

# Academic Advisement Report

The Academic Advisement Report (AAR) is available for undergraduate students.

1. From BroncoWeb Self Service click on the link to My Advisees.

The screenshot shows the 'Self Service' main menu with various categories. The 'Advisor Center' category is highlighted with a red box, and the 'My Advisees' link is pointed to by a red arrow.

- Faculty Center**: Use the Faculty center to manage all your class, student and advisee related activities.
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record.
  - Addresses
  - Names
  - Phone Numbers
  - 5 More...
- Payroll and Compensation**: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
  - View Paycheck
  - View YTD Balances
  - Self Service W2
  - 2 More...
- Time Reporting**: Report and review your time, schedules, request absences and more.
  - Report Time
- Manager Self Service**: Navigate to self service information and activities for people reporting to you.
  - Leave Balances-All Direct Rpts
  - Leave Balances-One Employee
  - Employee Leave Balances
  - Time Management
- Benefits**: Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
  - Benefits Information
  - Dependents and Beneficiaries
  - Benefits Summary
  - Insurance Summary
- BSU Values and Conduct**: BSU Statement of Values and Standards of Conduct Certification
- Learning Management Systems**: Learning Management Systems
- Advisor Center**: Use the Faculty center to manage all your advisee related activities.
  - My Advisees (pointed to by red arrow)
  - Advisee Student Center
  - Advisee General Info
  - 2 More...
- Search**: Search
  - Class Search
  - Browse Course Catalog
- Grade Class by Proxy**: Grade Class by Proxy
- Opt-In Emergency Alert**: Set your alert options for the Emergency Notification System.
  - Alert Options
- Travel/Expense**: Travel and Expense Center

2. From the My Advisees page click on the [View Student Details](#) link or the [VIEW DATA FOR OTHER STUDENTS](#) button. If you use the view data for other students button, enter the student ID and click search.

The screenshot shows the 'My Advisees' page with a table of student information. The 'VIEW DATA FOR OTHER STUDENTS' button is highlighted with a red box, and the 'View Student Details' link is pointed to by a red arrow.

Faculty Center | Advisor Center | Search | Blackboard

my advisees || student center || general info || transfer credit || academics

### My Advisees

[View FERPA Statement](#)

Select display option    Show all students     Show enrolled students only

Find | View All | First 1 of 1 Last

Notify	ID	Name	Academic Career	Program	View Student Details
<input type="checkbox"/>	111606642	Bronco, Buster	Undergrad	UGDEG	<a href="#">View Student Details</a>

[VIEW DATA FOR OTHER STUDENTS](#) (highlighted with red box)






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- From the Advisees Student Center select the other academics drop down, select Academic Requirements, and click the go button.


The screenshot shows the 'Advisee Student Center' for 'Buster Bronco'. At the top, there are navigation tabs: 'Faculty Center', 'Advisor Center', 'Search', and 'Blackboard'. Below these are 'my advisees' and 'student center' buttons. The main heading is 'Advisee Student Center' followed by the student's name 'Buster Bronco' and a 'View FERPA Statement' link. A 'Change Advisee' dropdown is set to 'Buster Bronco' with a 'change' button. The 'Academics' section is expanded, showing links for 'My Class Schedule' and 'My Planner'. A dropdown menu is open under 'other academic...', with 'Academic Requirement' selected. Below this is a table for 'This Week's Schedule' with columns for 'Class' and 'Schedule'. To the right, there are sections for 'Holds' (No Holds), 'To Do List' (No To Do's), and 'Enrollment Dates' (Enrollment Appointment for Spring 2010).

This Week's Schedule	
Class	Schedule
BUSSTAT 208-003 LEC (72483)	MoWe 4:40PM - 5:55PM Business Bldg Rm 207
ECON 202-007 LEC (77537)	Tu 6:00PM - 9:00PM Interactive Lrning Ctr. Rm 203

# Academic Advisement Report

The status icons make it easy to identify if a class is  Incomplete,  Repeated,  Taken,  In Progress, or  Planned.






Requirements that have been fulfilled display collapsed. You can expand these items by clicking on the  icon.

Requirements that are Not Satisfied display expanded. You can collapse these items by clicking on the  icon.

The PDF report lists the student's entire course history, including courses that do not satisfy a requirement.

[View Report as PDF](#)

collapse all
expand all
original report



 Incomplete
 Repeat
 Taken
 In Progress
 Planned



**General Undergraduate Baccalaureate Degree Requirements | 2007-2008**

**Not Satisfied:** Undergraduate Degree Seeking

**General Degree Requirements**

**Not Satisfied:** General Degree Requirements











 2.00 GPA minimum 

 128 total credits minimum 


**Not Satisfied:** 128 total credits minimum

- Units: 128.00 required, 82.00 taken, 46.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ACCT 205	<a href="#">Intro to Financial Accounting</a>	3.00	Fall 2007	B+	
ACCT 206	<a href="#">Intro to Managerial Account</a>	3.00	Spring 2008	A	
ANTH 294	<a href="#">Workshop (CAT I: Multicultural Exp Trng)</a>	1.00	Summer 2007	P	
ANTH 294	<a href="#">Workshop (CAT II: Stereo Cult Diversity)</a>	1.00	Summer 2007	P	
ANTH 294	<a href="#">Workshop (CAT III:Native Amer,Mex,Latino)</a>	1.00	Summer 2007	P	
ART 100	<a href="#">Introduction to Art</a>	3.00	Summer 2008	A-	
ARTHIST 102	<a href="#">Survey of Western Art II</a>	3.00	Fall 2008	A	
BIOL 100	<a href="#">Concepts of Biology</a>	4.00	Spring 2007	A+	
BUSCOM 201	<a href="#">Business Communication</a>	3.00	Fall 2008	A	
BUSSTAT 207	<a href="#">Statistical Tech Dec Making I</a>	3.00	Spring 2009	B	

View All    First  1-10 of 26

 40 upper-division credits minimum