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

Note:

👍 This guide is relevant for the following student populations:
- Students in a first-wave program.
- Students in a second-wave program.

These Graduate AARs are ready for use. Students and departments should use the Graduate AAR for these programs to track degree progress, with the understanding that the degree will be awarded based on the status of the AAR.

👎 This guide is NOT relevant for the following student populations:
- Students in a third-wave program.
- Students in a fourth-wave program.

These Graduate AARs are still under construction; therefore, they should be disregarded as the information there will likely be incomplete and/or inaccurate. Please use the Program of Study instead (download from the Degree Tracking webpage).

To access students' AARs, you must have the necessary security access.
- If you have the necessary security, you will be able to pull up the AAR for any active student at NAU, not just the students who are assigned to you.
- If you do not have the necessary security, the steps below will not work for you. Please follow the steps to see if you run into any issues. If you do, please contact Registrar.AdvisementReport@nau.edu.

Directions:

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.

3. Select **Academic Requirements** from the drop-down menu and click on the **>> Button.**

4. If you see the following message, please contact Registrar.AdvisementReport@nau.edu. This may be a result of not having the proper security, or the AAR may simply need to be activated.
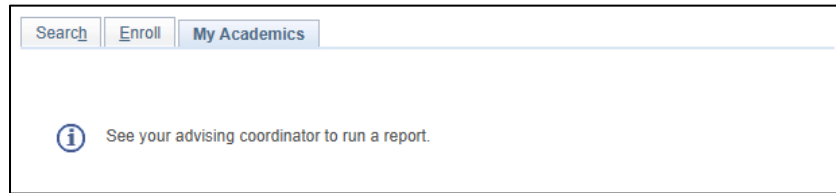
5. If the AAR loads, it will appear as such:

Understanding the Graduate AAR:
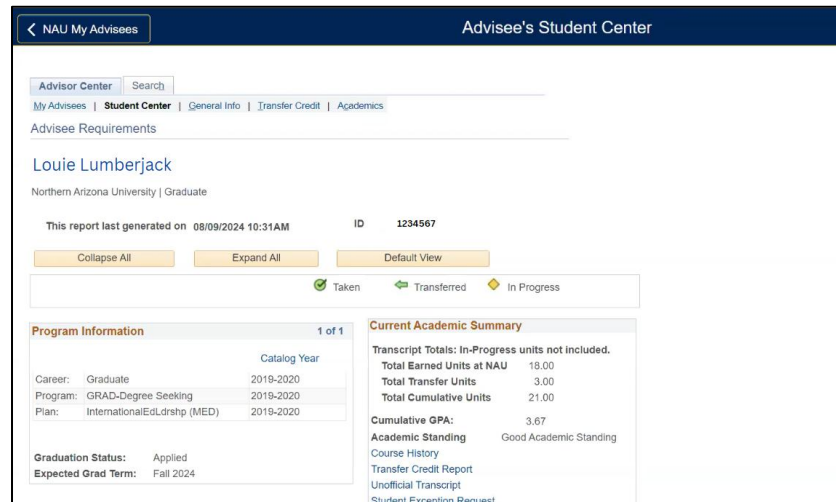
- For a brand-new student, every section of their Graduate AAR will be fully open, with each requirement showing as "**Not Satisfied: -** ".
- As the student enrolls into courses for their program, the requirements will collapse in real time, showing as "**Satisfied: -** ".
  - A green circle with a checkmark (⊘) indicates that the grade has been posted.
  - A yellow diamond (◆) indicates that the student is enrolled in the course but has not yet earned a grade. If they do not earn a satisfactory grade, the requirement will automatically open again and show as "**Not Satisfied: -** ". The course with the unsatisfactory grade will move to the very last section of the Graduate AAR, under **"Coursework Not Used to Satisfy Any Degree Requirements".**
- To graduate, the student's Graduate AAR must be fully collapsed by the end of their graduation term, with all requirements showing as "**Satisfied: -** ."