

#### Concept

This document demonstrates locating and reading the Course History screen, which displays all the courses that a student has completed, is currently taking, or has transferred to Case Western Reserve University.

#### Procedure

Use these directions to locate and view an advisee's Course History screen.

	E WESTERN RESERVE	
Student In	formation System Sign In	
Password:	Sign In	
	******** WARNING ******* This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the Acceptable Use Policy of Case Western Reserve University. Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.	
Office of th	ne Registrar MyCase Portal ERP SIS Project	

Step	Action
1.	On the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated password into the <b>Password</b> field.
3.	Click the <b>Sign In</b> button.



UNIVERSITY	TYT 1826				Home Ac	id to Favorites	<u>Siqn out</u>
nu 🗖						Now W	Vindow   Holo
ich:						inen vi	rindow   neip
y Favorites	Ima Professo	r		ID: 1006179			
elf Service ecords and Enrollment	Facult	v Center	Advisor Center	Search			
urriculum Management	my sched	ule permissi	on requests class r	oster grade	roster		
omepage	-			grade			
onfidentiality Agreement	Faculty Cer	nter				-	
nouncements	My Schedul	le					
	- My Evam Schodu	le.					
	My Exam Schedu						
	Spring 2010   (	Case Western Rese	rve Univ change term				
	Select display opt	tion: 💿 Show	All Classes O Show En	rolled Classes Only			
	Select display op	tion:  Show	All Classes O Show En	rolled Classes Only			
	Select display op Icon Legend:	tion: ③ Show	All Classes Show En	Grade Roster			
	Select display op Icon Legend: My Teaching S	tion: ③ Show 能 《 Schedule > Spring 2	All Classes O Show En Class Roster 010 > Case Western Rese	rolled Classes Only 데 Grade Roster rve Univ		¥	
	Select display opt	tion: ③ Show	All Classes Show En Class Roster 010 > Case Western Rese Enrolled Days & Times	rolled Classes Only Grade Roster rve Univ Room (Cap:	city) Cla	ss Dates	
	Select display opt	tion:  Schedule > Spring 2 Class Title Being Humn Intr Soc/Cul Anth (Lecture)	All classes Show En class Roster 010 > Case Western Rese Enrolled Days & Times 46 MoWe 9:00AM - 1	rolled Classes Only Grade Roster rve Univ Room (Capi 0:15AM Mather Merr (46)	norial 225 Jan April	ss Dates 11, 2010- 26, 2010	
	Select display opt Icon Legend: My Teaching 3 Class ANTH 102- (5457) Anth 388- 100 (5451)	tion:  Schedule > Spring 2 Class Title Being Hum Intr Soc/Cul Anth (Lecture) Globalization and Development (Lecture)	All classes Solution Class Roster 010 > Case Western Rese Enrolled Days & Times 46 MoWe 9:00AM - 1 34 MoWe 12:30PM -	rolled Classes Only Grade Roster rve Univ Room (Capp 0;15AM Mather Men (46) 1;45PM Clark Hall 3	icity) Cla iorial 225 Jar Apr 02 (40) Jar Apr	ss Dates 11, 2010- 26, 2010 11, 2010- 26, 2010	
	Select display op/ Icon Legend: My Teaching S Class ANTH 102- 100 (5457) ANTH 388- 102 (5457) ANTH 389- 112 (9309)	tion:  Schedule > Show Class Title Being Hum Intr Sor/Cul Anth (Lecture) Globalization and Development (Lecture) Independent Study (Independent Study	All Classes Soster Class Roster Class Rost	rolled Classes Only Grade Roster rve Univ Room (Cap Mather Men (Clark Hall 3 To Be Anno	icity) Cla norial 225 Jar Apr 02 (40) Jar Apr Junced (999) Jar	ss Dates           s11, 2010-26, 2010           26, 2010           11, 2010-26, 2010           11, 2010-26, 2010	
