

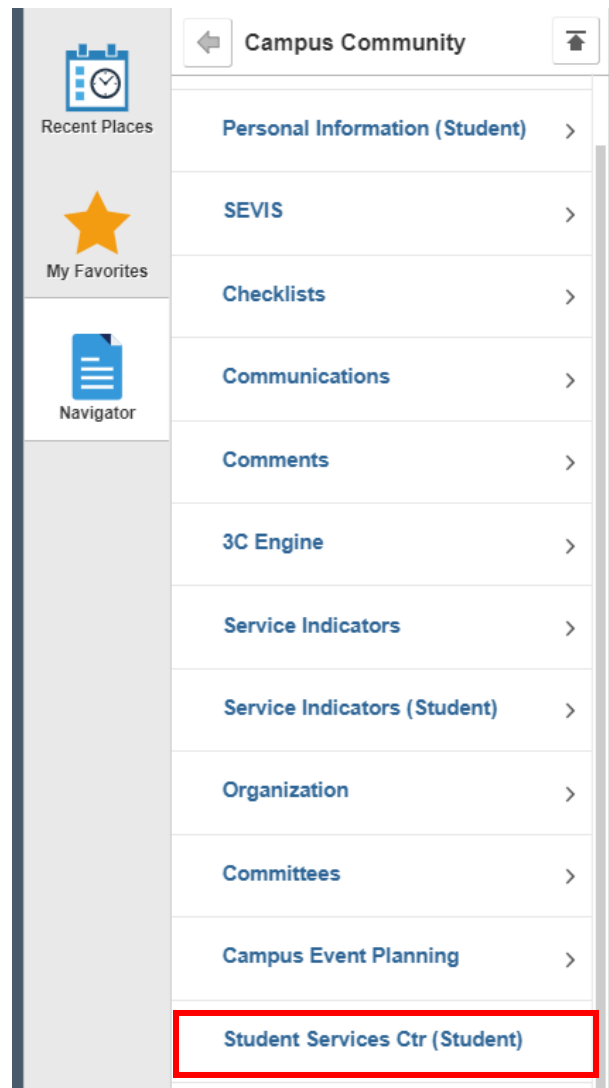
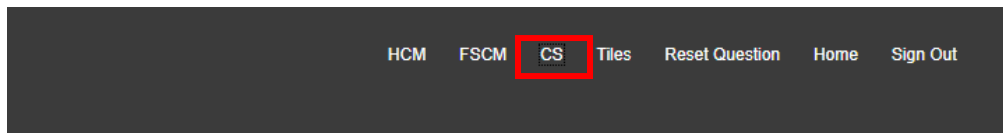
# myCLARK etcLink

EFFICIENT, SIMPLE, SOLID

## How to locate information to advise students in ctLink

Faculty Advisors should have access to the Student Service Center in ctLink. Within the Student Service Center you should be able to see the information needed to advise a student.

To access Student Service Center navigation is: CS > Nav bar > Campus Community > Student Services Center (Student)



Enter student ctLink ID, if you don't have their ID you can use first and last name to search.

The screenshot shows the 'Student Services Center' search page. At the top left is a green header with the 'Student Services Center' logo and name. Below this is a search area with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A green button labeled 'Find an Existing Value' is positioned above a horizontal line. Below the line is a section titled 'Search Criteria' with a dropdown arrow. It contains five search criteria, each with a 'begins with' dropdown menu and a text input field: 'ID', 'Campus ID', 'National ID', 'Last Name', and 'First Name'. The 'ID' dropdown menu is highlighted with a red rectangle. Below these fields is a checkbox labeled 'Case Sensitive'. At the bottom of the search area are two buttons: a green 'Search' button and a grey 'Clear' button. To the right of these buttons are links for 'Basic Search' and 'Save Search Criteria'.

In Student Services Center you will have access to the top navigation and dropdown menus.

The screenshot displays the top navigation bar of the Student Services Center. It consists of a series of tabs: 'Student Center' (highlighted in green), 'General Info', 'Admissions', 'Transfer Credit', 'Academics', 'Finances', and 'Financial Aid'. Below the navigation bar, the 'Academics' section is expanded, showing a list of links: 'My Class Schedule', 'Shopping Cart', and 'My Planner'. A dropdown menu is open under the 'Academics' tab, listing various options: 'Academic Requirements', 'Advising Notes', 'Assignments', 'Course History', 'Exam Schedule', 'Grades', 'Transfer Credit: Report', and 'other academic...'. The 'other academic...' option is currently selected and highlighted in blue.

From the Student Service Center you can access everything but placement level mapping. Currently Clark College is working on how to incorporate placement test result and mapping to placement levels.

In the interim please use these college resources:

- [ALEKS Math Assessment - View the ALEKS placement range chart](#)
- [English Placement Options](#)
- [Assessment Paths](#)

## Student Service Center (Student)

The first tab in the Student Service Center (Student) is Student Center. From here you can access the Academics drop down menu and select Academic Requirements or Advisor Notes.

**PLEASE NOTE:** Clark College is still currently in the configuration process of the Academic Requirements. Please use them as a reference when working with students, but ultimately utilize the catalog in conjunction as the advising reports are still considered draft at this time. If the requirements pull and the audit shows, you can view/use them and share back what we see is wrong to Shelley Ostermiller ([mostermiller@clark.edu](mailto:mostermiller@clark.edu)). Include screen captures and detailed notes so she can troubleshoot.

That is a lot to do when we are working with students in real time; Credentials and Advising is being asked to use the program worksheets again this year until the audits are created for all programs and vetted for accuracy.

