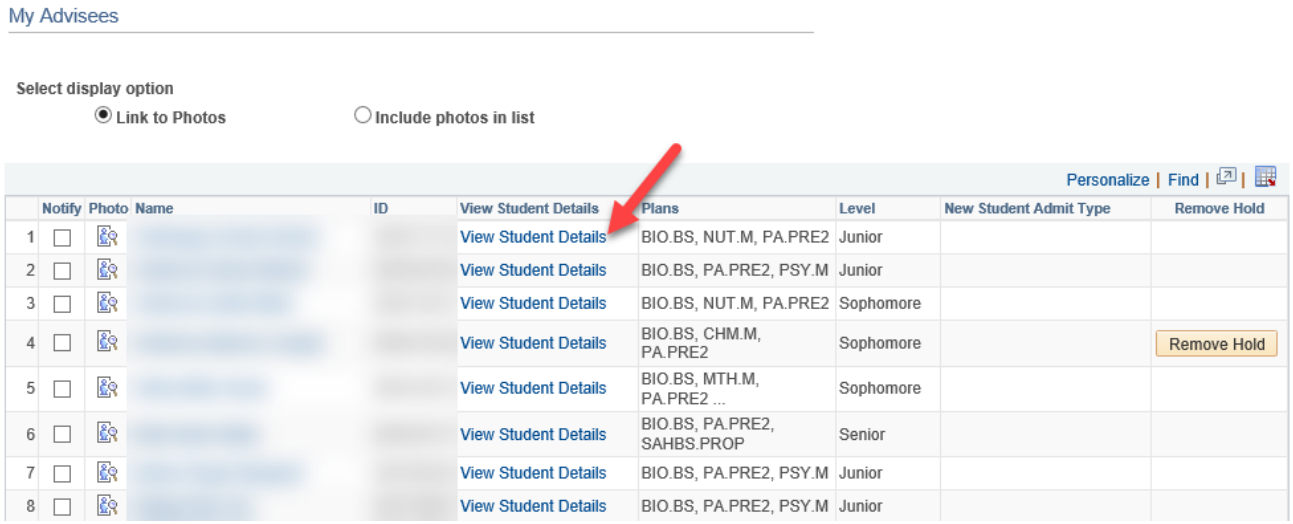
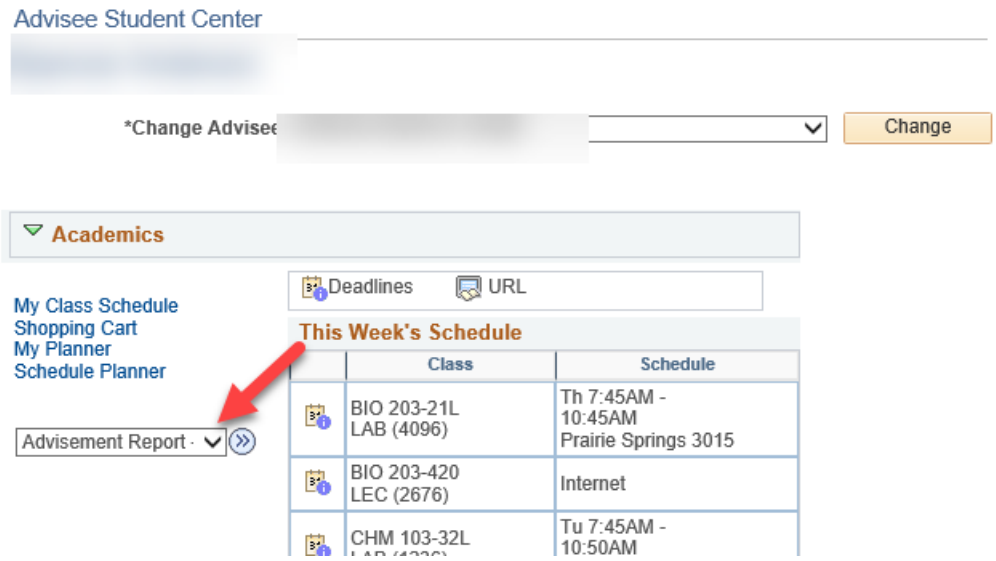
Understanding the Advisement Report (AR)

