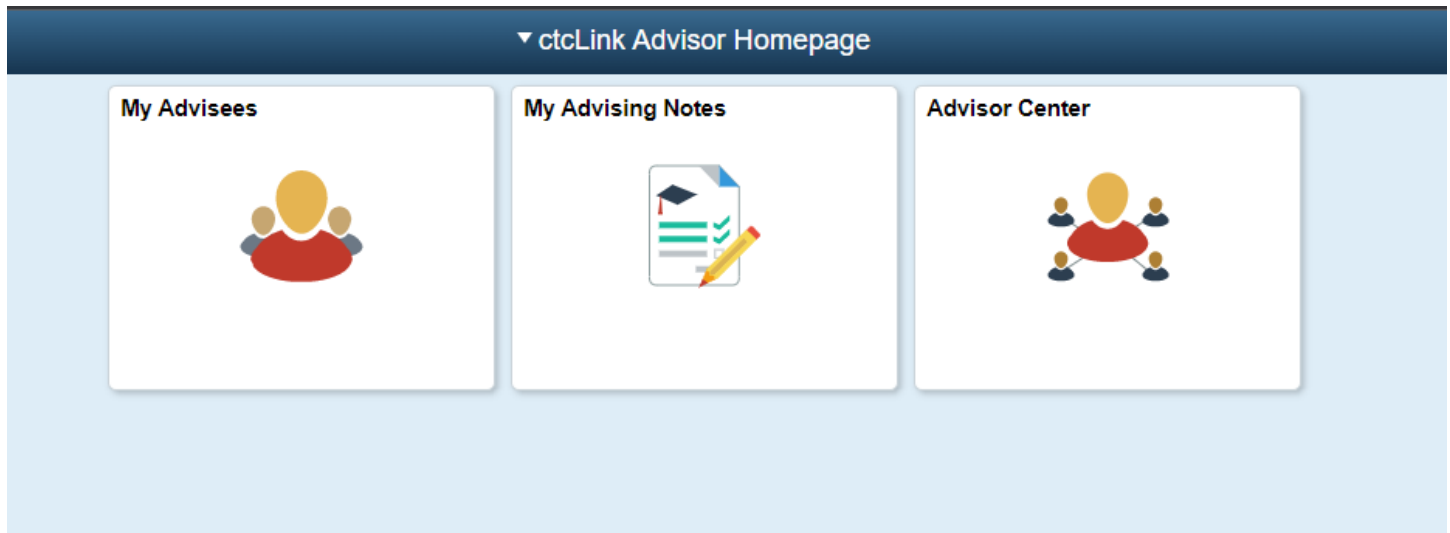


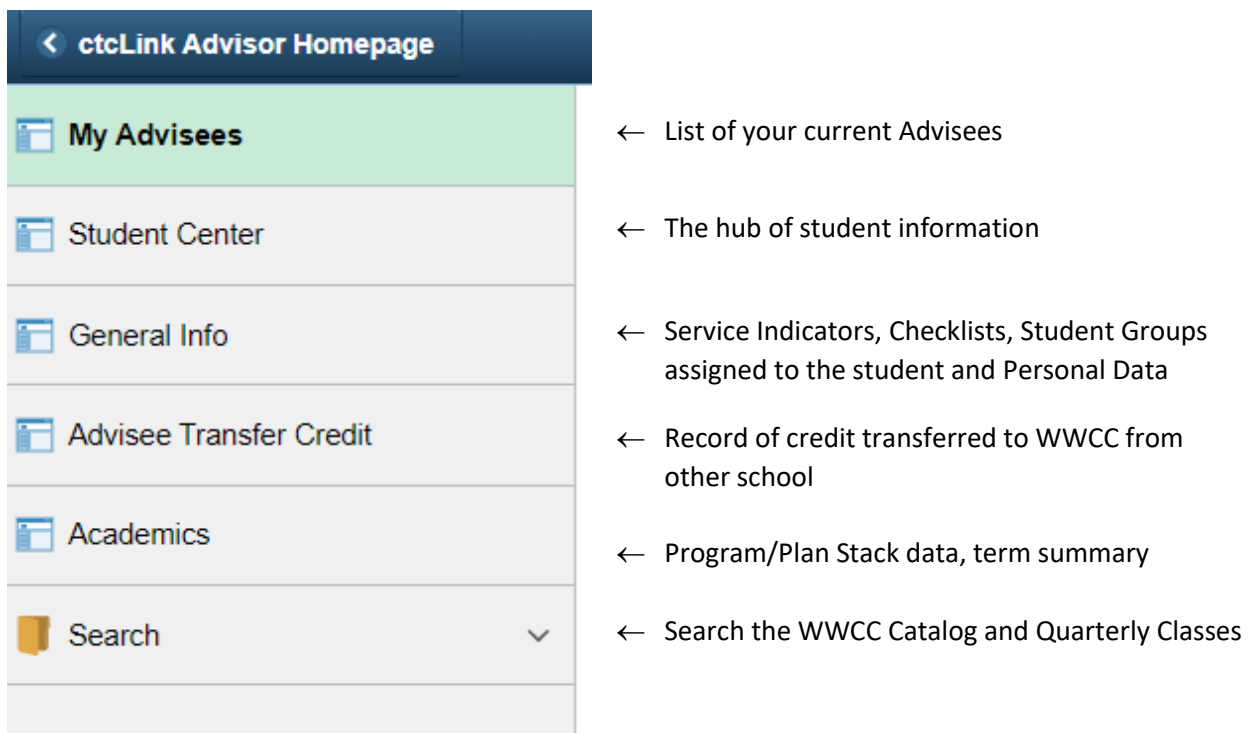
ADVISOR CENTER

Welcome to the Advisor Center. Here you can access your list of advisees, access the student schedule, transfer credit, Academic Advisement Report (Degree Audit), and other tools.

This is the Homepage:



My Advisees and My Advising Notes are shortcuts to tools that are available through the Advisor Center tile. We'll be covering the path through the Advisor Center tile. When you click on the Advisor Center Tile, you have this list on the left.



We'll go over each tab with a brief description of what is in each section.

MY ADVISEE LIST – When selecting the student record you want to look at, be sure to click on View Student Details. Clicking the name will open an email message.

< ctcLink Advisor Homepage
Advisor Center

- My Advisees
- Student Center
- General Info
- Advisee Transfer Credit
- Academics
- Search

Diana Herrmann

My Advisees

[View FERPA Statement](#)

Select display option

Link to Photos
 Include photos in list

	Notify	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>		202372815	View Student Details	
2	<input type="checkbox"/>		202330940	View Student Details	
3	<input type="checkbox"/>		202372969	View Student Details	