	Select display op/ Icon Legend: My Teaching 1 Class MATH 102: [5452] ATH 138: 100 [5452] ATH 138: 100 [5451] ATH 138: 100 [5451] ATH 138: 100 [5451] ATH 138: [5451] ATH 138: [5451] ATH 138: [5451] [	tion:  Schedule > Spring 2 Class Title Being Humn Intr Sod/Cul Anth (Lecture) Globalization and Development (Lecture) Globalization and Development Study Globalization and Development (Lecture)	All Classes         O Show En           Class Roster         010 > Case Western Rese           Enrolled Days & Times         46           MoWe 9:00AM - 1         34           34         MoWe 12:30PM -           )         TBA           1         MoWe 12:30PM -	rolled Classes Only Grade Roster rve Univ Room (Capi Room (Capi Room (Capi Asher Men (46) To Be Anno 1:45PM Clark Hall 3	rcity) Cla norial 225 Jar Apr 02 (40) Jar Apr Junced (999) Jar Apr 02 (40) Jar	#           ss Dates           11, 2010- 26, 2010	
	Select display op/ Icon Legend; MY Teaching (Class 100 (5452) (5452)	tion: Show Schedule > Spring 2 Class Title Being Hum Intr Soc/Cul Anth (Lecture) Globalization and Development (Lecture) Globalization and Development (Lecture) Globalization and Development (Lecture) Teaching Schedule	All Classes         O Show En           Class Roster         Class Roster           010 > Case Western Rese         Enrolled Days & Times           46         MoWe 9:00AM - 1           34         MoWe 12:30PM -           0         TBA           1         MoWe 12:30PM -	rolled Classes Only Grade Roster rve Univ Room (Capi OL15AM Mather Men 1:45PM Clark Hall 3 To Be Anno 1:45PM Clark Hall 3	ctty) Cla norial 225 Jar Apr 02 (40) Jar Apr 02 (40) Jar Apr 02 (40) Jar Apr 02 (40) Jar	## ss Dates 11, 2010- 26, 2010 11, 2010- 26, 2010 11, 2010- 26, 2010 11, 2010- 26, 2010	
	Select display op/ Icon Legend: My Teaching Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Mathematical Iclass Iclass Mathematical Iclass Iclas	tion:  Schedule > Spring 2 Class Title Being Hum Intr So/Cul Anth (Intelle) Development (Lecture) Independent Study (Independent Study (Independen	All Classes         O Show En           Class Roster         Class Roster           Class Roster         NoWe 9100AM - 1           34         MoWe 12:30PM -           0         TBA           1         MoWe 12:30PM -           > Case Western Reserve	rolled Classes Only Grade Roster rve Univ Room (Cap O:15AM Robert Ment 1:45PM Clark Hall 3 1:45PM Clark Hall 3 Univ	Incity) Cla Norial 225 Jap D2 (40) Jan App Janced (999) Jan App D2 (40) Jap App D2 (40) Jap App C2 (40) Jap	# ss Dates 11, 2010- 26, 2010 11, 2010 11, 2010- 20, 2010 11, 2010	
	Select display op/ Icon Legend; My Teaching (class Math 102: 1620) 16540) 16540) 16540) 16540) 165400 165400 165400 165400 165400 165400 165400 165400 165400	tion:  Schedule > Spring 2 Class Title Being Hum Intr Sed/Cul Anth (Lecture) Globalization and Development (Lecture) Globalization and Development (Lecture) Globalization and Development (Lecture) Class Title	All Classes Soster Class Roster Class Roster Class Roster Class Roster Class Roster Class Roster Add MoWe 12:30PM - 0 TBA 1 MoWe 12:30PM - Class Western Reserve Exam Date	rolled Classes Only Grade Roster rve Univ Room (Capi O:15AM Room (Capi O:15AM Clark Hall 3 To Be Anno 1:45PM Clark Hall 3 Univ Exam Time Exam Time	ccity) Cla norial 225 Jar D2 (40) Jar Api unced (999) Jar Api 02 (40) Jar Api 02 (40) Jar Api 02 (40) Jar Api Exam Ro	ss Dates 11, 2010- 26, 2010 11, 2010- 11, 2010- 20, 2010 11, 2010 11, 2010 11, 2010 11, 2010 11, 2010 1	

