



**Campus Solutions: Student Center
Contacting your Advisor**

Last Revised: 3/24/2009

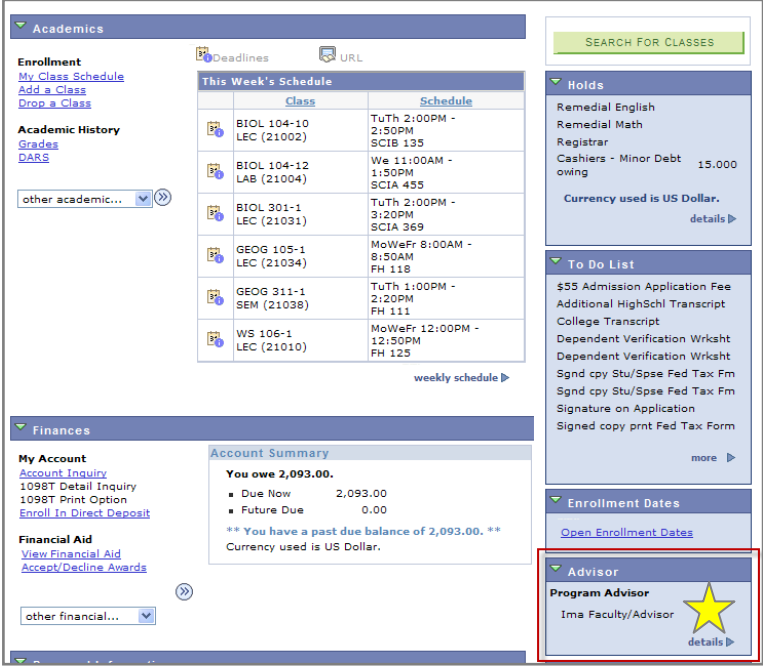
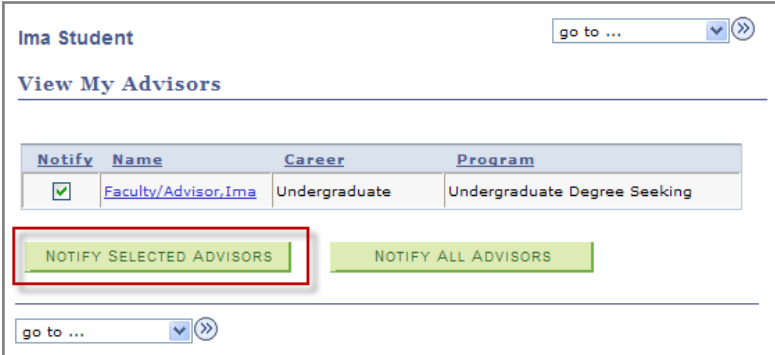
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1.1 Contacting your Advisor

Navigation: Login to your Student Center > Advisor

Process Steps	Screen Shot
<p>1. Login to your Student Center</p> <p>2. The name of your Advisor is listed in the Advisor section of your Student Center.</p> <p>3. To contact your Advisor click the details link.</p> <p style="text-align: center;">details ▶</p>	
<p>4. To send your Advisor an email select the Notify the checkbox and click Notify Selected Advisors.</p>	 <p>Note: If you have more than one advisor you will be able to contact both.</p>

5. The Send Notification page appears. Type a message in the "message text" field. Check the spelling of your message by clicking on the spell check icon.



6. Click the Send Notification button when you are ready.

SEND NOTIFICATION

View 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: ima_student@gmail.com

To: ima_student@gmail.com

CC:

BCC: ima_advisor@humboldt.edu

Subject: <From the desk of Ima Student>

Message Text:

SEND NOTIFICATION

CANCEL