4	<input type="checkbox"/>		202387508	View Student Details	
5	<input type="checkbox"/>		202375618	View Student Details	

Notify Selected Advisees

Notify All Advisees

My Advising Notes

View data for other students

When you select “View Student Details”, you are taken to the search screen. Click on search. The ID number showing will be that of the student you selected. (PLEASE KNOW! You can look up students who are not your Advisee by clicking on “View data for other students”. This opens a new 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 =

Academic Career =

National ID begins with

Campus ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

STUDENT CENTER – So much here! See the numbered breakdown below.

Diana Herrmann

Advisee Student Center

1

*Change Advisee

Change

2

Student Message Center

[Message Center](#)

8

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

9
other academic...

10

11

This Week's Schedule

	Class	Schedule	Submit Alert
	ENGL& 102-01 LEC (13196) WWCC	MoTuThFr 11:00AM - 12:00PM MAIN BLDG (D) Classroom 103	
	HIST& 128-01 LEC (9900) WWCC	MoTuThFr 9:50AM - 10:50AM Room TBA	
	MATH& 141-01 LEC (13478) WWCC	MoTuThFr 9:50AM - 10:50AM MAIN BLDG (D) Classroom 207	

[Weekly Schedule ▶](#)

12

3

Holds

No Holds.

4

To Do List

No To Do's.

