



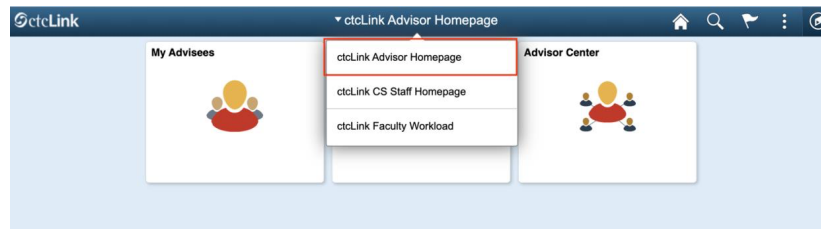
ctcLink Tutorial

How to View Academic Advisement Report

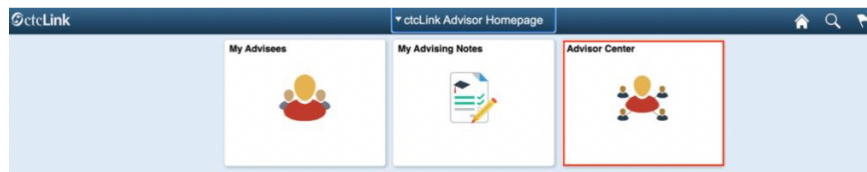
This guide will show you how to view and print an Academic Advisement Report (AAR) in ctcLink. AARs are useful for reviewing your advisees' academic requirements. The [Green River College IT Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

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



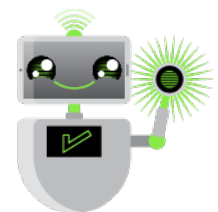
2. Click the **Advisor Center** tile.



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.

Notify	Name	ID	View Student Details	Advising Notes
1	A. [redacted]	2C 3	View Student Details	[icon]
2	L. [redacted]	2C 4	View Student Details	[icon]
3	S. [redacted]	2C 6	View Student Details	[icon]

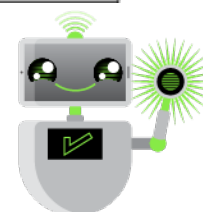
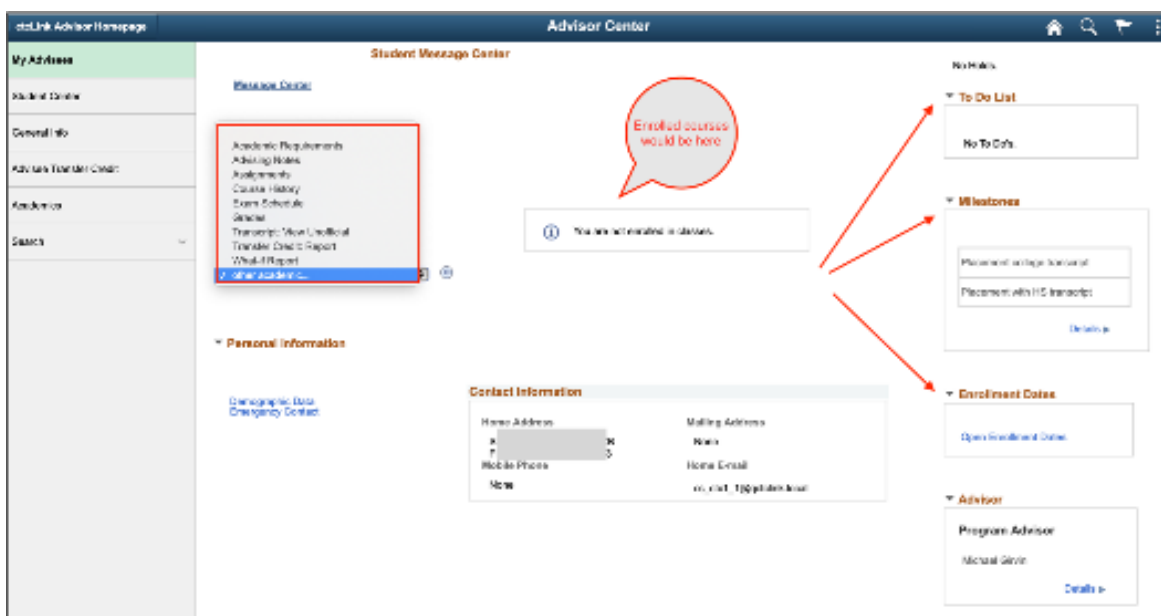




- C. On the left panel, click **Student Center**. If you want to see information on a different advisee, use the **Change Advisee** drop-down menu to select the name and click the **Change** button.



4. Your advisee's information will display. From this page you will have access to:
- Currently enrolled classes
 - Enrollment dates (note: with ctLink, 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.





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

Advisor Center

This report last generated on: 01/20/2021 3:44PM

[Collapse All](#) [Expand All](#) [View Report as PDF](#)

you can also view as pdf

Taken In Progress Planned

Human Services Associate of Applied Science (AAS)

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.

Advisor Center

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

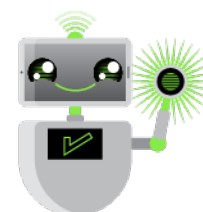
Core Requirements

Not Satisfied: Complete the following courses

- Units: 23.00 required, 20.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HSER 101	Intro To Human Services	5.00	SPRING 2011	3.7	✓
HSER 103	Case Management	5.00	FALL 2011	3.0	✓
HSER 110	Interview & Counseling	5.00	SPRING 2011	3.0	✓
HSER 120	Group Process	5.00	Winter		
HSER 260	Cultural Responsive Prac	5.00	WINTER 2012	4.0	✓





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

10. The PDF will display.

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Advisement Report

For [redacted] prepared on 01/20/2021
Requested by [redacted]

Program	Requirement Term	Requirement Status
Academic Career Career	SUMMER 1995	Not Satisfied
Professional Technical Program	SUMMER 1995	Not Satisfied
Human Services AAS Major	SUMMER 1995	Not Satisfied

Human Services Associate of Applied Science (AAS)
Overall Requirement Not Satisfied: Human Services
- Units: 29.00 used

Requirements for Human Services AAS
Not Satisfied: Human Services AAS
1920 Academic Catalog

- Units: 92.00 required, 29.00 used, 63.00 needed
- GPA: 2.000 required, 0.000 completed

Core Requirements
Not Satisfied: Complete the following courses

- Units: 23.00 required, 20.00 used, 3.00 needed

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2011 SPRING	HSER	101	Intro To Human Services	C	5.00	TR
2011 SPRING	HSEL	110	Interview & Counseling	C	5.00	TR
2011 FALL	HSER	105	Care Management	C	5.00	TR
2012 WINTER	HSER	280	Cultural Responsive Pract	C	5.00	TR

Courses Available

HSER 120

Supporting Courses
Not Satisfied: Complete 15 units from the following courses

- Units: 15.00 required, 0.00 used, 15.00 needed

Courses Available

HSER 214, HSER 224, HSER 225, HSER 226, HSER 227

