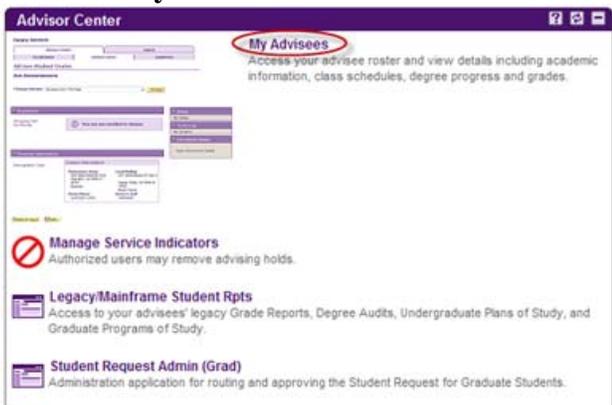
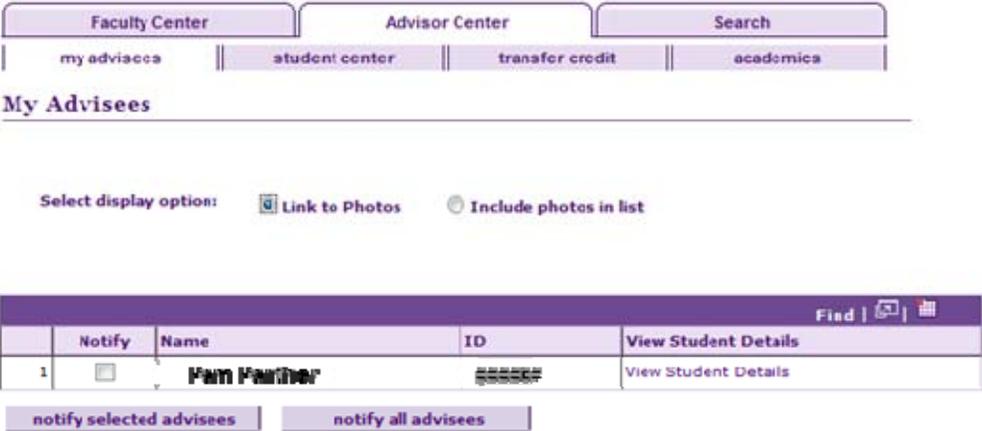
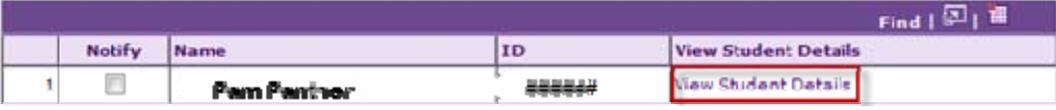
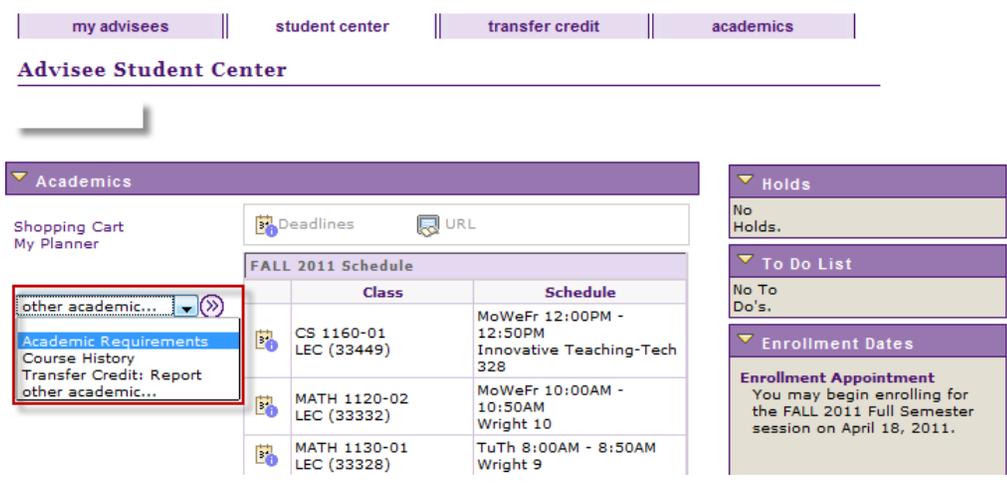


Viewing an Advisement Report using Advisor Center

Purpose: An **Advisement Report** (also known as a degree audit) is the data analysis that indicates whether a student has completed all of the requirements for graduation or if outstanding requirements must still be satisfied. The following instructions describe how to request an advisement report using Advisor Center.

Step	Action										
1.	<p>Access Advisor Center. (<i>My Universe, Resources</i> tab)</p> 										
2.	<p>Click the My Advisees link in the <i>Advisor Center</i> pagelet.</p>  <p>Result: Advisor Center opens with the My Advisees tab displayed.</p>  <table border="1" data-bbox="365 1711 1347 1806"> <thead> <tr> <th></th> <th>Notify</th> <th>Name</th> <th>ID</th> <th>View Student Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Paul Panther</td> <td>#####</td> <td>View Student Details</td> </tr> </tbody> </table>		Notify	Name	ID	View Student Details	1	<input type="checkbox"/>	Paul Panther	#####	View Student Details
	Notify	Name	ID	View Student Details							
1	<input type="checkbox"/>	Paul Panther	#####	View Student Details							

Step	Action
3.	<p>Select the View Student Details link for the student you wish to request an advisement report.</p>  <p>Result: The Advisee Student Center displays.</p>

Step	Action
4.	<p>In the Advisee Student Center, <i>Academics</i> section, select Academic Requirements from the drop-down menu and click the Go button. </p>  <p>Result: The Advisee Requirements display.</p>  <p>See Anatomy of an Advisement Report for details on reading the report.</p> <p>Note: To view/print the PDF report, click the yellow view report as pdf button.</p>