To View a Student’s Course History

1. Click on Classic Home

2. Click on Self Service > Advisor Center > My Advisees
3. Select a student displayed on this page using the View Student Details link corresponding to that student OR click on the View Data for Other Students button which allows one to access all students in the system. [NOTE: If one clicks on the View Data for Other Students button, the Advisee’s Student Center search page will open where one can search using last and first name].

4. The Advisee’s Student Center search page will open where one can search using last and first name.
5. Upon selection of the student, that Student’s Advising Center page will open. Select “Course History” using the drop-down arrow next to the “Other Academic…” box [located under the Academics header] and then click the double-arrow Go button.
6. The **Advisee Course History** page will open and all coursework [taken, transferred, and in progress] will be displayed. This information can be sorted by course [subject and catalog number], description [course title], grade, status [taken, transferred, or in progress], term, and unit – the default is course.