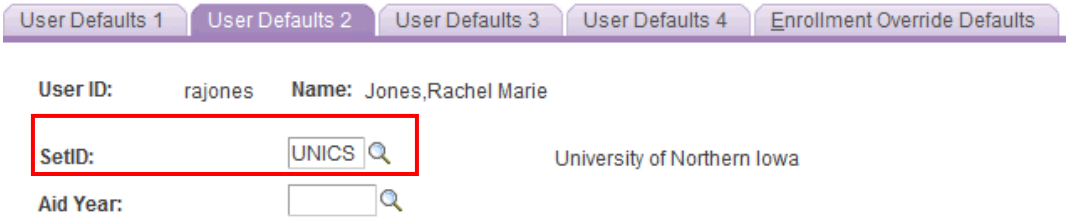
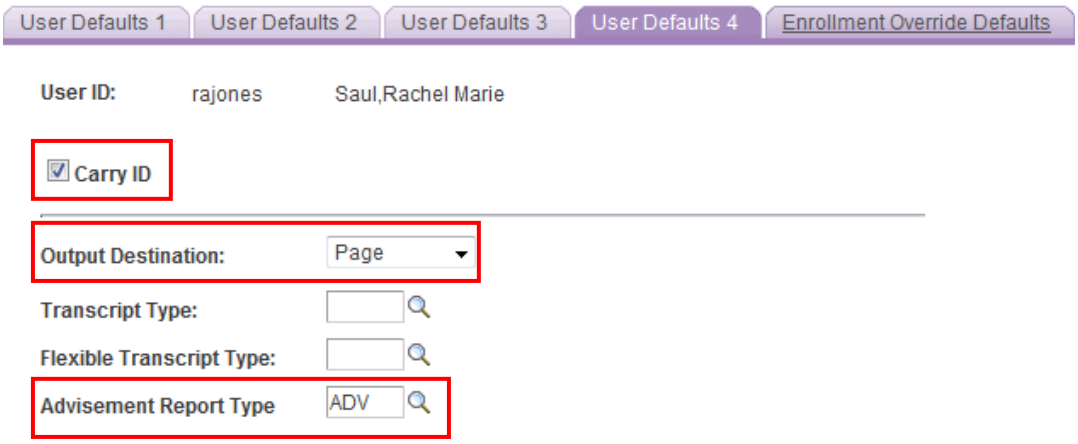
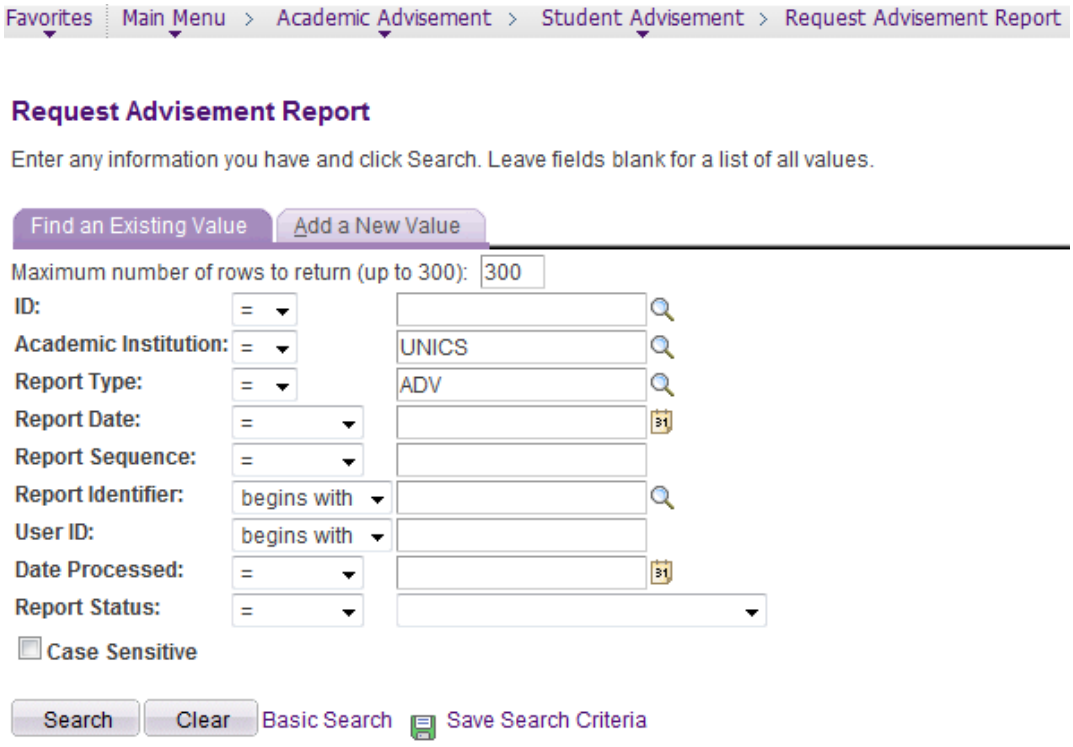
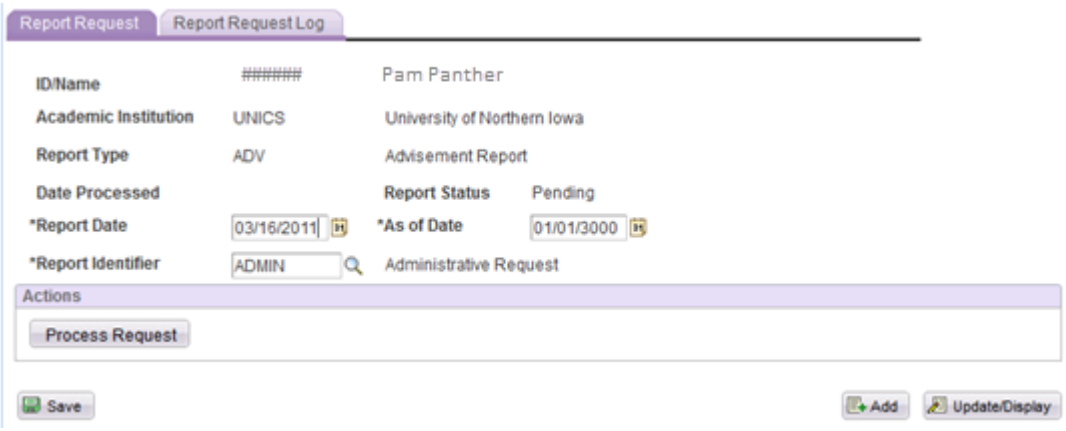
Request Advisement Report (Degree Audit)

