

University of Houston-Clear Lake

# Academic Advising User Guide

Office of Academic Records

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University of Houston-Clear Lake

Office of Academic Records

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## Change Control

Version	Dated Updated/Initials
1.0	Created on 6/16/2008/CAU
1.5	Updated Academic Advising to Degree Progress; Inserted Cover page and added header and footer/CAU
2.0	Added additional explanations, updated table of contents, added process flow/CAU

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

## Table of Contents

Introduction.....	4
<i>Academic Structure</i> .....	4
How to Print an Academic Advisement Report.....	6
How to Read the Degree Progress Report .....	10
<i>Advising Transcript</i> .....	10
<i>Advising Audit</i> .....	11
Naming Conventions and troubleshooting degree audits .....	14
Student Exceptions.....	15
Using Academic Advisement Reports for Advising and for Graduation Review .....	16
<i>What-If Processes</i> .....	16
<i>Producing a Course What-If</i> .....	19
Student Records Basics.....	22
<i>Updating Student Program/Plan</i> .....	22
<i>Program Changes</i> .....	25
Elective Transfer Credit.....	27
Core Curriculum Transfer Credit.....	27
Expired UL Transfer Credit.....	27
Business Process Flow Diagram.....	28

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

## Introduction

We are going to introduce you to the PeopleSoft Degree Progress Report, a tool that will support your advising of students. It is made up of two parts, an advising transcript and a academic audit. We will show you how to produce a Degree Progress Report and how you might use it for various advising situations.

PeopleSoft Academic Advising integrates with the PeopleSoft Student Records application in a number of ways. When you generate a degree progress report for students, the advisement audit engine looks at a lot of course and student data that was set up using the Student Records application, such as courses, student career, program, and plan information, enrollment information and grade information.

Be aware that the present Degree Progress Report was built for the 2004-2005 catalog and forward. Students who have come in under these catalogs years can utilize the degree audit. We will discuss later ways that you can adjust a student's Career Requirement Term (catalog year), Program (School) Requirement Term, and Plan (major) Requirement Term, and when that may or may not be appropriate.

## Academic Structure

It is helpful before viewing the Degree Progress Report to outline the general academic structure as it works in PeopleSoft and in the Audit. Everything to do with the Audit is based on requirements and rules related to a student's Career, Program, Plan and Sub-Plan. This is what we refer to as "academic structure."

Institution	00759-University of Houston-Clear Lake
Career	Undergraduate (UGRD) or Graduate (GRAD)
Academic Program	In the Undergraduate and Graduate career, the academic program equals School plus the career (SOEUG)
Academic Plan	In the Undergraduate and Graduate career, the academic plan is the equivalent of a student's major, minor or certificate plus the degree type.
Academic Subplan	In the Undergraduate and Graduate career, the subplan is used to identify concentrations, specializations or certification areas.
Requirement Term	The student's requirement term is the equivalent of the Catalog year for the student's requirements.

In the PeopleSoft student record system, student Careers include: Undergraduate or Graduate. The first phase of implementation is undergraduate plans with graduate plans to

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

follow. So the first requirements that you will see in the Audit are those that apply to all undergraduate students. These include requirements on residency, upper level course credits, and residency credits. You will also see requirements that apply to all students in Bachelor of Science or Bachelor of Arts degrees.

The next requirements that will appear in the Audit are those that apply to students in a particular Program, or school. These include school rules on grade point averages, grades, electives, etc and Core Curriculum.

The requirements related to a student's specific major come next in the Audit; these are what we call Plan requirements. These are the actual major requirements and rules that apply to the individual major field of study. Also in this area you will see secondary Plan requirements (double majors), and, if applicable, any Sub-Plan requirements.

