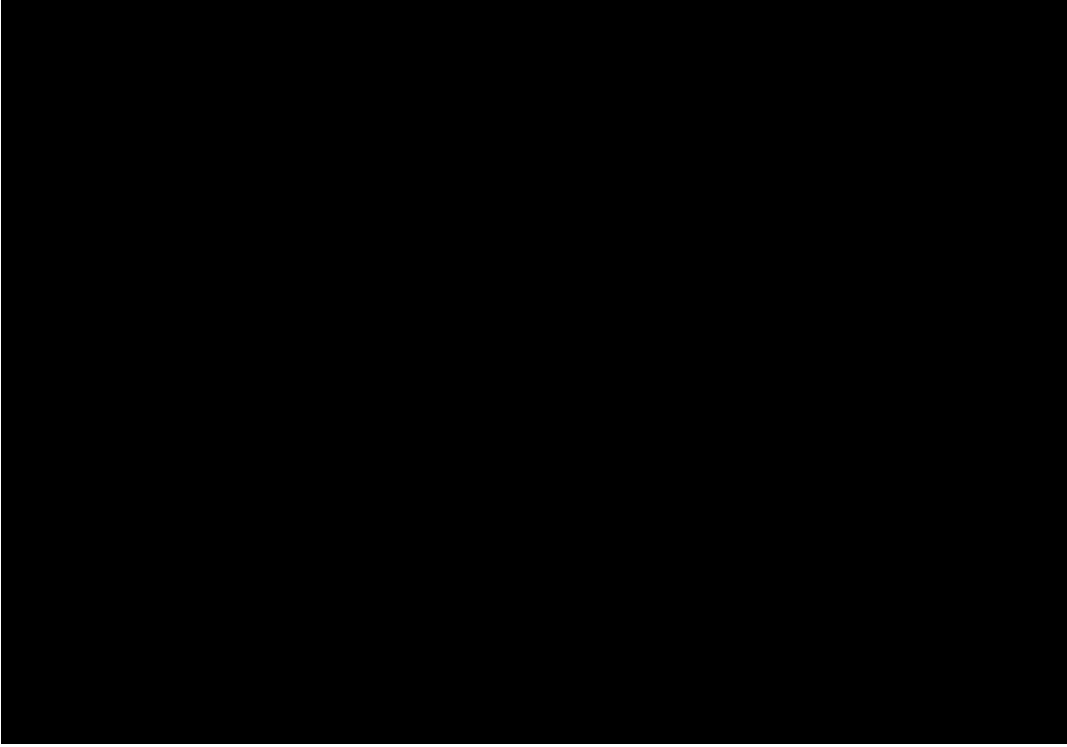


Request Advisement Report (Degree Audit)

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.

Step	
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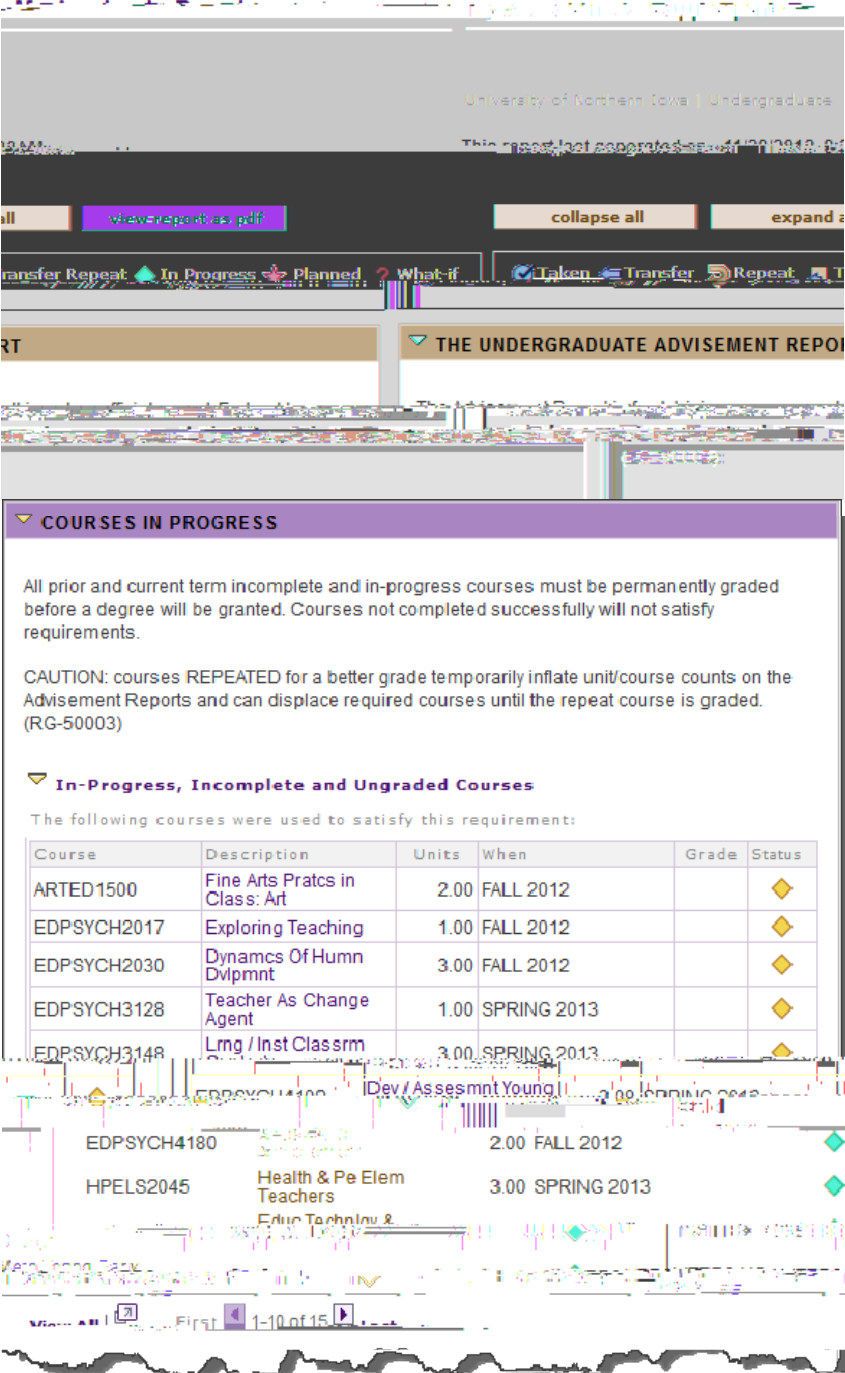


