

## How to View Student Enrollment Status

This guide will show you how to view a student's term summary report in ctcLink.

## Directions

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

တြငtငLink		✓ ctcLink Advisor Homepage		Â	Q	۲	:	۲
My Advisees	3	ctcLink Advisor Homepage	Advisor Center					
		ctcLink CS Staff Homepage						
4		ctcLink Faculty Workload	<b></b>					

2. Click the **My Advisees** tile.

GctcLink		▼ ctcLink Advisor Homepage		â	Q	۲	:	۵
	My Advisees	My Advising Notes	Advisor Center					
		<b></b>	1 <u>.</u> 1					

3. The My Advisees page will display. Click View data for other students.

CtcLink Advisor Homepage		4	Advisor Center		â	Q	۲
My Advisees	Michael Girvin						
Student Center	Mu Advisooo						
General Info	Wy Advisees			View FERPA Statement			
Advisee Transfer Credit	Select display opt	lon					
Academics	Link 1	o Photos O Inc	lude photos in list				
Search V	III Q				1-3 of 3 v		
	Notify	Name	ID	View Student Details	Advising Notes		
	1	A	13	View Student Details			
	2	u l	24	View Student Details			
	3	S	56	View Student Details			
	Notify Select	ed Advisees	Notify All Advisees	My Advising Notes			
	View data for	other students					





4. The Advisee's Student Center page will display. Enter a student ID and click Search.

CtcLink Advisor Homepage	Advisor Center	â	Q,	۲	:
📄 My Advisees	Advisee's Student Center				
Student Center	Enter any information you have and click Search. Leave fields blank for a list of all values.				
🔁 General Info	Find an Existing Value				
Advisee Transfer Credit	Search Criteria				
Academics	Campus ID begins with V				
Search ~	National ID begins with ~				
	Last Name begins with V				
	First Name begins with 🗸				
	Case Sensitive				
	Search Clear Basic Search Criteria				

5. The Advisee Student Center page will display. Click Academics on the left panel.

ctcLink Advisor Homepage	Advisor Center	
T My Advisees	Michael Girvin Advisee Student Center	
Student Center	La no this option	use
General Info	*Change Advisee Change	
Advisee Transfer Credit		
Academics	Student Message Center	No Holds.
Search 🖌 🗸	Message Center	To Do List
Ī		No To Do's.
	T Andemian	
	- Meddaulies	<ul> <li>Milestones</li> </ul>
	My Class Schedule Shopping Cart My Planner (i) You are not enrolled in classes.	Directed Self Placement
	other academic V	Details ►
	▼ Personal Information	Enrollment Dates     Open Enrollment Dates
	Emergency Contact	
	Home Address Mailing Address	<ul> <li>Advisor</li> </ul>
	S None 3001	Program Advisor
	King Mobile Phone Home E-mail None os dot 1 @ostolink local	Dashawna Freeman Details ▶





- 6. The Advisee Academics page will display.
- 7. Under the **Institution / Career / Program** section, click one or more links that represent the student's program. In this example the program is **PRFTC Professional Technical**.
- 8. As you click different program links, program **Status, as of date** and **Plan** will refresh on the right side of the page.

Sign Out

ctcLink Advisor Homepage		Advisor Center
My Advisees	Michael Girvin Advisee Academics	
Student Center	La 10	
C General Info	*Change Advisee	✓ Change
Advisee Transfer Credit		
C Academics	Institution / Career / Program	Edit Program Data
Search	~	
	WA090 - Highline College	Program PRFTC Professional Technical
	PRFTC - Professional Technical	Student Career Nbr 0
	k	Status Active in Program as of 06/29/2020
	You can see	Admit Term 2205 SUMMER 2020 If program
	program the	Expected Graduation requirements change,
	student is	Approved Load Full-Time which requirement term
	enrolled in and	Load Determination Base On Units they are following
	which quarter they started	Level Determination Base On Units
		Plan ATBACAPT Accounting AAS
		Requirement Term 2205 SUMMER 2020

- 9. Under **Term Summary** section, click one or more links that represent the terms in which a student was active.
- 10. As you click different term links, any enrollments for the term will refresh and appear on the right side of the page. Term **Statistics** will be displayed below class enrollments.

