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.