## Faculty/Staff Guide to Accessing Graduate Academic Advisement Reports (Graduate AARs)

- Registrar's Office Forms
   LOUE Training

   Image: Second Se
- 1. On LOUIE, go to Faculty/Advisor Home and click on My Advisees.

2. Select the student of interest from your list of advisees, or click on **View Other Student** and search using the student's EMPLID.

Student Center	My Advisees	
Advisor Center Search		
My Advisees   Student Center   Gener	ral Info   Transfer Credit   Academics	
My Advisees		
Only Advisees directly assigned to you are View Other Student button to find a student () You are not currer	e shown below. Advisees assigned to you through a committee are not shown. Use the nt not listed below. ntly assigned as an advisor to any active students.	
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3. Select **Academic Requirements** from the drop-down menu and click on the **>> Button**.

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Academics					V Holds
My Class Schedule	🔂 Deadlines 🛛 🕞 URL				No Holds.
Shopping Cart	This Week's Schedule				💌 To Do List
Jacks Scheduler Jacks Planner Other Academic Information Academic Requirements	1		EDF 671-005 LEC (1885)	Asynchronous Online	No To Do's.
	B		Online EDL 696-001 LEC (1995) Opline	Asynchronous Online	Action Center  No Messages
			Online	Weekly Schedule	Milestones
					Program of Study-Masters
Personal Information					Details
-	Contac	t Info	rmation		
Emergency Contact	Home/Permanent Address		anent Address	Mailing Address	Enrollment Dates
					Open Enrollment
	Daytime Phone			NAU E-mail	Advisor

4. The student's Academic Advisement Report (AAR) will now populate.

NAU My Advisees	Advisee's Student Center							
Advisor Center     Search       My Advisees     Student Center     General In       Advisee Requirements     Eouie Lumberjack       Northern Arizona University   Graduate       This report last generated on 08/09/20	ito   Transfer Credit   Aga	ID 1234567						
Collapse All	Expand All	Default View						
	Iake	en 🗢 Transferred 💛 In Progress						
Program Information	1 of 1	Current Academic Summary						
	Catalog Year	Transcript Totals: In-Progress units not included. Total Earned Units at NAU 18.00						
Career: Graduate	2019-2020	Total Transfer Units 3.00						
Program: GRAD-Degree Seeking	2019-2020	Total Cumulative Units 21.00						
Plan: InternationalEdLdrshp (MED)	2019-2020	Cumulative GPA: 3.67						
Graduation Status: Applied Expected Grad Term: Fall 2024		Academic Standing Good Academic Standing Course History Transfer Credit Report Unofficial Transcript						

If you encounter any issues with accessing a Graduate AAR, please contact <u>GradGraduation@nau.edu</u>.