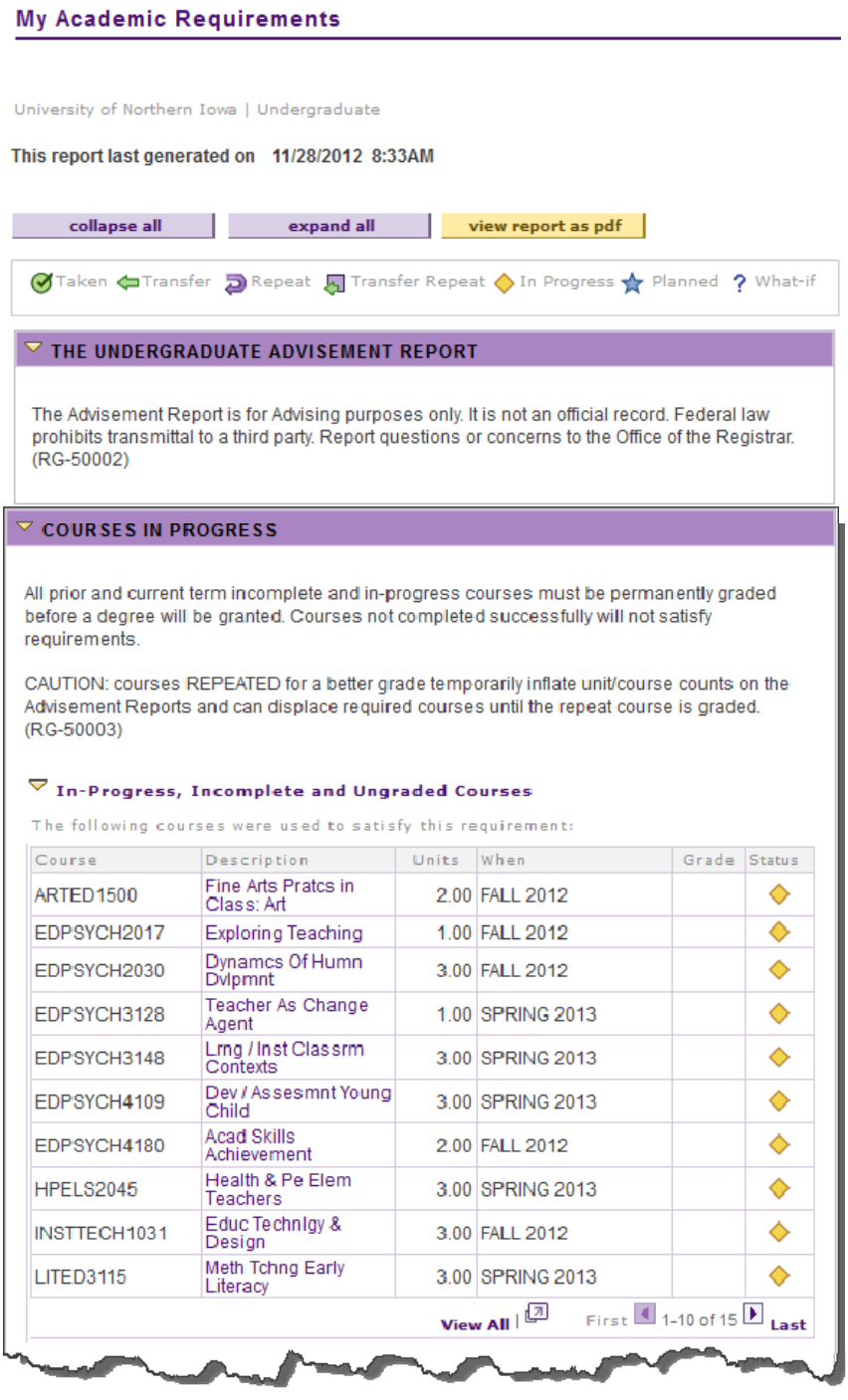
Purpose: An **Advisement Report** (also known as a degree audit) is the data analysis that indicates whether a student has completed all of the requirements for graduation or if outstanding requirements must still be satisfied. The following instructions describe how to request an advisement report.

