Student Listing by Advisor
Cognos Report
Tip Sheet

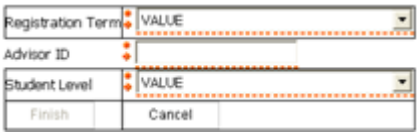
Report Explanation

The Student Listing by Advisor report provides a list of enrolled advisees for a specified advisor by Registration Term and Student Level.

Report Pathway

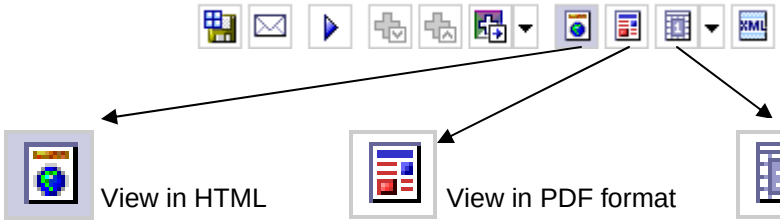
Report Library>ODS>Student Detail>Student Listing by Advisor

Parameter Sets

Required Parameters
Select a Registration Term by using the dropdown menu. Enter the Advisor's 9 digit ID. Select a Student Level (UG=Undergraduate; GR=Graduate) by using the dropdown menu. Click Finish to run the report. 

Display Options

When the report is displayed you may view and print in several formats by selecting one of the icons from the icon bar at the upper right of the report.



View in HTML

View in PDF format

View in Excel

Note: If View in Excel is chosen, you may select to have your output in Excel 2000, Excel 2002 or CSV formats.