

Academic Advisement Report (AAR)

Documentation for Administrative Users

Prerequisites: You must know the Student ID Number of the student for which you wish to view an advisement report.

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

Video Instructions:

<https://www.youtube.com/watch?v=PKZ-SGxo2bM>

Click on “Add a New Value”

Enter the student ID number


Academic Institution: CLKSN


Report type: ADV


Request Advisement Report

Find an Existing Value

Add a New Value

ID: 

Academic Institution: 

Report Type: 

Add

On the Report Request page, verify that the Report Date is today




Do not change the default “As of Date” (01/01/3000)

Do not change the Report Identifier (ADMIN)

Click “Process Request” (The report will take a moment to load, only click once).

Report Request

Report Request Log

ID/Name	<input type="text"/>	
Academic Institution	CLKSN	Clarkson University
Report Type	ADV	Academic Advisement Report
Date Processed		
Report Status	Pending	
*Report Date	<input type="text" value="02/17/2015"/> 	
*As of Date	<input type="text" value="01/01/3000"/> 	
*Report Identifier	<input type="text" value="ADMIN"/> 	Administrative Request

Actions

Process Request

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Once the report loads on your screen, you may either view it on-screen (interactive) or print it as a PDF (static)




Use the key at the top of the report to assist you in reading it


Academic Advisement Report

Clarkson University | Undergraduate

This report last generated on 02/17/2015 2:39PM

[collapse all](#) [expand all](#) [view report as pdf](#)

 Taken  In Progress  Planned



Notes:

Try not to view the report as a chronological guide to what a student should take, and when they should take it. The report is NOT organized in a manner that suggests course sequence.

Clicking on a blue hyper-link will display additional details.

Once a requirement has been satisfied, the box that contains it will collapse for easier navigation.

On long lists of courses, you may need to click “view all” to see the entire list!

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
AC 205	Intro Acct Decision Analysis	3.00	Spring 2013	C	
AC 403	Fin Reporting & Analysis I	3.00	Spring 2014	C+	
AC 404	Fin Reporting & Analysis II	3.00	Fall 2014		
AC 407	Taxation of Business Entities	3.00	Fall 2014		
BY 160	Biology II -Cell & Molec Bio	3.00	Spring 2012	C	
CM 131	General Chemistry I	4.00	Fall 2011	C	
EC 150	Principles of Microeconomics	3.00	Fall 2012	C	
EC 151	Principles of Macroeconomics	3.00	Spring 2013	D	
ES 100	Int to Eng Use of Computer	2.00	Spring 2012	C+	
ES 110	Eng and Society	3.00	Fall 2011	B+	

 [View All](#) |  First  1-10 of 35  Last