Step	Action
1.	You must set user defaults prior to requesting advisement reports. Navigate to: **Main Menu › Set Up SACR › User Defaults** On ***User Defaults 1*** tab, set the **Academic Institution** field to *UNICS* On ***User Defaults 2*** tab, set the **SetID** field to *UNICS*  On the ***User Defaults 4*** tab, check the **Carry ID** box, set the **Output Destination** field to *Page*, and set the **Advisement Report Type** field to *ADV*  Click the **Save** button

Step	Action
2.	Navigate to the **Request Advisement Report** page. **Main Menu › Academic Advisement › Student Advisement › Request Advisement Report**  ***Note:*** If an advisement report already exists for a student, you may use the ***Find an Existing Value*** tab to search for an existing request.
3.	Click the **Add a New Value** tab.

Step	Action
4.	Complete the following: • **ID** - Enter the student's ID or use the **Lookup** button to select the ID for the student whom you wish to request a report. • **Academic Institution** – Defaults to *UNICS* • **Report Type** – Defaults to *ADV – Advisement Report*
5.	Click the **Add** button. ***Result:*** The **Report Request** tab displays. 

Step	Action
6.	Click the **Process Request** button. ***Result:*** The Advisement Report displays.



My Academic Requirements

University of Northern Iowa | Undergraduate

This report last generated on 11/28/2012 8:33AM

collapse all | expand all | view report as pdf

Taken | Transfer | Repeat | Transfer Repeat | In Progress | Planned | What-if

THE UNDERGRADUATE ADVISEMENT REPORT

The Advisement Report is for Advising purposes only. It is not an official record. Federal law prohibits transmittal to a third party. Report questions or concerns to the Office of the Registrar. (RG-50002)

COURSES IN PROGRESS

All prior and current term incomplete and in-progress courses must be permanently graded before a degree will be granted. Courses not completed successfully will not satisfy requirements.

