View My Advising Notes - Student

Purpose: Use this document to reference how to view advising notes through the Academic Progress tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

View Advising Notes

Navigation: Student Homepage

1. Select the **Academic Progress** tile.
2. The **Academic Progress Summary** page displays.
3. Select **View my Advising Notes** from the menu on the left side of the screen.
4. Select the **Advising Note** icon on the Advising Notes page.
5. The **Advising Note** details and Note Items display.
6. View the note from your advisor displayed in the **Comment** column.
7. If your advisor has allowed for comments, you can select **Update Note**.
8. Enter a personalized message to your advisor. (*Optional*)
9. To include an attachment, select **Add Attachment** in the lower-right corner of the page. (*Optional*)
10. The **File Attachment** panel displays in the center of your screen.
11. Select **Choose File** to upload your file. Select **Upload** once the file name appears.
12. The **Attached File** name displays.
    - To view the attached file, select **View.**
    - To make corrections, select the delete icon to delete the uploaded file. Next, make the necessary changes to the file. Then, re-upload the file.

13. Once you are done, select **Submit**.

Process complete.

ℹ️   Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)