Understanding the Advisement Report (AR)

Pull up your advisee’s Student Center by navigating to **Main Menu > Self Service > Advisor Center > My Advisees**. From the My Advisees page, click **View Student Details** next to the student whose report you need to view.

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.
**Navigating the AR** - The AR is organized into collapsible *sections*. Sections contain collapsible *sub-headings* that categorize requirements. *Requirements* specify what a student needs to complete in order to satisfy degree requirements.

By default, expanded sections contain components with unsatisfied requirements; collapsed sections reflect completion of requirements for that section.

To individually expand or collapse a section, click the green arrow next to it. You can also use the Collapses All and Expand All buttons at the top of the report. All green arrow icons toggle between collapse and expand.

The AR sections are organized by current course enrollment, university requirements, general education requirements, college/school core, courses not allocated, major, and minors, honors/certificates.
Sections of the AR

1. The *Course Enrollments/Academic Standing* section contains currently enrolled courses, pre-registered courses, any incompletes, and the student's academic standing. In the My Planer version and the What-If Report version, courses added in those reports will also appear here.

![Course Enrollments/Academic Standing](image)

2. The *Advisement Report (AR) General Information* section defaults to closed and contains important information about how *Courses Not Allocated* will appear. Open the section to read this information.

![Advisement Report (AR) General Information](image)
3. The **University Requirements for Graduation** section components are requirements at the university level for graduation.

   a. The green checkmark denotes a completed or graded course. 
   b. The yellow diamond denotes an in progress course. 
   c. If you see a blue star, you looking at the Plan by My Requirements version of the AR in My Planner. The blue star denotes a planned course that has not been taken yet. ⭐
   d. If you see a question mark, you are looking at a What-If Report. The question mark denotes a course entered into a What If Scenario that has not been taken yet. ▼

---

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESS 100</td>
<td>Physical Activities (Indoor Rock Climbing)</td>
<td>1.00</td>
<td>Fall 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESS 100</td>
<td>Physical Activities (Tech Rock Climbing)</td>
<td>1.00</td>
<td>Fall 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY 103</td>
<td>Fund Physics I</td>
<td>4.00</td>
<td>Fall 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESS 323</td>
<td>Nutrition &amp; Sport</td>
<td>3.00</td>
<td>Fall 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESS 303</td>
<td>Biomechanics</td>
<td>3.00</td>
<td>Fall 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 313</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.00</td>
<td>Fall 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUT 350</td>
<td>Functional Foods, Herbs, Supp</td>
<td>3.00</td>
<td>Summer 2018</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ESS 281</td>
<td>Prevention/Care of Ath Injury</td>
<td>2.00</td>
<td>Summer 2018</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ESS 201</td>
<td>Safety, First Aid and CPR</td>
<td>1.00</td>
<td>Spring 2018</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>NUT 300</td>
<td>Lifecycle Nutrition</td>
<td>3.00</td>
<td>Spring 2018</td>
<td>AB</td>
<td></td>
</tr>
</tbody>
</table>

- Earn a minimum 2.75 resident cumulative GPA
- 40 Units of 300/400 Level Courses AT UWL (includes only units from UWL)
- OR - 40 Units 300/400 Lvl (includes applicable transfer crs)
- 30 Units In-Residence
4. In the **General Education Requirements** section, there are a number of subsections that list the categories and courses needed to satisfy general education requirements.

**Tip:** Use the navigation options at the bottom, right corner of class lists/course grid to view all available courses that are not displayed. By default the first 10 courses appear. To view all, click the View All link. To obtain additional information about a course, click the course description link to drill down to the course catalog.
Below shows Course Details information from the catalog when the example *ERS 100 Introduction to Ethnic and Racial Studies* is selected.

You can view course details including description, when the course is typically offered, and any prerequisites.

If there are class sections scheduled in the current or future timetable, click on View Class Sections to view the scheduling details.
Students may also add the course to their My Planner and then to their shopping cart (if the cart has been activated) following the steps laid out in separate directions. The planner allows students to select courses based on their AR requirements. They can plan one term, year or the entire academic career using the planner. Review the My Planner Guide in the WINGS help documents under the "Advising information in WINGS Student Center" section for more details. [https://www.uwlax.edu/wings/#advising](https://www.uwlax.edu/wings/#advising)

5. The **College or School Core Requirements** section of the AR is related to college/school core specific requirements. It’s based on which college/school the student's 1st major is in. In the example below, the student’s college is the College of Science and Health.

![Science and Health B.S. Core Requirements](image)

6. The **Courses Not Allocated (UGRD)** section lists courses not used to meet specific requirements on the Academic Requirement Report. For example, the grade may not have satisfied the minimum requirement, the student may have withdrawn/failed the course, or the course may have exceeded the number of hours needed for electives. Click on the green arrow to expand it to see if courses are in this section.
7. The specific **Major** and **Minor** sections include any major and/or minors the student has declared. The following is a partial example of the computer science student. The major requirements are shown collapsed, but are not satisfied. Click the green arrow to expand the sections and see more.
Additional sections/requirements might appear, based on the student's situation and college. For example, students in CSH that have not yet declared a major will see a CSH 60 Units message like this:

**CSH 60 UNITS: ASSURANCE OF PROGRESS TO DEGREE POLICY**

**Not Satisfied:** CSH 60 UNITS: ASSURANCE OF PROGRESS TO DEGREE POLICY (RG-24079)

The College of Science and Health is committed to student success and completion of a baccalaureate degree in a timely manner. Students must have a declared academic major* after the completion of 60 credits. For programs requiring an application for admission, students must be admitted to that program or have a qualifying second major** after the completion of 60 credits.

* The undeclared major is not an academic major.
** A qualifying second major will not have a competitive application process.

Students who do not meet this requirement will
1. have an advising hold placed on their registration for the next semester;
2. be required to make an appointment with staff in the College of Science and Health Academic Services Office to discuss plans for degree completion and to request removal of the advising hold.

To return to your Advisee's Student Center, click on the **Cancel** at the bottom.