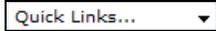# SiS - Academic Advisement Rep ort

**1.** Click the **Collapse Menu** button.
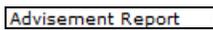
**2.** Use the **Student Center** page to access your advisement report.

**3.** Click the **Quick Links...** list.

Quick Links...  ▼

**4.** Click the **Advisement Report** list item.

Advisement Report

**5.** Click the **Go** button.

**6.** The **My Academic Requirements** page lists the minimum units required for graduation within your major. It initially opens displaying only your unsatisfied requirements. Categories of requirements are arranged in **Requirement Groups**, labeled in the dark blue bars. When all requirements within a group are satisfied, the **Requirement Group** box is automatically closed.

**Note:** If you are enrolled in dual careers, verify that you are viewing the appropriate report.

For dual career students, the **Select Institution / Career** field displays at the top of the report. To view a different report, change the selection, and click the **change** button.

**7.** The icons shown at the top of the page display within the course tables, specifying the course status - **Taken**, **In Progress**, or **Planned**.

**8.** You can expand or collapse individual sections of the report by clicking the green arrows to the left of the section.

To open the **Degree Requirements** section, click the **Expand section** button.

**9.** To collapse all sections, click the **Collapse All** button.

collapse all

**10.** To expand all sections, click the **Expand All** button.

expand all

**11.** Scroll through the report to view the course grids. Courses that can satisfy requirements display in grids with headings of **Course**, **Description**, **Units**, **When** (Term), **Grade**, **Notes** (if there is an exception), and **Status**.

**12.** At the bottom of the grid, navigation links allow you to **View All** or **View 100**, proceed to the next set of 10 courses, or go to the last 10 courses in the table.

**13.** Click the **View 100** link.

View 100

**14.** The first 100 courses display. Click on any of the table headings to display columns in ascending or descending order.

**15.** Click on any course title in the **Description** column to view **Course Details**, **Enrollment Information**, and a **Description** of the course.

**16.** Click the **Description** link for **The Horror Story**.

The Horror Story

**17.** View the **Course Detail** page. You can view these details for any courses in the table, whether *taken*, *in progress*, or a course that could be used to satisfy a requirement.

**18.** Click the **View Class Sections** button.

view class sections

**19.** Use the **Course Schedule** page to see a schedule of when the course is offered. The term can be changed in the **Terms Offered** list.

**Note:** The availability of a course during any given term is subject to change. Be sure to check course availability when the term approaches, as you may need to make alternate plans if a course is not offered.

**20.** To return to the report, click the **Return to My Academic Requirements** link.

Return to My Academic Requirements

**21.** As you scroll through the report, you may see a **View Course List** link.

Click the **View Course List** link.

View Course List

**22.** A list of courses that could fulfill the requirement displays.

**23.** To return to the report, click the **Return to My Academic Requirements** link.

Return to My Academic Requirements

**24.** If you have one or more exceptions to the usual requirements, these display as a link in the **Notes** column of a table.

Click the **Notes** link.

01

**25.** A description of the exception displays.

**Note:** Requirement changes do not display on the interactive Advisement Report. Run the PDF version of the report (explained later in the topic) to view a description of any requirement changes that may have been made.

**26.** To return to the report, click the **Return to My Academic Requirements** link.

Return to My Academic Requirements

**27.** To generate a PDF report, scroll to the top of the page and click the **View Report as PDF** button.

View Report as PDF

**28.** The report opens in a new window. You can save or print the report.

**29.**    To print the report, click the **Print** button.

**30.**    Click the **OK** button.

**31.**    To close the report, click the **Close** button.

**32.**    Congratulations!  You have generated your academic advisement report.
**End of Procedure.**