

How to View Academic Advisement Report

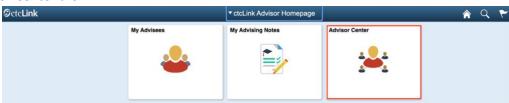
This guide will show you how to view and print an Academic Advisement Report (AAR) in ctcLink. AARs are useful for reviewing your advisees' academic requirements. Contact the <u>Highline ITS Help Desk</u> if you have problems with sign-in credentials, usernames or passwords.

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.

My Advisees								
Student Center	Michael Girvi	n						
General Info								
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Academics							₽.	
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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.

C ctcLink Advisor Homepage		Advisor Center
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General Info		
Advises Transfer Credit	Student Message Cente	ur.
Academics	Message Center	

- 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.

ctcLink Advisor Homepage		Advisor Center	🏫 Q 🏲 🗄
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Student Center	Message Center		▼ To Do List
General Info	Academic Requirements	Enrolled courses would be here	No To Do's.
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Academics	Exam Schedule Grades		▼ Milestones
Search ~	Transcript: View Unofficial Transfer Credit: Report What-if Report v other academic	 You are not enrolled in classes. 	Placement college transcript Placement with HS transcript
	▼ Personal Information		Details >
	Demographic Data	Contact Information	Enrollment Dates
	Demographic Data Emergency Contact	Home Address Mailing Address S B None F 3	Open Enrollment Dates
		None Home E-mail	
		None cs_ctc1_1@qctclink.local	✓ Advisor
			Program Advisor
			Michael Girvin
			Details >

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

C ctcLink Advisor Homepage	Advisor Center
🔚 My Advisees	This report last generated on 01/20/2021 3:44PM
E Student Center	Collapse All Expand All View Report as PDF
📄 General Info	Staken 🔶 In Progress 🖈 Planned
Advisee Transfer Credit	
Academics	Human Services Associate of Applied Science (AAS)
Search ~	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.

<pre>ctcLink Advisor Homepage</pre>		Advisor Center			-	7
My Advisees	Not Satisfied: Hum 19/20 Academic Cata					
Student Center	Units: GPA:	90.00 required, 29.00 taken, 61.00 needed 2.000 required, 0.000 actual	1			
General Info	Core Requireme	nts				
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Academics	• Units: 23	3.00 required, 20.00 taken, 3.00 needed				
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	E: Course	Description	Units	Vhen	1-5 of 5 🗸 🕨 🕽 Grade	View All
		Description Intro To Human Services				
	Course		5.00	When	Grade	Status
	Course HSER 101	Intro To Human Services	5.00	When SPRING 2011	Grade 3.7	Status Ø
	Course HSER 101 HSER 103	Intro To Human Services Case Management	5.00 5.00 5.00	When SPRING 2011 FALL 2011	Grade 3.7 3.0	Status © 0

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

C ctcLink Advisor Homepage	Advisor Center
My Advisees	This report last generated on 01/20/2021 3:44PM
Student Center	Collapse All Expand All View Report as PDF you can also view as pdf
E General Info	
Advisee Transfer Credit	
Academics	Human Services Associate of Applied Science (AAS)
Search ~	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

10. The PDF will display.

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19/20 Academic	Catalog					
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