Tips for Reading Advisement Reports:

1. It is a live report, so whenever the report is generated (simply by opening it in a Center or "Generating" the report with direct navigation) the report uses the up-to-the minute student information in the system including enrollment, grades posted, transfer credit posted, student groups, milestone tracking and rules in the system.

2. The report opens to the current state of completion – "Satisfied" requirements are closed; "Not-Satisfied requirements are open. You may collapse or expand all. To return to the original report, open the report again.

3. In-progress classes (classes that have not yet been graded) will show as "Satisfied" on the line and unit/course counts. Once grades are posted, if satisfactory completion is not met, the course will be removed and the requirement returned to "Not Satisfied".

4. Course options listed prior to enrollment take information directly from the catalog. Specifically note that variable credit courses and cross-career courses will show the full options UNTIL the student registers for the course. At this point, only the units registered and only the course number matching the students enrollment (undergraduate or graduate career) will show as their enrollment.

     Student's may only apply credit earned from the same career on a degree (undergraduate offerings on undergraduate degree; graduate offerings on graduate degree). And students should only be able to register for courses within their current career.

5. The Degree Audit (Undergrad)/Program of Study (Graduate) in the Legacy mainframe system are no longer being updated or maintained.

6. Not all approved Student Requests have been entered on the new Advisement Reports yet. This is a manual process and will be on-going throughout the fall for currently active students with the priority being students closest to graduation and students needing the exception for Graduate Assistantship verification. Exceptions, waivers and substitutions previously entered in legacy will continue to be viewable on those reports. If there are questions, or there is a need to have exceptions for one of your students in the department above other students in your department, please contact your Record Analyst by email, including all pertinent information about your request.   A personal response may not be possible.

     The process for approving student requests has not changed. Undergraduates use the Student Request form and obtain appropriate signatures per the request. Graduate student requests start with the online Student Request system.

7. The logic in People Soft applies courses taken first to apply to specific requirements first. Once the minimum requirements on a line are met, courses will "fall" to additional requirements to be applied where needed. If a course or course units are not needed to fulfill any other unit or course requirement, they will go to a holding area called University Electives / Courses Not Used (in the middle of the report). It is possible to divide a course enrollment between two requirements, where some of the enrolled units in the course count toward one requirement and the rest count toward another requirement. Sometimes this is set up through planned programming, other times it is done through student request.

8. Plan GPAs (plan meaning a major or minor), will count all courses used in the plan – including those added by student request—and all courses that COULD have been used – including extra units that are above the units required by the major that potentially fall in to courses not used or other requirements, and those with the grade of F that the undergraduate has not repeated, or with a grade that is below what is required by the major. The logic is the same as in legacy, but in legacy the requirements continued to gather requirements above what would have been required.

9. Graduate students with the option of Paper Type (Thesis or Non-Thesis) will be tracked for this using a Milestone. The milestone may also drive the addition of some course requirements on the Advisement Report. Paper type is in the process of conversion from legacy and should be available by the end of August or earlier. This may result in some coursework to show in the "Courses not Used" area temporarily.

10. The advisement reports will continue to be refined and improved, especially as problems are identified. We feel that much has been accomplished to match or exceed what was available in the legacy system after 20+ years of development; however we know there will be some problems still to identify and be resolved. Please email your Record Analyst with specific details (including example student ID(s), requirement numbers, and if pertinent, the browser and navigation you are using) for problems you find.

11. If you find you do not getting the advisement report, please contact Michele Peck (michele.peck@uni.edu)

12. If you don't see all of your advisees on you're my advisees tab in Advisor Center, contact your department secretary or advising coordinator to request the report. Forward the student's name and U-ID to Michele Peck to research.