



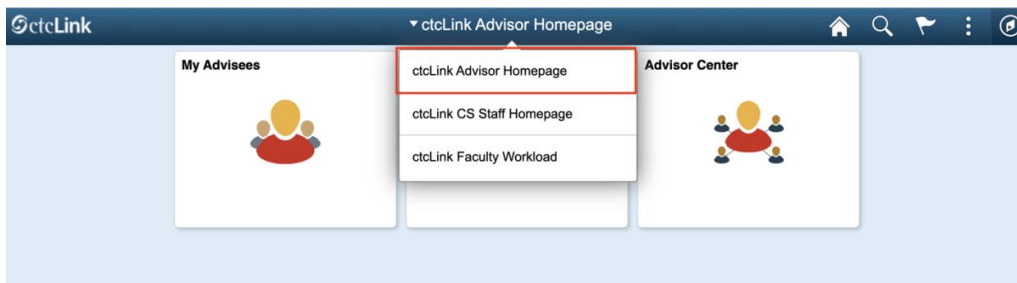
# ctcLink Tutorial

## How to View Student Enrollment Status

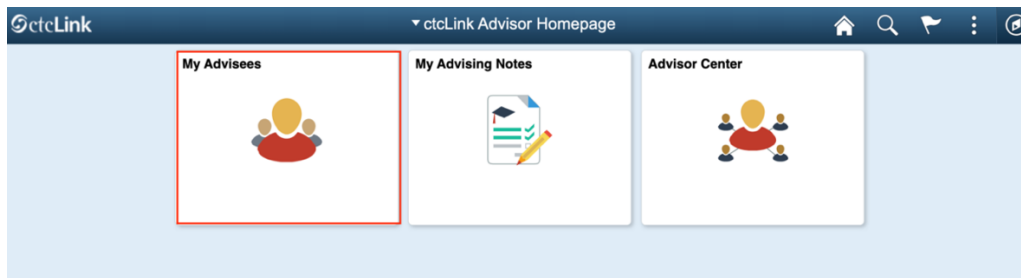
This guide will show you how to view a student's term summary report in ctcLink.

### Directions

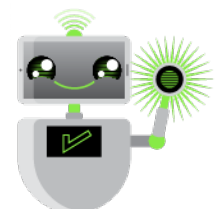
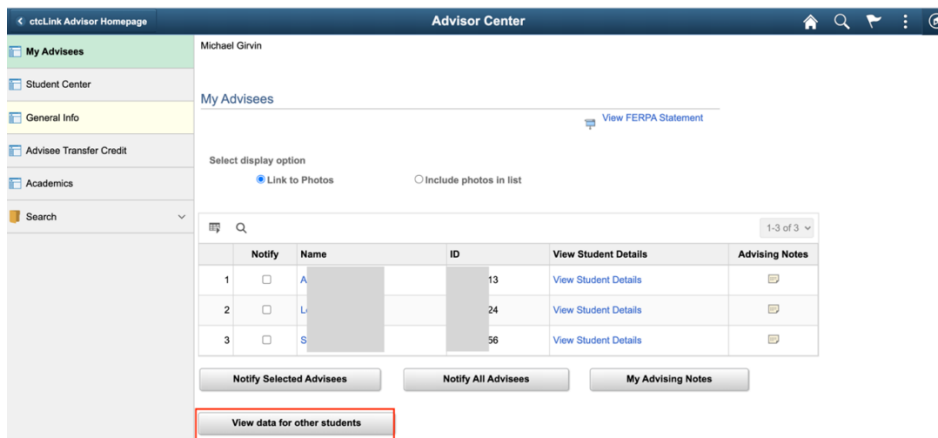
1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.



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



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





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

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID begins with [ ] '40 [Q]

Campus ID begins with [ ]

National ID begins with [ ]

Last Name begins with [ ]

First Name begins with [ ]

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

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

Michael Girvin

Advisee Student Center

Le [ ] no

\*Change Advisee [ ] Change

**Student Message Center**

Message Center

**Academics**

My Class Schedule  
Shopping Cart  
My Planner

other academic... [ ]

**Personal Information**

Demographic Data  
Emergency Contact

**Contact Information**

Home Address	Mailing Address
[ ] S 3001	None
King	Home E-mail
Mobile Phone	
None	cs_ctc1_1@qctclink.local

No Holds.

**To Do List**

No To Do's.

**Milestones**

Directed Self Placement  
Details >

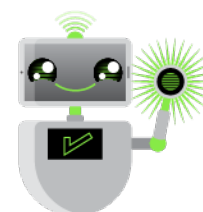
**Enrollment Dates**

Open Enrollment Dates

**Advisor**

Program Advisor  
Dashawna Freeman  
Details >

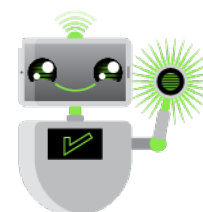
To change to another advisee use this option

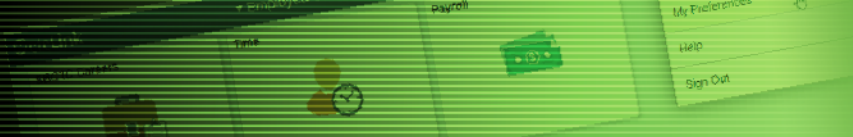




- The **Advisee Academics** page will display.
- Under the **Institution / Career / Program** section, click one or more links that represent the student's program. In this example the program is **PRFTC - Professional Technical**.
- As you click different program links, program **Status, as of date**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

- Under **Term Summary** section, click one or more links that represent the terms in which a student was active.
- 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.

Advisor Center

Term Summary Edit Term Data

WA090 - Highline College

- 2211 - WINTER 2021
- 2207 - FALL 2020
- 2205 - SUMMER 2020
- 2203 - SPRING 2020
- 2201 - WINTER 2020
- 2197 - FALL 2019
- 2193 - SPRING 2019
- 2191 - WINTER 2019
- 2187 - FALL 2018

WINTER 2021

Eligible to Enroll Yes

Primary Program ACADM Academic

Academic Standing Status Data unavailable

**Level / Load**

Academic Level - Projected Sophomore

Academic Level - Term Start Sophomore

Academic Level - Term End Sophomore

Approved Academic Load Full-Time

Academic Load No Unit Load

**Classes**

No classes for this term.

[Quick Enrollment](#)

**Statistics**

	Combined Term Total	Cumulative Total
Units Toward GPA:		
Taken		72.000
Passed		52.000
In Progress		5.000
Units Not for GPA:		
Taken		
Passed		
In Progress		5.000

12. Click **Return to Search**.

**Statistics**

	From Enrollment	Combined Term Total	Cumulative Total
Units Toward GPA:			
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			98.500
/ Units Taken Toward GPA			30.000
= GPA			3.280

Term History

[Go to top](#)

[Return to Search](#) [Notify](#)