The screenshot displays the Student Services Center interface for Stanley Student. The header includes the student's name, ID (201450119), and status (DECEASED). Navigation tabs include Student Center, General Info, Admissions, Transfer Credit, Academics, Finances, and Financial Aid. The main content area is titled 'Stanley's Student Center' and features a 'Student Message Center' with a 'Message Center' link. Under the 'Academics' section, there are links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. A dropdown menu is open, showing options like 'Academic Requirements', 'Advising Notes', 'Assignments', 'Course History', 'Exam Schedule', 'Grades', and 'Transfer Credit: Report'. A message box states 'You are not enrolled in classes.' The 'Account Summary' section shows a balance of 294.99, with a note: '\*\* You have a past due balance of 294.99. \*\*'. The currency is listed as US Dollar. A 'Mynelnet payment plan' link is also visible.

When the page loads you will see the Student's program (if an audit is available) and the requirements needed to complete the program will display. You also have the option to view report in PDF.

**Student Services Center**

Stanley Student
ID 201450119
DECEASED

Clark College | Academic Career

This report last generated on 04/30/2020 3:07AM

Collapse All
Expand All
View Report as PDF

✔ Taken    ◆ In Progress    ★ Planned

▼ **19-20 Nursing Associate in Arts DTA/MRP**

The registered nurse is a licensed health care professional able to work in hospitals, clinics, acute care, physicians' offices, emergency centers, long-term care facilities, and home health care agencies with patients from birth through old age. The Nursing DTA/MRP is open enrollment, which enables all students who wish to pursue this degree to complete the Nursing Degree Requirements (courses in the areas of English, Biological Sciences, Psychology, etc.). The Nursing Degree Requirements provide the foundation for the subsequent Nursing Core classes. Due to clinical space limitations, there is a competitive application process for students to be able to begin the Nursing Core classes, which is explained in the Nursing Program Guide posted on the Nursing website at [www.clark.edu/clarknursing](http://www.clark.edu/clarknursing). Graduates of the Nursing program receive an Associate in Arts degree, and are qualified to take the National Council Examination for licensure as a Registered Nurse. This document represents an agreement between the following baccalaureate institutions offering bachelor's degrees in nursing and the community and technical college system: Washington State University, University of Washington, and Western Washington University.

This audit is unofficial. Official approval of units for program completion is subject to approval from the Credential Evaluations Office (RG-5248).

**Communication Skills [WC]**

**Not Satisfied:** Complete a minimum of ten (10) units. (RQ-2186)

- Units: 10.00 required, 9.00 taken, 1.00 needed

▶ ENGL& 101

▶ Option one (1)

**Quantitative Skills [Q]**

To close window scroll to bottom of screen and click on the word "Cancel" to go back to Student Center.

**Student Services Center**

**Unused Courses**

Listing of completed courses that do not apply to this degree or certificate. (RQ-2176)

▼ List of courses not used:

The following courses were used to satisfy this requirement:

Personalize   View All					
Course	Description	Units	When	Grade	Status
ANTH& 245	Primateology	4.50	WINTER 2016	A	✔
ART 117	3-D Design	4.00	FALL 2017	A	✔
BIOL 101	Environ Biol Conf/Lab	5.00	SUMMER 2014	A	✔
BIOL 204	Prin Of Biology	5.00	FALL 2001	B	✔
BIOL& 251	Human A & P I	5.00	SPRING 2016	A	✔
CMST 930	CMST Electives	5.00	FALL 2014	A	✔
ENGL 100	Test English	5.00	WINTER 1998	A-	✔
FACPR 032	First Aid & Cpr For Hcp	1.00	SUMMER 2012	S	✔
FT 101	Ft Seminar	1.00	SPRING 2014	A	✔
HLTH 900	HLTH Electives	2.00	SPRING 2014	A	✔

Cancel

From th the Student Center tab you can also access **Advisor Notes** from the drop down menu.

The screenshot shows the 'Student Services Center' interface for a student named Stanley Student (ID: 201450119, DECEASED). The 'Student Center' tab is active, and the 'Academics' section is expanded. A dropdown menu is open, showing options like 'Academic Requirements', 'Advising Notes' (highlighted with a red box), 'Assignments', 'Course History', 'Exam Schedule', 'Grades', 'Transfer Credit Report', and 'other academic...'. Other visible elements include 'Message Center', 'Account Summary' (showing a balance of 294.99), and 'Financial Aid'.

If there are any Advisor notes, you review them from here (if you have appropriate security permissions). Click cancel when done to return to Student Center tab.

The screenshot shows the 'Advisor Notes' page for Stanley Student (ID: 201450119). The page contains a message: 'There are no notes available.' and a 'Cancel' button.

The next Tab you will use is Admissions. From here you can see the student's transcript and educational records. This is also where you can see test results. To know how to interpret test results, please refer to [college resources](#) on the third page of this document.

Student Services Center

Student Center | General Info | Admissions | Transfer Credit | Academics | Finances | Financial Aid

Institution / Career / Application Nbr / Program
Edit Application Data

No applications found.

External Education
Edit Education Data

▼ 000132855 - Hudson'S Bay High School

**Transcript Information**

External Career	Data Num	Transcript Type	Transcript Status	Action	Date Received
High School	1			Desired	

**Education Summary**

External Career	Data Num	Acad Level	Summary Type	Attempted	Completed	GPA
High School	1	Unknown	High School Grade Eleven			3.500

[External Courses](#)      [External Degrees](#)

Test Summary

**Test Results**

Test ID	Test Component	Test Score	Letter Score	Percentile	Test Date	Acad Level	Data Source	Date Loaded
SAT	SATRW	510.00			05/01/2019	Unknown	E	10/26/2019
WA140	ERA	101.00			01/01/1900	Unknown	E	10/26/2019

[Go to top](#)

Return to Search
Notify