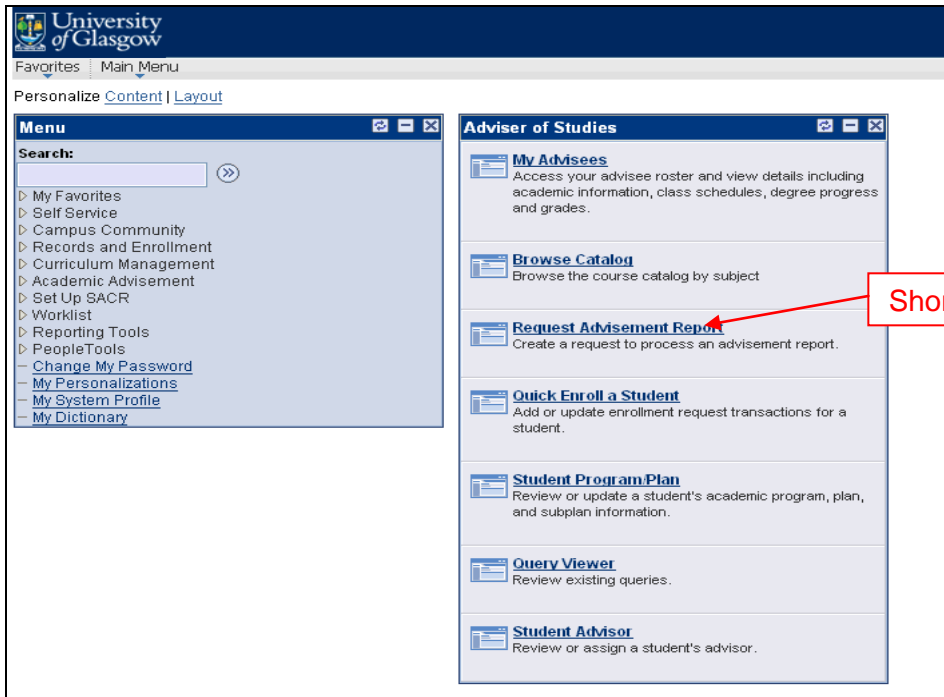


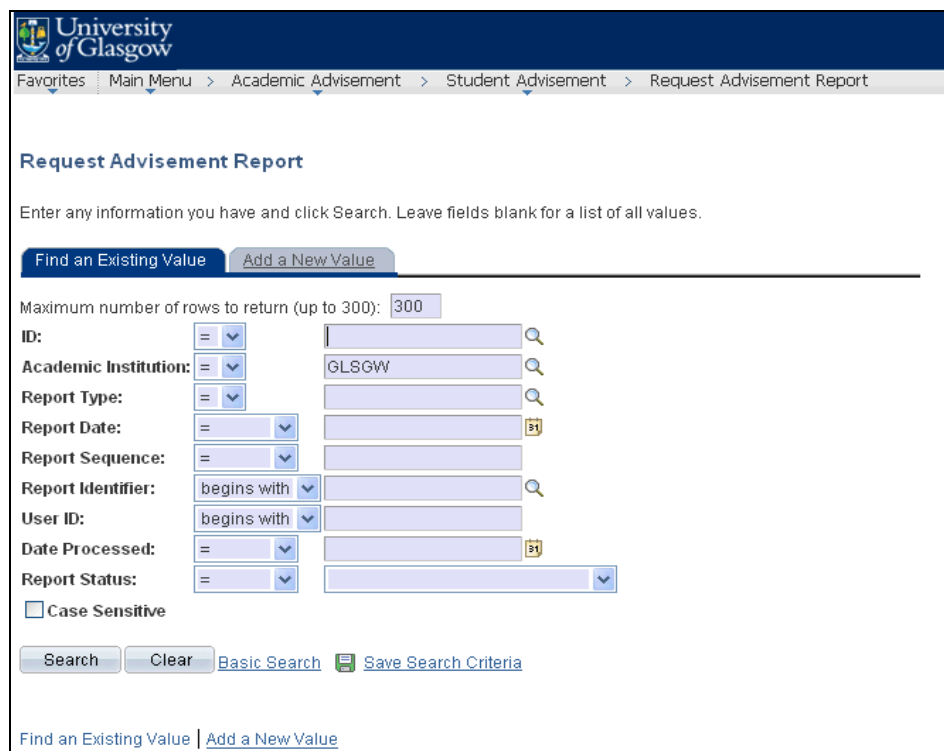
## Run an Advisement Report

**Navigate to:** Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

(Alternative: click on the [Request Advisement Report](#) shortcut)