Step	Action
4.	The Faculty Center appears.
	Click the Advisor Center tab. Advisor Center



_	¥	CA	SEW	ESTER ERSI	NI TY	RESERVE					<u>Home</u>	Add to Favorites	Sign_	out
•													New Windo	~
I	ma	Profe	esso	r										
ſ		1	Faculty	/ Center			Ad	visor Center	Search					
		my a	advise	es		student ce	nter	general info	academics					
]	мy	Adv	isee	s										
									w FERPA Statement					
								•						
	1	Select	displa	ay option	n:	📀 Link to Pl	otos	Include photos in list						
P	roar	am Fi	lter				~	apply filter(c)						
	lan	Filter					~	apply meer(s)						
	evel	Filter					~							
i									Find   View All	First	1-4 of 4	Last		
	N	lotify	Photo	ID		Name		Program and Plan	Level	Exp Grad Term	View Student	Details		
	1		<u>.</u> ?	3	2	e		Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	1st Year	Spring 2013	View Student D	Details		
	2		<u>8</u> 9	3	7	<u>N</u>	:tine	Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	Sophomore	Spring 2013	View Student D	Details		
Ī	з		<u>.</u>	3	5	A C	<u>ille</u>	Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	Junior	Spring 2012	View Student D	Details		
	4		<u> </u>	2	2	Ξ		Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health/Politica Science (BA)/Evolutionary Biol (BA-2n Maj)	al Junior	Spring 2012	View Student E	Details		
1	n	otify	select	ed advis	ees	not	ifv al	advisees						
							, u							
-														
1	acu	lty Ce	nter	Advisor	r Cen	iter <u>Search</u>				_				~
											🧐 Local intr	anet 🐇	+ 🔍 100%	• .:

Step	Action
5.	The Advisee Roster appears.
	Locate the student whose Course History you wish to view and click the <b>View</b> Student Details link. View Student Details