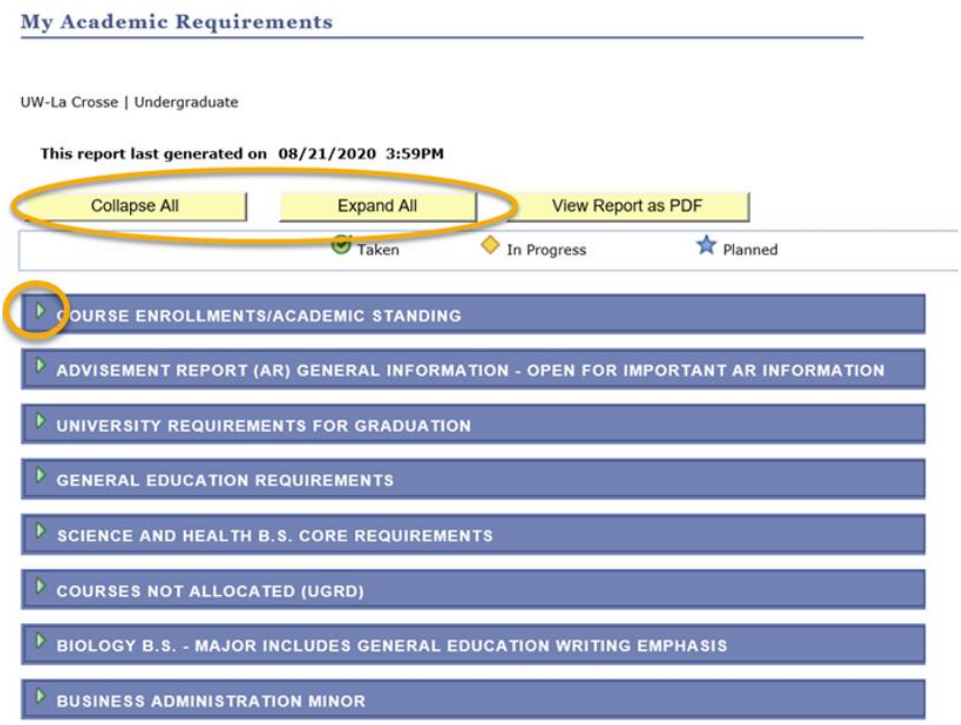
Pull up your advisee's Student Center by navigating to **Main Menu > Self Service > Advisor Center> My Advisees**. From the My Advisees page, click **View Student Details** next to the student whose report you need to view.



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.



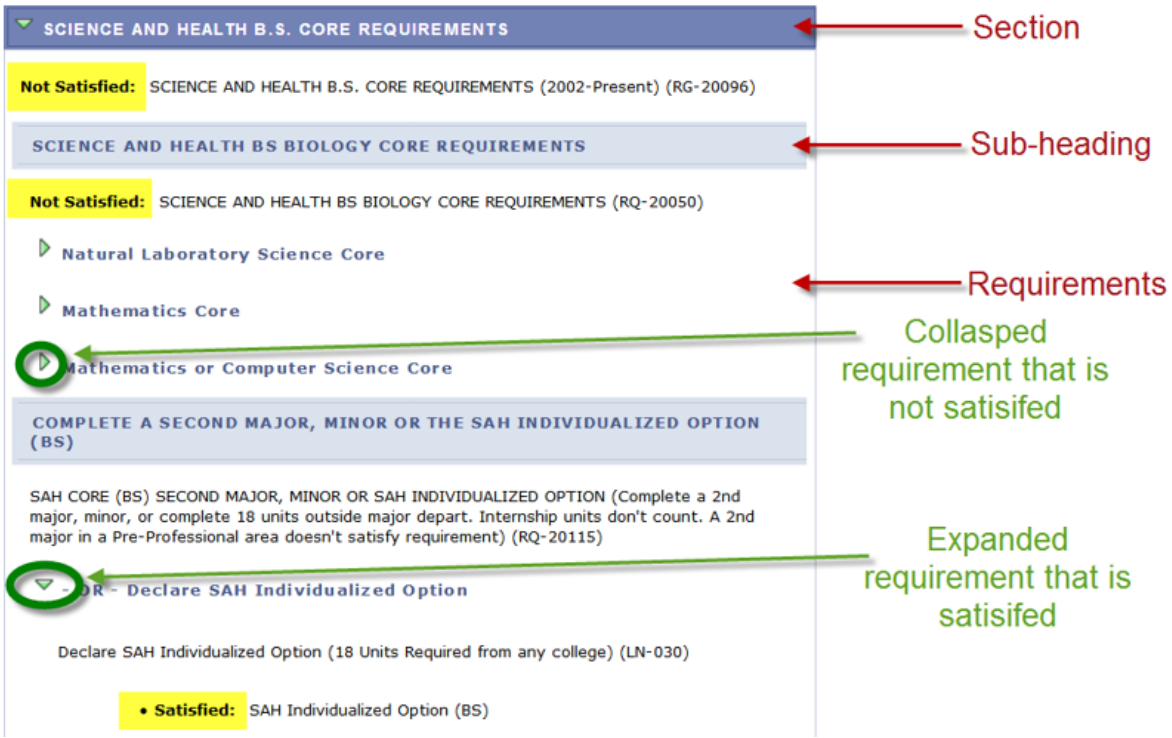
Navigating the AR - The AR is organized into collapsible *sections*. Sections contain collapsible *sub-headings* that categorize requirements. *Requirements* specify what a student needs to complete in order to satisfy degree requirements.



