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).
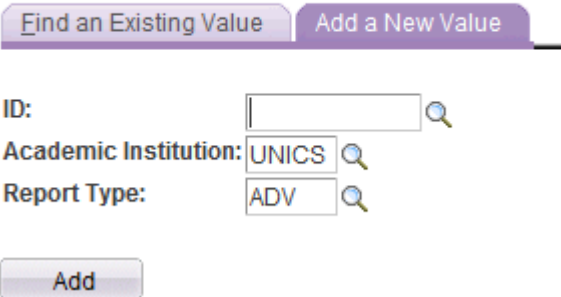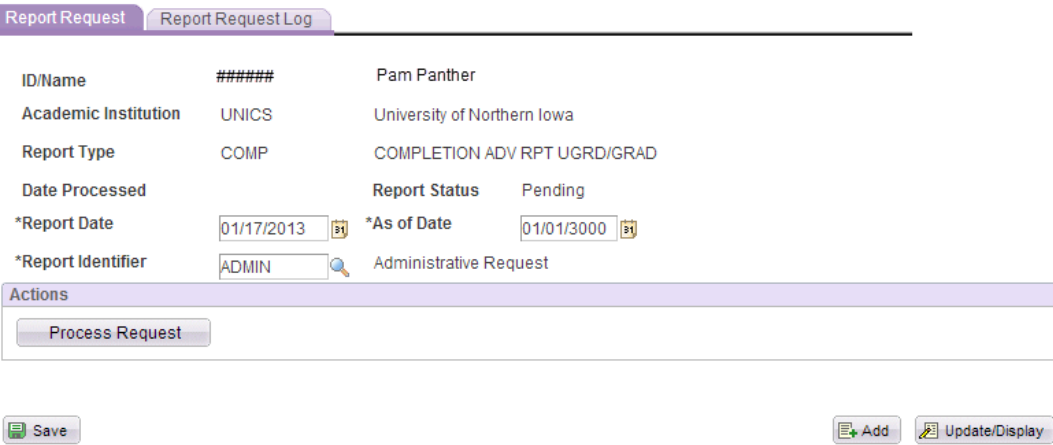
The following instructions describe how to request a completion report.

Step	Action
1.	Navigate to the **Request Advisement Report** page. **Main Menu › Academic Advisement › Student Advisement › Request Advisement Report** Favorites │ Main Menu > Academic Advisement > Student Advisement > Request Advisement Report **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 Maximum number of rows to return (up to 300): 300 ID: = [blank] Academic Institution: = UNICS Report Type: = ADV Report Date: = [blank] Report Sequence: = [blank] Report Identifier: begins with [blank] User ID: begins with [blank] Date Processed: = [blank] Report Status: = [blank] ☐ Case Sensitive Search	Clear	Basic Search	Save Search Criteria *Note:* If a completion report already exists for a student, you may use the ***Find an Existing Value*** tab to search for an existing request.

Step	Action
2.	Click the **Add a New Value** tab. **Request Advisement Report** [Find an Existing Value] [Add a New Value] ID: [ ] Academic Institution: [UNICS] Report Type: [ADV] [Add]
3.	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* – Select *COMP*
4.	Click the **Add** button. *Result:* The **Report Request** tab displays. [Report Request] [Report Request Log] ID/Name ###### Pam Panther Academic Institution UNICS University of Northern Iowa Report Type COMP COMPLETION ADV RPT UGRD/GRAD Date Processed Report Status Pending *Report Date 01/17/2013 *As of Date 01/01/3000 *Report Identifier ADMIN Administrative Request **Actions** [Process Request] [Save] [Add] [Update/Display]

Step	Action
5.	Click the **Process Request** button.
	Result: The Completion report displays.
	Completion Checkout Advisement Report-All Careers
	University of Northern Iowa | Undergraduate
	This report last generated on 01/17/2013 2:43PM
	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
	▶ UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT)
	▶ UNIVERSITY COMPETENCY SUMMARY
	▶ LIBERAL ARTS CORE (04)
	▶ UNIVERSITY ELECTIVES & COURSES NOT USED
	▼ COMMUNICATION MAJOR BA (2010-present) 48VBA

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.