CASE WESTERN	TYT 1826			<u>Home</u>	Add to Favorites	<u>Sign out</u>
•					New	Window Help
Ima Professor						
Faculty Center	Advis	or Center	Search			
my advisees	student center	general info	academics			
Advisee Student Ce	enter					
r			/iew FFRPA Statement			
		* -				
Change Advisee		💙 cha	nge			
Academics						
Academics	This Week's Schedu	le	▼ Holds			
Academics	This Week's Schedu Class	le Schedule	✓ Holds No Holds.			5
Academics	This Week's Schedu Class ANTH 102-100 LEC (5457)	le Schedule MoWe 9:00AM - 10:15AM Mather Memorial 225	<ul> <li>✓ Holds</li> <li>No Holds.</li> <li>✓ Enroliment Dates</li> <li>Shopping Cart Appointment</li> <li>Your Schorping Cart for the</li> </ul>			
Academics ty class Schedule hopping Cart ty Planner sther academic	This Week's Schedu Class ANTH 102-100 LEC (5457) ANTH 215-100 LEC (5467)	le Schedule 10/15AW Mather Memorial 225 TUTh 10/00AM - 11/15AW Mandel Center 108	<ul> <li>Holds</li> <li>No Holds.</li> <li>Enrollment Dates</li> <li>Shopping Cart Appointment Your Shopping Cart for the Spring 2010 Regular Academic Session is available for use beginning</li> </ul>			
Academics Iv Class Schedule hopping Cart V Planner other academic	This Week's Schedu         Class           ANTH 102-100         LEC (5457)           ALTH 215-100         LEC (5467)           BIOL 214-100         LEC (9677)	le Schedule Nove 9:00AM - 10:13AM - 2025 - 2	Holds     No Holds.     Enrollment Dates     Shopping Cart Appointment     Your Shopping Cart Appointment     Your Shopping Cart Appointment     available for use beginning     October 1, 2009.     Enrollment Appointment			
Academics tv.Class Schedule hosping Cart tv.Planner other academic	This Week's Schedu           Class           ANTH 102-100           LEC (5457)           BIOL 214-100           LEC (9677)           BIOL 214L-108           LAB (9123)	Ie         Schedule           MoWe 9:00AM -         10:15AM           10:15AM         10:15AM           10:15.15AM         10:15AM           10:15.15AM         11:15AM           Manuel 2:30PM -         1:45PM           Millis Schmitt         Lecture Hall           We 3:00PM -         6:00PM           Millis Schmitt         Scheme Ctr           324         Scheme Ctr	Holds     No Holds.     Shopping Cart Appointment     Your Shopping Cart for the     Boysing Cart for the     Sour Shopping Cart for the     Sour Shop			
Academics ty Class Schedule hooping Cart ty Planner other academic V	This Week's Schedu           Class           ANTH 102-100           LEC (5457)           ANTH 215-100           LEC (5467)           BIOL 214-100           LEG (5477)           BIOL 214-108           LAB (9123)           CHEM 106-100           LEC (5783)	Ie         Schedule           Mowe 9:000M - 10/154M         Mather Nemorial 225           TuTh 10:000M - 11/154M         11/154M           Mills Schert 108         Mover 108           Mills Schert 108         Mover 108           Mills Schert 108         Mover 2000M - 1000M           Mills Schert Ctr 224         Nover 2:000M - 2:000M           Mills Schert Hall         Letter Hall	Volds     No Holds.     Stopping Cart Appointment     Spring 2019 Regular     Available for use begining     October 1, 2009.     Encollment Appointment     You may begin enrolling     for the Spring 2010     Regular Academic Session     on November 20, 2009.     details ▶			
Academics	This Week's Schedu           Class           ANTH 102-100           LEC (5457)           AITH 215-100           LEC (5467)           BIOL 214-100           LEC (9677)           BIOL 214-108           LAB (9123)           CHEM 106-100           LEC (5783)           NTRN 201-101           LEC (2013)	le Schedule	<ul> <li>► Holds.</li> <li>► Holds.</li> <li>► Enrollment Dates</li> <li>Shopping Cart Appointment Your Shopping Cart for the Spring 2010 Regular Academic Session is available for use beginning October 1, 2009.</li> <li>Enrollment Appointment You may begin enrolling for the Spring 2010 Regular Academic Session on November 20, 2009.</li> <li>✓ Advisor</li> <li>Program Advisor</li> </ul>			3

Step	Action
6.	The advisee's Student Center appears. Click on the <b>Other Academic</b> dropdown list. other academic