CAUTION: courses REPEATED for a better grade temporarily inflate unit/course counts on the Advisement Reports and can displace required courses until the repeat course is graded. (RG-50003)

In-Progress, Incomplete and Ungraded Courses

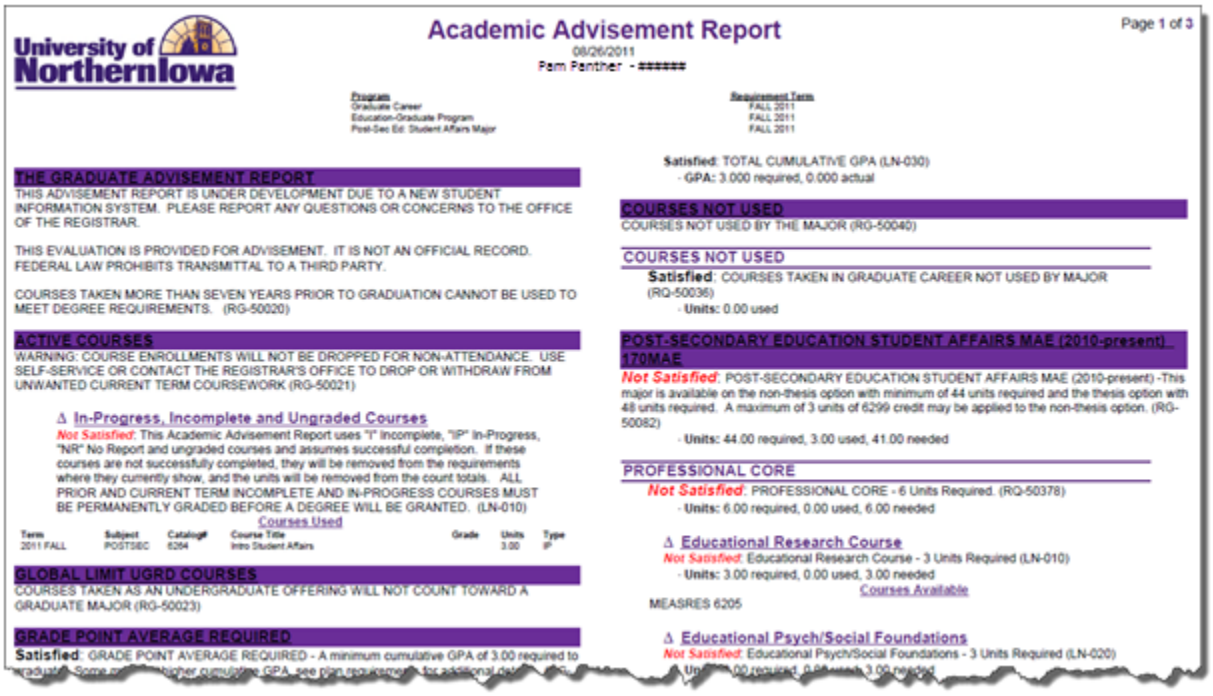
The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ARTED1500	Fine Arts Pratcs in Class: Art	2.00	FALL 2012		
EDPSYCH2017	Exploring Teaching	1.00	FALL 2012		
EDPSYCH2030	Dynamcs Of Humn Dvlpmnt	3.00	FALL 2012		
EDPSYCH3128	Teacher As Change Agent	1.00	SPRING 2013		
EDPSYCH3148	Lrng / Inst Classrm Contexts	3.00	SPRING 2013		
EDPSYCH4109	Dev / Assesmnt Young Child	3.00	SPRING 2013		
EDPSYCH4180	Acad Skills Achievement	2.00	FALL 2012		
HPELS2045	Health & Pe Elem Teachers	3.00	SPRING 2013		
INSTTECH1031	Educ Technlgy & Design	3.00	FALL 2012		
LITED3115	Meth Tchng Early Literacy	3.00	SPRING 2013		

View All | First 1-10 of 15 Last

Printing the Advisement Report

Click the yellow **View Report as PDF** button at the top of the report. The Report displays in a PDF window and you may now click the **Print** button on the toolbar to print the report.



