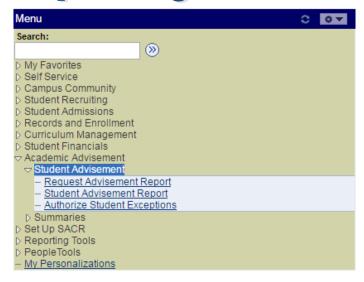
Requesting an Advisee Requirement Report



Begin by signing into Peoplesoft as you normally do.

From the main menu list, select "Academic Advising" then "Student Advisement".

Click "Request Advisement Report"

If you have **recently requested** an advisement report for the student, and you want to **view it again**, you can enter as much information as you have in these fields. Only the most recent report is retained.

Please Note: A report retrieved this way will be exactly as it looked when it was originally run. Any changes (plans, requirements, courses, etc) will not be reflected.

If you want to run a **new or updated report**, click the "**Add New Value**" tab.

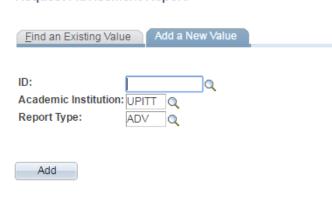
Request Advisement Report

Find an Existing Value Add a New Value Search Criteri ID: = **v** Academic Institution: = v UPITI Q Report Type: = ¥ ADV Q Report Date: 31 Report Sequence: Report Identifier: begins with ▼ Q User ID: begins with ▼ Date Processed: Report Status: • Case Sensitive Limit the number of results to (up to 300): 300 Search Clear Basic Search Save Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Request Advisement Report

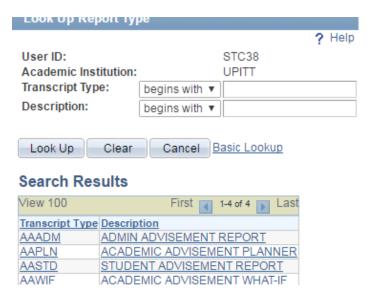


Enter the **Peoplesoft ID** number of the student in the first box.

The Academic Institution will always be "**UPITT**".

If you know the code for the type of advising report you want to run, enter it in the third box. If you don't know it, click on the magnifying glass to search.

Find an Existing Value | Add a New Value



When the search box pops up, you can just click the "Look Up" button. There is no need to enter anything in the Transcript Type or Description fields.

Peoplesoft will display all of the Advising Reports available to you. Click the one you want to use.

There are 4 different reports:

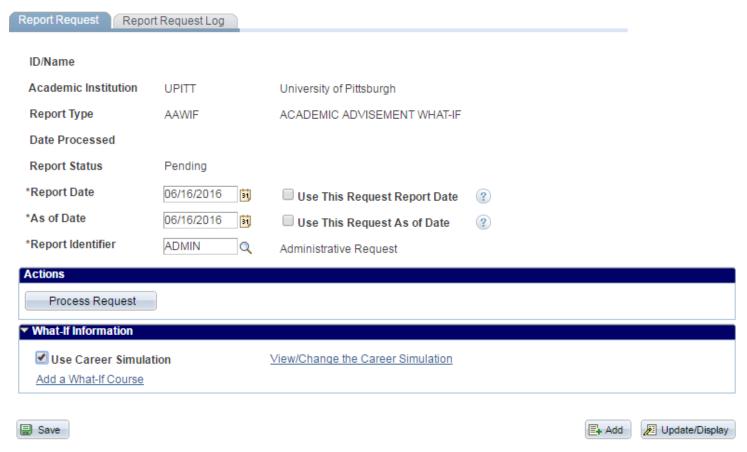
- -Admin Advisement Report
- -Academic Advisement Planner
- -Student Advisement Report
- -Academic Advisement What-If

The AAPLN, AAADM, and AASTD types can be customized to use an "As of Date". This allows you to generate past- or future-term advisement reports for students who are adding or changing plans.

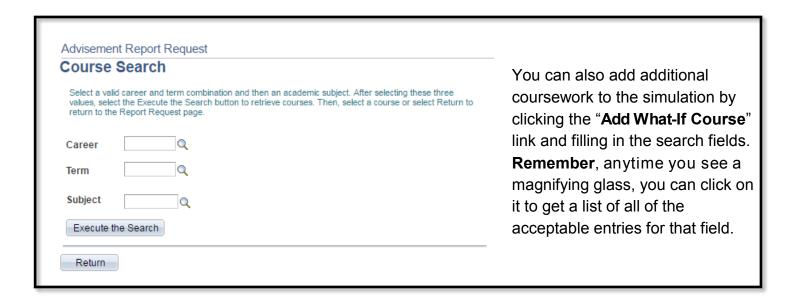
Click "Process Request" when you are ready to generate the advisement report.



