Academic Advisement Staff How To Guide

❖ How do I check a student’s major, concentration, or catalog of record?
   Navigation: Records and Enrollment, Career and Program Information, Student Program/Plan
   • Plan = major
   • Sub plan = specialization/track
   • Requirement term = Catalog year

❖ How do I check a student’s course substitutions?
   Navigation: Academic Advising, Student Advisement, Create Course Substitutions,

❖ How do I view an Academic Advisement transcript?
   Navigation: Records and Enrollment, Transcripts, Transcript Request
   Click on Add a New Value
   • Select the following options
     ▪ Institution = 00759
     ▪ Transcript Type = ADVIP
     ▪ Output Destination = Page
   • Click on Request Detail tab and enter Student’s EMPLID.
   • Click on Process Request
   • Click on Print to have report sent to printer.

❖ How do I know if a student has failed a requirement?
   • If a student has failed a requirement, the requirement title will be bold and “Requirements not met” will appear in red. If the requirement has more than one line, the line(s) failed will be bold.
   • If a student has completed a requirement, the requirement title will be in plain text and not bolded.

❖ Why are no requirements printing on the student’s Degree Progress Report?
   • The student could be in a catalog year prior to 2004-2005 and would need to be moved forward.
   • The student may not have a sub plan indicated in PeopleSoft.
   • Student may have degree posted.

❖ Why is course X not being used in the Degree Progress Report?
   • Course X may require a substitution to be processed.
   • Course X may be more hours than the requirement (i.e. 4 hr. crs. for a 3 hr. requirement).
   • The student may have a course with higher grade points that could satisfy the requirement.
   • A 1 or 2 hr. course with higher grade points was used for the 3 hr. requirement.