CASE WESTERN	INT 1826			<u>Home</u>	Add to Favorites	<u>Sign out</u>
					New	Window Help
Ima Professor						
Faculty Center	Adviso	or Center	Search			
my advisees	student center	general info	academics			
Advisee Student Ce	enter					
2 1		<u>* 7</u>	new rekea statement			
*Change Advisee		👻cha	nge			
			_			J
Academics			▼ Holds			L.
Academics	This Week's Schedu	le Schedule	✓ Holds No Holds.			l
Academics My Class Schedule Shopping Cart My Planner	This Week's Schedu Class ANTH 102-100 LEC (5457)	le Schedule MoWe 9:00AM - 10:15AM Mather Memorial	<ul> <li>✓ Holds</li> <li>No Holds.</li> <li>✓ Enrollment Dates</li> <li>Shopping Cart Appointment</li> </ul>			
Academics My Class Schedule Shopping Cart My Planner other academic	This Week's Schedu         Class           ANTH 102-100         LEC (5457)           ANTH 215-100         LEC (5467)	le Schedule Molve 9:00AM - 10:15AM 20:25 TuTh 10:00AM - 11:15AM Mandel Center 108	V Holds No Holds. Enrollment Dates Shopping Cart Appointment Your Shopping Cart for the Spring 2010 Regular Academic Session is available for use beginning			
Academics  My Class Schedule Shoping Cat My Planner  other academic  ()  Academic Requirement Course History Gradee Transcript: View Unoffic View Program of Study	This Week's Schedu         Class           ANTH 102-100         LEC (5457)           ALC (5457)         LEC (5457)           BIOL 214-100         LEC (9677)	le Schedule MoWe 9:00AM - 10:15AM Mather Memorial 225 TuTh 10:00AM - 11:15AM Mendel anter 108 MoWe 12:30PM - Millia Schmitt Lecture Hall	Holds No Holds.     Shopping Cart Appointment Your Shopping Cart for the Spring 2010 Regular Available for use beginning October 1, 2009. Enrollment Appointment			
<ul> <li>✓ Academics</li> <li>My Class Schedule Shooping Cart My Planner</li> <li>other academic, ♥ (*)</li> <li>Academic Requirement Course History Exam Schedule Transcript: View Unoffic View Program of Study What-if Report other academic</li> </ul>	This Week's Schedu         Class           ANTH 102-100         LEC (5457)           LEC (5457)         LEC (5467)           BIOL 214-100         LEC (5467)           BIOL 214-108         LAB (9123)	le  Schedule  MoWe 9:00AM  10:15AM  Mather Memorial 225  TuTh 10:00AM  11:15AM  Mandel Center 108  MoWe 12:050M  1:459M  Millis Schmitt  Lecture Vall  We 3:00PM  GMIX  245  Schmitt  24  Schmitt  Schmittt  Schmitt  Schmittt  Schm	Holds     No Holds.     Shopping Cart Appointment     Your Shopping Cart for the     Spring 2010 Regular     Academic Session is     northing and the segment of the s			
<ul> <li>✓ Academics</li> <li>My Class Schedule Shoping Carl My Planner</li> <li>other academic ♥</li> <li>(*)</li> <li>Academic Requirement Course History Exem Schedule</li> <li>Teascript View Unoffic View Program of Study What'if Report</li> <li>other academic</li> </ul>	This Week's Schedu           Class           AITH 102-100           LEC (5457)           AITH 215-100           LEC (5467)           BIOL 214-100           LEG (9677)           BIOL 214-108           LAB (9123)           CHEM 106-100           LEC (5783)	Schedule           MoWe 9:000M -           10:154M           Mather Memorial           225           TuTh 10:000M -           11:154M           Mandel Center 100           Mowe 12:300M -           1:459M           Lecture Hall           Lecture Hall           We 3::000PM -           6:000M           Millis Science Ctr           22:00PM -           2:000PM -           4:00PM -           2:000PM -           4:00PM -           2:000PM -	Holds     No Holds.     Forolinent Dates     Shopping Cart Appointment     Your Shopping Cart for the     Spring 2010 Regular     Academic Session is     available for use beginning     October 1, 2009.     Foroliment Appointment     You may begin enolling     for the Spring 2010     Regular Academic Session     on November 20, 2009.     details b			
	This Week's Schedu           Class           AITH 102-100           LEC (5457)           BIOL 214-100           LEC (9677)           BIOL 214-108           LAB (9123)           CHEM 106-100           LEC (5783)           NTRN 201-101           LEC (2103)	Schedule           MoWe 3:00AM - 10:13AM           10:13AM           10:13AM           10:13AM           12:25           TuTh 10:00AM - 11:13AM           Mandel Center 108           MoWe 12:30PM - 1:43PM           Millis Schmitt Lecture Hall           We 3:00PM - 6:00PM           6:00PM - 2:35PM           2:45PM           TuTh 115PN - 2:350PM           NCA 290	<ul> <li>Holds.</li> <li>No Holds.</li> <li>Forgening Cart Appointment Your Shopping Cart for the Sping 2010 Regult Academic Session is available for use beginning October 1, 2009.</li> <li>Enrollment Appointment You may begin enrolling Regular Academic Session on November 20, 2009.</li> <li>details p</li> <li>Advisor</li> <li>Program Advisor</li> </ul>			