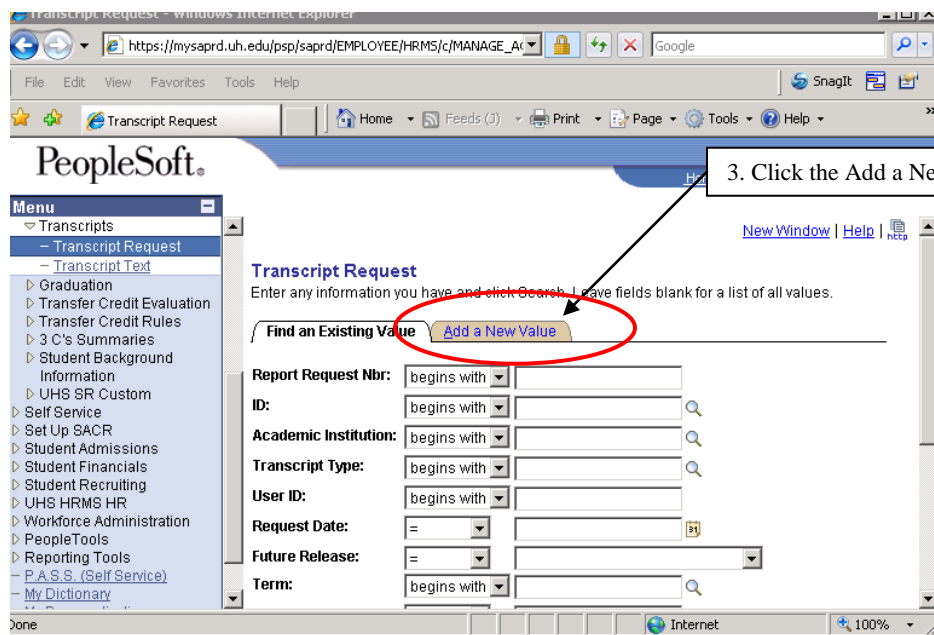
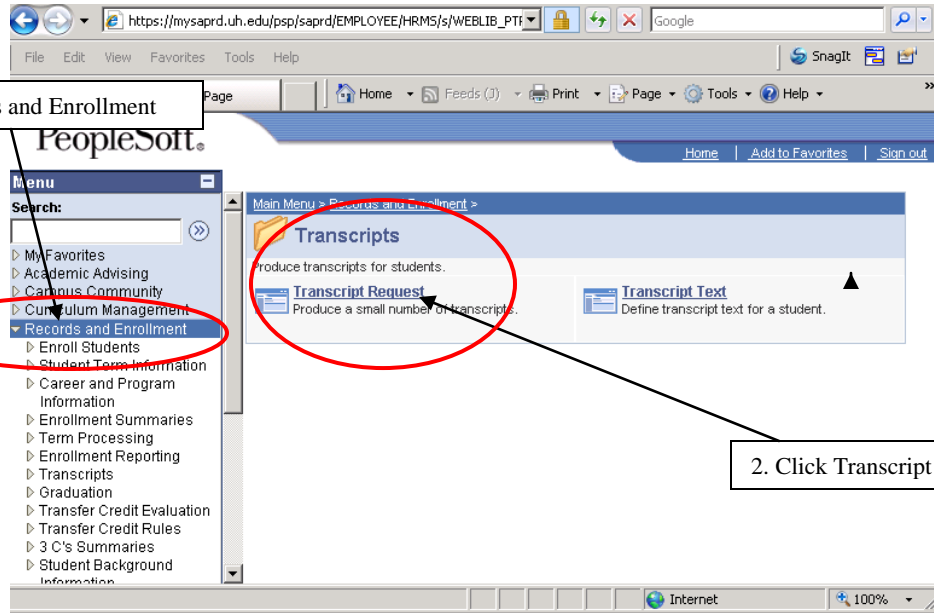
# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

## How to Print an Academic Advisement Report

We will begin by demonstrating how to print a Degree Progress Report in the PeopleSoft system.



# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

\*Institution: 00759 UH-Clear Lake

\*Transcript Type: **ADVIP** Advisement-Include In Progress

Freeze Record

**Override Service Indicator**

---

\*Output Destination: Page

Number of Copies: 1

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 02/27/2008

Request Reason:

Cancel Request

\*Report Format

Standard Report Format

4. Transcript should be ADVIP

5. If a student has a service Indicator report will still run

The fields on this page are as follows:

- **Institution:** This should default to 00759(UHCL code)
- **Transcript Type:** For the degree progress report, select ADVIP. For Business Double Majors, there will be a BPAUG value that will need to be used.
- **Freeze Record:** Not currently used.
- **Override Service Indicator:** The system will ignore student specific service indicators when you process the request. Service indicators that prevent a student from receiving a transcript will not allow a transcript to be processed so in order to view the report, you will need to check the box.
- **Output Destination:** You can let it default. There is a mod that will send the output to a printer directly once it has been processed.
- **Number of Copies:** This field is only available if the output destination is Printer.
- **Future Release:** This is mainly used for official transcript requests.
- **Academic Career:** Becomes available when future release is set to either Degree Confer Date or Grades Post.
- **Term:** Becomes available when future release is set to either Degree Confer Date or Grades Post.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

- **Print Date:** current date appears by default as the print date. The field is unavailable if you enter a future release value of Immediate Processing, Degree Confer Date, or Grades Post.
- **Cancel Request:** Select to cancel the print request.
- **Report Format:** There are four options from the drop down box:
  1. **Standard Report Format(Default):** Indicates that the report is printed as hardcopy or delivered to a page. This will show all requirements for a degree audit
  2. **Analysis Database:** Indicates that the report is written to the analysis database. The report is stored in computer-readable format; therefore application programs can be written against the tables to create modified reports. This will be used primarily by the Degree Audit Coordinator to produce reports for the schools.
  3. **Completed Only:** Indicates that the report contains only those requirements that have been wholly completed. Normally the degree audit report bolds incomplete requirement groups and requirements while completed requirement groups and requirements are not bold.
  4. **Incompleted Only:** Indicates that the report contains only those requirements that have not been totally completed. This field value can help an advisor determine exactly what requirements a student needs to satisfy to graduate.

The screenshot displays the 'Report Results' tab of the Academic Advising system. The 'Process Request' button is circled in red, with a callout box labeled '7. Click Process Request' pointing to it. Below the button, the 'Print' button is also visible. The 'Report Request Nbr' is 000000000, and the 'Transcript Type' is ADVIP. The 'As of Date' field is set to 02/27/2008. The 'Seq Nbr' is 1, and the 'ID' is 003569. A callout box labeled '6. Key in PS#' points to the 'ID' field. The 'Send' button is also visible.

**As of Date:** The audit report accurately reflects all of the student data as of this date.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

You may view Report Results by scrolling down the page. However, for a printed report you will click the Print button first and then click Report Manager where you will print the Audit report

Seq Nbr: 1

ID: [REDACTED]

[Find | View All](#)

[Print](#)

[Report Manager](#)

8. Click Print. Make sure your printer is setup on your user defaults. Report will print to your printer.

Advisement-Include In Progress

University of Houston-Clear Lake

2700 Bay Area Boulevard

Houston, TX 77058

United States

Name : [REDACTED]

Student ID: [REDACTED]

Birthdate : [REDACTED]

Address : 6706 Redwood Falls Dr

Pasadena, TX 77505-4467

United States

Print Date : 2008-02-27

- - - - - Degrees Awarded - - - - -

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

## How to Read the Degree Progress Report

Remember that the Report consists of two parts, the Advising Transcript and the Academic Audit. We will look at each part separately on our sample Report.

### *Advising Transcript*

Notice that the transcript is arranged in chronological order from the earliest enrollment period to the most recent. Each semester entry begins with a listing of the student's Program and Plan (the ones in effect that semester).

```
      - - - - - Academic Program History - - - - -  
  
Program      : School of Education UG  
  
2005-12-19   : Active in Program  
  
              2005-12-19 : Geography BS Major
```

You will also find the student's Transfer Credit summary listed on the Advising Transcript.

```
      - - - - - Transfer Credits - - - - -  
  
Transfer Credit from Lamar Univ - Beaumont  
  
Applied Toward School of Education UG Program  
  
Course Trans GPA:    0.000 Transfer Totals :    17.00    0.00    0.000  
  
Transfer Credit from Houston, Univ of  
  
Applied Toward School of Education UG Program  
  
Course Trans GPA:    0.000 Transfer Totals :    40.00    9.00    0.000
```

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

If you want to know the actual date that transfer credit was taken at the sending institution, you will have to consult the student's transfer record separately.

