

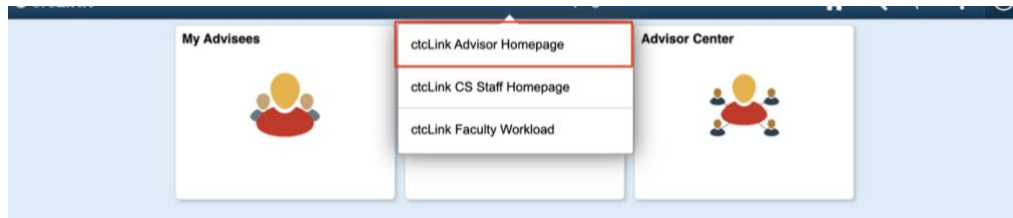


How to View Academic Advisement Report

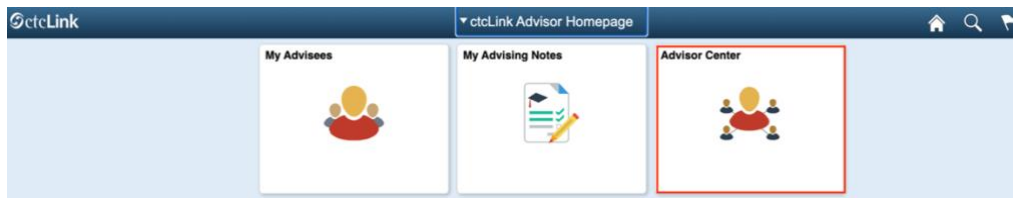
This guide will show you how to view and print an Academic Advisement Report (AAR) in ctcLink. AARs are useful for reviewing your advisees' academic requirements. Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames or passwords.

Directions

1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.



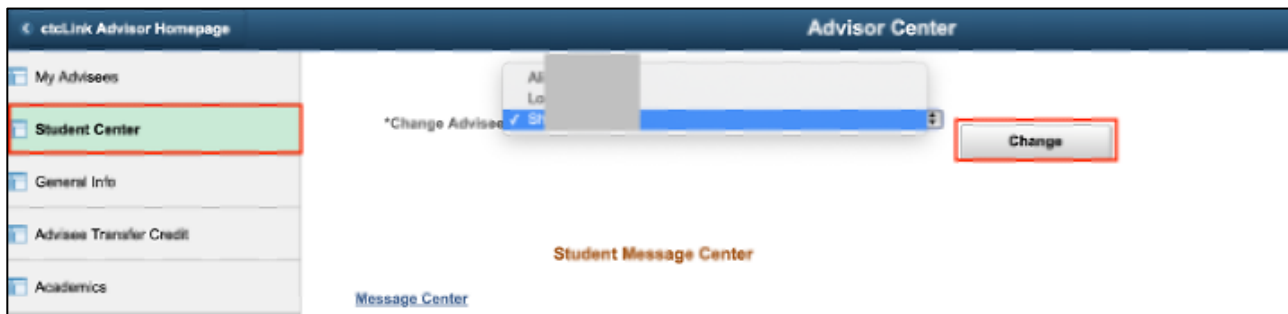
2. Click the **Advisor Center** tile.



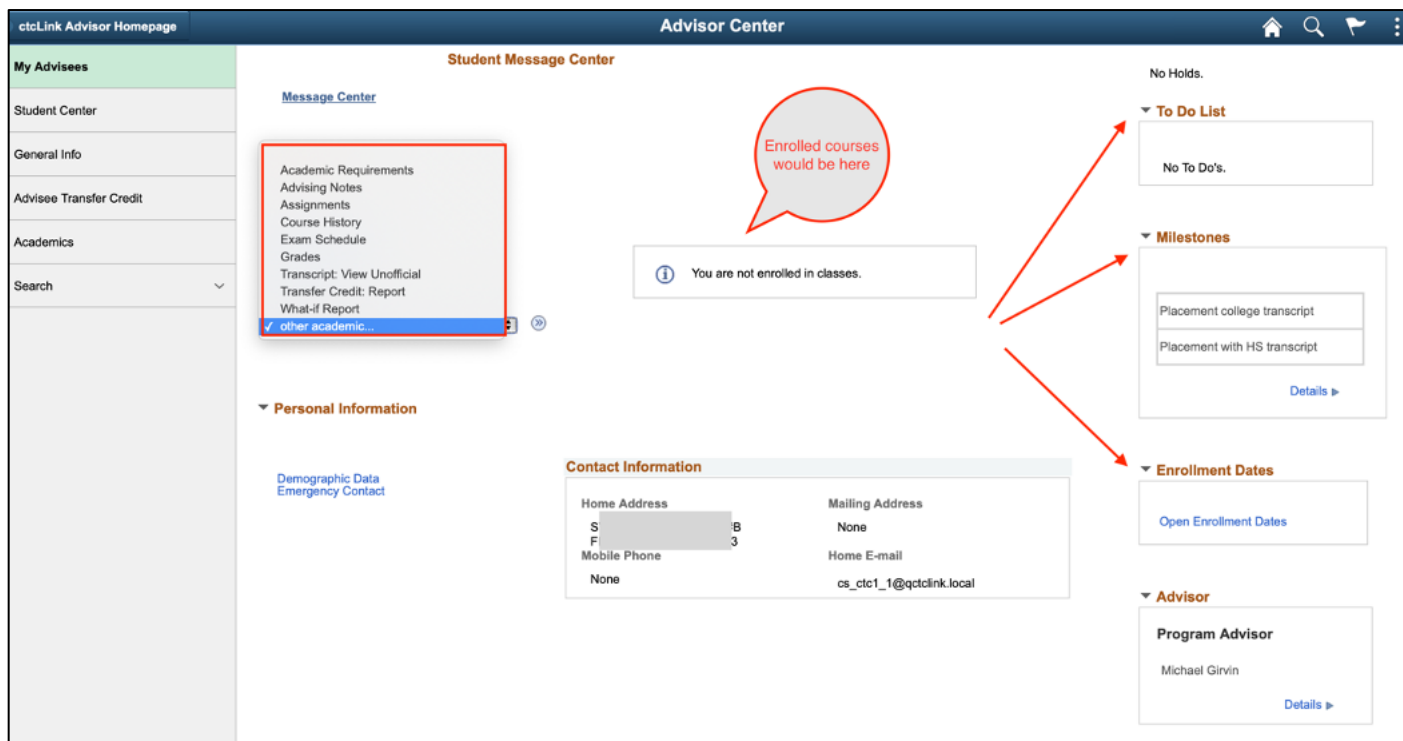
3. The **My Advisees** page will display. You have several options to select the student you would like to see.
 - A. Click the **View Student Details** link on the list to see one of your current advisees.
 - B. Click the **View data for other students** button to search for a student who is not one of your advisees.

