Who Hasn't Met with Me? (Advising Campaign)

From the home menu, click on "Students"
Students Who Need an Advising Meeting

Click the “Connection” drop-down box and select "Faculty Advisor"
Click the blue "Add Filters" button
1. Click the “Meetings" option
2. Check the "Students” checkbox
3. Select "Who have not had/scheduled meetings"
4. Select Appointment Reasons (suggested: "Advising" and "Discuss upcoming registration/Obtain PIN#")
5. Select date range (date you requested students to meet with you through today)
6. Click Submit
• The results will be a list of students who have not scheduled a meeting with you during the dates selected and for the reasons selected.
• You can then select the student(s) and message them reminding them to pick a time on your calendar.