Step	Action
7.	Click the Course History list item.
	Course History

CASE WESTERN I	RESERVE			<u>Home</u>	Add to Favorites	<u>Sign out</u>
					New V	/indow Help
Ima Professor						
Faculty Center	Advisor	Center	Search			
my advisees	student center	general info	academics			
Advises Student Co	nter	- 11				
Auvisee Student Ce.	iitei					
		Ţ.	View FERPA Statement			
*Change Advisee		V cha	nge			
			_			
Academics			Z Holds			
My Class Schedule	This Week's Schedule		No Holds.			
Shopping Cart	Class	Schedule	Enrollmont Dates	1		
My Planner	ANTH 102-100	10:15AM	Linoiment bates			
Course History	LEC (5457)	225 Mather Memorial	Shopping Cart Appointment Your Shopping Cart for the			
0	ANTH 215-100	TuTh 10:00AM -	Spring 2010 Regular Academic Session is			
	LEC (5467)	Mandel Center 108	available for use beginning October 1, 2009.			
	BIOL 214-100	MoWe 12:30PM - 1:45PM				
	LEC (9677)	Millis Schmitt Lecture Hall	Enrollment Appointment			
		We 3:00PM -	You may begin enrolling for the Spring 2010			
	BIOL 214L-108 LAB (9123)	6:00PM Millis Science Ctr	Regular Academic Session			
		324 MoWoEr 2:00DM -	on november 20, 2009.			
	CHEM 106-100	2:50PM	details ▶			
	LEC (5783)	Millis Schmitt Lecture Hall				
	NTRN 201-101	TuTh 1:15PM -	Advisor			
	LEC (21013)	NOA 290	Program Advisor			
	PHED 131-102	MoWe 11:30AM -	Ima Professor			~
<				67		>
				Second Local intr	ranet 🛛 🖓 🕶	🔍 100% 🔹



Step A	Action
8. C	Click the <b>Go</b> button.