The final entry on the Advising Transcript is the listing of Undergraduate Career Totals showing the student's total grade point average and credit hours earned at the University of Houston Clear Lake.

## Undergraduate Career Totals

CUM GPA :	3.667	CUM TOTALS :	76.00	72.00	264.006
-----------	-------	--------------	-------	-------	---------

## **Advising Audit**

Remember that the Audit is arranged in order of Academic Structure. You will see Undergraduate requirements first, then school and major requirements. The system uses indentation to help you discriminate levels.

There are certain conventions that the program uses that are helpful to recognize as you begin to review the sample. First, any requirement that has not yet been met or completed will be displayed on the Audit in **bold print**. This is an easy "shortcut" to identifying areas that a student still needs to complete. Requirements that have been met will be displayed in plain text (un-bold print).

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

- - - - A C A D E M I C   A D V I S E M E N T   R E P O R T   - - - -

**Report on Undergraduate Career**  
**Requirements Not Satisfied**

Graduation requirements have not been met because the report on undergraduate career is in bold and shows not satisfied below it.

School of Education UG Program

**Requirements Not Satisfied**

Undergraduate Global Limits RG 27

No more than 18 hours of earned correspondence, extension or CLEP credit may apply as lower-level credit toward graduation.

**Geography BS 8-12SS Other Required Courses. RQ 260**  
**Overall Requirement Not Satisfied -**

Requirement not met

Look at the list of credit hours that appears at the end of the Audit. Notice that this list includes all the student's credits that may be used toward degree requirements and gives a summary of the required/actual/needed number of credits. Notice also that, unlike the Advising Transcript, the Audit's list of credits includes not only the current semester's enrollment but also any future enrollment on the student's record.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

Geography Plans with 8-12 certification need 133 hours minimum to  
graduate. RQ1312

Units (required/actual): 133.00/139.00

The Undergraduate Career requirements are next in the Audit. The career level requirements are applied to all UGRD students regardless of Program or Plan. These include GPA for graduation and upper level requirements.

The next section of the Audit will include Program and Plan requirements. In these areas you will find requirements for BS and BA degrees, school-specific requirements, as well as requirements for students' specific majors and, where applicable, sub-plans. The core curriculum will fall under the Program Level requirements.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

## Naming Conventions and troubleshooting degree audits

A standard naming convention was generally used for the degree audits as they were being built. They are as follows:

1. <Plan name or Rubric> LLFound CL XXXX
2. <Plan name or Rubric> PIReq RQ XXXX
3. <Plan name or Rubric> PIElec RG XXXX

CL= Course List

RQ= Requirement

RG= Requirement Group

The ones that print on the audit reports are the RQ and RG numbers. When submitting requests for directives, substitutions, or to adjust a requirement, you will use the number that is used at the end of the text. This will be used to identify where the problem is for troubleshooting purposes. How to submit these requests are in the following section.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

## Student Exceptions

### What is a Student Exception?

A student exception is the manipulation of a requirement or course for an individual student. There are four primary types of student exceptions:

1. Course Substitution
2. Course Directive
3. Requirement Change
4. Requirement Waiver

The **Course Substitution** is a straight substitution of one course for another throughout the Advisement report. You only use a Course Substitution when you want a course to take the place of another course in every applicable requirement on the Advisement report.

The **Course Directive** allows you to either move a course into a specific requirement (“Substitute”) or move an existing course out of a specific requirement (“Exclude”). The exception is only applied to the specified requirement, not throughout the Advisement report.

The **Requirement Change** allows you to alter a requirement’s parameters – *e.g.*, reduce the number of required credits in a requirement from 10 to 8

The **Requirement Wavier** allows you to exempt a student from a requirement. This exception should not be confused with simply waiving a specified number of credits from a requirement, which would require a Requirement Change.