University of Northern Iowa

Academic Advisement Report

08/26/2011

Pam Panther - #######

Page 1 of 3

Program
Graduate Career
Education-Graduate Program
Post-Sec Ed: Student Affairs Major

Requirement Term
FALL 2011
FALL 2011
FALL 2011

THE GRADUATE ADVISEMENT REPORT

THIS ADVISEMENT REPORT IS UNDER DEVELOPMENT DUE TO A NEW STUDENT INFORMATION SYSTEM. PLEASE REPORT ANY QUESTIONS OR CONCERNS TO THE OFFICE OF THE REGISTRAR.

THIS EVALUATION IS PROVIDED FOR ADVISEMENT. IT IS NOT AN OFFICIAL RECORD. FEDERAL LAW PROHIBITS TRANSMITTAL TO A THIRD PARTY.

COURSES TAKEN MORE THAN SEVEN YEARS PRIOR TO GRADUATION CANNOT BE USED TO MEET DEGREE REQUIREMENTS. (RG-50020)

ACTIVE COURSES

WARNING: COURSE ENROLLMENTS WILL NOT BE DROPPED FOR NON-ATTENDANCE. USE SELF-SERVICE OR CONTACT THE REGISTRAR'S OFFICE TO DROP OR WITHDRAW FROM UNWANTED CURRENT TERM COURSEWORK (RG-50021)

Δ In-Progress, Incomplete and Ungraded Courses

Not Satisfied: This Academic Advisement Report uses "I" Incomplete, "IP" In-Progress, "NR" No Report and ungraded courses and assumes successful completion. If these courses are not successfully completed, they will be removed from the requirements where they currently show, and the units will be removed from the count totals. ALL PRIOR AND CURRENT TERM INCOMPLETE AND IN-PROGRESS COURSES MUST BE PERMANENTLY GRADED BEFORE A DEGREE WILL BE GRANTED. (LN-010)

Courses Used

Term	Subject	Catalog#	Course Title	Grade	Units	Type
2011 FALL	POSTSEC	6284	Intro Student Affairs		3.00	IP

GLOBAL LIMIT UGRD COURSES

COURSES TAKEN AS AN UNDERGRADUATE OFFERING WILL NOT COUNT TOWARD A GRADUATE MAJOR (RG-50023)

GRADE POINT AVERAGE REQUIRED

Satisfied: GRADE POINT AVERAGE REQUIRED - A minimum cumulative GPA of 3.00 required to graduate. Some ... higher cumulative GPA, see plan requirements for additional ...

Satisfied: TOTAL CUMULATIVE GPA (LN-030)
- GPA: 3.000 required, 0.000 actual

COURSES NOT USED

COURSES NOT USED BY THE MAJOR (RG-50040)

COURSES NOT USED

Satisfied: COURSES TAKEN IN GRADUATE CAREER NOT USED BY MAJOR (RQ-50036)
- Units: 0.00 used

POST-SECONDARY EDUCATION STUDENT AFFAIRS MAE (2010-present) 170MAE

Not Satisfied: POST-SECONDARY EDUCATION STUDENT AFFAIRS MAE (2010-present) -This major is available on the non-thesis option with minimum of 44 units required and the thesis option with 48 units required. A maximum of 3 units of 6299 credit may be applied to the non-thesis option. (RG-50082)
- Units: 44.00 required, 3.00 used, 41.00 needed

PROFESSIONAL CORE

Not Satisfied: PROFESSIONAL CORE - 6 Units Required. (RQ-50378)
- Units: 6.00 required, 0.00 used, 6.00 needed

Δ Educational Research Course

Not Satisfied: Educational Research Course - 3 Units Required (LN-010)
- Units: 3.00 required, 0.00 used, 3.00 needed

Courses Available

MEASRES 6205

Δ Educational Psych/Social Foundations

Not Satisfied: Educational Psych/Social Foundations - 3 Units Required (LN-020)
- Units: 3.00 required, 0.00 used, 3.00 needed