



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



Step 3:

The “Request Advisement Report” screen will appear. **Click on “Add a New Value.”**

Request Advisement Report

Enter any information you have and click **C Dooley** link for a list of all va

Find an Existing Value | **Add a New Value**

▼ **Search Criteria**

ID: = [] []

Academic Institution: = [] CRDNL []

Report Type: = [] ADV []

Report Date: = [] [] []

Report Sequence: = [] []

Report Identifier: begins with [] [] []

User ID: begins with [] [] []

Date Processed: = [] [] []

Report Status: = [] []

Case Sensitive

Limit the number of results to (up to 300): [300]

Search **Clear** Basic Search [] Save Search Criteria

Step 4:

Enter Student ID in the “ID” section.

Click “Add.”

Request Advisement Report

Find an Existing Value | **Add a New Value**

ID: [2202982] []

Academic Institution: [CRDNL] []

Report Type: [ADV] []

Add ←

[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	<input type="text" value="02/10/2019"/>	
*As of Date	<input type="text" value="01/01/3000"/>	
*Report Identifier	<input type="text" value="ADMIN"/>	 Administrative Request

Actions

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.

Advisement Report

The Catholic Univ of America | Undergraduate

This report last generated on 02/09/2019 9:20PM

Date and Time Report was Created

collapse all

expand all

view report as pdf

Taken
 In Progress
 Planned
 What-if

LIBERAL ARTS CURRICULUM (RG 1845)

Not Satisfied: Complete the following requirements.

Liberal Arts Curriculum (Bachelors) (RQ 610)

Not Satisfied: Complete the following requirements

Classical Philosophy (RQ 610, LN 10)

Not Satisfied: Complete one of the following courses.

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HSPH 101	The Desire to Know	3.00			
PHIL 201	The Classical Mind	3.00			
PHIL 211	The Classical Mind (Honors)	3.00			

View All | First 1-3 of 3 Last

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

Advisement Report

The Catholic Univ of America | Undergraduate

This report last generated on 02/09/2019 9:20PM

collapse all

expand all

view report as pdf



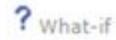
Taken



In Progress



Planned



What-if

LIBERAL ARTS CURRICULUM (RG 1845)

**** IMPORTANT DEGREE AUDIT INFORMATION**** (RG 1136)

MAJOR IN BIOLOGY (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.

collapse all

expand all

view report as pdf



Taken



In Progress



Planned



What-if

▶ LIBERAL ARTS CURRICULUM (RG 1845)

▶ **** IMPORTANT DEGREE AUDIT INFORMATION**** (RG 1136)

▶ MAJOR IN BIOLOGY (BA) (RG 1304)

[Return to Report Request](#)

[View Report Request Log](#)