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 Collages 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

List includes current and any future UWL enrollments. Courses with Incomplete (I) grades will also appear here. You have one calendar year to earn a grade (12 months, following the term in which the incomplete was incurred, whether or not you remain enrolled). Failure to do so will result in a grade of "F" being posted to your record. Once graded, the course will no longer appear here. (RG-19999)

Course Enrollments

The following courses were used to satisfy this requirement:

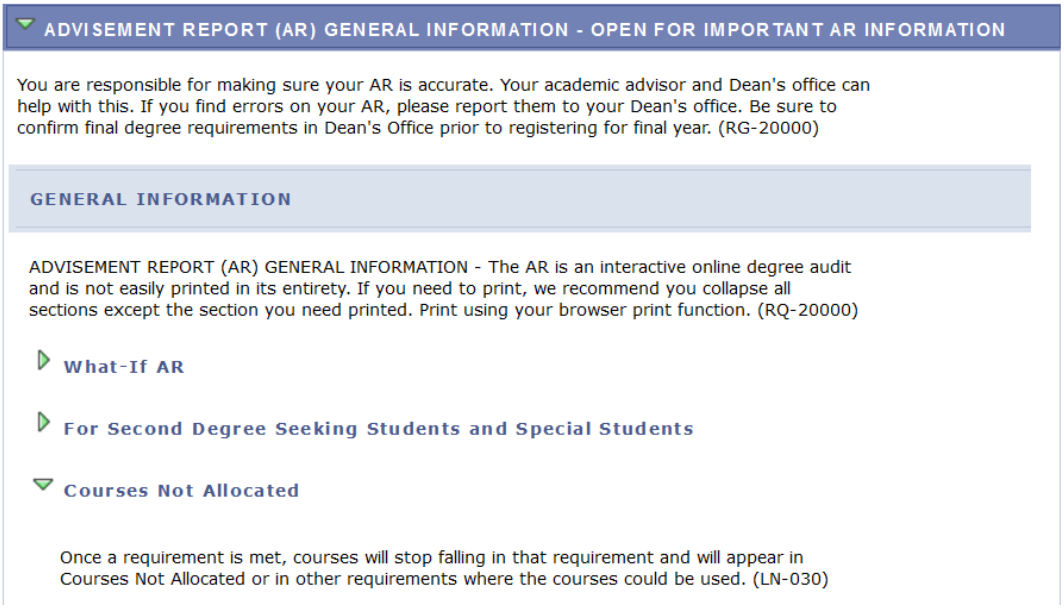
Course	Description	Units	When	Grade	Status
ESS 100	Physical Activities (Indoor Rock Climbing)	1.00	Fall 2018		
ESS 100	Physical Activities (Tech Rock Climbing I)	1.00	Fall 2018		
PHY 103	Fund Physics I	4.00	Fall 2018		
ESS 323	Nutrition & Sport	3.00	Fall 2018		
ESS 303	Biomechanics	3.00	Fall 2018		
BIO 313	Human Anatomy & Physiology II	4.00	Fall 2018		

View All | First 1-6 of 6 Last

Academic Standing: Good Standing as of last term attended

Academic Standing - Good Standing as of last term attended (LN-030)

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 - OPEN FOR IMPORTANT AR INFORMATION

You are responsible for making sure your AR is accurate. Your academic advisor and Dean's office can help with this. If you find errors on your AR, please report them to your Dean's office. Be sure to confirm final degree requirements in Dean's Office prior to registering for final year. (RG-20000)

GENERAL INFORMATION

ADVISEMENT REPORT (AR) GENERAL INFORMATION - The AR is an interactive online degree audit and is not easily printed in its entirety. If you need to print, we recommend you collapse all sections except the section you need printed. Print using your browser print function. (RQ-20000)

