Viewing a Student's Checklist (To-Do List)

This guide will cover:

- Viewing items that a student needs to complete from various offices across campus

**Step One**

Navigate to the following breadcrumb:

```
Main Menu ➔ Campus Solutions ➔ Self Service ➔ Advisor Center ➔ Advisee Student Center
```

OR

If you are already within the Advisor Center, click **Student Center** tab.

**Step Two**

At the top of the page, select an assigned advisee from the drop down menu to view their student information.

**Step Three**

Under the **To Do List** section on the right side of the screen are items that a student needs to complete from various offices across campus.

Click the **more** link to see additional details about the checklist Item.
Step Four

One the Checklist you will be able to view a student’s checklist items, due date and status. Checklists come from Functions such as Admissions, Financial Aid and Advising.

Click the hyperlink for the Checklist Item to view details about the item.

<table>
<thead>
<tr>
<th>Advisee To Dos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Bearcat</td>
</tr>
<tr>
<td>Item List</td>
</tr>
<tr>
<td>To Do Item</td>
</tr>
<tr>
<td>Change of College/Program Form</td>
</tr>
</tbody>
</table>

Step Five

The description field will be populated by the Checklist Item table information.

Click return and then cancel to return back to the Advisor Center.

IMPORTANT: Use the “Cancel” and “Return” buttons to work fluidly within Catalyst. Avoid using the back button on your browser as it will take you away from the process you are working on!

You have now completed the steps of viewing a student’s checklist.