








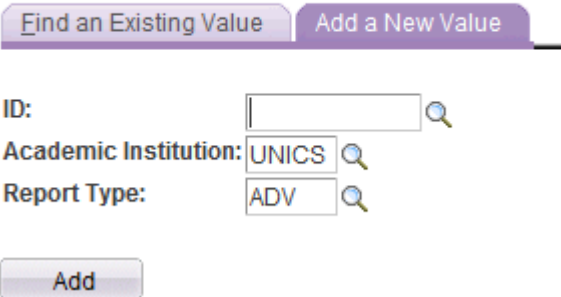
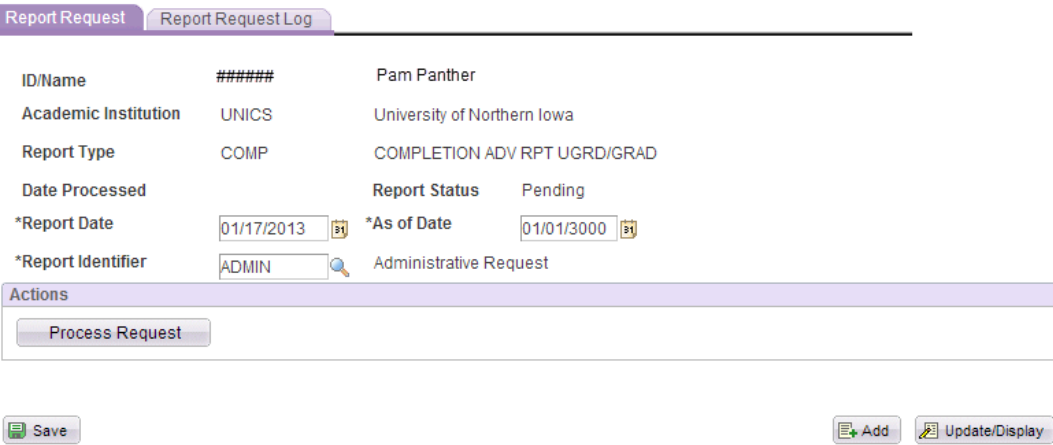
Request Completion Report








Purpose: A **Completion Report** is the data analysis used for graduation checkout.

- This report includes NO In-Progress Courses
- This report can be generated for current, suspended, or graduated students (until active in a new program).

The following instructions describe how to request a completion report.


Step	Action
1.	<p>Navigate to the Request Advisement Report page. Main Menu > Academic Advisement > Student Advisement > Request Advisement Report</p> <p><i>Favorites</i> <i>Main Menu</i> > <i>Academic Advisement</i> > <i>Student Advisement</i> > <i>Request Advisement Report</i></p> <p>Request Advisement Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <hr/> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: = <input type="text"/> </p> <p>Academic Institution: = <input type="text" value="UNICS"/> </p> <p>Report Type: = <input type="text" value="ADV"/> </p> <p>Report Date: = <input type="text"/> </p> <p>Report Sequence: = <input type="text"/></p> <p>Report Identifier: begins with <input type="text"/> </p> <p>User ID: begins with <input type="text"/></p> <p>Date Processed: = <input type="text"/> </p> <p>Report Status: = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> <p>Note: If a completion report already exists for a student, you may use the <i>Find an Existing Value</i> tab to search for an existing request.</p>

Step	Action
2.	<p>Click the Add a New Value tab.</p> <p>Request Advisement Report</p> 
3.	<p>Complete the following:</p> <ul style="list-style-type: none"> • 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 <i>UNICS</i> • Report Type – Defaults to <i>ADV</i> – Select <i>COMP</i>
4.	<p>Click the Add button.</p> <p>Result: The Report Request tab displays.</p> 

