Accessing the Advisement Report through Advisor Center

1. Pull up a student’s Advisement Report by navigating to Main Menu > Self Service > Advisor Center > My Advisees.

2. From the My Advisees page, click View Student Details next to the student whose report you need to view.

3. On the Student Center tab, select Advisement Report - AR from the drop down menu in the Academics section and click the icon to generate the report. When done, click the Cancel button at the bottom of the AR. To view a different advisee, select that advisee from the Change Advisee list and click the green Change button.