# Requesting an Advisee Requirement Report



Begin by signing into Peoplesoft as you normally do.

From the main menu list, select "Academic Advising" then "Student Advisement".

Click "Request Advisement Report"

### If you have recently requested an

advisement report for the student, and you want to **view it again**, you can enter as much information as you have in these fields. Only the most recent report is retained.

**Please Note:** A report retrieved this way will be exactly as it looked when it was originally run. Any changes (plans, requirements, courses, etc) will not be reflected.

## If you want to run a **new or updated report**, click the "**Add New Value**" tab.

Find an Existing Value	Add a New Value	
Search Criteria		
ID:	= *	٩
Academic Institution:	= V	Q
Report Type:	= • ADV	Q
Report Date:	= •	<b>H</b>
Report Sequence:	= •	1
Report Identifier:	begins with 🔻	Q
User ID:	begins with 🔻	
Date Processed:	= •	<b>a</b>
Report Status:	= •	•
Case Sensitive	ilts to (up to 300): 300	
Search Clear	Basic Search 📳 Save Search Criteria	<u>a</u>

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

Request Advisement Report

Enter the **Peoplesoft ID** number of the student in the first box.

The Academic Institution will always be "**UPITT**".

If you know the code for the type **of advising report** you want to run, enter it in the third box. If you don't know it, click on the magnifying glass to search.

#### **Request Advisement Report**

Find an Existing Value Add a New Value
ID:
Academic Institution: UPITT Q
Report Type: ADV
Add

Find an Existing Value | Add a New Value

			? Help
User ID:		STC38	
Academic Institution:		UPITT	
Transcript Type:	begins with 🔻		
Description:	begins with v		

First 🔽

ACADEMIC ADVISEMENT PLANNER

STUDENT ADVISEMENT REPORT

ACADEMIC ADVISEMENT WHAT-IF

ADMIN ADVISEMENT REPORT

1-4 of 4 📷 Last

Look Up Clear Cancel Basic Lookup

Search Results

Transcript Type Description

View 100

AAADM

AAPLN AASTD

AAWIF

When the search box pops up, you can just click the "**Look Up**" button. There is no need to enter anything in the Transcript Type or Description fields.

Peoplesoft will display all of the Advising Reports available to you. **Click the one you want to use**.

There are 4 different reports: -Admin Advisement Report -Academic Advisement Planner -Student Advisement Report -Academic Advisement What-If

The **AAPLN**, **AAADM**, and **AASTD** types can be customized to use an "As of **Date**". This allows you to generate past- or future-term advisement reports for students who are adding or changing plans.

Click "Process Request" when you are ready to generate the advisement report.

Report Request Repor	t Request Log	
ID/Name		
Academic Institution	UPITT	University of Pittsburgh
Report Type	AAPLN	ACADEMIC ADVISEMENT PLANNER
Date Processed		
Report Status	Pending	
*Report Date	06/16/2016	Use This Request Report Date 🕜
*As of Date	06/16/2016	Use This Request As of Date 🕜
*Report Identifier	ADMIN Q	Administrative Request
Actions		
Process Request	)	
Save Report Request   Report Rec	nuest I og	E+ Add 🖉 Update/Display

The **AAWIF** report type allows you to run a "What-If" advisement report. This is useful for showing students who are considering changing their plan or adding a new one what additional coursework needs to be completed.

Report Request	Report Request Log	
ID/Name		
Academic Institution	on UPITT	University of Pittsburgh
Report Type	AAWIF	ACADEMIC ADVISEMENT WHAT-IF
Date Processed		
Report Status	Pending	
*Report Date	06/16/2016	Use This Request Report Date 🕜
*As of Date	06/16/2016	Use This Request As of Date 📀
*Report Identifier	ADMIN Q	Administrative Request
Actions		
Process Reque	st	
▼ What-If Informatio	n	
🗹 Use Career Si	mulation	View/Change the Career Simulation
Add a What-If Cou	irse	

#### 📄 Save

In addition to the "**As of Date**" field, the request page for this type of report also has a check box at the bottom. Clicking "**Use Career Simulation**" will reveal a link where you can **View/Change** the Career and Plan requirements used to generate the advising report.