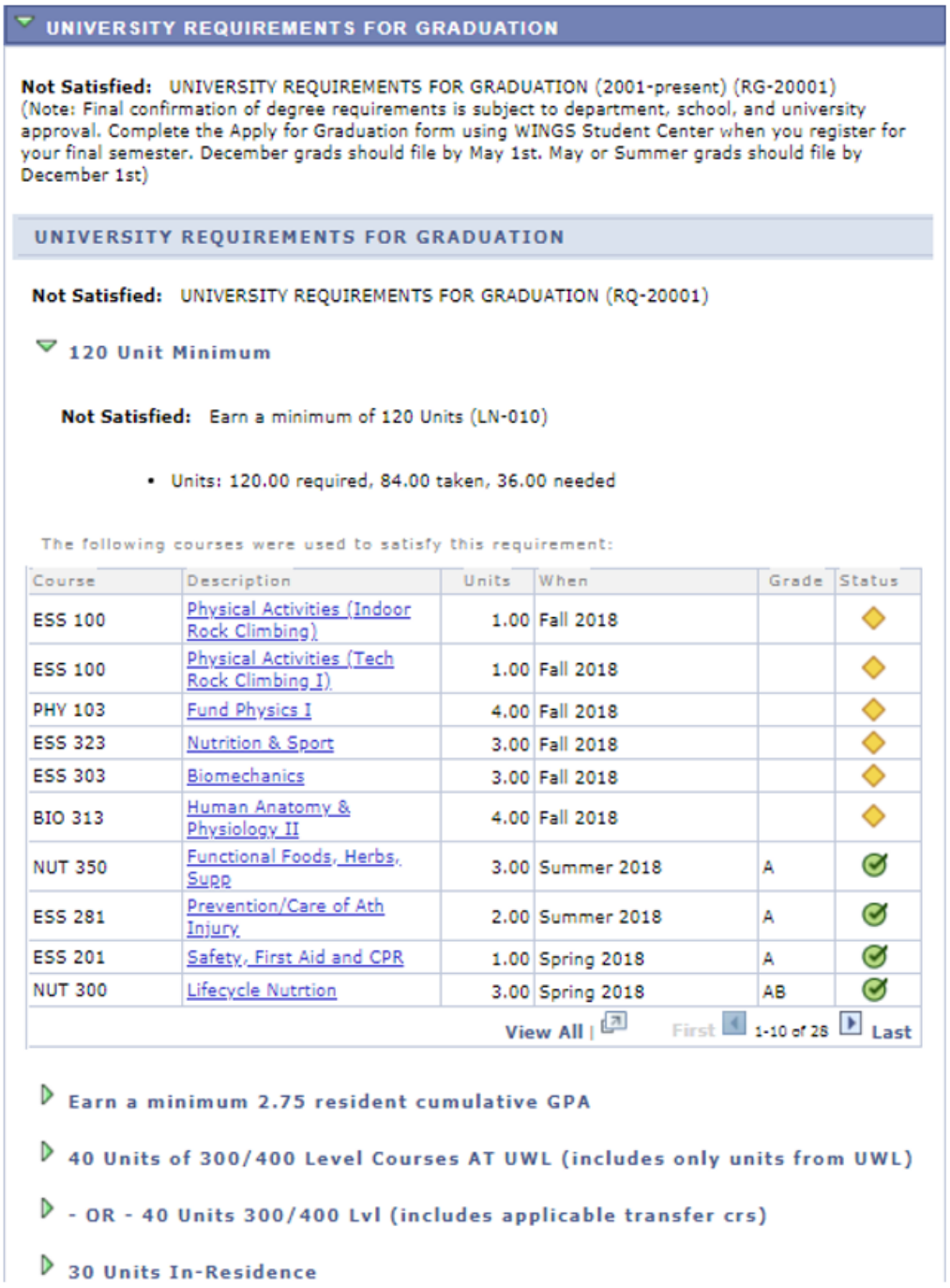
What-If AR

For Second Degree Seeking Students and Special Students

Courses Not Allocated

Once a requirement is met, courses will stop falling in that requirement and will appear in Courses Not Allocated or in other requirements where the courses could be used. (LN-030)

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.



UNIVERSITY REQUIREMENTS FOR GRADUATION

Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (2001-present) (RG-20001)
(Note: Final confirmation of degree requirements is subject to department, school, and university approval. Complete the Apply for Graduation form using WINGS Student Center when you register for your final semester. December grads should file by May 1st. May or Summer grads should file by December 1st)

UNIVERSITY REQUIREMENTS FOR GRADUATION

Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (RQ-20001)

120 Unit Minimum

Not Satisfied: Earn a minimum of 120 Units (LN-010)

- Units: 120.00 required, 84.00 taken, 36.00 needed

The following courses were used to satisfy this requirement:

