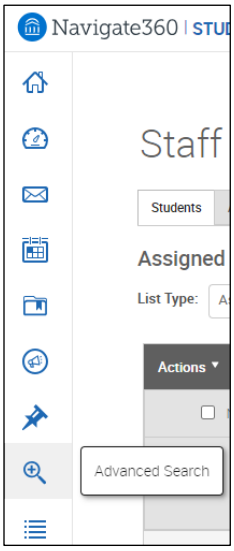
Date: 10/16/2024

Advanced Search: Student with Minors

OVERVIEW
This guide is intended to for users that were granted permission to use the Advanced Search feature. Advanced search can be used to find students that have a specific Minor. E.g. A student who participating in the Minor in Women's, Gender, and Sexual Studies (WGSS) program. **Case Example:** You are looking for all active continuing undergraduate students with a WGSS Minor to encourage enrollment for the upcoming Semester.

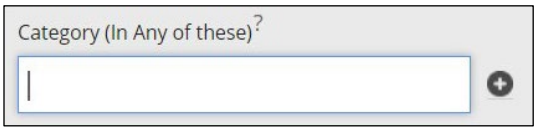
1. Select Advanced Search

- Log in to Navigate LA then select the Advanced Search icon on the left Navigate bar.



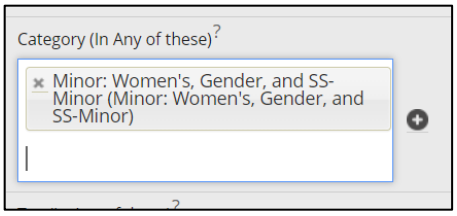
2. Minors can be found in the Category filter box

- The "Category" filter box is in the "Student Information" drawer.



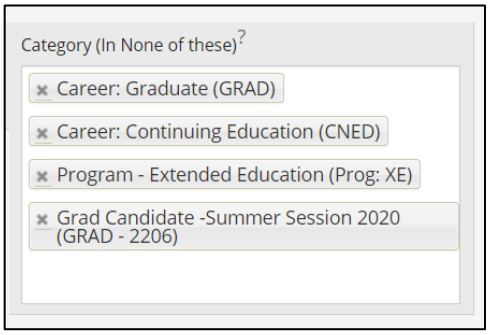
3. Enter the minor program

   - The naming convention for minor programs in Navigate LA is; Minor: <program name>
   - The example shown is using the Category (In Any of these)" option. If more than one search criteria is used, then the results will contain students that have at least one of the search criteria listed.



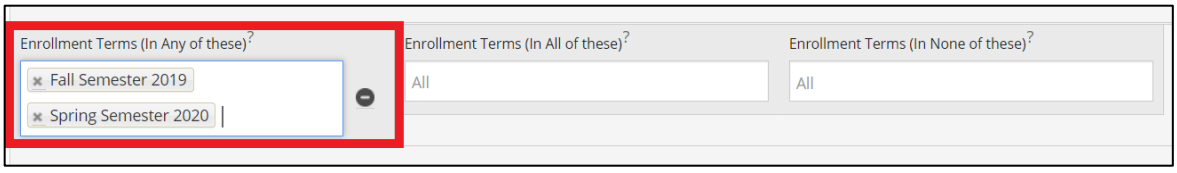
4. Remove active students in other categories:

   - **GRAD** – graduate students who may have minored in WGSS as an undergrad at Cal State LA
   - **CNED** & **XE** – students who may be continuing their education in PAGE **and** not part of the active undergraduate population
   - **Grad Candidate –** undergrads who have applied for graduation and still actively enrolled



5. To search for continuing students, select enrollment terms

   - Select the previous Term (i.e. to find continuing students for Spring Semester 2021, enter Fall 2020 as the Enrollment Term)



6. Select the Search button.

