

# Requesting An Advisement Report

Follow PeopleSoft path: Main Menu>Academic Advisement>Student Advisement>Request Advisement Report

- Add a New Value Tab
- Add Student ID
- CLKSN
- Report Type: ADV
- **ADD** button

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Select Process Request once you have verified the information is correct for the date range.



Once the Report generates you can view as a pdf or right in PeopleSoft



## Related articles

- [Creating A Graduate Appointment Authorization](#)
- [Approving A Graduate Appointment from your Worklist](#)
- [Student- Requesting Your Advisement Report](#)
- [Modifying or Deleting A Graduate Appointment In PeopleSoft HR](#)
- [Requesting An Advisement Report](#)