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

View All | First 1-10 of 28 Last

Earn a minimum 2.75 resident cumulative GPA

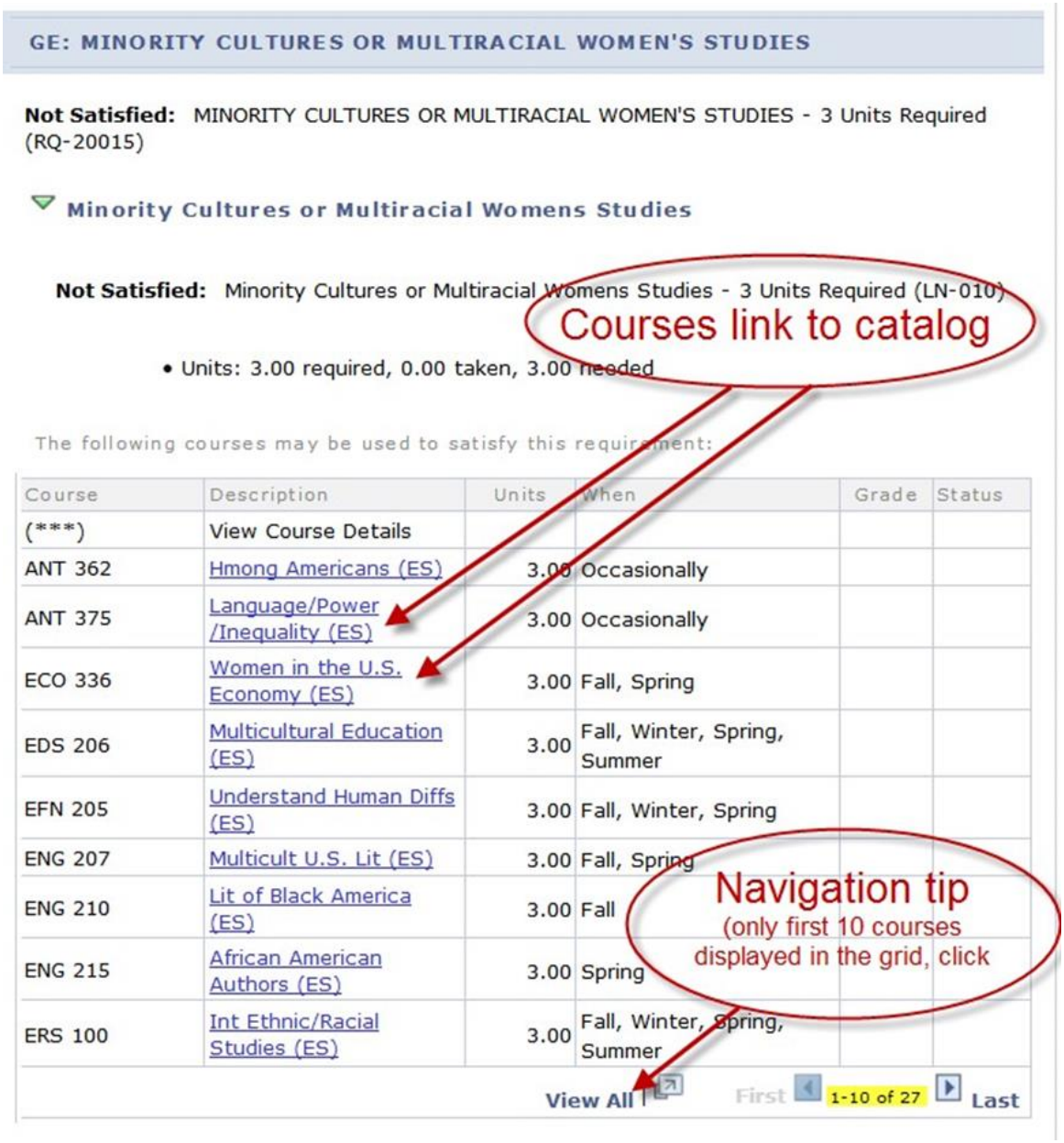
40 Units of 300/400 Level Courses AT UWL (includes only units from UWL)

- 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.