5

Milestones

Chemistry Competency
[Details ▶](#)

6

Enrollment Dates

[Open Enrollment Dates](#)

7

Advisor

Program Advisor
 Diana Herrmann
[Details ▶](#)

13

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Home Address 1016 PENROSE AVE WALLA WALLA, WA 99362 WALLA WALLA COUNTY Mobile Phone None	Mailing Address None Home E-mail cs_ctc1_1@qctclink.local
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Return To Search

Notify

[Go to top](#)

1. Change between advisees using this drop down and the Change button.
2. Link to the PeopleSoft Message Center. Communications within the environment. (We're working on understanding the functionality of this, but it appears to operate much like the Canvas inbox. More this Fall.)
3. View all Holds for the student. Click Details for more information. Advising Hold will be here and you can release the hold here.
4. A Checklist generates To Do lists items assigned to the student. This can include Financial Aid items or New Student Checklist items. (We're working on exploring how to use this.)

5. Milestones. This tracks placement, prerequisite course competency, and will soon track transcripts received. Check out the **Milestones Crosswalk** codes and descriptions.
6. Enrollment Dates. Breaks down the academic season and registration appointments.
7. Assigned advisor. Yup, that's about it. No way to add actual details here. :/
8. Detailed enrollment transactions. Shows courses enrolled in, dropped, and waitlisted.
9. Shopping Cart and My Planner. Advisor view of student's Shopping Cart and My Planner. Not for Advisors to add courses to. This is Student driven.
10. Drop down menu to the following tools:
 - a. Academic Requirements (aka-Degree Audit) – Only shows the Program/Plan student is active in
 - b. Advising Notes (see **Advising Notes Guide** for more information)
 - c. Assignments (stay tuned while we explore this function)
 - d. Class History
 - e. Exam Schedule
 - f. Grades – Official grades and stats
 - g. Transcript: View Unofficial
 - h. Transfer Credit: Report – View courses that have been transferred to WWCC. (Be sure students fill out the Transfer Evaluation Request! Under OAR forms.)
 - i. What-if Report – Run a report to see how courses are applied to degree other than the one they are active in
11. Alert submission. Faculty can also submit an alert via Faculty Center or the Advisor Center. Advising staff can submit an alert here. Check the **Student Alert Guide** for more information.
12. View of student Weekly Course Schedule in calendar form.
13. Personal Information including Contact information, Demographic Information, and Emergency Contact. This is all information students manage.

GENERAL INFORMATION

Provides details on:

Service Indicators: This can have positive or negative impacts on the student account. The most common Service Indicator is a HOLD, like for advising, owing tuition, etc. See **Service Indicator Crosswalk** for more details.

Checklists: Provides a To Do list for students. This can include items needing done for Financial Aid, New Student Checklists, or others.

Student Groups: Identifies students who are part of a unique cohort at the college. This includes members of TRiO, Honors, or students receiving funding and services from Worker Retraining, Veterans Benefits, Opportunity Grant, etc. More information on **Student Groups Crosswalk**.

Personal Data and General Contact Information: Managed by the student.

ADVISEE TRANSFER CREDIT

If a student has sent an official transcript from another school, military transcripts, etc., requested a Transcript Evaluation Request (in OAR forms), and those credits have been transferred in, those credits will show up here.

ACADEMICS


This is where you can view the current Program/Plan a student is pursuing, when they began that program, and review term summary information for that student by quarter, showing grades, how many courses they enrolled in and completed, including the program they were pursuing at the time, if that has changed.

IF a student has attended another school in the Washington State Community and Technical College system, you will see those Program/Plans as well. This does NOT mean you will see the transcript! But, you can use this to have the conversation about other credits they have received and how they might use that towards their Academic Pathway at WWCC.

Advisee Academics

*Change Advisee

WA200 - Walla Walla Community College	Program	PRFTC	Professional Technical
UGRD - Undergraduate	Student Career Nbr	1	
ACADM - Academic	Status	Active in Program	as of 01/03/2022
PRFTC - Professional Technical	Admit Term	2221	WINTER 2022
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	RENDTAA	Associate In Nursing DTAMRP
	Requirement Term	2221	WINTER 2022



SEARCH

This allows you to search the catalog and quarterly list of courses.

^

Class Search

Browse Course Catalog

information.

Please see the Tips for [Class Searches and Catalog Guide](#) for more