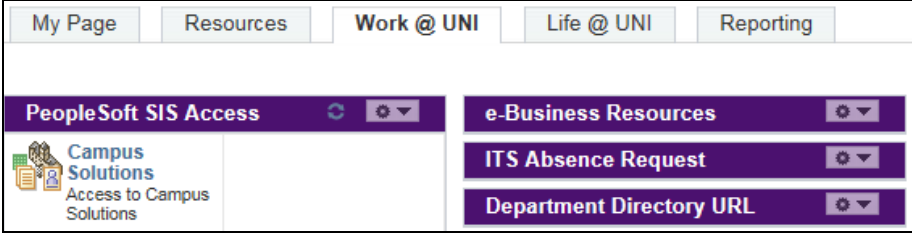
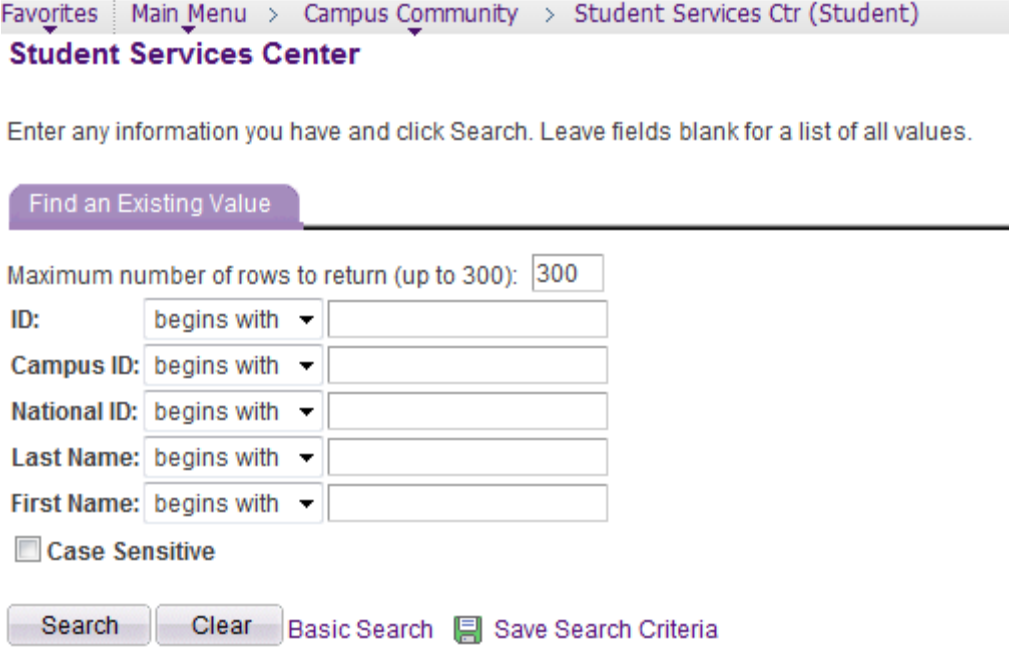

