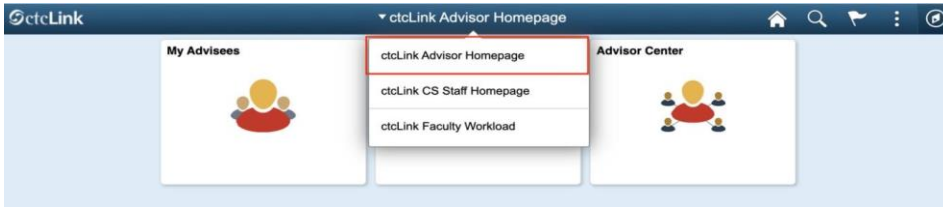
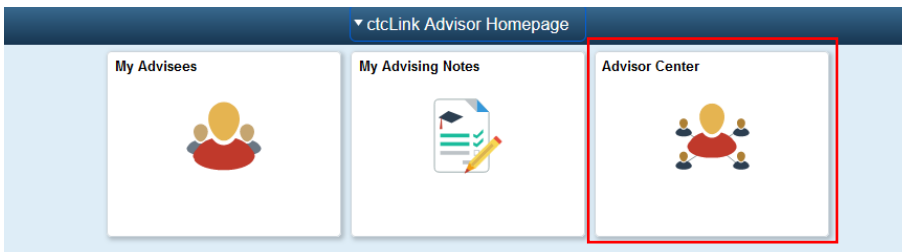


How to View Academic Advisement Reports (AARs)

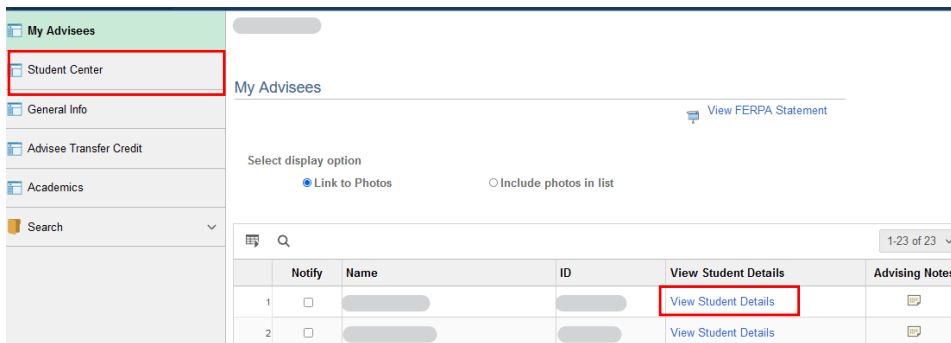
1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.



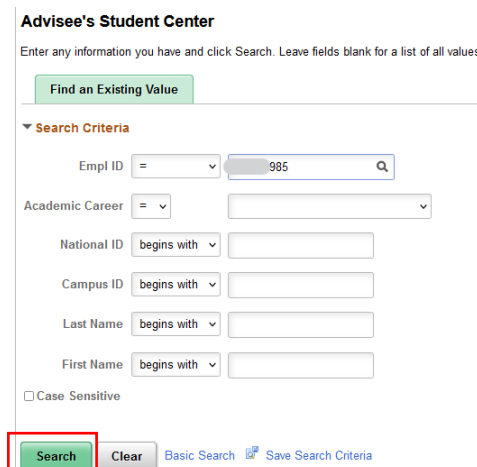
2. Click the **Advisor Center** tile.



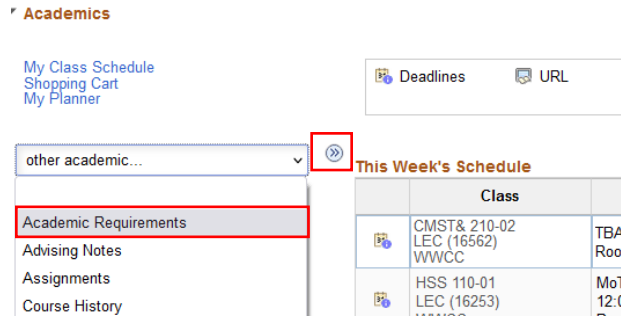
3. The **My Advisees** page displays. Select **Student Center**. You can also choose an advisee from your list in **My Advisees** and click on **View Student Details**.



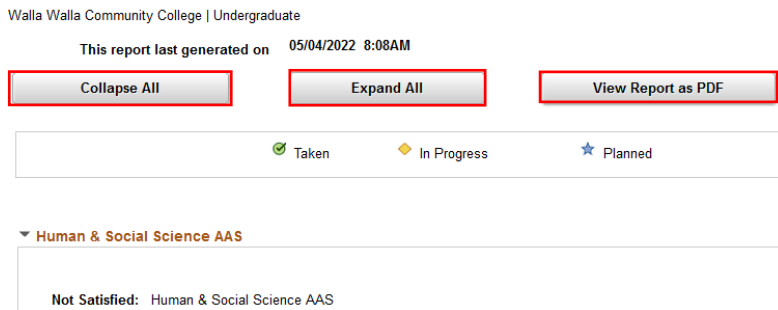
4. The **Advisee's Student Center** page will display. If you are searching for a particular student, enter the student's Empl ID or search using the student's name. If you clicked on an advisee from the My Advisees list, the Empl ID automatically populates with the student's ID number. Select **Search** button to pull up the student's information page.

A screenshot of the 'Advisee's Student Center' search form. The form has a title 'Advisee's Student Center' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the subtitle is a 'Find an Existing Value' button. The form is divided into a 'Search Criteria' section with several fields: 'Empl ID' (with a dropdown set to '=' and a text input containing '985'), 'Academic Career' (with a dropdown set to '='), 'National ID' (with a dropdown set to 'begins with' and a text input), 'Campus ID' (with a dropdown set to 'begins with' and a text input), 'Last Name' (with a dropdown set to 'begins with' and a text input), and 'First Name' (with a dropdown set to 'begins with' and a text input). At the bottom of the form, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

- The Advisee Student Center page displays. Go to the drop-down menu on the left and select **Academic Requirements**. Then hit the double arrow icon to the right of the drop-down.



- The **Advisor Center** tab displays. Select **Expand All** to view the entire report. Select **Collapse All** to collapse the entire report. To view the PDF version, select **View Report as PDF**.



NOTE: The PDF document shows Type Codes for each course. Below is the Type Code key.

Type Codes	
EN	Enrolled
IP	In-Progress
OT	Other Credit
TE	Test Credit
TR	Transfer Credit
WH	What-If Course

Keep in mind this report will only run for the Program/Plan the student is coded to. To look at a different degree, go to the What-if Report.