my advi	aity Center Ad	ALL CAPTOR			Recently.		
my advi		li li	sor Center Sear				
	sees student center	ge	neral info		academics		
dvisee C	ourse History						
Select	Display Option	Sort results	- by	•			
<u>ا (</u>	lide courses from My Planner	The	n by	`			
() s	how courses from My Planner		s	ort	-		
	<b>⊘</b> Taken	Transferred	i 🔶 In	Progress			
ourse	Description	Term	Grade	Units	Status		
NTH 102	Being Humn Intr Soc/Cul Anth	Spring 2010		3.00	<b></b>		
NTH 215	Intr to Medical Anthropology	Spring 2010		3.00	<b></b>		
IOL 214	Genes and Evolution	Spring 2010		3.00	<b></b>		
SIOL 214	Genes and Evolution Genes and Evolution Laboratory	Spring 2010 Spring 2010		3.00	<ul> <li>♦</li> <li>♦</li> </ul>		
NOL 214 NOL 214L CHEM 102	Genes and Evolution Genes and Evolution Laboratory The Molecules of Medicine	Spring 2010 Spring 2010 Fall 2009	A	3.00 1.00 1.00	<ul> <li>♦</li> <li>Ø</li> </ul>		
DIOL 214 DIOL 214L CHEM 102 CHEM 105	Genes and Evolution Genes and Evolution Laboratory The Molecules of Medicine Principles of Chemistry I	Spring 2010 Spring 2010 Fall 2009 Fall 2009	A B	3.00 1.00 1.00 3.00	<ul> <li></li> <li><td></td><td></td></li></ul>		
DIOL 214 DIOL 214L CHEM 102 CHEM 105 CHEM 106	Genes and Evolution Genes and Evolution Laboratory The Molecules of Medicine Principles of Chemistry I Principles of Chemistry II	Spring 2010 Spring 2010 Fall 2009 Fall 2009 Spring 2010	A	3.00 1.00 1.00 3.00 3.00	<ul> <li>♦</li> <li>Ø</li> <li>Ø</li> <li>♦</li> </ul>		
NOL 214 NOL 214L CHEM 102 CHEM 105 CHEM 106 CHEM 113	Genes and Evolution Genes and Evolution Laboratory The Molecules of Medicine Principles of Chemistry II Principles of Chemistry Lab	Spring 2010 Spring 2010 Fall 2009 Fall 2009 Spring 2010 Fall 2009	A B A	3.00 1.00 1.00 3.00 3.00 2.00	<ul> <li>♦</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> </ul>		
NIOL 214 NIOL 214L CHEM 102 CHEM 105 CHEM 106 CHEM 113 SSO 119	Genes and Evolution Genes and Evolution Laboratory The Nolecules of Medicine Principles of Chemistry II Principles of Chemistry Lab Phinciples of Chemistry Lab Philanthropy in America	Spring 2010 Spring 2010 Fall 2009 Fall 2009 Spring 2010 Fall 2009 Fall 2009	A B A A	3.00 1.00 1.00 3.00 2.00 4.00	<ul> <li>♦</li> <li>♦</li> <li>Ø</li> <li>♦</li> <li>Ø</li> <li>Ø</li> </ul>		
NIOL 214 NIOL 214L CHEM 102 CHEM 105 CHEM 106 CHEM 113 SSO 119 ITRN 201	Genes and Evolution Genes and Evolution Laboratory The Molacules of Medicine Principles of Chemistry I Principles of Chemistry II Principles of Chemistry Lab Philanthropy in America Hubrition	Spring 2010 Spring 2010 Fall 2009 Spring 2010 Fall 2009 Fall 2009 Spring 2010	A B A A A	3.00 1.00 3.00 3.00 2.00 4.00 3.00	<ul> <li>♦</li> <li>♦</li> <li>Ø</li> <li>Ø</li> <li>♦</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> </ul>		
VIOL 214 VIOL 214L CHEM 102 CHEM 105 CHEM 105 CHEM 106 CHEM 113 CSSO 119 ITRN 201 CHED 131	Genes and Evolution Genes and Evolution Laboratory The Molacules of Medicine Principles of Chemistry II Principles of Chemistry II Principles of Chemistry Lab Philanthropy in America Nutrition Personal Fitness	Spring 2010           Spring 2010           Fall 2009           Fall 2009           Spring 2010           Fall 2009           Fall 2009           Fall 2009           Spring 2010           Spring 2010           Spring 2010           Spring 2010	A B A A	3.00 1.00 3.00 2.00 4.00 3.00 0.00	◆ ◆ ③ ③ ④ ● ● ◎ ◎ ◎ ● ◆ ◆		
VIOL 214 VIOL 214L CHEM 102 CHEM 105 CHEM 105 CHEM 106 CHEM 113 SSO 119 VITRN 201 VITRN 201 PHED 131 CLEM 251	Genes and Evolution Genes and Evolution Laboratory The Molecules of Medicine Principles of Chemistry I Principles of Chemistry Lab Philanthropy in America Nutrition Personal Fitness Intro to Ethnicky Gend & Race	Spring 2010           Spring 2010           Fall 2009           Fall 2009           Spring 2010           Fall 2009           Fall 2009           Spring 2010           Spring 2010           Spring 2010           Spring 2010           Spring 2010           Spring 2010           Fall 2009	A B A A A A	3.00 1.00 3.00 2.00 4.00 3.00 0.00 3.00	<ul> <li>◆</li> <li>◆</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> </ul>		

Step	Action
9.	The <b>Advisee Course History</b> screen appears. All courses that the student has taken, is currently taking, or has transferred are listed.
	Displayed are columns for <b>Course</b> , <b>Description</b> , <b>Term</b> , <b>Grade</b> , <b>Units</b> , and <b>Status</b> . The Status column uses the legend at the top of the page.

<b>&gt;</b>	The following legend appears on the Course History screen:								
	<b>Taken</b> : the student has completed this course and has been assigned a grade or has withdrawn from the course (indicated by a grade of W or								
	<b>Taken:</b> the student has completed this course and has been assigned a grade or has withdrawn from the course (indicated by a grade of W or								
	<b>Taken</b> : the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of W or WD).								
	<b>Taken</b> : the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of W or WD). <b>Transferred</b> : the student transferred credit from another institution								
	<b>Taken</b> : the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of W or WD). <b>Transferred</b> : the student transferred credit from another institution (indicated by a grade of TR), submitted Advanced Placement (indicated								
	<b>Taken</b> : the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of W or WD). <b>Transferred</b> : the student transferred credit from another institution (indicated by a grade of TR), submitted Advanced Placement (indicated by a grade of AP), or took a Case Proficiency test (indicated by a grade								



