Academic Advisement Report (AAR)

Documentation for Academic Advisors

> **Prerequisites: You must be assigned to at least 1 student as their academic advisor in PeopleSoft to view the advisement report.**

Navigation: Main Menu > Self Service > Advisor Center > My Advisees

Video Instructions: https://echo.clarkson.edu:8443/ess/echo/presentation/3ba3f570-c5f3-425d-86ef-c596e77a8d21

From your advisee list, select the go button under "Academic Advisement" next to the student for which you would like to generate a report.   (The report will take a moment to load, only click once). You may need to allow pop-ups in order for the report to load in a new window.

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

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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

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