View Enrollment Dates

There are two methods for viewing enrollment dates in the Faculty Center. The first is via the *My Advisees* tab, and the second via the *Student Center* tab. Both will be demonstrated, but we will begin with the *My Advisees* option.

1. Click the **Faculty Center** tile.

2. Click the **Advisor Center** menu.

   *NOTE: Use this navigation path for reviewing registrations for all advisees.*

3. Click the **View Student Details** link for the desired student.

4. Click the **Open Enrollment Dates** link.
5. Click the desired **Term** option. Click **Spring 2020**.

   Click the **Continue** button.

6. **NOTE:** Click the **Change Term** button to view enrollment dates for another term.

   Click the **Cancel** button.

7. Click the **My Advisees** link to return to the **My Advisees** page.

   **NOTE:** This completes viewing enrollment dates via My Advisees.
Viewing enrollment dates via Advisee Student Center will now be demonstrated. To navigate directly to the Advisee Student Center, click:

8. Click the **Faculty Center** tile.

9. Click the **Advisor Center** menu.

   *NOTE: Use this navigation path for reviewing registrations for all advisees.*

10. Click the **Student Center** tab.

11. Click the **Open Enrollment Dates** link.
12. Click the Term option.

Click the Continue button.

13. **NOTE:** Click the change term button to view enrollment dates for another term.

Click the Cancel button.

14. You can also view a different Advisee by clicking the Change Advisee drop-down arrow to select an advisee from the list.

After selecting an advisee from the list, click the Change button.