

## How to Access a Student Advisement Report

1. After logging in, on the *Main Menu*, select *Self Service*.
2. Under *Self Service*, select *Advisee Student Center* from the menu under *Advisor Center*.
3. On the *Advisee Student Center* page, enter the student's CIN.
4. The student's name and pertinent information will appear, with five headings:
  - *Academics*;
  - *Personal Information*;
  - *Holds*;
  - *To Do List*; and
  - *Enrollment Dates*.
5. Under the *Academics* heading, select "other academic..." in the drop down menu box and choose from:
  - *Academic Requirements* to access the Academic Advisement report (CAAR);
  - *Advisor Notes* to access and maintain accurate and complete advisement records; communicate with students and other advisors via Advisor Notes;
  - *CSU Campus Page* to access program and plan information;
  - *Course History* to access completed courses and grades within a table that can be sorted;
  - *Transfer Credit* to access a summary of transfer units and a table of all incoming transfer courses;
  - *Unofficial Transcript* to access a student's Unofficial Transcript;
  - *What-if* to access completion of requirement in specific alternative majors and options.

After selecting your choice, you must click on the right-pointing arrows in the circle to prompt that selection.