View Course History

1. Click the Main Menu.
2. Click Self Service.
3. Click Advisor Center.
4. Click My Advisees.

5. Click View Student Details.
6. Click the other academic drop-down menu.

7. Click the Course History list item.

8. Click the Go (>>) button.

9. The Hide courses from My Planner option is selected by default.

10. If you wish to arrange the Course History data in a specified order, you can choose the sort options from the drop-down menu.

   a. Click the Sort results by drop-down box.

   b. Click the Then by drop-down.

11. Click the Sort button.

The results of the sort are displayed. In this example, the data is sorted by Status, then by Course.

The Status column indicates if the course has been Taken, Transferred or is In Progress.

12. Click the my advisees link to return to my advisee's main page.