

SiS - Academic Advisement Report

1. Click the **Collapse Menu** button.

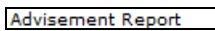


2. Use the **Student Center** page to access your advisement report.

3. Click the **Quick Links...** list.



4. Click the **Advisement Report** list item.



5. Click the **Go** button.



6. The **My Academic Requirements** page lists the minimum units required for graduation within your major. It initially opens displaying only your unsatisfied requirements. Categories of requirements are arranged in **Requirement Groups**, labeled in the dark blue bars. When all requirements within a group are satisfied, the **Requirement Group** box is automatically closed.

Note: If you are enrolled in dual careers, verify that you are viewing the appropriate report.

For dual career students, the **Select Institution / Career** field displays at the top of the report. To view a different report, change the selection, and click the **change** button.

7. The icons shown at the top of the page display within the course tables, specifying the course status - **Taken**, **In Progress**, or **Planned**.

8. You can expand or collapse individual sections of the report by clicking the green arrows to the left of the section.

To open the **Degree Requirements** section, click the **Expand section** button.



9. To collapse all sections, click the **Collapse All** button.



10. To expand all sections, click the **Expand All** button.



11. Scroll through the report to view the course grids. Courses that can satisfy requirements display in grids with headings of **Course**, **Description**, **Units**, **When** (Term), **Grade**, **Notes** (if there is an exception), and **Status**.

12. At the bottom of the grid, navigation links allow you to **View All** or **View 100**, proceed to the next set of 10 courses, or go to the last 10 courses in the table.

13. Click the **View 100** link.



14. The first 100 courses display. Click on any of the table headings to display columns in ascending or descending order.
15. Click on any course title in the **Description** column to view **Course Details, Enrollment Information,** and a **Description** of the course.
16. Click the **Description** link for **The Horror Story**.
[The Horror Story](#)
17. View the **Course Detail** page. You can view these details for any courses in the table, whether *taken, in progress,* or a course that could be used to satisfy a requirement.
18. Click the **View Class Sections** button.
[view class sections](#)
19. Use the **Course Schedule** page to see a schedule of when the course is offered. The term can be changed in the **Terms Offered** list.

Note: The availability of a course during any given term is subject to change. Be sure to check course availability when the term approaches, as you may need to make alternate plans if a course is not offered.

20. To return to the report, click the **Return to My Academic Requirements** link.
[Return to My Academic Requirements](#)
21. As you scroll through the report, you may see a **View Course List** link.
Click the **View Course List** link.
[View Course List](#)
22. A list of courses that could fulfill the requirement displays.
23. To return to the report, click the **Return to My Academic Requirements** link.
[Return to My Academic Requirements](#)
24. If you have one or more exceptions to the usual requirements, these display as a link in the **Notes** column of a table.
Click the **Notes** link.
[01](#)
25. A description of the exception displays.

Note: Requirement changes do not display on the interactive Advisement Report. Run the PDF version of the report (explained later in the topic) to view a description of any requirement changes that may have been made.

26. To return to the report, click the **Return to My Academic Requirements** link.
[Return to My Academic Requirements](#)
27. To generate a PDF report, scroll to the top of the page and click the **View Report as PDF** button.
[View Report as PDF](#)
28. The report opens in a new window. You can save or print the report.

29. To print the report, click the **Print** button.



30. Click the **OK** button.



31. To close the report, click the **Close** button.



32. Congratulations! You have generated your academic advisement report.
End of Procedure.