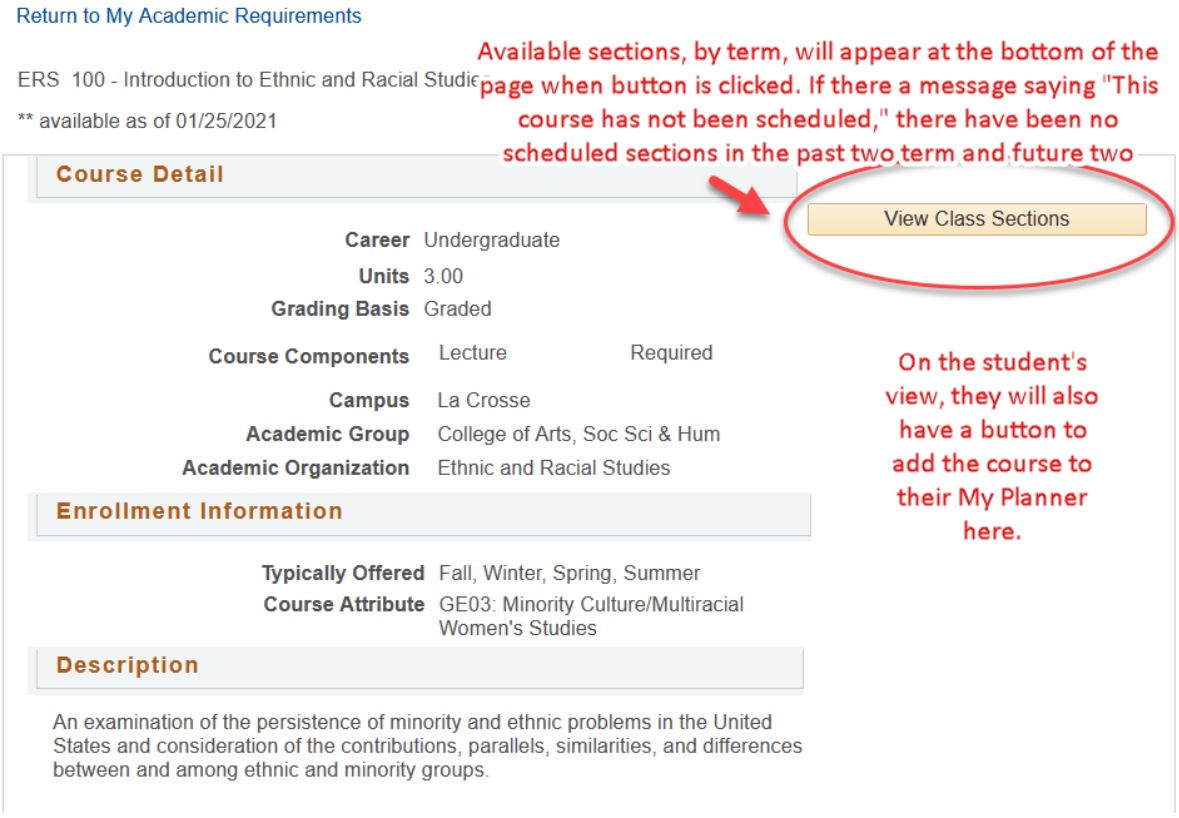
Tip: Use the navigation options at the bottom, right corner of class lists/course grid to view all available courses that are not displayed. By default the first 10 courses appear. To view all, click the View All link. To obtain additional information about a course, click the course description link to drill down to the course catalog.

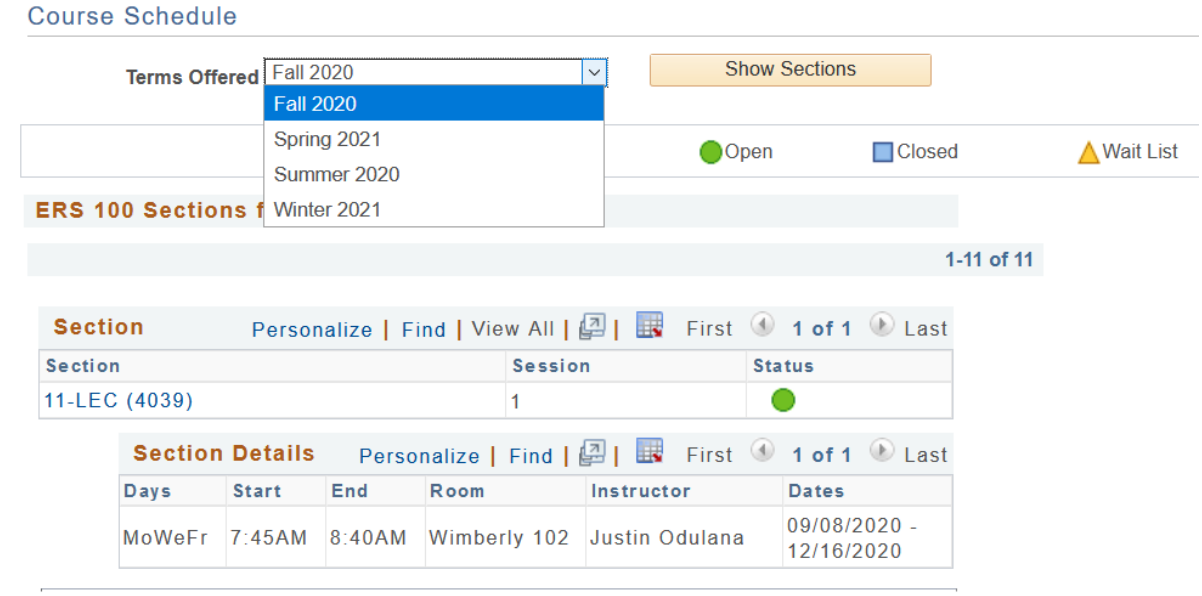


Below shows Course Details information from the catalog when the example *ERS 100 Introduction to Ethnic and Racial Studies* is selected.

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.