The screenshot shows the University of Glasgow portal interface. On the left is a 'Menu' sidebar with various navigation options. On the right is the 'Adviser of Studies' sidebar, which contains several shortcuts. A red box highlights the 'Request Advisement Report' link, with an arrow pointing to it from a label 'Shortcut Link'.

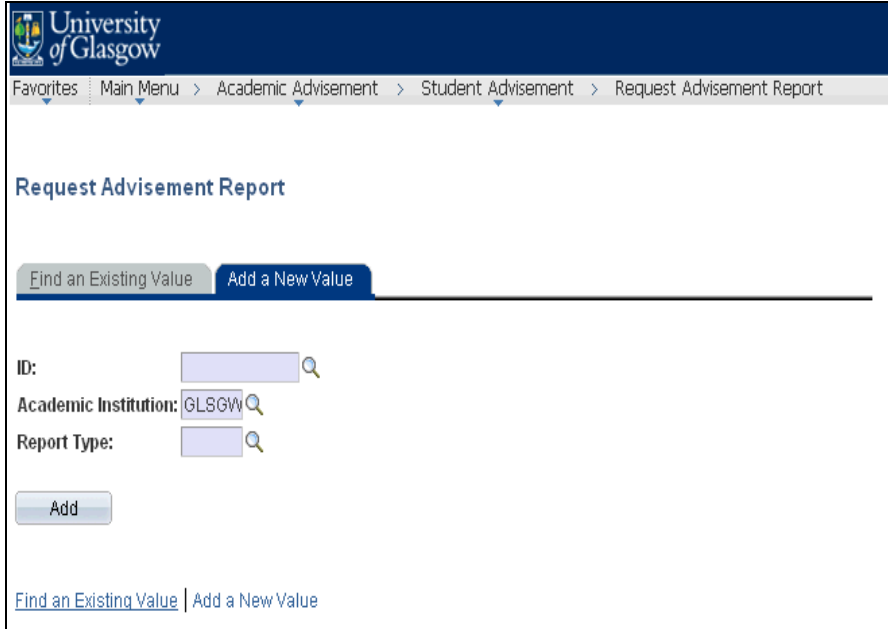


The screenshot shows the 'Request Advisement Report' search page. The breadcrumb trail at the top reads: 'Main Menu > Academic Advisement > Student Advisement > Request Advisement Report'. The page title is 'Request Advisement Report'. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A dropdown menu shows 'Maximum number of rows to return (up to 300): 300'. The search form includes the following fields:

- ID: [text input]
- Academic Institution: [dropdown menu] GLSGW
- Report Type: [text input]
- Report Date: [dropdown menu]
- Report Sequence: [text input]
- Report Identifier: [dropdown menu] begins with [text input]
- User ID: [dropdown menu] begins with [text input]
- Date Processed: [dropdown menu]
- Report Status: [dropdown menu]

At the bottom of the form, there is a checkbox for 'Case Sensitive' and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
1.	Click the <b>Add a New Value</b> tab. 



