# **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							
Eind an Existing Value Add a New Value							
Academic Institution THEUA							
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.

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<ul> <li>Unused and Exit</li> <li>Language or Cr</li> <li>Not Satisfied: Lang         <ul> <li>Units</li> </ul> </li> <li>World Language 2</li> <li>Not Satisfied: Wor         <ul> <li>Units</li> </ul> </li> <li>PLSCBA Major</li> <li>Iot Satisfied: PLSC</li> <li>Units</li> </ul>	cess Courses         itical Thinking         uage or Critical T         :: 12.00 required,         :: 12.013 Level         :: 12.00 required,         : 12.00 required,         : 12.00 required,         : 12.00 required, <td colin,="" indicat,="" indicat,<="" th=""><th><b>g (12 Hrs)</b> Thinking (12 Hrs) , 0.00 taken, 12.0 13 Level d, 0.00 taken, 12.</th><th>00 needed</th><th></th><th></th><th></th><th></th></td>	<th><b>g (12 Hrs)</b> Thinking (12 Hrs) , 0.00 taken, 12.0 13 Level d, 0.00 taken, 12.</th> <th>00 needed</th> <th></th> <th></th> <th></th> <th></th>	<b>g (12 Hrs)</b> Thinking (12 Hrs) , 0.00 taken, 12.0 13 Level d, 0.00 taken, 12.	00 needed				
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<ul> <li>Iot Satisfied: PLSC</li> <li>Units</li> </ul>	CBA Major (30 H	lrs)						
Units								
	: 30.00 required,	, 15.00 taken, 15	.00 needed					
PLSC 2003 - Amer	rican National	Government						
Satisfied: PLSC 20	003							
<b>PLSC 2003</b>								
The following co	ourses were u	sed to satisfy	this require	ment:				
			Personalize	View All	First	④ 1 of 1	Last	
Course	Description		Units	Vhen		Grade	Status	
PLSC2003	AMERICAN NA	TIONAL GOVT	3.00	all 2016		В	$\bigotimes$	
PLSC 2013 - Intro	duction to Cor	mparative Poli	tics					
Satisfied: PLSC 20	013							
▼ PLSC 2013								
The following co	ourses were u	ised to satisfy	this require	ment:				
the following co	541363 Weile u	isou to satisfy	Personalize		First	1 of 1	() Last	
Course	Description		Units	When	i li st	Grade	Status	
PLSC2013	INTRO TO COM POLITICS	IPARATIVE	3.00	Spring 2017		В	Ø	

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

Advisement Report Request Advis	ement Report Request Log	3	
ID/Name	010743226	ckson Cain	
Academic Institution	THEUA Th	e University of Arkansas	
Report Type	AA Ad	lvisement Short Report - UGRD	
Date Processed	07/26/2019		
Report Status	Completed Successfully		
*Report Dat	07/26/2019		
*As of Dat	01/01/3000		
*Report Identifie	r ADMIN 🔍 Ad	Iministrative Request	
Actions			
Process Request	$\subset$	View Report	View Report as PDF
Printer			Send to Printer
Save Return to Search			🛃 Add 🖉 Update/Disp
dvisement Report Request   Advisemen	Report Request Log		

- 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.

Program Undergraduate Career Fulbright Col of Arts & Sci Program Political Sci Major Business (Management) Minor University Requirements Course of Stu			Requirement Te Fall 2016 Fall 2016 Fall 2016 Fall 2016 Fall 2016	<u>rm Req</u>	Requirement Stat Not Satisfied Not Satisfied Not Satisfied Not Satisfied Not Satisfied		
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Courses No Satisfied: Co	o <u>t Used</u> urses Not Used						
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· Units: 1	2.00 required, 0.0	0 used, 12.00 need	ded				
World Lang	uage 2013 Lev World Language	<u>vel</u> 2013 Level					
· Units: 1	2.00 required. 0.0	0 used, 12.00 need	ded				
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Units: 3 PLSC 2003 Satisfied: PLS PLSC 2003	: PLSCBA Major (3 80.00 required, 15. 9 <u>- American N</u> 8C 2003	30 Hrs) 00 used, 15.00 nee ational Governn	oded nent				
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#### 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 Advise	ment Rep	ort							
				6 H H H H K					
Enter any information	i you nave ar	nd CIICK Se	earch. Leave	tields blank for a	list of all values				
Find an Existing \	Value Ad	ld a New \	/alue						
Search Criteria	а								
		,							
UI.	= •	TUE	1.0	Q					
Academic Institution	= •	THEU	JA	Q					
Report Type	= •	AA		Q					
Report Date	= •			31					
Report Sequence	= •								
Report Identifier	begins with	•		Q					
User ID	begins with	•							
Date Processed	= •			31					
Report Status	= •				•				
Case Sensitive									
		_	-101						
Search Cle	ar Basic	Search	🗊 Save Se	arch Criteria					
Search Results									
View All							First 🕚	1 of 1 🕑	Last
ID Academic	: Institution R	leport Type	e Report Date	Report Sequence	Report Identifier	r User ID	Date Processe	d Report St	tatus
THEUA	A	A	07/26/2019	1	ADMIN		07/26/2019	Complete	ed

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.