Viewing a Student’s Course History

This guide will cover:

- Viewing a student’s course history

**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**

On the left hand side of the screen select the drop down item, **Course History** and then press ➤
Step Four

Once the page appears you will view the selected advisee’s course history page that displays all courses in alphabetical order.

**IMPORTANT:** At this time, the University of Cincinnati will not be using My Planner feature in the initial implementation of Catalyst. If you toggle between the two display options, the display view will not change.
Step Five

At the top right corner of the Course History page are filter fields, where you can sort a student’s course history by Course, Description, Grade, Status, Term and/or Units.

The following steps are brief descriptions about the Course History page.

Step Six

The three icons on the top of the page provide a description for the Status column on the right hand side of the table.
Step Seven

When reviewing the grade column, any grade with a T at the beginning indicates that the course was transferred in. The following letter grade indicates what the student earned at the previous institution.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term</th>
<th>Grade</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2081</td>
<td>Financial Acctg</td>
<td>Fall Semester 2015-16</td>
<td>A</td>
<td>3.00</td>
</tr>
<tr>
<td>BIOL 1001</td>
<td>ANIMAL DIVERSITY</td>
<td>Spring Semester 2014-15</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>BIOL 1081</td>
<td>BIOLOGY I</td>
<td>Fall Semester 2013-14</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>BIOL 1081L</td>
<td>BIOLOGY I LAB</td>
<td>Fall Semester 2013-14</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>BIOL 1082</td>
<td>BIOLOGY II</td>
<td>Spring Semester 2013-14</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>BIOL 1082L</td>
<td>BIOLOGY II LAB</td>
<td>Spring Semester 2013-14</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

Step Eight

When you click on the description field the course detail information such as Career, Units, Campus, College owner of course, pre-requisites and course description will appear.

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