*Navigation:* https://csprd.cua.edu

# Step 1:

Enter "User ID & Password" Click "Sign In"

User ID	
LEEV	
Password	
••••••	
	Enable Accessibility Mode
	Sign In

# Step 2:

Navigation: Academic Advisement->Student Advisement->Request Advisement Report

Request Advisement Report
Student Advisement Report
Set Up What-If Data
Authorize Student Exceptions
Create Course Substitution



### Step 3:

The "Request Advisement Report" screen will appear. Click on "Add a New Value."

Find an Existing V	alu	e	Add	a New Value	
Search Criteria	a				
ID:	=	¥			Q
Academic Institution:	=	v		CRDNL	Q
Report Type:	=	•		ADV	Q
Report Date:	=		Ŧ		31
Report Sequence:	=				
Report Identifier:	be	gins	with y	<b>7</b>	Q
User ID:	be	gins	with '	•	
Date Processed:	=		Ŧ		31
Report Status:	=				<b>T</b>
Case Sensitive					

# Step 4:

Enter Student ID in the "ID" section.

Click "Add."

## **Request Advisement Report**

Find an Existing Value Add a New Value



## Step 5:

**Select** "Process Request", which will generate the report.

ID/Name	2202982		
Academic Institution	CRDNL		The Catholic Univ of America
Report Type	ADV		Advising Transcript
Date Processed			
Report Status	Pending		
*Report Date	02/10/2019	31	
*As of Date	01/01/3000	31	
*Report Identifier	ADMIN	Q	Administrative Request
Actions			
Process Request			

### Step 6:

### Here is your Academic Advisement Report!

This report has a tree structure, with expandable and collapsible sections. For example, the LIBERAL ARTS CURRICULUM section contains all the Liberal Arts curriculum requirements, and it can be expanded to view all the requirements. Any sections with requirements that the student has completed are collapsed by default, and any sections/requirements that have requirements not yet completed are expanded by default.

**Click** on "Collapse All" to collapse all sections.

Click on "Expand All" to expand all sections to show the detail.

**Click** on any of the green arrows on the left to expand and collapse individual sections/requirements and see more detail or less detail.



lvisemen	t Report				
Catholic Univ	of America   Undergraduat generated on 02/09/20	e 19 9:20PM	Date and	lime Repor	t was Crea
conapse a	Taken	In Progre	ss 📌 Planned	? What	t-if
		49451			_
LIBERAL A	RTS CURRICULUM (RC	3 1843)			
LIBERAL A	Complete the following re	quirements.			
LIBERAL A	Complete the following re	quirements.	)		
LIBERAL A ot Satisfied: iberal Arts	Complete the following re	rs) (RQ 610	)		
LIBERAL A lot Satisfied: iberal Arts Not Satisfied	Complete the following re Curriculum (Bachelo I: Complete the following r	rquirements. rs) (RQ 610 requirements	)		
LIBERAL A tot Satisfied: iberal Arts Not Satisfied Classica	Complete the following re Curriculum (Bachelo I: Complete the following r I Philosophy (RQ 610	rquirements. rs) (RQ 610 requirements , LN 10)	)		
LIBERAL A lot Satisfied: iberal Arts Not Satisfied Classica Not Satisf	Complete the following re Curriculum (Bachelo Complete the following r Complete the following r Philosophy (RQ 610 ried: Complete one of the r Courses: 1 required, 0 tal	equirements. rs) (RQ 610 requirements , LN 10) following course ken, 1 needed satisfy this re	) ES.		
LIBERAL A lot Satisfied: iberal Arts Not Satisfied Classica Not Satisf	Complete the following re Curriculum (Bachelo I: Complete the following r I Philosophy (RQ 610 Fied: Complete one of the f Courses: 1 required, 0 tal courses may be used to Description	equirements. rs) (RQ 610 requirements , LN 10) following course ken, 1 needed satisfy this re Units	) ts. quirement: When	Grade	Status
LIBERAL A tot Satisfied: iberal Arts Not Satisfied Classica Not Satisf rhe following Course HSPH 101	Complete the following re Curriculum (Bachelo Complete the following re Complete the following re Philosophy (RQ 610 Fied: Complete one of the re Courses: 1 required, 0 tal courses may be used to Description The Desire to Know	equirements. rs) (RQ 610 requirements , LN 10) following course ken, 1 needed satisfy this re Units 3.00	) ES. quirement: When	Grade	Status
LIBERAL A lot Satisfied: iberal Arts Not Satisfied Classica Not Satisf Classica Not Satisf Classica Not Satisf PHL 201	Complete the following re Curriculum (Bachelo I: Complete the following re I Philosophy (RQ 610 ied: Complete one of the following re Courses: 1 required, 0 tal courses may be used to Description The Desire to Know The Classical Mind	equirements. rs) (RQ 610 requirements , LN 10) following course ken, 1 needed satisfy this re Units 3.00 3.00	) es. quirement: When	Grade	Status

After "Collapse All" is clicked, the report is condensed as below. **Click** on green arrows to expand each section individually.



Advisement Repo	ort	
The Catholic Univ of Americ	ca   Undergraduate d on 02/09/2019 9:20PM	
collapse all	expand all view report as pdf	
	♂ Taken ◇ In Progress ☆ Planned ? What-if	
LIBERAL ARTS CU	RRICULUM (RG 1845)	
INPORTANT D	EGREE AUDIT INFORMATION**** (RG 1136)	
MAJOR IN BIOLOG	iY (BA) (RG 1304)	
Return to Report Request	View Report Request Log	

# Step 7:

Return to the request menu, scroll to the bottom of the report and Click on "Return to Report Request"

You can re-process this report for this student if desired.

♂ Taken ◇In Progress ☆ Planned ? What-if IBERAL ARTS CURRICULUM (RG 1845)	collapse all	expan	d all view	w report as pdf	
IBERAL ARTS CURRICULUM (RG 1845)		<b>⊘</b> Taken	♦ In Progress	🖈 Planned	? What-if
	IRFRAL ARISE		(1-1245)		
	**** IMPORTANT	DEGREE AUDIT	(G 1845) INFORMATION**	** (RG 1136)	
IAJOR IN BIOLOGY (BA) (RG 1304)	**** IMPORTANT MAJOR IN BIOLO	DEGREE AUDIT	(G 1845) TINFORMATION** 304)	** (RG 1136)	

