

## Academic Advisement Transcript Report

The PeopleSoft Academic Advisement transcript report is a very important degree audit tool. You run this report in order to view a specific student's process towards graduation. An entire printout of the student's academic history can be produced as well as an advisement report that indicates whether the student has completed all requirements needed to graduate or whether the student still needs to satisfy outstanding requirements in order to graduate.

*Important:* Courses entered into the system using the Historical Course Enrollment, page is not recognized by the Advisement Engine during the analysis process. Any historical courses that are entered into a student's record are used for record/history tracking purposes only.

Before you can run this report, the transcript types used to run the academic advisement reports *must* be set up on the Basic Data page. Define one or more transcript types that will be used for advisement reports.

*Important:* On the Basic Data page where transcript types are defined, the *Advising Report* check box must be selected in order to designate the transcript type as an academic advisement transcript type UNLESS you are running a special usage report. Only academic advisement transcript types result in academic advisement transcript reports. If the *Advising Report* check box is selected, the *Exclude In-Progress Courses* check box is clear, by default. If you do not want to include in-progress work in the degree audit report, select the check box.

To designate a transcript type as available through self-service, the *Allow Student Self-Service* check box must be selected on the Basic Data page. On the same page, select either the *Advising Report* or *Special Advising Report* check box and verify that the *Transcript Level* field value is *Degree Program*.

**Navigation:** Home → Manage Student Records → Manage Academic Records → Inquire → Transcript Request

The screenshot shows the 'Request Detail' tab of the 'Transcript Request' form. The form contains the following fields and options:

- Report Request Nbr:** 000000000
- Request Date:** 11/18/2002
- User ID:**
- \*Institution:** CSUNF (Test University)
- \*Transcript Type:** ADVIP (Academic Advising)
- ☐ Freeze Record
- ☐ Override Service Indicator
- \*Output Destination:** Page
- Number of Copies:** 1
- Future Release:** ImmedProc
- Academic Career:**
- Term:**
- Print Date:** 11/18/2002
- Request Reason:**
- ☐ Cancel Request
- \*Report Format:** Standard Report Format

At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.

Click on Add a New Values

**Report Request Number** - The Report Request Number identifies this report request.

**Request Date and User ID** is system-supplied values. The request date reflects the date that the report was requested. The user ID identifies the person who requested the report.

**Institution** - CICMP

**Transcript Type** – ADV – Advisement Report; TRAN – Transfer/Test/Other Credit report; UNOFF – Unofficial Transcript

## Output Destination - Page

### Report Format – (Only for transcript type of ADV)

- Standard Report Format indicates that the report is printed as hardcopy or delivered to a page.
- Completed only indicates that the report contains only those requirements which have been wholly completed.
- Incomplete only indicates that the report contains only those requirements that have not been totally completed.
- Analysis Database (Not at CI)

The screenshot shows the PEOPLE Soft Student Advisement Report interface. At the top, there is a navigation bar with links for Home, Worklist, and Help. Below this, a breadcrumb trail reads: Home > Manage Student Records > Define Academic Requirements > Report > Student Advisement Report. A 'New Window' link is also present. The main content area has tabs for Request Header, Request Detail, Report Results, and Report Errors. The Report Results tab is active, showing a 'Campus Transcript' button and a 'Process Request' button with a 'Print' sub-button. Below these, the 'Report Request Nbr' is 000000000 and 'On Request' is selected. The 'Transcript Type' is ADVIP and 'Academic Advising' is selected. A 'Report Manager' link is also visible. A search section includes fields for 'Seq Nbr' (1), 'ID' (000003068), and 'As of Date' (01/01/3000), with a 'Send' button. Below the search section is a 'What-If Analysis' section with a checkbox for 'Enable Stored What-If' and links for 'Quick What-If' and 'Course List What-If'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons, and a navigation bar with links for Request Header, Request Detail, Report Results, and Report Errors.

**Seq Nbr** - The Seq Nbr (sequence number) is a sequential number that is system-supplied. This number determines the order in which the individual report requests are processed. The user can override the number, if necessary.

**ID** - Enter the ID of the student for whom the report will be run. Use the plus button to enter multiple IDs

**What-If Analysis** - Under What-If Analysis, the following what-if functions are available: stored what-if, quick what-if, and course list what-if..

**Quick What-If** - To enable the Quick What-If option, do not select the Enable Stored What-If check box. Click the Quick What-If link to run a simulated academic advisement report that compares the student's transcript against a proposed academic career, program, plan, and/or sub-plan that is input using the Quick What-If Analysis Report page.

**Course List What-If** - Click the Course List What-If link to select an existing course from the course catalog to use during a what-if analysis.

**Process Request** - Click the Process Request button on the Request Detail page when you are ready to submit the requests for processing. The degree audit report is sent to the specified Output Destination on the Request Header page.

**Print** - Click the Print button to print the report results all student in your list. Then click on Report Manager, select View and open the PDF file. Then print the students' report.

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Home Worklist Help Sign Out

Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request [New Window](#)

Request Header Request Detail Report Results Report Errors

View All 1 of 1

Seq Nbr: 1 [Campus Transcript](#) [Print](#)  
ID: 000003068 Frog, Kermit [Report Manager](#)

**Academic Advising**

Test University

Name : Frog, Kermit  
Student ID: 000003068  
SSN : 213-31-2312

----- Beginning of Undergraduate Record -----  
Fall 2001

Program : Undergraduate  
Plan : Biology Major  
Program : Undergraduate  
Plan : Art Major  
Plan : Biology Major

TERM GPA : 3.500 TERM TOTALS : 12.00 6.00 21.000

**Print Button** - Click the Print button to print the report results only for the student you are viewing. Then click on Report Manager, select View and open the PDF file. Then print the student's report.