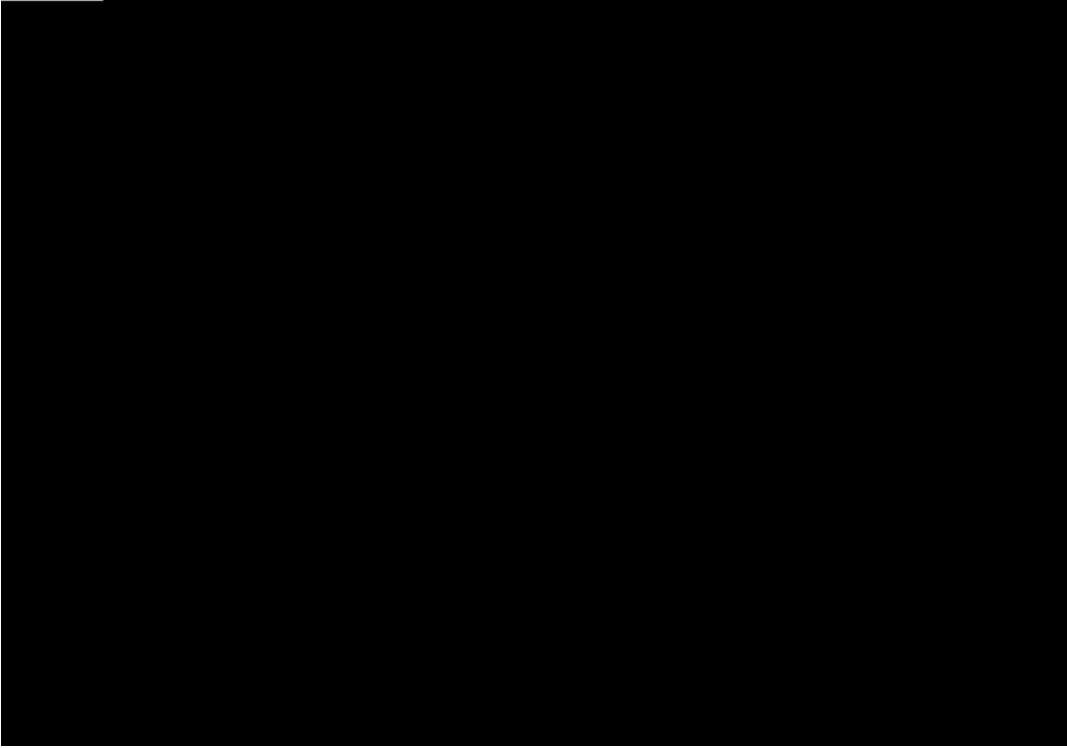


Request Completion Report

Purpose: A **Completion Report** is the data analysis used for graduation checkout.

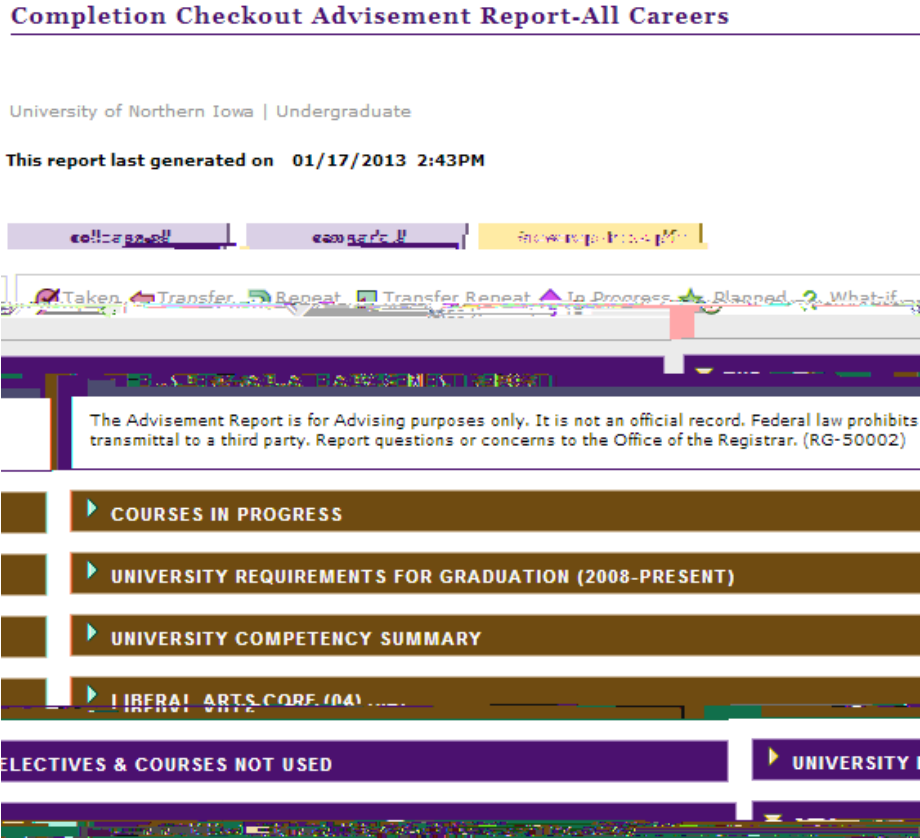
- This report includes NO In-Progress Courses
- This report can be generated for current, suspended, or graduated students (until active in a new program).

The following instructions describe how to request a completion report.

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



Step	Action
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Step	Action
5.	<p>Click the Process Request button.</p> <p>Result: The Completion report displays.</p>  <p>Completion Checkout Advisement Report-All Careers</p> <p>University of Northern Iowa Undergraduate</p> <p>This report last generated on 01/17/2013 2:43PM</p> <p>Navigation: Taken, Transfer, Repeat, Transfer Repeat, In Progress, Planned, What-if</p> <p>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)</p> <ul style="list-style-type: none"> COURSES IN PROGRESS UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT) UNIVERSITY COMPETENCY SUMMARY LIBERAL ARTS CORE (04) ELECTIVES & COURSES NOT USED UNIVERSITY



Printing the Completion Report

Click the yellow **View Report as PDF** button at the top of the report. The Report displays in a PDF window and you may now click the **Print** button on the toolbar to print the report.

The screenshot displays an "Undergraduate Advisement Report" for Pam Panther, dated 01/17/2013. The report is for the Undergraduate Career program in Fall 2009. It lists several requirements and their completion status:

- LAB REQUIREMENT**: Satisfied: 4 Courses Required (RQ-60500)
- COURSES IN PROGRESS**: A section with a yellow header.
- LIBERAL ARTS CORE (A)**: Satisfied: 120 Units Required (LN-401)
- DEGREE UNIT LIMITS**: Satisfied: 1 Course Required (LN-115)
- RESIDENCE CREDIT REQUIREMENT**: Satisfied: 1 Course Required (LN-300)

Other visible sections include "COURSES IN PROGRESS", "LIBERAL ARTS CORE (A)", "DEGREE UNIT LIMITS", and "RESIDENCE CREDIT REQUIREMENT". The report also includes a "Satisfied" status for various requirements.