


Viewing and Printing Advisement Reports

Path:	Academic Advisement > Student Advisement > Request Advisement Report
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1.	Click Add a New Value
2.	In the ID field, enter the appropriate ID. To select an ID from the Lookup List, click  to the right of the field. On the Lookup ID page, type some criteria and then click Look Up . A list of IDs is displayed. Note: You may need to click View All for all IDs to appear.
3.	In the Report Type field, enter ADVIS for an undergraduate student or GRADV for a graduate student.
4.	Click Add
5.	Click Process Request
6.	Click View Report as PDF to view and print the report from Adobe Reader.
7.	At the bottom of the page, click Return to Report Request to return to the Report Request page.