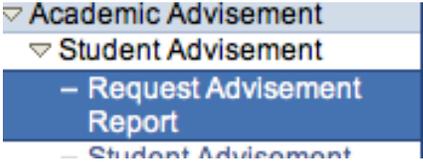
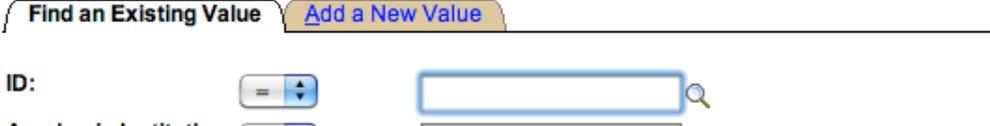
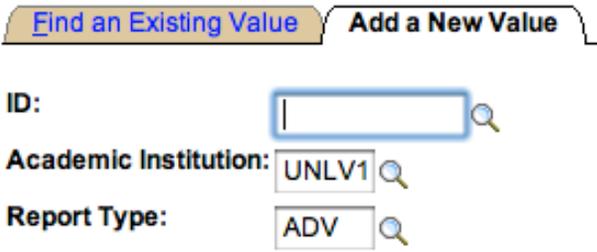
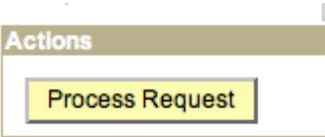


## Create Interactive Academic Requirements Report

Navigation: Menu → Academic Advisement → Student Advisement → Request Advisement Report

☆ **Prerequisite** – perform a Search/Match to locate person ID.

1.	<p>From the main PeopleSoft menu, click the <a href="#">Academic Advisement</a> link on the left hand navigation bar, then the <a href="#">Student Advisement</a> link, then the <a href="#">Request Advisement Report</a>.</p> 
2.	<p>Select the <a href="#">Add a New Value</a> TAB. You should ALWAYS create a new Report.</p> <p><b>Request Advisement Report</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 
3.	<p>Enter the Students NSHE ID and if not populated <a href="#">UNLV1</a> for Institution and ADV for <a href="#">Report Type</a>.</p> 
4.	<p>Click the Search button.</p> 
5.	<p>Click <a href="#">Process Request</a> button.</p> 
6.	<p>This Interactive Report allows you to <b>collapse</b> or <b>expand</b> all sections/requirements.</p>  <p>By default if a requirement is met it is collapsed. You can always open the collapsed section by clicking on the arrow  to expand.</p>

7.	<p>The major section are denoted by a dark blue bar. They are <b>University Requirements, General Education Requirements, Multicultural &amp; International Requirements, Plan requirements, and General Electives.</b></p> <ul style="list-style-type: none"> <li>▶ UNIVERSITY GRADUATION REQUIREMENTS (RG-0056)</li> <li>▶ GENERAL EDUCATION REQUIREMENTS (RG-0047)</li> <li>▶ GENERAL EDUCATION REQUIREMENT - MULTICULTURAL &amp; INTERNATIONAL (RG-0059)</li> <li>▶ PRE-NURSING (RG-1651)</li> <li>▶ GENERAL ELECTIVES (RG-0095)</li> </ul>
8.	<p><b>Please note: They will have a section/blue bar for each Plan.</b> This includes Minors and multiple Majors.</p>
9.	<p>You may print out a shorter version in PDF using the <a href="#">Printer Friendly Page</a> link.</p> <p><a href="#">Printer Friendly Page</a></p>
12.	<p><b>End of Procedure</b></p>