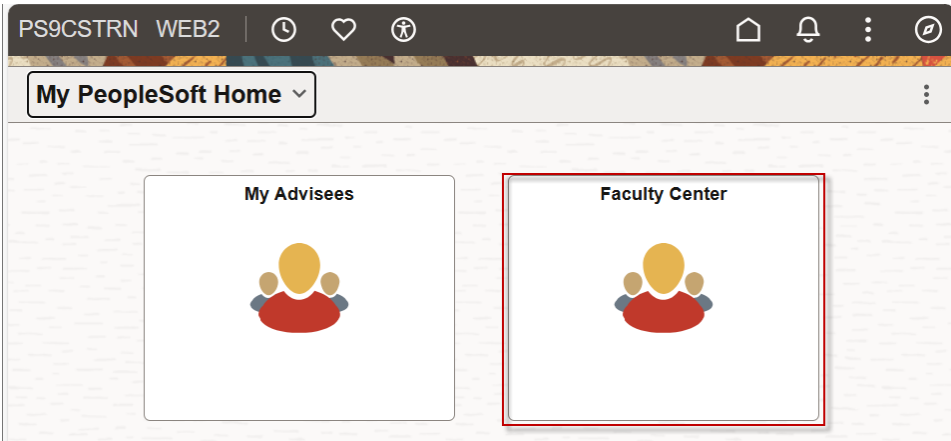
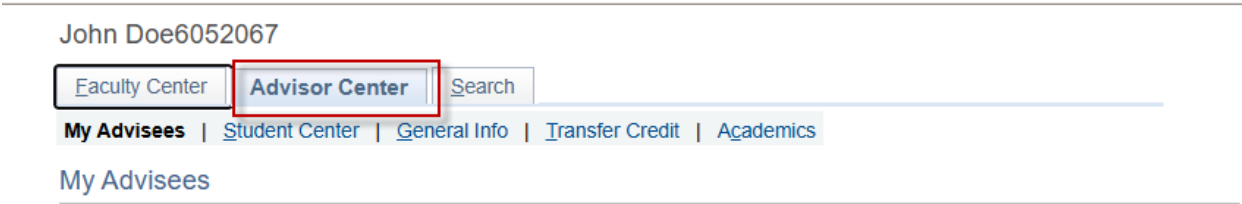


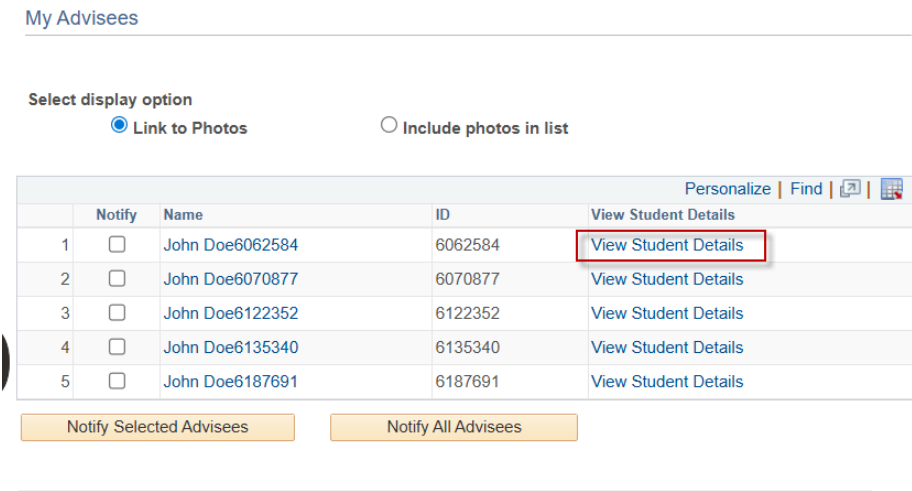
View Course History



- 1. Click the **Faculty Center** tile.



- 2. Click the **Advisor Center** tab.



- 3. Click the **View Student Details** link.

# Job Aid

Advisee Student Center

John Doe6062584

\*Change Advisee John Doe6062584

Change

## Academics

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



You are not enrolled in classes.

Other Academic Information



- Click the drop-down button to the right of the **other academic** field.

## Academics

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

Other Academic Information



Course History

Grades

Transcript: View Unofficial

Transfer Credit: Report

- Click the **Course History** list item.

Course History



- Click the **Go (>>)** button.

Select Display Option



Hide courses from My Planner



Show courses from My Planner

- The *Hide courses from My Planner* option is selected by default.

Sort results by  ▼  
Then by  ▼

8. If you wish to arrange the Course History data in a specified order, you can choose the sort options from the drop-down menu.
  - a. Click the drop-down button to the right of the **Sort results by** field and select Status option from the list.
  - b. Click the drop-down button to the right of the **Then by** field and select the Course option from the list.

Sort results by  ▼  
Then by  ▼

11. Click the **Sort** button.

<div> <span>✓ Taken</span> <span>← Transferred</span> <span>◆ In Progress</span> </div>					
Course	Description	Term	Grade	Units	Status
NURS 4352	CRITICAL CARE NURSING THEORY	Fall 2019		3.00	◆
NURS 4357	POPULATION FOCUSED NSG THEORY	Summer 2019		3.00	◆
NURS 4358	POPULATION FOCUSED NURS PRAC	Summer 2019		3.00	◆
NURS 4362	CRITICAL CARE NURSING PRACTICU	Fall 2019		2.00	◆
BIOS 3115	BASIC STATISTICS	Spring 2018	B	3.00	✓
HLSC 2410	HUMAN PHYSIOLOGY	Spring 2017	B	4.00	✓
HLSC 2412	HUMAN ANATOMY	Spring 2017	A	4.00	✓

12. The results of the sort are displayed. *In this example, the data is sorted by Status, then by Course.*

The **Status** column indicates if the course has been Taken, Transferred or is In Progress.

John Doe6052067

Faculty Center
Advisor Center
Search

My Advisees
Student Center
General Info
Transfer Credit
Academics

13. Click the **My Advisees** tab to return to *My Advisees* main page.