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.

![Advisor Homepage](image1)

2. Click the My Advisees tile.

![My Advisees Tile](image2)

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

![View data for other students](image3)
4. The **Advisee’s Student Center** page will display. Enter a student ID and click **Search**.

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

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.
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.

12. Click *Return to Search*. 