Navigate and Print Your Academic Advisement Report

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

The Academic Advisement Report compares academic records program graduation requirements and summarizes progress.

Log in to Access Stout with your User ID and Password.

Select Self Service.

Select Student Center.
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In the category **Academics** within the drop-down menu “other academic ...” choose **Academic Requirements**.

When the report first appears, requirement groups and requirements that are complete are collapsed, while those that are incomplete are expanded.

Select the blue circle *(Go)* to the right of the drop-down menu.

When the report first appears, requirement groups and requirements that are complete are collapsed, while those that are incomplete are expanded.

**Select Academic Requirements**

**Generate Report**

**See first appearance**
All requirements and requirement groups will either collapse when you choose \textit{collapse all} or expand when you choose \textit{expand all}.

You can find the requirements at the University level for graduation in the section \textit{University Requirements}.

All green arrow ( 
) icons toggle between collapse and expand.
You will find the requirements for any majors, concentrations, applied fields, or minors that you have declared in the section **Major Requirements**.

To prepare for printing your report, expand those categories you would like to print.

To print your report, choose in your browser **File** and then **Print**.