University of Glasgow

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

**Request Advisement Report**

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

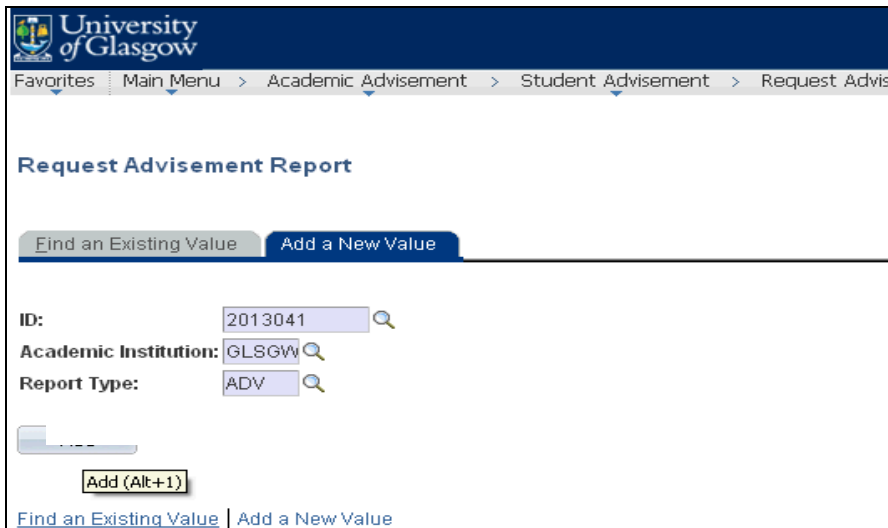
ID:

Academic Institution:

Report Type:

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
2.	Enter the desired information into the <b>ID</b> field. e.g. "2013041".
3.	Type <b>ADV</b> in the Report Type field (or use the Look Up icon to find ADV in the list)



University of Glasgow

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

**Request Advisement Report**

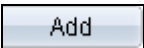
Find an Existing Value | **Add a New Value**


ID:

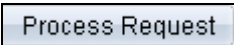
Academic Institution:

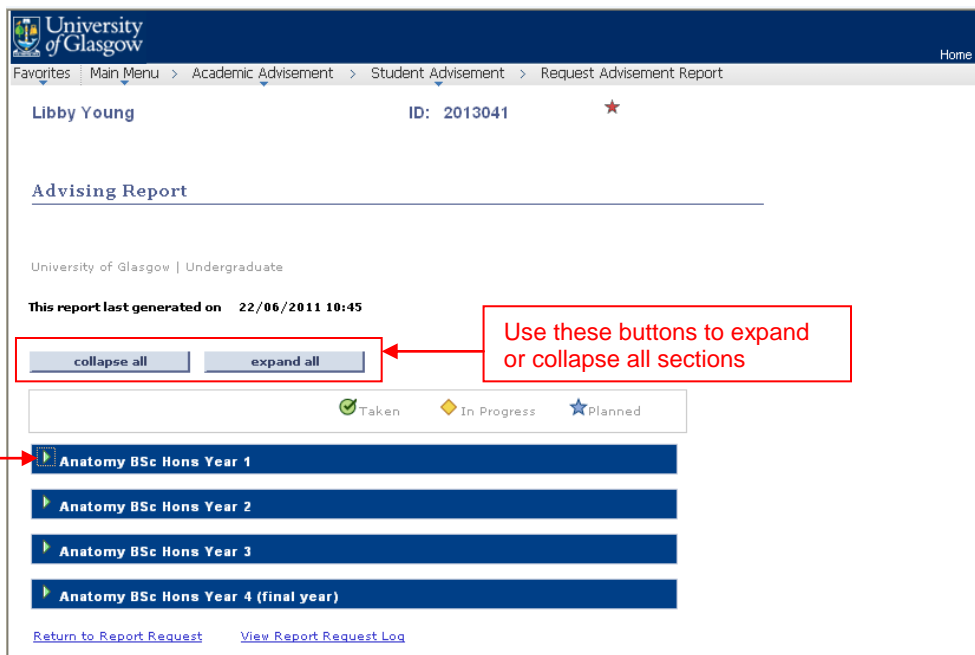
Report Type:

[Find an Existing Value](#) | [Add a New Value](#)


Step	Action
4.	Click the <b>Add</b> button. 



Step	Action
5.	<p>Click the <b>Process Request</b> button.</p>  <p>This will take you to the Advising Report, which draws on the plan rules and shows your student's results and whether they satisfy any of the Requirements of the Plan.</p> <p>The report for each Year is broken down into compulsory courses and optional courses, each one of which is further broken down to individual courses. In the example shown in the following screen shots <b>no requirements have been satisfied.</b></p>
6.	<b>End of Procedure.</b>



This screen shows **Year 1, compulsory courses**. You can see that the compulsory courses are not satisfied, with one requirement expanded to show the course detail.



