

## 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 requirementsmust still be satisfied. The following instructions describe how the wan advisement report using tudent Service Senterin Campus Solutions

Step	Action
1.	Log in to MyUNIverse and go to the Work @ UNI > PeopleSoft SIS Access Campus Solutionslink
	Is ITS Absence Request
	ti Directory III81. O

2. Navigate to the Student Services Center SelectMain Menu > Campus Community > Student ServicesCenter (Student)

Result: The student center tab for the desired student displays.



Step	Action
4.	In the <i>Academics</i> section, select Academic Requirements from the dropdown menu and click the obutton.
	Academics thedule My Class Sc art You are not enrolled in classes.
	with set of the set of
	Result: The student's Academic Requirements (Advisement Reportidisplays.
	Pam Panthor
	ad all un view report as odf



Step	Action
5.	To print the report, clic the view report as pdf button view report as pdf Result: The two column pdf printable report displays.
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6.	Use thePDF toolbar or selectFile, Print from the menu to pint the report.