**To submit a student exception, please use the Degree Progress Report Student Exception Form at [www.uhcl.edu/records/.....](http://www.uhcl.edu/records/.....) (under construction)**

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

## Using Academic Advisement Reports for Advising and for Graduation Review

### What-If Processes

The Degree Progress Report includes a powerful tool for advising students who are still deciding on their major or who are considering other majors. The “What-If” function allows you to run an Audit that puts the student’s academic record into a different major plan. We will show you how to run a “What-If” on a student’s major. We will also show you how to run a “Course What-If” that allows you to show a student how different courses might fit into a degree plan.

### Producing a Quick What-If

The screenshot shows the 'Report Results' tab selected in a navigation bar. Below the navigation bar, there are two rows of information: 'Report Request Nbr: 000000000 On Request' and 'Transcript Type: ADVIP Advisement-Include In Progress'. A blue bar with 'Find | View' is visible. Below this, there are input fields for '\*Seq Nbr' (containing '1'), '\*ID' (with a search icon), and 'As of Date' (containing '02/27/2008' with a calendar icon). A button labeled 'What-If Analysis' is highlighted with a red circle and an arrow pointing to it from a text box below.

Return to transcript Request Detail and click What-if Analysis

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

Request Header Request Detail **Report Results** Report Errors

Report Request Nbr: 000000000 On Request **Process Request**  
Print  
Transcript Type: ADVIP Advisement-Include In Progress **Report Manager**

Find | View All First 1 of 1 Last

\*Seq Nbr \*ID As of Date  
1 [REDACTED] 02/27/2008 Send

What-If Analysis  
 Enable Stored What-If **Quick What-If** Course List What-If

Click Quick What-If

Current Information	Overrides	Requirement Term
Career: <b>UGRD</b> Undergraduate	Career: <b>UGRD</b> Undergraduate	
Career Nbr: 0		
Program: <b>SOEUG</b> School of Education UG	Program Override: <b>SOEUG</b> School of Education UG	1740 SP 2008
Plan: <b>GEOGBS</b> Geography BS	Plan Override: <b>INTERDISBS</b> Intrdisc Stdy BS	1740 SP 2008
Sub-Plan: <b>8-12SOCSTD</b> 8-12 Social Studies	SubPlan Override: <b>4-8GENERAL</b> 4-8 Generalist	1740 SP 2008

**OK**  
Cancel **Quick What-If Delete**

2. Click OK

3. Then you back at Request Detail Page and click Process Request.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

Request Header Request Detail **Report Results** Report Errors

Report Request Nbr: 000000000 On Request **Process Request**  
Print

Transcript Type: ADVIP Advisement-Include In Progress [Report Manager](#)

Find | View All First 1 of 1 Last

\*Seq Nbr \*ID As of Date  
1 [REDACTED] 02/27/2008 [BT] Send

What-If Analysis  
 Enable Stored What-If [Quick What-If](#) [Course List What-If](#) [Quick What-If Analysis](#)

When you print the Simulated Audit you will see this Noted where the Academic Advisement Report begins.

- - - - A C A D E M I C A D V I S E M E N T R E P O R T - - -

Plan Simulation - Your Geography BS Plan was replaced by  
Intrdisc Stdy BS Plan  
8-12 Social Studies Subplan was replaced by  
4-8 Generalist Subplan

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

## Producing a Course What-If

Request Header | Request Detail | **Report Results** | Report Errors

Report Request Nbr: 000000000 On Request [Process Request](#)  
Print

Transcript Type: ADVIP Advisement-Include In Progress [Report Manager](#)

Find | View All | First | 1 of 1 | Last

\*Seq Nbr \*ID As of Date  
1 0180105 02/27/2008 Send

What-If Analysis  
 Enable Stored What-If [Quick What-If](#) [Course List What-If](#)

Save Notify Add Update/Display

1. Click Course List What-If

Customize | Fir

Course ID	Subject	Catalog Nbr	Units Ta
<a href="#">Search</a>	INST	Instructional Technology	

3. Click Search

2. Key course subject you are considering substitute

Note: there are several pages to this Course Search.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

