

## **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.	Navigate to the <b>Request Advisement Report</b> page. Main Menu > Academic Advisement > Student Advisement > Request Advisement Report
	<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.





Step	Action						
5.	Click the <b>Process Request</b> button.						
	<b>Result:</b> The Completion report displays.						
	Completion Checkout Advisement Report-All Careers						
	University of Northern Iowa   Undergraduate						
	This report last generated on 01/17/2013 2:43PM						
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	Taken - Transfer - Reneat - Transfer Reneat - In Progress - Rlanged - What if -						
	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						
	UNIVERSITY REQUIREMENTS FOR GRADUATION (2008-PRESENT)						
	UNIVERSITY COMPETENCY SUMMARY						
	I IRERAL ARTS CORF. (04)						
	ELECTIVES & COURSES NOT USED						



## **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.

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