[Favorites](#)   [Main Menu](#) > [Academic Advisement](#) > [Student Advisement](#) > [Request Advisement Report](#)

▼ Anatomy BSc Hons Year 1

**Not Satisfied:** [000091] To successfully complete the first year of this BSc Honours, you take courses worth at least 120 credits (described below as units). Normally, you take courses from three subjects and each subject contributes 40 credits, either from a year-long 40-credit course or from 2 x 20-credit courses.

You must take 80 credits from the Life Sciences 1 compulsory courses listed below and you MUST achieve at least grade D3 in ALL of these compulsory courses.

You select courses from the Life Sciences 1 optional courses (from Science 1, Social Sciences 1 or Arts 1 lists) for your remaining 40 credits. You should normally achieve at least grade D3 in these optional course(s).

If you are uncertain about which courses to choose, or think you may not achieve the grades specified, please contact your Adviser.

- Units: 120 required, 0 taken, 120 needed

**Life Sciences 1 compulsory courses**

**Not Satisfied:** [000000088] You must normally achieve at least grade D3 in Biology 1A and Biology 1B (20 credits each = 40 credits).

You must normally achieve at least grade D3 in EITHER Chemistry-1 (40 credits) OR Science Fundamentals-1X and 1Y (20 credits each = 40 credits).

- Units: 80 required, 0 taken, 80 needed

▼ **Biology 1**

**Not Satisfied:** [0010] You must select BOTH Biology 1A and Biology 1B.

- Units: 40 required, 0 taken, 40 needed

Details:

Course	Description	Units	When	Grade	Status
BIOL1001	<a href="#">Biology 1A</a>	20	Semester One		
BIOL1002	<a href="#">Biology 1B</a>	20	Semester Two		

