

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.	Log in to MyUNIverse and go to the Work @ UNI > PeopleSoft SIS Access > Campus Solutions link		
	My Page Resources Work @ UNI Life @ UNI Reporting		
	PeopleSoft SIS Access C C e-Business Resources		
	Campus ITS Absence Request		
	Access to Campus Solutions Department Directory URL		
2.	Solutions Deputation Officers () officers Navigate to the Student Services Center. Select Main Menu > Campus Community > Student Services Center (Student) Favorites Main Menu > Campus Community > Student Services Ctr (Student) Student Services Center Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): ID: begins with Campus ID: begins with National ID: begins with		
	First Name: begins with 👻		
	Case Sensitive		
	Search Clear Basic Search 🗐 Save Search Criteria		
3.	Enter appropriate search criteria (E.g. student's U-ID in the ID field). Click the Search button.<i>Result:</i> The student center tab for the desired student displays.		



Step	Action	
4.	In the <i>Academics</i> section, select Academic Requirements from the drop-down menu and click the Go button. \bigotimes	
	Academics	
	My Class Schedule Shopping Cart My Planner (i) You are not enrolled in classes.	
	other academic Academic Requirements Course History Exam Schedule Grades Transcript: View Unofficial Transfer Credit: Report Contact Information Contact	
	other academic Result: The student's Academic Requirements (Advisement Report) displays.	
	Pam Panther	
	My Academic Requirements	
	University of Northern Iowa Undergraduate This report last generated on 06/12/2012 8:17AM	
	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	
	VNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT) Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT) (RG-50005)	
	UNIT REQUIREMENTS FOR GRADUATION	
	Not Satisfied: (RQ-50046) NOTE: Dual degrees require minimum units for longest degree, plus 32 units for additional degree.	
	Bachelor of Arts 120 Units Required (LN-040)	
	Unite: 120.90 mquir: 20-56 taken, 68.00 nedet	



Step	Action				
5.	To print the report, click the view report	t as pdf button view report as pdf			
	<i>Result:</i> The two-column pdf printable report displays.				
	Academic Ad	visement Report ##### o5/21/2012 anther			
	Program Undergraduate Career Education-Undergraduate Program Mwmut & Exros Sci: Sport Psych Major Coaching Minor	Bequirement Term SUMMER 2010 SUMMER 2010 SUMMER 2010 SUMMER 2010			
	EN = Enrolled IP = In Progress I = Incomplete NR = Grade Not Recorded	· GPA: 2.000 required, 2.244 actual			
	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)	∆ <u>TRANSFER GPA</u> Satisfied: (LN-020) . GPA: 0.000 actual			
	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.	∆ <u>CUMULATIVE GPA</u> Satisfied: (LN-030) · GPA: 2.000 required, 2.244 actual			
	CAUTION: courses REPEATED for a better grade temporarily inflate unticourse counts on the Advisement Reports and can displace required courses until the repeat course is graded. (RG-50003) UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT)	UNIVERSITY COMPETENCY SUMMARY Overall Requirement Not Satisfied: Competency in English, Math, Foreign Language and Science Lak (RG-50007)			
	Overall Requirement Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT) (RG-50005)	FOREIGN LANGUAGE COMPETENCY REQUIREMENT Satisfied: Through level 2 college level / C- or better in final course. (RQ-50298)			
	UNIT REQUIREMENTS FOR GRADUATION	Satisfied. Through fever 2 college lever / O- or better in final course. (RQ-50236)			
	Overall Requirement Not Satisfied: (RQ-50046) NOTE: Dual degrees require minimum units for longest degree, plus 32 units for additional degree.	LAB REQUIREMENT Not Satisfied; Life or Physical Science Lab Course Required (RQ-51588)			
	A Bachelor of Arts Not Satisfied: 10"Units Required (UN-040)	LIBERTINGE LIE UT FIJSLAI SLIEILE LAD OUISE REQUIEU (NCOTSON)			
6.	Use the PDF toolbar or select File , Prin	t from the menu to print the report.			
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