

Report Explanation

The Student Listing by Advisor Labels provides mailing label format of enrolled advisees for a specified advisor by Registration Term and Student Level.

Report Pathway

Report Library>ODS>Student Detail>Student Listing by Advisor Labels

Parameter Sets

Required Parameters

Select a Registration Term by using the dropdown menu.

Enter the Advisor's 9 digit ID.

Select a Student Level (UG=Undergraduate; GR=Graduate) by using the dropdown menu.

Click Finish to run the report.

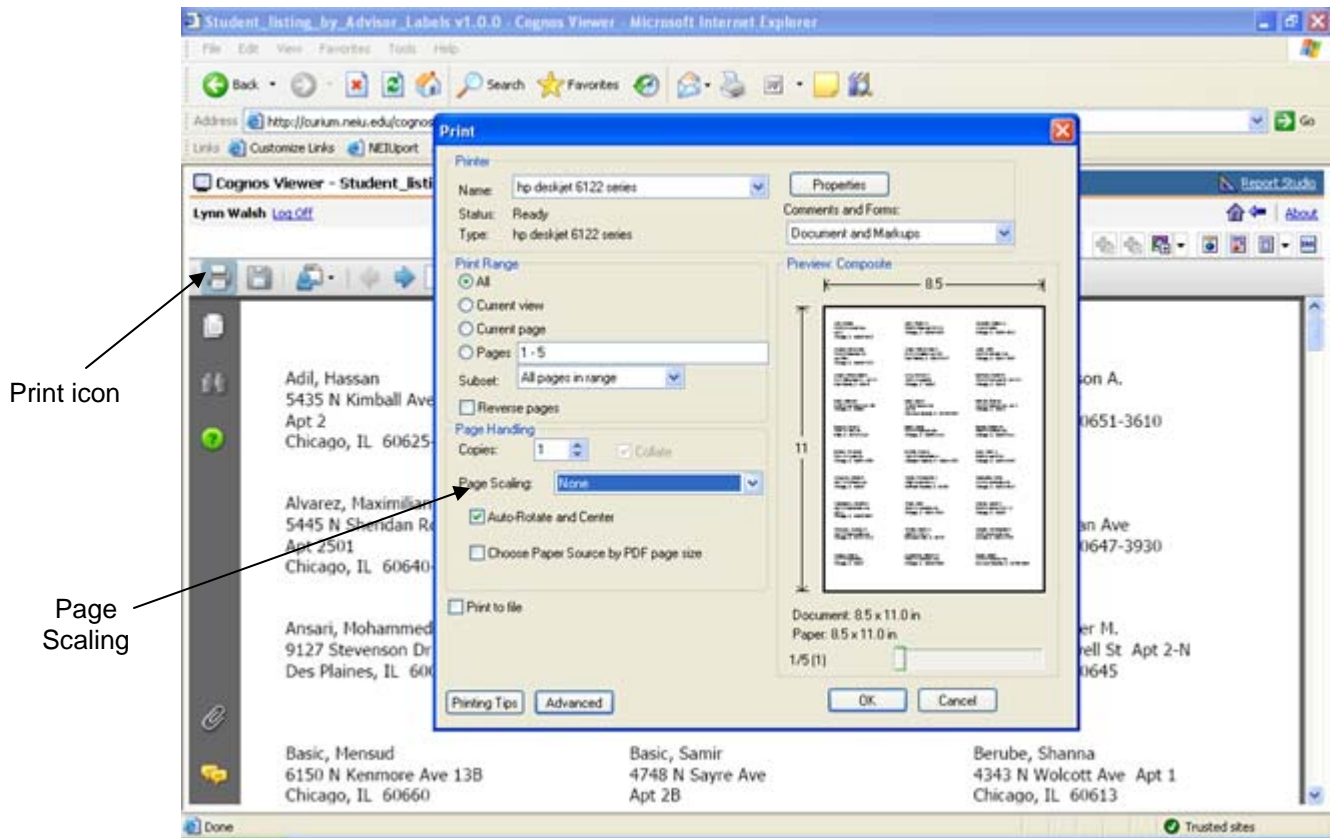
Registration Term	VALUE
Advisor ID	
Student Level	VALUE
Finish	Cancel

Display Options

When the report is displayed, choose the **View in PDF** format icon at upper right of the report. The output will be displayed in PDF format.



View in PDF format



Print Labels

To print the labels, choose the **Print** icon at upper left of the report.

Verify the appropriate printer is identified, Page Scaling indicates **None**, and you have loaded label stock (Avery 5160 – Address) in the printer.

Click OK to print.