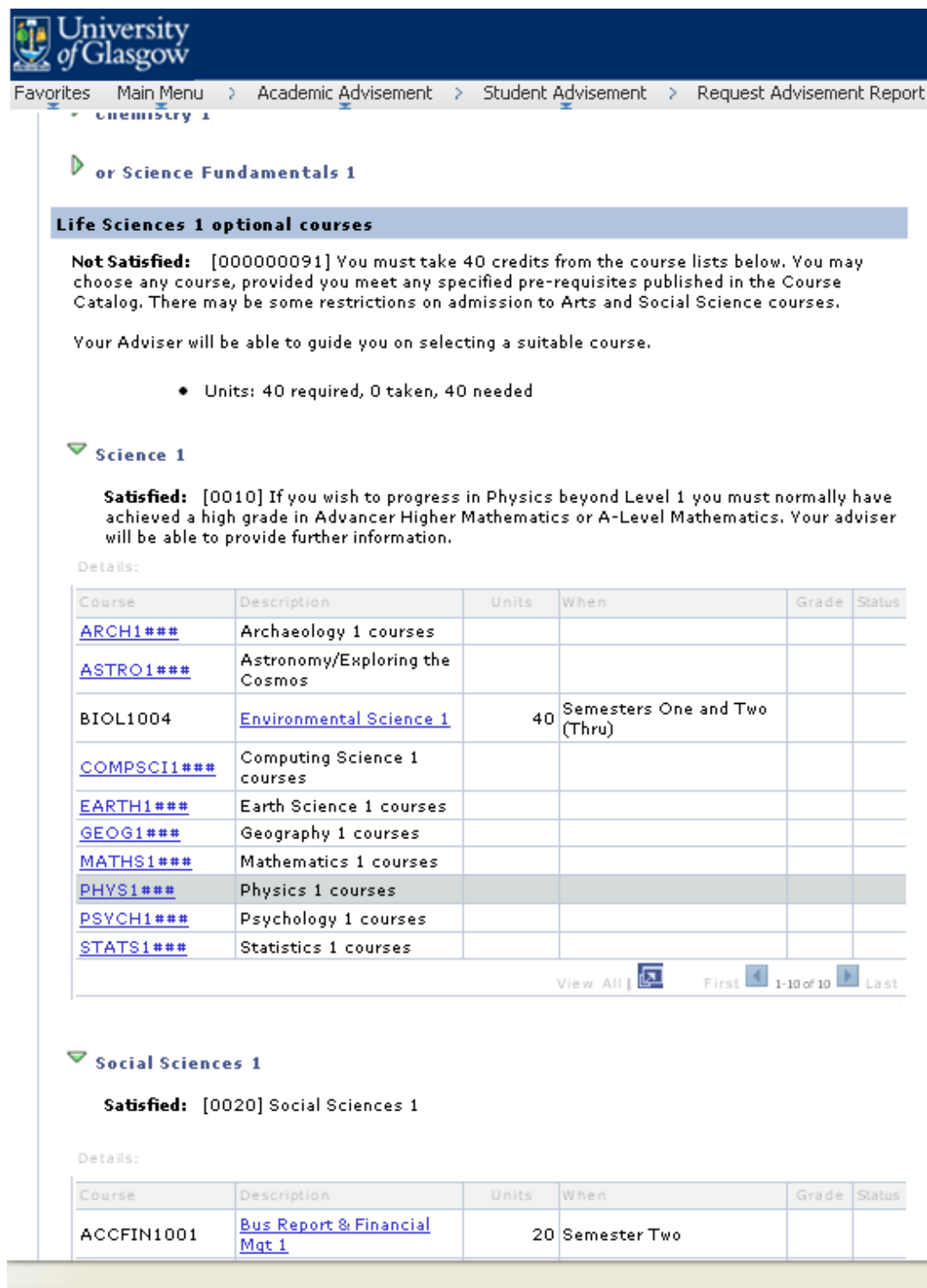
View All | First 1-2 of 2 Last

▶ **Chemistry 1**

▶ **or Science Fundamentals 1**

This screen shows **Year 1, optional courses**. You can see that the optional courses are not satisfied. It will show as satisfied when the necessary number of units have been taken from any of the optional courses.

*Please note* that although in this example, Science 1 is showing as “satisfied”, it only does so because there is no requirement for any of these courses to be taken. There are 3 possible ways to satisfy the requirement for the 40 credits. In Science, Arts and Social Sciences, there are no compulsory courses in any of these lists.



**University of Glasgow**

Navigation: Favorites Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

**or Science Fundamentals 1**

**Life Sciences 1 optional courses**

**Not Satisfied:** [000000091] You must take 40 credits from the course lists below. You may choose any course, provided you meet any specified pre-requisites published in the Course Catalog. There may be some restrictions on admission to Arts and Social Science courses.

Your Adviser will be able to guide you on selecting a suitable course.

- Units: 40 required, 0 taken, 40 needed

**Science 1**

**Satisfied:** [0010] If you wish to progress in Physics beyond Level 1 you must normally have achieved a high grade in Advancer Higher Mathematics or A-Level Mathematics. Your adviser will be able to provide further information.

Details:

Course	Description	Units	When	Grade	Status
<a href="#">ARCH1###</a>	Archaeology 1 courses				
<a href="#">ASTRO1###</a>	Astronomy/Exploring the Cosmos				
BIOL1004	<a href="#">Environmental Science 1</a>	40	Semesters One and Two (Thru)		
<a href="#">COMPSCI1###</a>	Computing Science 1 courses				
<a href="#">EARTH1###</a>	Earth Science 1 courses				
<a href="#">GEOG1###</a>	Geography 1 courses				
<a href="#">MATHS1###</a>	Mathematics 1 courses				
<a href="#">PHYS1###</a>	Physics 1 courses				
<a href="#">PSYCH1###</a>	Psychology 1 courses				
<a href="#">STATS1###</a>	Statistics 1 courses				

View All | First 1-10 of 10 Last

**Social Sciences 1**

**Satisfied:** [0020] Social Sciences 1

Details:

Course	Description	Units	When	Grade	Status
ACCFIN1001	<a href="#">Bus Report &amp; Financial Mgt 1</a>	20	Semester Two		