📑 Add 🖉 Update/Display

Advisement Report Request	m
Course Search	You can also add additional
Select a valid career and term combination and then an academic subject. After selecting these three values, select the Execute the Search button to retrieve courses. Then, select a course or select Return to return to the Report Request page.	coursework to the simulation by clicking the " <b>Add What-If Course</b> "
Career	link and filling in the search fields.
Term Q	<b>Remember</b> , anytime you see a magnifying glass, you can click on
Subject	it to get a list of all of the
Execute the Search	acceptable entries for that field.

#### Create What-If Scenario

ID/Name		
Academic Institution	UPITT (	University of Pittsburgh
Report Type	AAWIF /	ACADEMIC ADVISEMENT WHAT-IF
Copy Current Program	Clear What-If Value	es
Program What-If Data		View All First 📶 1 of 1 🔤 L
*Academic Institution	University of Pittst	burgh 🔻
*Academic Career	Undergraduate	¥
*Career Requirement Term	2151	Fall Term 2014-2015
*Requirement Term	2161	Fall Term 2015-2016
Student Career Nbr	1	
*Academic Program	UA-S Q	Dietrich Sch Arts and Sciences
Plan What-If Data		View All First 🚺 1 of 1 🚺 La
*Requirement Term	2171 🔍	Fall Term 2016-2017 .
*Academic Plan	LING-BA	Linguistics
Plan Sequence	10	
Sub-plan What-If Data		View All First 🚺 1 of 1 🗾 Last
*Requirement Term	Q	(+) (-)
*Academic Sub-Plan	Q	
Plan Sequence	10	
OK		

Academic Career: Select Undergraduate, Graduate, Continuing Education, etc.

**Career Requirement Term**: Enter the term code in which the student plans to begin that career (this will be the same as their current program unless they are changing careers).

**Requirement Term**: Enter the term code in which the student plans to begin the new program (this may be the same as their current program if they are staying in the same school).

**Academic Program**: Enter the code for the school that offers the new plan (Arts &Sciences, CBA, General Studies, etc). If you are unsure of the code, you can click the magnifying glass to search.

Requirement Term: Enter the term code in which the student plans to begin the new plan or sub-plan

**Academic Plan/Sub-plan**: Enter the code for the new plan. If you are unsure of the code, you can click the magnifying glass to search.

If you want to check **multiple What-If scenarios** at the same time, you can add additional plans by clicking the **Plus Signs (+)** in the appropriate sections.

**Click OK** when you have made all of the changes, followed by "**Process Request**" when you return to the "**Report Request**" page.

University of Pittsburgh | Undergraduate

#### This report last generated on 07/06/2016 9:15AM

collapse all	expand all	view	report as pdf	
	S	Taken	♦ In Progress	<b>☆</b> Planned
A&S Graduation Re	equirements			
lot Satisfied: Graduati	on Requirements for the D	ietrich Scho	ool of Arts and Scier	nces. (RG 124)
linimum Units and	GPA Requirement			
Not Satisfied:				
least half of the units fo	ive GPA of 2.0 are require or the A&S major (and offic an A&S student. (RQ 6)			
A maximum of 4 PEDC a graduation.	and 18 non-A&S units may	/ be used to	ward the 120 units	required for
▶ .				
▼ A&S 120 Unit Re	quirement			
Not Satisfied: Min	imum 120 Units Requirem	ent (RQL 6-	-10)	
• Units: 1	120.00 required, 48.50 tak	en, 71.50 n	eeded	
A&S GPA Requir	ement			
General Education	Distribution			
lot Satisfied: Complete	e General Education Requir	rements. (R	G 47)	
Workshop in Cor	nposition			
Seminar in Com	position			
▼ W-Course				
	Course: Complete two cours course in the major. (RQL		ted as writing inten	sive, which includes
-				

For all **4** advisement report types, the following page will list all of the requirements that student needs to complete their majors, minors, certificates, and general education requirements.

**Satisfied requirements** will list the course(s) that count for that section, but will default to the collapsed display.

**Unsatisfied requirements** will list all courses that can count for that section (where applicable) and will default to the expanded display.

For more information about the Academic Advisement Report, please refer to\_\_\_\_\_