How to Run an Advisement Report
When a student is enrolling they are encouraged to enroll by their ‘requirements’. The requirements are produced from the advisement report.

**Navigation Route 1: Via the Advisee Student Centre**
You can see what a student is seeing via the Student Centre.

Click **Advisee Student Centre**, on the **Advising Quick links** and choose the **Academic Requirements** drop down.

When a student enrolls on courses this report should update automatically in the student centre to reflect their current enrollment situation.

There is also an overnight system update which occurs to amend any updates to the rules underlying the advisement reports.

By running an Advisement report, the Adviser can immediately update the advice a student is seeing.

If you have concerns about what a student is seeing or if you have changed their requirement term you should run an advisement report to ensure both you and the student are seeing the most up to date version of the advisement.

**Navigation Route 2: Via Advisor Home Page**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click the <strong>AA Report</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
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</tr>
<tr>
<td>1</td>
<td>Click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td>2</td>
<td>The <strong>student ID</strong> will be carried from the <strong>List of my advisees</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Choose <strong>ADV</strong> in the report type field</td>
</tr>
<tr>
<td>4</td>
<td>Click the <strong>ADD</strong> button</td>
</tr>
</tbody>
</table>

### Step 5

A Report Request screen will be shown.

Click the **Process Request** button.

**End of Run Advisement Report.**

The Advisement Report will now be displayed.

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 no requirements have been satisfied.
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.

**Life Sciences 1 compulsory courses**

*Not Satisfied: [000000000088] 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

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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.