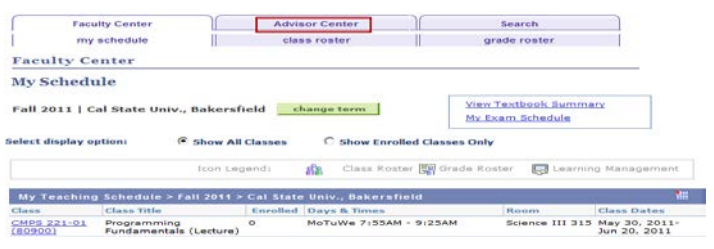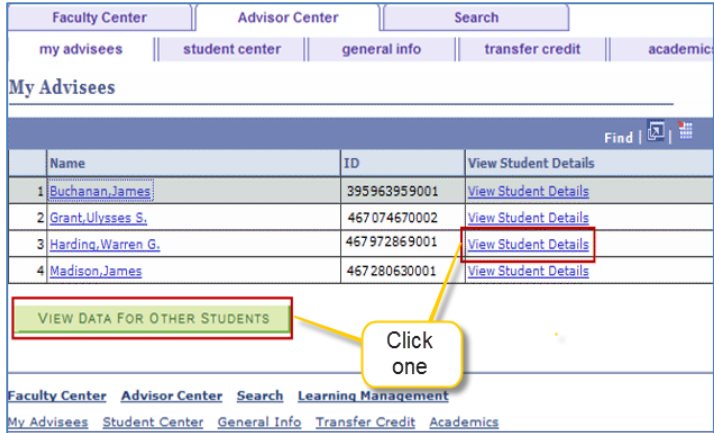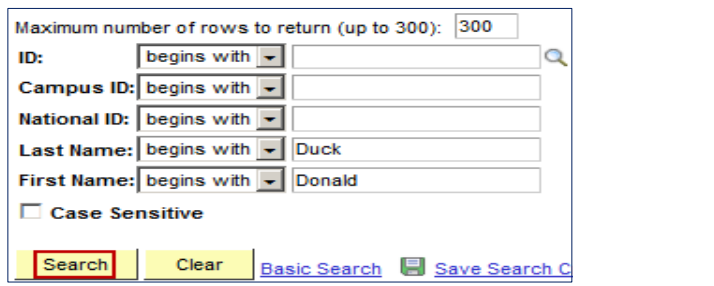# Viewing a Student's Planner (Faculty)

As an advisor, you can view a student's My Planner. My Planner allows students to plan their courses term by term. For each term, the student selects the courses to take and adds the courses to their planner. During the enrollment period, students can register for their courses directly from My Planner. However, only the student can use My Planner to plan courses.

These instructions will guide you through the steps to view a student's planner.

1.	From the Faculty Center, click the **Advisor Center** tab.
2.	When the **Advisor Center** page opens, either click on **View Student Details** of one of your assigned advisees, or click the VIEW DATA FOR OTHER STUDENTS button to search for a student who is not one of your advisees.
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.	When the **Advisee's Student Center** opens, click the My Planner link.	

6. The **Advisee Planner** page appears. The page displays the courses term by term that the student selected.

Column	Usage
Course	Subject area and catalog number
Description	Course name link, which takes you to the Course Detail when clicked
Prereq	If the course has prerequisites, then a yes link appears. Click the yes link, to view the Course Detail
Units	Number of units
Typically Offered	The term in which the course is typically offered. This information is subject to change without notice, so be sure to check the course availability as the desired term approaches.
Req	If the course satisfies a graduation requirement, then an 🛈 icon appears. Click the 🛈 icon to view the requirement information about the selected course.