active doesn't always mean registered) is available in One Bellarmine via the Advising Self-Service menu.

1. Login to One Bellarmine: Go to **one.bellarmine.edu**, click the “**One Login**” button in the upper right corner of the page and log in using your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine Dashboard page**.
2. On the left side of your Dashboard page, click the Self-Service button to get to the Self-Service main menu page. Choose **Advising** from the menu boxes.
3. Once you click Advising, a list of your currently active advisees will appear. Directly above that you will see a Name or ID search box.
4. On your list of advisees, click the name of the advisee with whom you are working to take you to their advisee details. The student's name and photo appear in the upper left. The tabs along the gray bar under the student's photo are menu items that allow you to see further detail on the student:
 - a. Course Plan – what the student has put on their registration for a given semester.
 - b. Timeline – a history of their courses by term.
 - c. Progress – their degree audit along with courses they have planned.
 - d. Course Catalog – a listing of all BU catalog courses (students use this to plan their registrations).
 - e. Notes – where you can exchange notes with your advisee (non-confidential).
 - f. Plan Archive – stores a copy of their degree plan.
 - g. Test Scores – a record of all test scores in the BU system.
 - h. Unofficial transcript.
 - i. Grades – view midterm and final grades by semester.
5. Click the **< Back to Advisees** link in the upper left corner (above the student's photo) to return to your advisee list and the Name or ID search box.
6. To access information for non-advisees but for whom you have rights to their information (e.g. chairs accessing declared majors), use the Name or ID search box.

Questions? Contact the Registrar's Office at registrar@bellarmine.edu