Step	Action
2.	<p>Navigate to the Request Advisement Report page. Main Menu > Academic Advisement > Student Advisement > Request Advisement Report</p>  <p><i>Note:</i> If an advisement report already exists for a student, you may use the Find an Existing Value tab to search for an existing request.</p>
3.	<p>Click the Add a New Value tab.</p> 



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6.	<p>Click the Process Request button.</p> <p>Result: The Advisement Report displays.</p>  <p>THE UNDERGRADUATE ADVISEMENT REPORT</p> <p>▼ COURSES IN PROGRESS</p> <p>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.</p> <p>CAUTION: courses REPEATED for a better grade temporarily inflate unit/course counts on the Advisement Reports and can displace required courses until the repeat course is graded. (RG-50003)</p> <p>▼ In-Progress, Incomplete and Ungraded Courses</p> <p>The following courses were used to satisfy this requirement:</p> <table border="1" data-bbox="381 1266 1166 1491"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Units</th> <th>When</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ARTED1500</td> <td>Fine Arts Prctcs in Class: Art</td> <td>2.00</td> <td>FALL 2012</td> <td></td> <td>◆</td> </tr> <tr> <td>EDPSYCH2017</td> <td>Exploring Teaching</td> <td>1.00</td> <td>FALL 2012</td> <td></td> <td>◆</td> </tr> <tr> <td>EDPSYCH2030</td> <td>Dynamics Of Humn Dvlpmnt</td> <td>3.00</td> <td>FALL 2012</td> <td></td> <td>◆</td> </tr> <tr> <td>EDPSYCH3128</td> <td>Teacher As Change Agent</td> <td>1.00</td> <td>SPRING 2013</td> <td></td> <td>◆</td> </tr> <tr> <td>EDPSYCH3148</td> <td>Lrng / Inst Classrm</td> <td>3.00</td> <td>SPRING 2013</td> <td></td> <td>◆</td> </tr> <tr> <td>EDPSYCH4180</td> <td>Assemt / Dev / Assesmnt Young</td> <td>2.00</td> <td>FALL 2012</td> <td></td> <td>◆</td> </tr> <tr> <td>HPELS2045</td> <td>Health & Pe Elem Teachers</td> <td>3.00</td> <td>SPRING 2013</td> <td></td> <td>◆</td> </tr> </tbody> </table>	Course	Description	Units	When	Grade	Status	ARTED1500	Fine Arts Prctcs in Class: Art	2.00	FALL 2012		◆	EDPSYCH2017	Exploring Teaching	1.00	FALL 2012		◆	EDPSYCH2030	Dynamics Of Humn Dvlpmnt	3.00	FALL 2012		◆	EDPSYCH3128	Teacher As Change Agent	1.00	SPRING 2013		◆	EDPSYCH3148	Lrng / Inst Classrm	3.00	SPRING 2013		◆	EDPSYCH4180	Assemt / Dev / Assesmnt Young	2.00	FALL 2012		◆	HPELS2045	Health & Pe Elem Teachers	3.00	SPRING 2013		◆
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