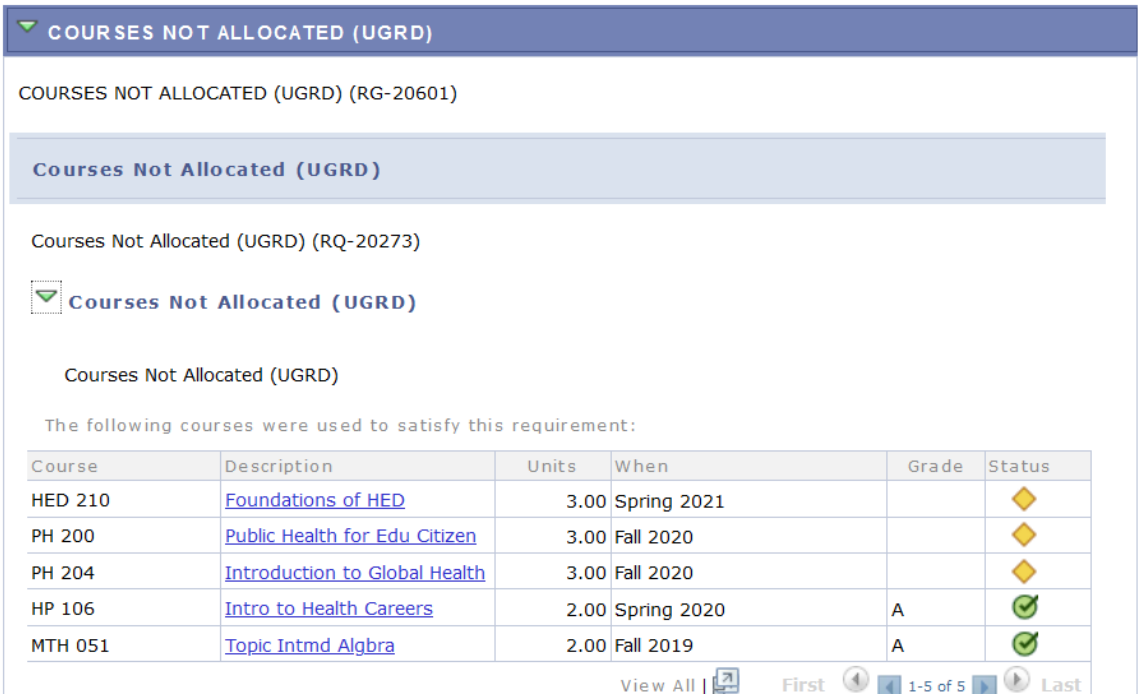




Students may also add the course to their My Planner and then to their shopping cart (if the cart has been activated) following the steps laid out in separate directions. The planner allows students to select courses based on their AR requirements. They can plan one term, year or the entire academic 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

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.

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.



COURSES NOT ALLOCATED (UGRD)

COURSES NOT ALLOCATED (UGRD) (RG-20601)

Courses Not Allocated (UGRD)

Courses Not Allocated (UGRD) (RQ-20273)

Courses Not Allocated (UGRD)

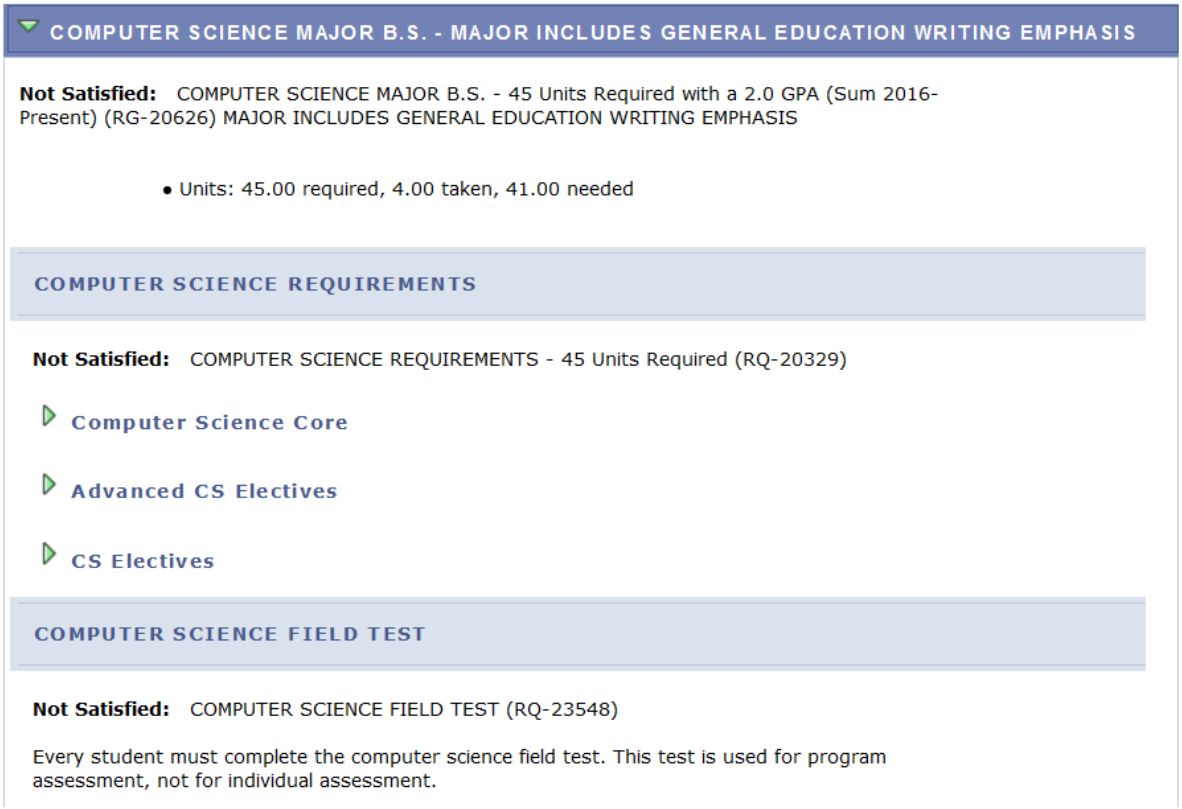
Courses Not Allocated (UGRD)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HED 210	Foundations of HED	3.00	Spring 2021		
PH 200	Public Health for Edu Citizen	3.00	Fall 2020		
PH 204	Introduction to Global Health	3.00	Fall 2020		
HP 106	Intro to Health Careers	2.00	Spring 2020	A	
MTH 051	Topic Intmd Algbra	2.00	Fall 2019	A	

