

Instructions for Staff/Faculty on How to Generate Advisement Reports

1. Navigate to Main Menu → Academic Advisement → Student Advisement → Request Advisement Report. Click on the **Add a New Value** tab.

Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

Request Advisement Report


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**

▼ Search Criteria

ID:	=		🔍
Academic Institution:	=	CSN01	🔍
Report Type:	=		🔍
Report Date:	=		📅
Report Sequence:	=		
Report Identifier:	begins with		🔍
User ID:	begins with		
Date Processed:	=		📅
Report Status:	=		▼

Case Sensitive

Search Clear [Basic Search](#)  [Save Search Criteria](#)

2. Enter the NSHE ID of the student you want to generate the advisement report for. In the **Report Type** field, type **ADV**. Click on **Add**.

Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

Request Advisement Report

Find an Existing Value **Add a New Value**

ID:		🔍	1
Academic Institution:	CSN01	🔍	
Report Type:	ADV	🔍	2

Add 3

3. Click on **Process Request**.

Report Request		Report Request Log
ID/Name		
Academic Institution	CSN01	College of Southern Nevada
Report Type	ADV	CSN Advisement Report
Date Processed		
Report Status	Pending	
*Report Date	04/15/2015	<input type="button" value="B"/>
*As of Date	01/01/3000	<input type="button" value="B"/>
*Report Identifier	ADMIN	<input type="button" value="Q"/> Administrative Request
Actions		
Process Request		

4. Once process has been requested, student's advisement report will appear.

Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

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CSN Advisement Report

College of Southern Nevada | Undergraduate

This report last generated on 04/15/2015 2:26PM

Taken
 In Progress
 Planned

Current Academic Objective	Current Academic Summary																					
<p style="text-align: right;">1 of 1</p> <p style="text-align: right;">Requirement (Catalog) Term</p> <table border="1" style="width: 100%;"> <tr> <td>Career:</td> <td>Undergraduate</td> <td>2011 Fall</td> </tr> <tr> <td>Program:</td> <td>Degree/Certificate Seeking</td> <td>2014 Fall</td> </tr> <tr> <td>Plan:</td> <td>BOOKKEEPING-CT</td> <td>2014 Fall</td> </tr> </table> <p>Expected Grad Term:</p> <p>Graduation Status: Not Applied</p>	Career:	Undergraduate	2011 Fall	Program:	Degree/Certificate Seeking	2014 Fall	Plan:	BOOKKEEPING-CT	2014 Fall	<table border="1" style="width: 100%;"> <tr> <td>Report Date</td> <td>04/15/2015</td> <td>GOOD</td> </tr> <tr> <td>Last Term Registered</td> <td colspan="2"></td> </tr> <tr> <td>Academic Standing</td> <td colspan="2">Good Standing</td> </tr> <tr> <td>CSN GPA:</td> <td colspan="2">0.000</td> </tr> </table>	Report Date	04/15/2015	GOOD	Last Term Registered			Academic Standing	Good Standing		CSN GPA:	0.000	
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*** EXPAND FOR IMPORTANT INFORMATION *** (RG-2296)

▼ Certificate of Achievement Bookkeeping Requirements (RG-2440)

Not Satisfied: Complete minimum requirements for each area.

General Education Requirement (R-1455)

Satisfied: Complete the following:

▶ Communications

Special Program Requirements (R-1470)