

# How to look up & contact your advisor.

**Step 1:** Login to Student Center

**Step 2:** The name of your advisor is listed in the **Advisor** section of your Student Center.

**Step 3:** To contact your advisor, click the **Details** link.

The screenshot shows the HSU Student Center interface. At the top, it says "Ima's Student Center" and "HSU ID:". Below this, there are several sections: "Academics", "Finances", "Holds", "To Do List", and "Enrollment Dates". The "Advisor" section is highlighted with a red box, and a red arrow points to the "Details" link next to "Ima Advisor".

**Step 4:** To send your advisor an email, select the **Notify Selected Advisors** link. *If you have more than one advisor you will be able to contact both.*

The screenshot shows the "My Advisors" page. At the top, it says "Ima Student" and "go to ...". Below this, there are several tabs: "Search", "Plan", "Enroll", "My Academics", and "DARS". The "My Academics" tab is selected. Below the tabs, there are several links: "my advisors", "transfer credit", "unofficial transcript", and "enrollment verification". The "My Advisors" section is highlighted. Below this, there is a table with columns "Notify" and "Advisor Name". The "Notify" checkbox for "Ima Advisor" is checked. Below the table, there are two buttons: "Notify Selected Advisors" and "Notify All Advisors". A red arrow points to the "Notify Selected Advisors" button.

**Step 5:** The **Send Notification** window will open. Type a message in the **Message Text** field. You may check the spelling of your message by clicking on the spell check icon.

**Step 6:** Click the **Send Notification** button.

Ima Student

[Search](#) [Plan](#) [Enroll](#) [My Academics](#) [DARS](#)

[my advisors](#) | [transfer credit](#) | [unofficial transcript](#) | [enrollment verification](#)

My Advisors

### Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from Ima Student**

From records@humboldt.edu

To

CC

BCC

Subject

Message Text

[Return to My Advisors](#)