View All | First 1-5 of 5 Last

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.



COMPUTER SCIENCE MAJOR B.S. - MAJOR INCLUDES GENERAL EDUCATION WRITING EMPHASIS

Not Satisfied: COMPUTER SCIENCE MAJOR B.S. - 45 Units Required with a 2.0 GPA (Sum 2016-Present) (RG-20626) MAJOR INCLUDES GENERAL EDUCATION WRITING EMPHASIS

- Units: 45.00 required, 4.00 taken, 41.00 needed

COMPUTER SCIENCE REQUIREMENTS

Not Satisfied: COMPUTER SCIENCE REQUIREMENTS - 45 Units Required (RQ-20329)

Computer Science Core

Advanced CS Electives

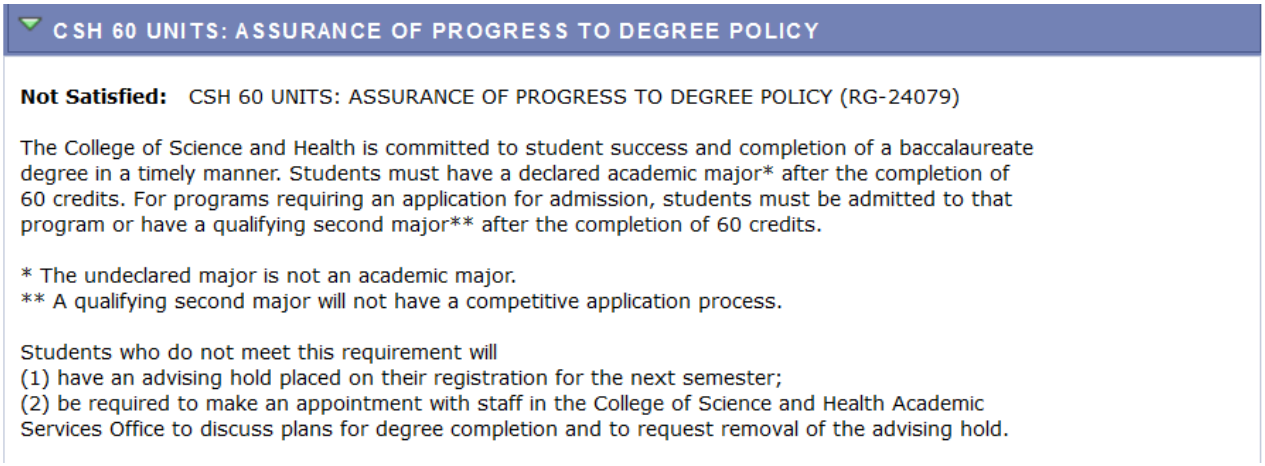
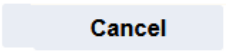
CS Electives

COMPUTER SCIENCE FIELD TEST

Not Satisfied: COMPUTER SCIENCE FIELD TEST (RQ-23548)

Every student must complete the computer science field test. This test is used for program assessment, not for individual assessment.

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:



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