Viewing an Advisee’s Term Data

This guide will cover:

- Selecting a term from an advisee’s term summary in the Advisor Center
- Viewing an advisee’s term activation and enrollment limit

**Step One**

Navigate to the following breadcrumb:

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Main Menu >> Campus Solutions >> Self Service >> Advisor Center >> Advisee Academics
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OR

Select the **Academics** tab if you are already in the Advisor Center

**Step Two**

At the top of the page, select from the **change advisee drop down menu** the person who you wish to view their academic information.

**Step Three**

Look under the section, Term Summary. Select a CPP stack on the left side of the screen to view details about the advisee’s term that will populate on the right side of the screen.
Step Four

Click **edit term data** button on the right.

This will allow you to view the term summary of the student.

Step Five

On the **Term Activation tab** you can see if a student has been term activated (able to enroll) for the selected term and their academic level.

![Term Activation Tab](image)

**IMPORTANT:** If a student has previous terms they can be viewed by viewing all or clicking through each action.
Step Six

Click on the Enrollment Limit tab

This tab allow advisors to view an Advisee’s approved academic load for the term.

You have now completed the steps for viewing a student’s term data.