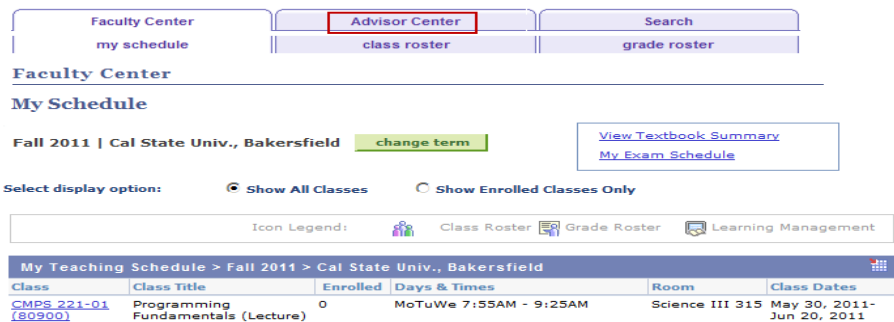# Viewing Student Information

You can retrieve information for any student using the **View Data for Other Students** button on the Advisor Center tab. The viewable student information includes academic, personal, class schedule, academic requirements (degree progress), enrollment appointments (registration times), grades, contact information, to do lists (outstanding requirements), transfer credit, and unofficial transcript information.

To view information for a student, you will need to:

- Search for the student
- Select the desired information from the **Other Academic** drop-down menu
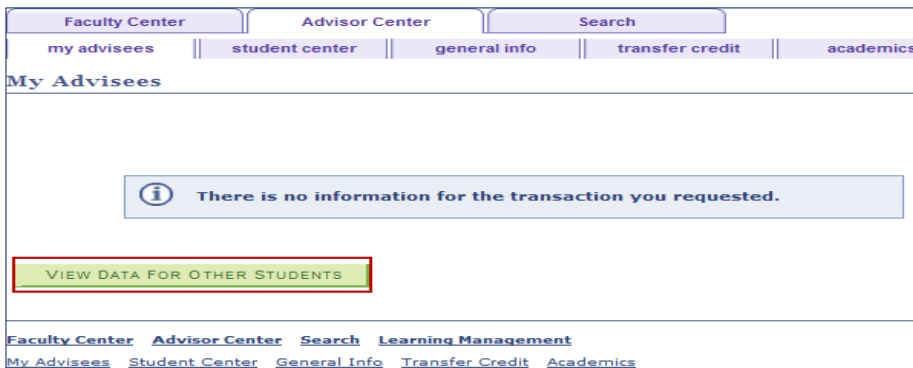- Click the ⟫ button

1.	From the Faculty Center, click the **Advisor Center** tab.
2.	When the **Advisor Center** page opens, click the VIEW DATA FOR OTHER STUDENTS button.
3.	The search page opens. Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. Click the Search button to continue.
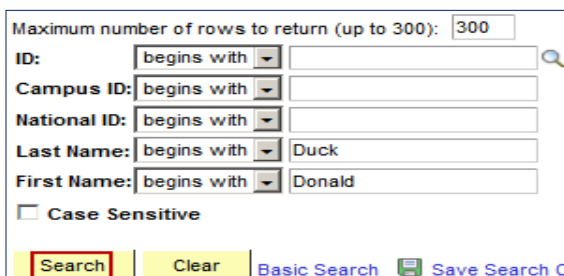
4.	From the **Search Results**, click the student you desire.

If you receive the message, "*No matching values were found*" then refine your search and repeat the previous step.

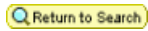| 5.	The **Advisee's Student Center** opens for your selected student. The page shows the student's : • Schedule for the Week • Holds • To Do's • Enrollment Dates • Advisor • Contact Information	

6.	To view other academic information for the student, • Click the **other academic…** drop down box. • Click to make a selection from the available options, such as *Grades* • Click the ⟫ button ** *Academic Requirements* was previously called Degree Progress	

	Academic Requirements	Allows you to view the student's progress toward graduation. Previously called Degree Progress or Degree Audit.
	CSU Campus Page	Allows you to view the student's Current Academic Objective and Current Academic Summary. Includes information, such as Major, Catalog, Academic Standing, CSUB GPA, and Overall GPA.
	Course History	Allows you to view the course work completed by the student while in attendance at CSUB.
	Transcript: View Unofficial	Allows you to view an unofficial transcript for the selected student
	What-if Report	Allows you to see how courses could be used towards a different academic program or catalog year. Since all programs are evaluated independently, the What-If report will replace the current program or catalog year.
	Withdrawals/Repeats	Allows you to see the courses that the student repeated or withdrew from.
7.	When satisfied with viewing the student's information, click the $\boxed{\text{Q Return to Search}}$ button to return to the search page.	