## Course List What-If Analysis Report Course Search

Customize | Find | View All | First 1-10 of 28 Last

<input type="checkbox"/>	Course ID	Subject	Catalog	Description	Requirement Designation
<input checked="" type="checkbox"/>	003234	INST	4535	eLearning	
<input checked="" type="checkbox"/>	003235	INST	4635	Web Development	
<input checked="" type="checkbox"/>	003237	INST	4839	Indt Study in Instruc Tech	
<input checked="" type="checkbox"/>	003238	INST	4931	Selected Topics in Instr Tech	
<input checked="" type="checkbox"/>	003239	INST	5035	Creating Digital Resources	
<input checked="" type="checkbox"/>	006550	INST	5130	Learning Theory and Instr	
<input checked="" type="checkbox"/>	003240	INST	5131	Trends & Issues	
<input checked="" type="checkbox"/>	003241	INST	5135	Multimedia For Educators	
<input checked="" type="checkbox"/>	003243	INST	5233	Performance Technology	
<input checked="" type="checkbox"/>	003248	INST	5333	Sys Design Of Tech-Based Instr	

Return

4. When you click search it takes you to the area so that you just click the course you are looking for. Just click the course you are looking for.

Customize | Find | First 1 of 1 Last

Course ID	Subject	Catalog Nbr	Units Taken	Requirement Designation
Search 003235	INST Instructional Technology	4635 Web Development	3.00	

OK Return

5. Then click OK

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

Request Header | Request Detail | **Report Results** | Report Errors

Report Request Nbr: 000000000 On Request  
Transcript Type: ADVIP Advisement-Include In Progress

**Process Request**  
Print  
Report Manager

Find | View All | First | 1 of 1 | Last

\*Seq Nbr \*ID As of Date  
1 0180105 Julia White 02/27/2008  
Send

What-If Analysis  
 Enable Stored What-If Quick What-If Course List What-If CourseList What-If Analysis

Save Notify Add Update/Display

Request Header | Request Detail | Report Results | Report Errors

Undergraduates must have a cumulative GPA of 2.00 on course work completed at UHCL with grades of "C" or better on at least 30 hours of resident upper-level work. Grades of "C-" or below cannot be applied to the 30 hours of resident upper-level work. (IP)

GPA (required/actual): 2.000/3.667

Term	Course	Description	Units	Gr
9999	Future INST 4005	Web Development	3.00	
This is a what-if course.				
SP 2006	EDUC 4130	Theories Of Educ Psy	3.00	A EN
SP 2006	GEOG 4032	Geography Of Latin A	3.00	A- EN

When you print the Simulated Audit you will see this Noted where the Academic Advisement Report.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

---

## Student Records Basics

### Updating Student Program/Plan

In PeopleSoft, a student is associated with a program(s) and plan(s) to indicate their academic objective. The program/plan in PeopleSoft is the equivalent to the student's school, major, and degree.

**Note:** You will only be able to run Audits for students who have the catalog year of 2004 or later. An actual change of Requirement Term can only be done by changing the student's academic record in the Program/Plan area. The following steps will help guide you on updating a student's program/plan stack in PeopleSoft.

### Navigation: Records and Enrollment, Career and Program Information, Student Program/Plan

1. Enter the EMPLID of the student you are updating.

The screenshot shows the 'Student Program/Plan' search interface. At the top, there is a title 'Student Program/Plan' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search fields include: 'EmplID:' with a dropdown set to 'begins with' and a text box containing '0003569'; 'Academic Career:' with a dropdown set to '=' and an empty text box; 'Student Career Nbr:' with a dropdown set to '=' and an empty text box; 'Campus ID:' with a dropdown set to 'begins with' and an empty text box; 'National ID:' with a dropdown set to 'begins with' and an empty text box; 'Last Name:' with a dropdown set to 'begins with' and an empty text box; and 'First Name:' with a dropdown set to 'begins with' and an empty text box. Below the fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive', all of which are unchecked. At the bottom of the form are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'. At the very bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.