< ctcLink Advisor Homepage			Advisor Center				
My Advisees	Term Summary			E	dit Term Dat		
Student Center							
General Info	UGRD - Academic Career 2211 - WINTER 2021	FALL 2020	Eligible to Enroll Yes				
Advisee Transfer Credit	2207 - FALL 2020; 2205 - SUMMER 2020 2203 - SPRING 2020	Academ	Primary Program ACADM	Academic able			
Academics	2201 - WINTER 2020 2197 - FALL 2019 2193 - SPRING 2019	Level / Load Academ	nic Level - Projected Sophom	ore			
Search ~	h 2193 - SPRING 2019 2191 - WINTER 2019 2187 - FALL 2018	Academ Academ Appro	ic Level - Term Start Sophom nic Level - Term End Sophom ved Academic Load Full-Time	ore			
		✓ Classes	Academic Load Three Quar	ter lime			
		Enrolled	Bropped A Wait	t Listed			
		Class	Description	Units	Grading	Grade	Status
		ACCTG 121-1 (19207)	Practical Accounting (Lecture)	5.00	Graded		
		GEO 107-1 (19670)	Geologic Catastrophes (Lecture)	5.00	Graded		-
		Quick Enrollment					
			From I	Enrollment	Cum	ulative Tota	al
		Units Toward GPA:					
		Taken				72.0	000
			1		11		





11. In this example for the **Winter 2021** term, no classes are displayed, which indicates that the student was term activated although did not enroll in or drop courses.

		Advisor Center					
My Advisees	Term Summary		Edit	Term Data			
Student Center							
General Info	WA090 - Highline College	WINTER 2021 Eligible to Enroll Yes					
Advisee Transfer Credit	2207 - FALL 2020 2205 - SUMMER 2020 2003 - SPRING 2020	Primary Program ACAD Academic Standing Status Data u	M Academic Inavailable				
Academics	2201 - WINTER 2020 2197 - FALL 2019	▼ Level / Load Academic Level - Projected Set	ophomore				
Search ~	2193 - SPRING 2019 2191 - WINTER 2019 2187 - FALL 2018	Academic Level - Term Start So	ophomore				
		Academic Level - Term End So Approved Academic Load Full-T	ophomore				
		Academic Load No U	Init Load				
		Quick Enrollment   Statistics					
		Quick Enrollment	Combined Term Total	Cumulative Total			
		Quick Enrollment  Statistics Units Toward GPA:	Combined Term Total	Cumulative Total			
		Quick Enrollment  Statistics  Units Toward GPA: Taken	Combined Term Total	Cumulative Total			
		Cuick Enrollment  Statistics  Units Toward GPA: Taken Passed	Combined Term Total	Cumulative Total 72.00 52.00			
		Cuick Enrollment  Statistics  Units Toward GPA: Taken Passed In Progress	Combined Term Total	Cumulative Total 72.000 52.00 5.000			
		Cuick Enrollment  Statistics  Units Toward GPA: Taken Passed In Progress Units Net for GPA:	Combined Term Total	Cumulative Total 72.00 52.00 5.00			
		Cuick Enrollment  Statistics  Units Toward GPA: Taken Passed In Progress Units Not for GPA:	Combined Term Total	Cumulative Total 72.00 52.00 5.00			
		Cuick Enrollment  Statistics  Units Toward GPA: Taken Passed In Progress Units Not for GPA: Taken	Combined Term Total	Cumulative Total 72.00 52.00 5.00			
		Cuick Errollment  Statistics  Units Toward GPA: Taken Passed In Progress Units Not for GPA: Taken Passed In Passed I	Combined Term Total	Cumulative Total 72.00 52.00 5.00			

## 12. Click Return to Search.

Units Toward GPA: Taken			
Taken			
			30.000
Passed			30.000
In Progress	5.000	5.000	25.000
Units Not for GPA:			
Taken			10.000
Passed			
In Progress			
Transfer Units			37.500
GPA Calculation			
Total Grade Points			
/ Units Taken Toward GPA			98.500
= GPA			30.000

