UNIVERSITY OF LOUISVILLE

Undergraduate Advising Practice
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Step-by-Step

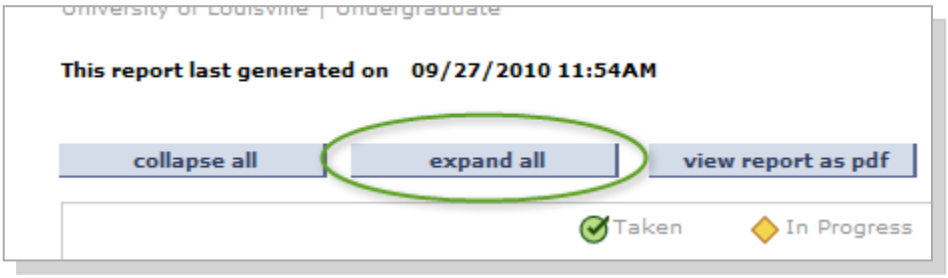
Running a **Standard Advisement Report** in ULink

Last updated October 12, 2010

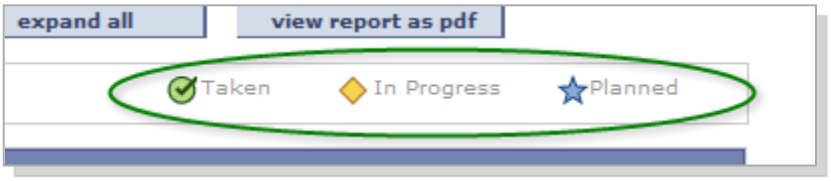
The Standard Advisement Report is a tool designed to help you and your advisor evaluate academic progress toward the completion of your academic requirements for graduation. **The Standard Advisement Report is an unofficial guide only**. It does not imply degree clearance, nor does it take the place of an official degree check performed by your academic advisor. Please review your standard advisement report thoroughly with your academic advisor.

NOTE: Only **first-time, non-transfer students who entered Summer 2010 and later** are eligible to run a Standard Advisement Report in ULink. Transfer students who entered UofL Summer 2010 and later will be eligible by the end of the Spring 2011 semester.

1. Log in to ULink and go to the Student Services tab.
2. Look for the "Undergraduate Advising" box and go to the "Student Center."
3. Choose "My Academics."
4. Choose "View my advisement report."
5. Hit "expand all."

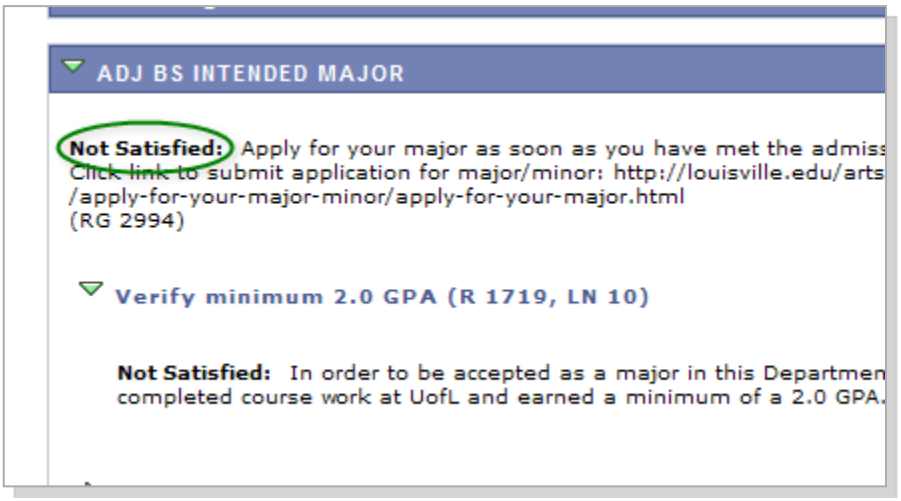


6. **Icons**: Notice the icon legend just above the Disclaimer section. On your report, course lists will display one of the icons if you have taken a course, are currently taking a course or have added a specific course to your planner.

