UAConnect
Knowledge Center

Requesting an Advisement Report

Users with the authorized security, granted by the dean's office, may request Academic Advisement Reports administratively. The option to request a new report or to view previously run reports are covered in this document.

Navigation: NavBar > Navigator > Academic Advisement > Student Advisement > Request Advisement Report

Request a New Academic Advisement Report

1. Click **Add a New Value**.

2. Input the **ID** and the **Report Type** in the appropriate fields or click the magnifying glass icon to lookup the value.

Request Advisement Report

Find an Existing Value | Add a New Value

ID [ ] 🔍
Academic Institution THEUA 🔍
Report Type AA 🔍

Add

Find an Existing Value | Add a New Value

3. Click **Add** to open the Report Request screen.

4. Click **Process Request** in the **Actions** group to begin the report process.

Advisement Report Request	Advisement Report Request Log

ID/Name 010743226   Jackson Cain
Academic Institution THEUA   The University of Arkansas
Report Type AA   Advisement Short Report - UGRD
Date Processed
Report Status Request Pending
*Report Date 07/26/2019 📅
*As of Date 01/01/3000 📅
*Report Identifier ADMIN 🔍   Administrative Request

Actions

Process Request

💾 Save   ➕ Add   📄 Update/Display

Advisement Report Request | Advisement Report Request Log

5. An interactive degree audit screen opens. Click the View Report as PDF button to change the view of the report. Or, scroll to the bottom of the report. Report may be lengthy. Click the **Return to Report Request** link.

The University of Arkansas | Undergraduate

This report last generated on 07/26/2019 3:16PM

Collapse All	Expand All	View Report as PDF

⊘ Taken   ◆ In Progress   ★ Planned

▶ **Unused and Excess Courses**

▼ **Language or Critical Thinking (12 Hrs)**

Not Satisfied: Language or Critical Thinking (12 Hrs)

- Units: 12.00 required, 0.00 taken, 12.00 needed

World Language 2013 Level

Not Satisfied: World Language 2013 Level

- Units: 12.00 required, 0.00 taken, 12.00 needed

▼ **PLSCBA Major (30 Hrs)**

Not Satisfied: PLSCBA Major (30 Hrs)

- Units: 30.00 required, 15.00 taken, 15.00 needed

PLSC 2003 - American National Government

Satisfied: PLSC 2003

▼ **PLSC 2003**

The following courses were used to satisfy this requirement:

Personalize | View All | 🖾   First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Status
PLSC2003	AMERICAN NATIONAL GOVT	3.00	Fall 2016	B	⊘

PLSC 2013 - Introduction to Comparative Politics

Satisfied: PLSC 2013

▼ **PLSC 2013**

The following courses were used to satisfy this requirement:

Personalize | View All | 🖾   First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Status
PLSC2013	INTRO TO COMPARATIVE POLITICS	3.00	Spring 2017	B	⊘

PLSC 2813 or PLSC 3103

6. Viewing options are available on the Report Request page.

7. Click the View Report link to view your report in an interactive mode.

8. Click the **View Report as PDF** button to display this report in PDF mode.

Request Previously Run Advisement Reports
Users can return to the Search page and view all previously run instances of the Academic Advisement Report.

Navigation: Academic Advisement > Student Advisement > Request Advisement Report

1. Enter the **Find an Existing Value** search criteria to locate the previous reports.

Request Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

| **Find an Existing Value** | Add a New Value |

▼ **Search Criteria**

ID	= ▼	[blurred]	🔍
Academic Institution	= ▼	THEUA	🔍
Report Type	= ▼	AA	🔍
Report Date	= ▼		📅
Report Sequence	= ▼		
Report Identifier	begins with ▼		🔍
User ID	begins with ▼		
Date Processed	= ▼		📅
Report Status	= ▼	▼	

☐ **Case Sensitive**

| Search | | Clear | Basic Search 🔳 Save Search Criteria |

Search Results

View All   First ◄ 1 of 1 ► Last

ID	Academic Institution	Report Type	Report Date	Report Sequence	Report Identifier	User ID	Date Processed	Report Status
[blurred]	THEUA	AA	07/26/2019	1	ADMIN	[blurred]	07/26/2019	Completed

2. Click the desired report link in the **Search Results**. *Additional reports maybe listed if the academic advisement report has been run multiple times for the student.*