Academic Requirements Report Overview

The Academic Requirement Reports allows you to view a summary of your advisee’s progress towards completing his/her academic program. The report evaluates coursework to determine whether courses on the student’s record meet the graduation requirements of the declared academic plan/sub-plan (major/minor/concentration).

How to Access an Advisee's Report

1. Sign in to PAWS and navigate to the Advisor Center, by selecting the Advisor Center link.
2. From the Advisor Center, select the View Student Details next to a student’s name to access his/her Student Center.
3. From the Student Center, there are two ways to access the Academic Requirements Report

   - **Via the Academics drop-down menu:** Select ‘Academic Requirements’ from the drop-down menu and click the icon to access the report.

   ![Academics drop-down menu](image)

   - **Via Advising Tools:** Click on the Advising Tools tab. On the resulting page, click on the Academic Requirements: View my advisement report link to access the report.

4. On the resulting page, you will see your Academic Requirements Report.