

University of Morthernlowa

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 using Advisor Center.

Step	Action					
1.	Access Advisor Center. (My Universe, Resources tab)					
2.	Click the My Advisees link in the Advisor Center pagelet.					
	Faculty Center Advisor Center Search					
	my adviacea atudent center transfer credit academica My Advisees Select display option: Include photes in list					
	Find 🖓 🛲					
	Notify Name ID View Student Details					
	Part Partition SSSSF View Student Details					
	notify selected advisees notify all advisees					



Step	Actio	n						
3.	Select the View Student Details link for the student you wish to request an advisement report.							
	Find 💷 🗯							
		Notify	Name	ID	View Student Details			
	1		Pam Panthor		View Student Details			
	Result: The Advisee Student Center displays.							





Step	Action						
4.	In the Advisee Student Center, Academics section, select Academic						
	Requirements from the drop-down menu and click the Go button. \bigotimes						
	my advisees	student center	transfer credit	academics			
	Advisee Student Center						
	Academics	✓ Holds					
	Shopping Cart	👪 Deadlines 🛛 😡 🛛	No Holds.				
	My Planner	FALL 2011 Schedule		▼ To Do List			
	other academic	Class	Schedule	No To Do's.			
	Academic Requirements Course History	CS 1160-01 LEC (33449)	MoWeFr 12:00PM - 12:50PM Innovative Teaching-Tech	Enrollment Dates			
	Transfer Credit: Report other academic	MATH 1120-02 LEC (33332)	328 MoWeFr 10:00AM - 10:50AM Wright 10	Enrollment Appointment You may begin enrolling for the FALL 2011 Full Semester			
		MATH 1130-01 LEC (33328)	TuTh 8:00AM - 8:50AM Wright 9	session on April 18, 2011.			
	Result: The Advis	ee Requiremer	its display.				
	What-If Report	1					
	This report last separat	University of Northern Iowa Undergraduate					
		annead all		- 16			
	conapse an	expand all	view report as	par			
	🧭 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						
	See Anatomy of an Advisement Report for details on reading the report.						
	<i>Note:</i> To view/prin	nt the PDF repor	rt, click the yellow	view report as pdf button.			