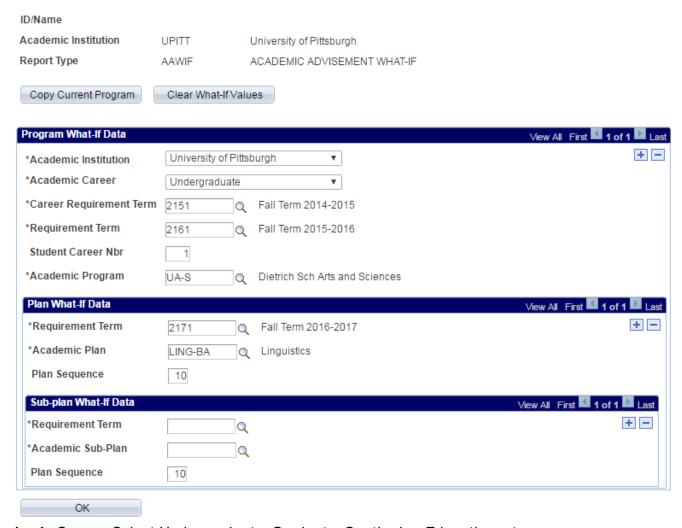
The **AAWIF** report type allows you to run a "What-If" advisement report. This is useful for showing students who are considering changing their plan or adding a new one what additional coursework needs to be completed.



In addition to the "As of Date" field, the request page for this type of report also has a check box at the bottom. Clicking "Use Career Simulation" will reveal a link where you can View/Change the Career and Plan requirements used to generate the advising report.



Create What-If Scenario



Academic Career: Select Undergraduate, Graduate, Continuing Education, etc.

Career Requirement Term: Enter the term code in which the student plans to begin that career (this will be the same as their current program unless they are changing careers).

Requirement Term: Enter the term code in which the student plans to begin the new program (this may be the same as their current program if they are staying in the same school).

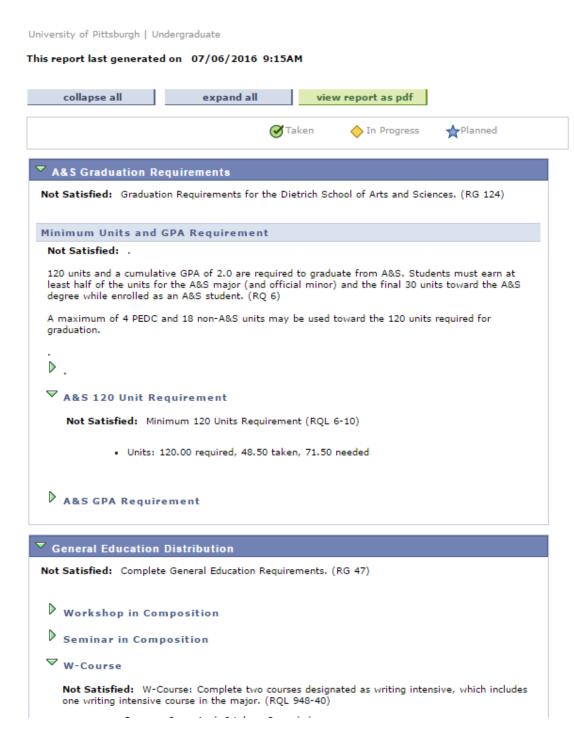
Academic Program: Enter the code for the school that offers the new plan (Arts &Sciences, CBA, General Studies, etc). If you are unsure of the code, you can click the magnifying glass to search.

Requirement Term: Enter the term code in which the student plans to begin the new plan or sub-plan

Academic Plan/Sub-plan: Enter the code for the new plan. If you are unsure of the code, you can click the magnifying glass to search.

If you want to check **multiple What-If scenarios** at the same time, you can add additional plans by clicking the **Plus Signs (+)** in the appropriate sections.

Click OK when you have made all of the changes, followed by "Process Request" when you return to the "Report Request" page.



For all **4 advisement report types**, the following page will list all of the requirements that student needs to complete their **majors**, **minors**, **certificates**, and **general education** requirements.

Satisfied requirements will list the course(s) that count for that section, but will default to the collapsed display.

Unsatisfied requirements will list all courses that can count for that section (where applicable) and will default to the expanded display.

For more information about the Academic Advisement Report, please refer to