Notify	Name	ID	View Student Details	Advising Notes
<input type="checkbox"/>	[Redacted]	20[Redacted]3	View Student Details	
<input type="checkbox"/>	[Redacted]	20[Redacted]4	View Student Details	
<input type="checkbox"/>	[Redacted]	20[Redacted]6	View Student Details	

- C. On the left panel, click **Student Center**. If you want to see information on a different advisee, use the **Change Advisee** drop-down menu to select the name and click the **Change** button.



4. Your advisee's information will display. From this page you will have access to:
- Currently enrolled classes
 - Enrollment dates (note: with ctclink, we now use the term "enrollment" rather than "registration")
 - Milestones
 - List of things to do
 - Academic Advisement Report
 - Unofficial transcripts
 - Credits transferred in from another institution
 - Course history
 - What-If Report (covered in another document)
5. To see the Advisement Report, select **Academic Requirements** from the drop-down menu.
6. Click the **Go** icon [>>] to the right of the menu.



7. Based on the student's declared program, the report will load.

Advisor Center

This report last generated on 01/20/2021 3:44PM

Taken
 In Progress
 Planned

Human Services Associate of Applied Science (AAS)

Not Satisfied: Human Services

Requirements for Human Services AAS

Not Satisfied: Human Services AAS
 19/20 Academic Catalog

- Units: 90.00 required, 29.00 taken, 61.00 needed
- GPA: 2.000 required, 0.000 actual

Core Requirements

Not Satisfied: Complete the following courses

8. Scroll down to see courses that remain to fulfill requirements.

Advisor Center

Not Satisfied: Human Services AAS
 19/20 Academic Catalog

- Units: 90.00 required, 29.00 taken, 61.00 needed
- GPA: 2.000 required, 0.000 actual

Core Requirements

Not Satisfied: Complete the following courses

- Units: 23.00 required, 20.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HSER 101	Intro To Human Services	5.00	SPRING 2011	3.7	<input checked="" type="checkbox"/>
HSER 103	Case Management	5.00	FALL 2011	3.0	<input checked="" type="checkbox"/>
HSER 110	Interview & Counseling	5.00	SPRING 2011	3.0	<input checked="" type="checkbox"/>
HSER 120	Group Process	5.00	Winter		
HSER 260	Cultural Responsive Prac	5.00	WINTER 2012	4.0	<input checked="" type="checkbox"/>

9. To create a printable document, click **View Report as PDF**.

The screenshot shows the 'Advisor Center' interface. On the left is a navigation menu with options like 'My Advisees', 'Student Center', 'General Info', 'Advisee Transfer Credit', 'Academics', and 'Search'. The main content area displays a report for 'Human Services Associate of Applied Science (AAS)'. At the top right of the main area, there are three buttons: 'Collapse All', 'Expand All', and 'View Report as PDF'. A red callout bubble points to the 'View Report as PDF' button with the text 'you can also view as pdf'. Below the buttons, there are status indicators for 'Taken', 'In Progress', and 'Planned'. The report content shows 'Not Satisfied: Human Services' and 'Requirements for Human Services AAS' with details on units and GPA.

10. The PDF will display.

Page 1 of 3

Advisement Report

For J. [redacted] prepared on 01/20/2021
Requested by [redacted]

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Academic Career Career	SUMMER 1995	Not Satisfied
Professional Technical Program	SUMMER 1995	Not Satisfied
Human Services AAS Major	SUMMER 1995	Not Satisfied

Human Services Associate of Applied Science (AAS)
Overall Requirement Not Satisfied: Human Services
Units: 29.00 used

Requirements for Human Services AAS
Not Satisfied: Human Services AAS
19/20 Academic Catalog

- Units: 90.00 required, 29.00 used, 61.00 needed
- GPA: 2.000 required, 0.000 completed

Core Requirements
Not Satisfied: Complete the following courses

- Units: 23.00 required, 20.00 used, 3.00 needed

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2011 SPRNG	HSER	101	Intro To Human Services	3.7	5.00	TR
2011 SPRNG	HSER	110	Interview & Counseling	3.0	5.00	TR
2011 FALL	HSER	103	Case Management	3.0	5.00	TR
2012 WINTR	HSER	260	Cultural Responsive Prac	4.0	5.00	TR

Courses Available

HSER 120

Supporting Courses
Not Satisfied: Complete 15 units from the following courses

- Units: 15.00 required, 0.00 used, 15.00 needed

Courses Available

HSER 211, HSER 221, HSER 222, HSER 223, HSER 231