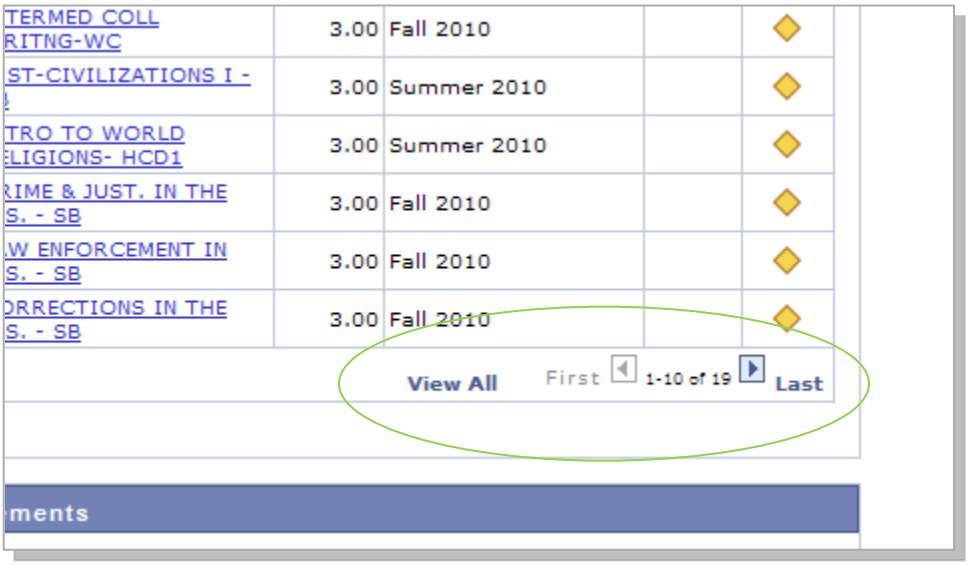


7. **Expand/Collapse**: The small green arrow next to the headings allows you to expand or collapse sections of the report.

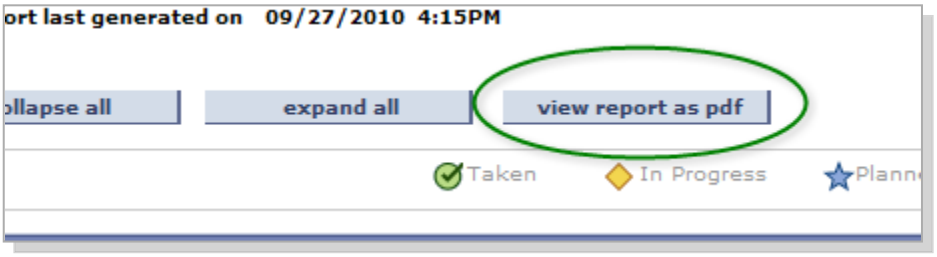
8. **Satisfied vs. Not satisfied**: Degree requirements that you have met will be labeled as "Satisfied" while those that are not met will be labeled as "Not Satisfied."



9. **Course List Pagination**: Keep an eye out for course list pagination. By default, the standard advisement report will show the first 10 courses that are eligible to fulfill a requirement. For lists with more than 10 courses, you can navigate to each page or you can choose the "View All" option.



10. **View report as PDF**: A print-ready PDF version of the report is available by clicking on the "view report as PDF" option.



11. **Legend/Disclaimer**: Includes all official disclaimers and other information you will need to keep in mind when using an advisement report.

12. ***In Progress Courses***: This lists all the courses you are taking in the current semester. It will also list all incomplete courses.

13. **Approved majors**: If you are an approved major *(What is this?)*, the next sections will display the university's various General Education Requirements, any college requirements

and requirements for your major and will indicate which of those you have met and which ones you still need to meet.

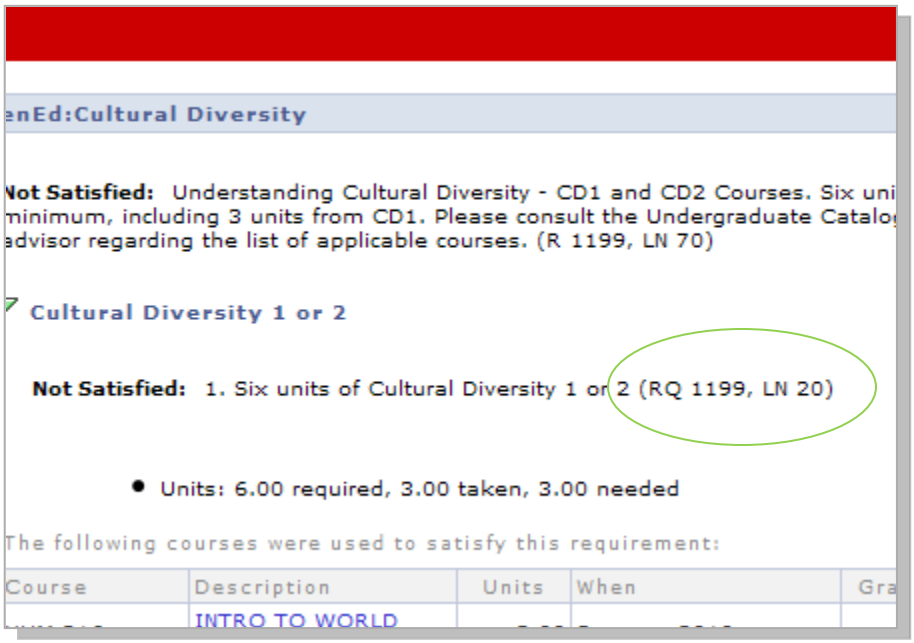
14. **Intended majors**: If you are an intended major *(What is this?)*, the next section will list the admission requirements to your desired major and whether or not you have met them. The section below that will list the contact information for each academic unit. You must follow up with your academic unit to find out how to apply for your desired major.