UNIV	VESTERN RESERVE				
•					
Ima Profess	or				
Facu	Ity Center Ad	visor Center			Search
my advi	sees student center	ge	neral info		acad
Advisee C	ourse History				
Select	Display Option	Sort results	- by	-	~
📀 н	ide courses from My Planner	The	n by		~
Os	how courses from My Planner			sort	_
	<b>⊘</b> Taken	Transferred	I 🔶 II	n Progress	
Course	Description	Term	Grade	Units	Status
ANTH 102	Being Humn Intr Soc/Cul Anth	Spring 2010		3.00	<b></b>
ANTH 215	Intr to Medical Anthropology	Spring 2010		3.00	$\diamond$
BIOL 214	Genes and Evolution	Spring 2010		3.00	<b></b>
BIOL 214L	Genes and Evolution Laboratory	Spring 2010		1.00	$\diamond$
CHEM 102	The Molecules of Medicine	Fall 2009	A	1.00	${ \  \  }$
CHEM 105	Principles of Chemistry I	Fall 2009	в	3.00	${ \  \  \  \  \  \  \  \  \  \  \  \  \ $
CHEM 106	Principles of Chemistry II	Spring 2010		3.00	$\diamond$
CHEM 113	Principles of Chemistry Lab	Fall 2009	А	2.00	${ \  \  \  }$
FSSO 119	Philanthropy in America	Fall 2009	A	4.00	Ø
NTRN 201	Nutrition	Spring 2010		3.00	$\diamond$
PHED 131	Personal Fitness	Spring 2010		0.00	<b>♦</b>
RLGN 251	Intro to Ethnicity Gend & Race	Fall 2009	A	3.00	Ø
USSY 285V	Castaways and Cannibals	Spring 2010		3.00	<b></b>

Step	Action
10.	By default, courses are listed alphabetically by subject area and catalog number in the <b>Course</b> column.
	Click the <b>Sort results by</b> dropdown list to select a different sort order for the Course History.
11.	Select the appropriate sort order. For example, click the <b>Term</b> list item.
12.	Click the <b>Sort</b> button.
13.	The classes reorder by the selected sort order.
14.	Click the <b>Then by</b> list to select a secondary sort order.
15.	Select the appropriate secondary sort order. For example, click the <b>Grade</b> list item.
16.	Click the <b>Sort</b> button.
17.	The courses reorder again to match the primary sort criterion, followed by the secondary sort criterion.



s	elect Display Option	Sort results by Term V Then by Grade V Sort				
	€Taken	Transferred	↓ 1	n Progress		
ourse	Description	Term	Grade	Units	Status	
EM 17	.3 Principles of Chemistry Lab	Fall 2009	A	2.00	Ø	
0 11	9 Philanthropy in America	Fall 2009	A	4.00	Ø	
EM 10	2 The Molecules of Medicine	Fall 2009	A	1.00	Ø	
N 25	1 Intro to Ethnicity Gend & Race	Fall 2009	A	3.00	Ø	
м 10	95 Principles of Chemistry I	Fall 2009	в	3.00	Ø	
+ 10	2 Being Humn Intr Soc/Cul Anth	Spring 2010		3.00	$\diamond$	
DL 21	4L Genes and Evolution Laborator	Spring 2010		1.00	<b></b>	
EM 10	6 Principles of Chemistry II	Spring 2010		3.00	<b></b>	
FH 21	5 Intr to Medical Anthropology	Spring 2010		3.00	<b></b>	
RN 20	1 Nutrition	Spring 2010		3.00	$\diamond$	
IED 13	1 Personal Fitness	Spring 2010		0.00	<b></b>	
OL 21	4 Genes and Evolution	Spring 2010		3.00	$\diamond$	
SY 28	5V Costaways and Canaibals	Spring 2010		3.00		

Step	Action
18.	Click the <b>Cancel</b> button to return to the Student Center screen.
19.	This completes the process of viewing the Course History page. End of Procedure.