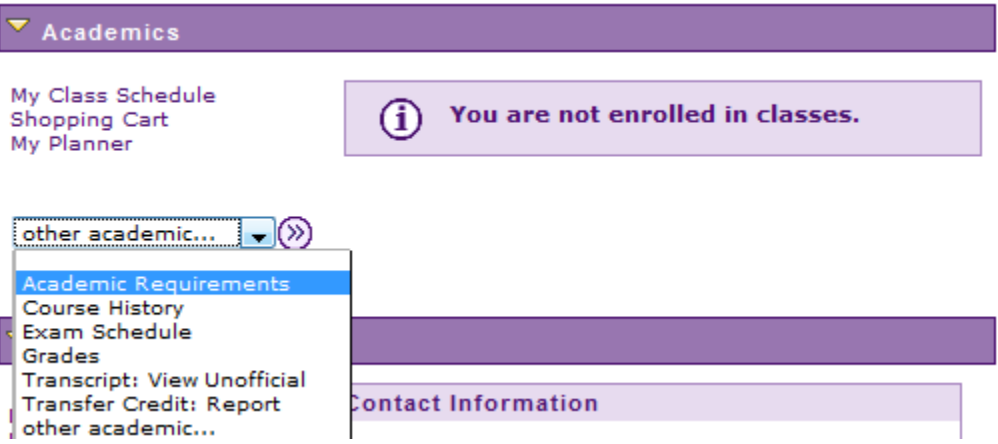
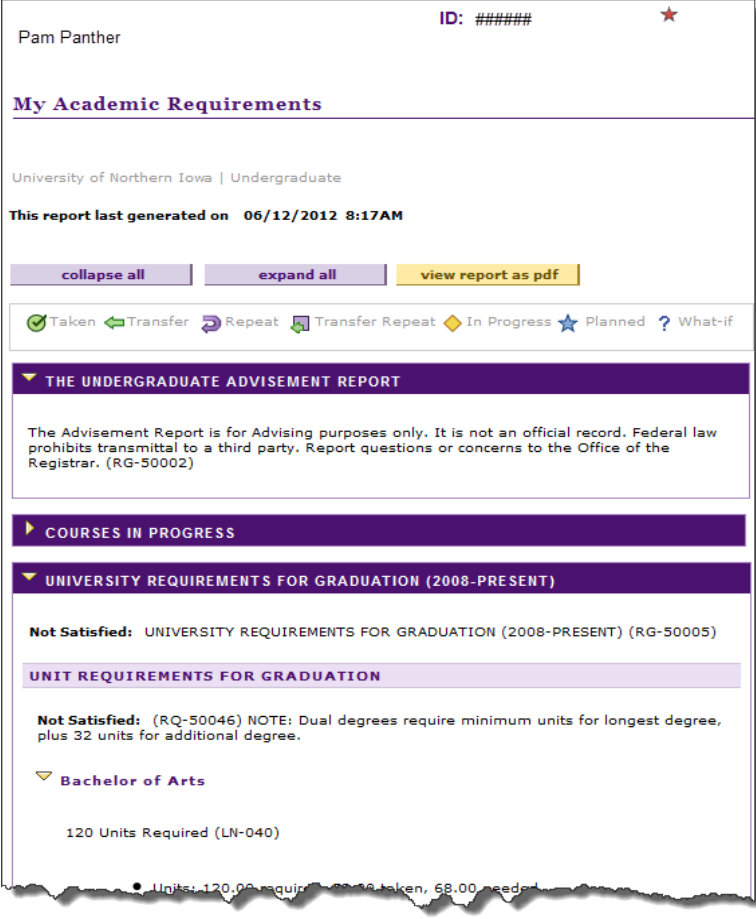

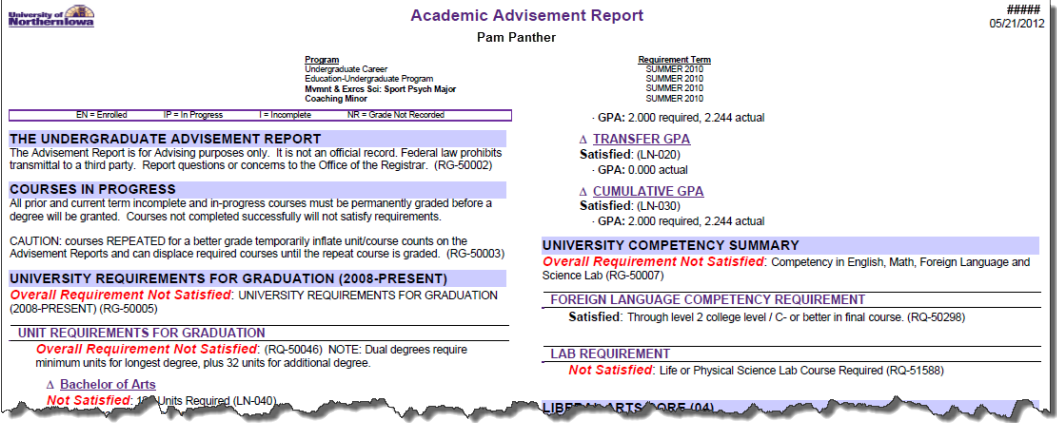


Viewing Advisement Report using Student Services Center

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 view an advisement report using Student Services Center in Campus Solutions.

Step	Action
1.	<p>Log in to MyUNIverse and go to the Work @ UNI > PeopleSoft SIS Access > Campus Solutions link</p> 
2.	<p>Navigate to the Student Services Center. Select Main Menu > Campus Community > Student Services Center (Student)</p> 
3.	<p>Enter appropriate search criteria (E.g. student’s U-ID in the ID field). Click the Search button.</p> <p>Result: The student center tab for the desired student displays.</p>

Step	Action
4.	<p>In the <i>Academics</i> section, select Academic Requirements from the drop-down menu and click the Go button. </p>  <p>Result: The student’s Academic Requirements (Advisement Report) displays.</p> 

Step	Action
5.	<p>To print the report, click the view report as pdf button </p> <p>Result: The two-column pdf printable report displays.</p> 
6.	<p>Use the PDF toolbar or select File, Print from the menu to print the report.</p> 