Step	Action
5.	<p>Click the Process Request button.</p> <p>Result: The Completion report displays.</p> <p>Completion Checkout Advisement Report-All Careers</p> <hr/> <p>University of Northern Iowa Undergraduate</p> <p>This report last generated on 01/17/2013 2:43PM</p> <p>collapse all expand all view report as pdf</p> <p>  Taken  Transfer  Repeat  Transfer Repeat  In Progress  Planned  What-if </p> <p>THE UNDERGRADUATE ADVISEMENT REPORT</p> <p>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)</p> <p>COURSES IN PROGRESS</p> <p>UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT)</p> <p>UNIVERSITY COMPETENCY SUMMARY</p> <p>LIBERAL ARTS CORE (04)</p> <p>UNIVERSITY ELECTIVES & COURSES NOT USED</p> <p>COMMUNICATION MAJOR BA (2010-present) 48VBA</p>

Printing the Completion 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.



Completion Checkout Advisement Report-
All Careers

Pam Panther

01/17/2013

Program
Undergraduate Career

Requirement Term
FALL 2009

EN = Enrolled	IP = In Progress	I = Incomplete	NR = Grade Not Recorded
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THE UNDERGRADUATE ADVISEMENT REPORT
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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)

UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT)
Satisfied: (RG-50005)

UNIT REQUIREMENTS FOR GRADUATION
Satisfied: (RG-50040) NOTE: Dual degrees require minimum units for longest degree, plus 32 units for additional degree.
 Δ **Bachelor of Arts**
Satisfied: 120 Units Required (LN-040)

DEGREE UNIT LIMITS
Satisfied: Max units: 65 2-YR Transfer; 32 by Exam; 22 Credit/No Credit; 6 Workshop; 12 Student Teaching; 32 GIS/Extension (RQ-50364)
 Δ **2-YR Transfer Used**
Satisfied: (LN-010)
- Units: 6.00 used

RESIDENCE CREDIT REQUIREMENT
Satisfied: Final degree enrollment must be UNI In-Resident Course. Additional requirements not yet satisfied below. (RQ-50291)

GRADE POINT AVERAGE
Satisfied: Some majors require higher GPA, see plan for details. (RQ-51405)
 Δ **UNI GPA**
Satisfied: (LN-010)
- GPA: 2.000 required, 3.537 actual
 Δ **TRANSFER GPA**
Satisfied: (LN-020)
- GPA: 4.000 actual

Satisfied: Competency in English, Math, Foreign Language and Science Lab (RG-50007)

FOREIGN LANGUAGE COMPETENCY REQUIREMENT
Satisfied: Through level 2 college level / C- or better in final course. (RQ-50298)

LAB REQUIREMENT
Satisfied: Life or Physical Science Lab Course Required (RQ-51588)

LIBERAL ARTS CORE (04)
(RG-50019)

LAC I. CORE COMPETENCIES
Satisfied: 4 Courses Required (RQ-50500)

Δ **1A. Writing and Reading**
Satisfied: 1 Course Required (LN-030)

620	5	College Writing & Research	3.00	2009 FALL	X	TE
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Δ **1B. Speaking and Listening**
Satisfied: 1 Course Required (LN-115)

48C	1	Oral Communication	3.00	2009 FALL	A-	EN
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Δ **1C. Quantitative Techniques and Understanding**
Satisfied: 1 Course Required (LN-215)

STAT	772	Statistical Methods	3.00	2011 FALL	A	TR
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Δ **1D. Personal Wellness**
Satisfied: 1 Course Required (LN-300)

440	10	Personal Wellness	3.00	2010 FALL	C+	EN
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LAC II. CIVILIZATIONS AND CULTURES
Satisfied: 3 Courses Required (RQ-50501)

Δ **2A. Humanities Course 1**
Satisfied: 1 Course Required (LN-010)

680	22	Humanities II	3.00	2009 FALL	C+	EN
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Δ **2A. Humanities Course 2**
Satisfied: 1 Course Required (LN-060)

680	21	Humanities I	3.00	2010 FALL	A	EN
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