View Advisors

Navigation:
Self Service > Student Center

Page

Action(s) to be taken
1. View Advisor section on the Student Center page.
2. Click details for more information about your advisors.
3. You can send an email to your Advisor by clicking on the link related to his/her name.
4. Alternatively, you can send a notification to all or selected advisors (where you have multiple advisors) by clicking NOTIFY SELECTED ADVISORS or NOTIFY ALL ADVISORS.
## Send Notification

Enter email addresses in the To, CC, or BCC fields using a comma as a separator.

### Notification from Jordan M. Hewetson

<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:kledrew@coppin.edu">kledrew@coppin.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td><a href="mailto:kledrew@coppin.edu">kledrew@coppin.edu</a></td>
</tr>
<tr>
<td>CC:</td>
<td></td>
</tr>
<tr>
<td>BCC:</td>
<td><a href="mailto:kledrew@coppin.edu">kledrew@coppin.edu</a></td>
</tr>
</tbody>
</table>

**Subject:** <From the desk of Jordan M. Hewetson>

**Message Text:** This is a test message of a notification message sent to an Advisor by a student in Self Service.

[Send Notification]

### Send Notification Result

E-mail sent to:
- kledrew@coppin.edu
- NJordan@coppin.edu

[Return to My Advisors]

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5. On the **Send Notification** page, you can compose a detailed message to send to one or more Advisors whose email addresses appear in the **BCC** area.

The sender’s information appears in the **Subject** line.

6. Click ![spell check] to use spell check on your message.

7. Click ![send] to send the message.

8. You will receive a message indicating the send notification result.

9. Follow the links or tabs to continue using Self Service.