    To simulate how your current academic record will fit into the approved major, you can run a **What-If Advisement Report** and select the approved major.

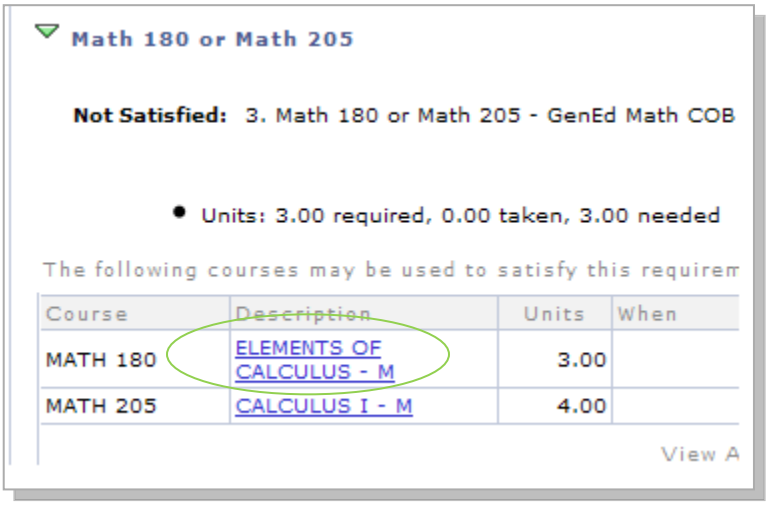
    Instructions for running a What-If Advisement Report
    http://louisville.edu/advising/students/center/whatif/

    Once you have applied & have been approved for your major, your standard advisement report will included all information for an approved major, such as general education, major requirements and more.

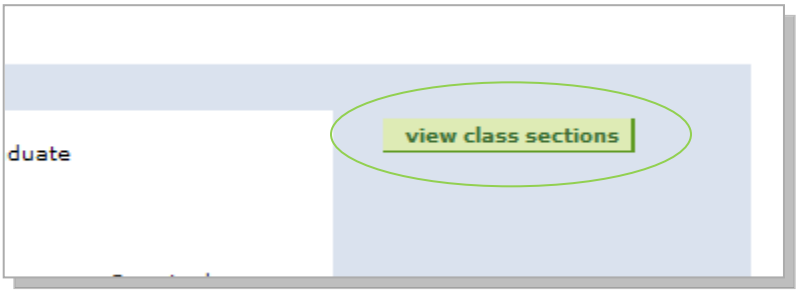
15. You can ignore notes in parentheses that look like "(R 1719, LN 10)," for example. Those figures are for internal use only.



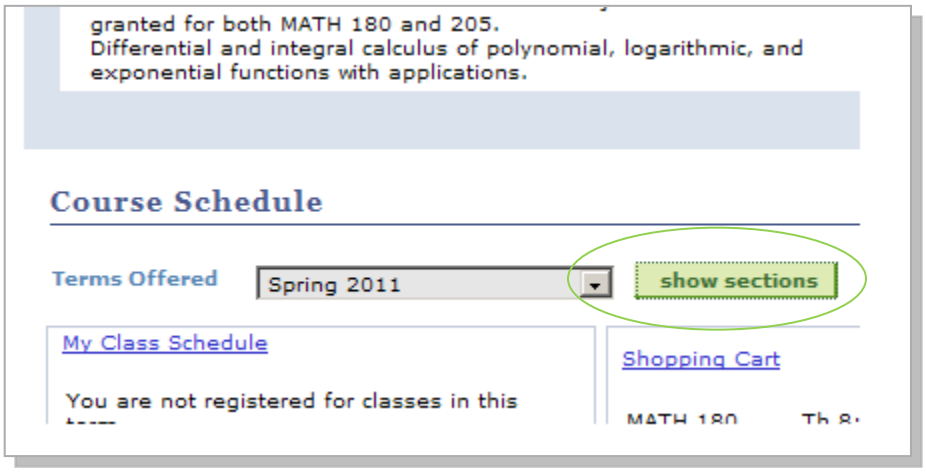
16. **Enrollment**: If you are eligible to register for courses at the time you are using the What-If Advisement Report, you can enroll for specific courses from the report by clicking on the course title.



At the next screen, you can read the course description, view prerequisite requirements and other information about the course. To select a particular section of the course, choose "view class sections."



The results will display below the Description on the same page. Scroll down and choose the correct semester and click "show sections."



Choose "select" next to the section of the course you would like to take.

This will add the course to your enrollment shopping cart.

More information about the shopping cart and registering for classes
http://louisville.edu/registrar/registration-information/webreg.html

See also

Running a **What-If Advisement Report** in the Student Center on ULink
http://louisville.edu/advising/students/center/whatif/

Using the **Course Planner** in the Student Center on ULink
http://louisville.edu/advising/students/center/planner/

If you have any questions or comments, please contact Undergraduate Advising Practice at **(502) 852-4475** or by e-mail at **advising@louisville.edu**.

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