2. The Student's Program/Plan page indicates the student's current Program, Admit Term and Requirement Term.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joe Test 0003569

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 06/26/2008

\*Program Action: PLNC Plan Change

Action Reason: SIPC Student Initiated Plan Change

\*Academic Institution: 00759 UH-Clear Lake

\*Academic Program: HSHUG Human Soc & Humanities UG

\*Admit Term: 1760 FA 2008

Requirement Term: 1760 FA 2008

Expected Grad Term:

\*Campus: UHCL UHCL \*Acad Load: Full-Time

Effective Sequence: 1

Action Date: 06/26/2008

Joint Prog Appr:

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

3. The Requirement Term is used by the audit to determine the appropriate effective dated requirement groups, requirements and course lists to use when running the student's audit. The student's requirement term is Fall 2007. This means that the degree audit processor will select the appropriate effective dated rows for the student that begin on or before the start date of the term.
4. For entering a Plan or Program Change, you will click on the to insert a row. The effective date will default to the current date. If you need a plan change to take effect that term, the effective date will need to be on or before the start of the term.
5. Enter the **Program Action** of PLNC (Plan Change).
6. Select an **Action Reason**. The following action reasons can be used:
  - a. 2DPL : Deletion of 2<sup>nd</sup> Plan
  - b. 2PLN: Addition of 2<sup>nd</sup> Plan
  - c. SIPC: Student Initiated Plan Change
7. Admit Term and Requirement Term will default in from the first row.
8. Select the Student Plan Page

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joe Test 0003569

Academic Career: Undergraduate Student Career Nbr: 1 Car Req Term: Spring 1996

Status: Active in Program Admit Term: FA 2008

Effective Date: 06/26/2008 Effective Sequence: 1

Program Action: Plan Change Action Date: 06/26/2008

Action Reason: Requirement Term: FA 2008

Academic Program: HSHUG

\*Academic Plan: 4-8HISTBA History BA 4-8 Social Studies Major

\*Plan Sequence: 10 Degree: BA

\*Declare Date: 08/21/2007 Degree Checkout Stat:

\*Requirement Term: 1760 FA 2008 Student Degree Nbr:

\*Advisement Status: Include Completion Term:

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)




- The student's Academic Plan is used to indicate the major associated with this student. Each academic plan is linked to a **Requirement Term**. If you are changing a plan, you must overwrite the current plan, DO NOT ADD A ROW. If you are adding a second plan, you will enter a new row by clicking on the and entering the new plan.  
**IMPORTANT:** When you are making a plan change, you must make sure that the Requirement Term listed here matches the one on the Student Program Page.
- The Advisement Status of **Include** will include the student's plan in the audit for the student. The Advisement status of **Not Include** will not include the associated plan with the audit.
- Click the Previous Row or Next Row buttons to view additional academic plan(s) for the student.
- Select the Student Sub Plan Page.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

Student Program Student Plan Student Sub-Plan **Student Attributes** Student Degrees

Joe Test 0003569   

Academic Career: Graduate Student Career Nbr: 1


Find   View All First 1 of 1 Last			
Status:	Active in Program	Admit Term:	FA 2007
Effective Date:	08/21/2007	Effective Sequence:	1
Program Action:	Matriculation	Action Date:	04/24/2002
Action Reason:	Unconditional Admit-CompteFil		
Academic Program:	Science & Computer Eng GR	UH-Clear Lake	

Find | View All First 1 of 1 Last


Academic Plan: Computer Engrng MS Major


Requirement Term: Fall 2007


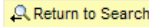
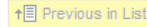
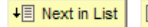

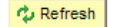

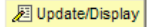
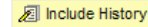
Find | View All First 1 of 1 Last

\*Academic Sub-Plan:  

Academic Sub-Plan Type:



\*Declare Date: 8/21/2007 

\*Requirement Term:  

13. The Academic Subplan and Requirement Term are associated with the student on this page. \*\*Note: This student is not in a major with subplans so none appear on this page. Again, if you are changing the subplan, it must be overwritten.

**IMPORTANT:** When you are making a plan change, you must make sure that the Requirement Term listed here matches the one on the Student Program and the Student Plan Page.

14. Click the Previous Row  or Next Row  buttons to view additional academic subplan(s) for the student.

## Program Changes







Program changes work similar to plan changes except the Program Action of **PRGC** is used. When you insert a new row to do a Program Change, both the Admit Term and Requirement Term are blanked out. You must enter the terms in which you want the change to take effect. You must also ensure that the Plan Requirement Term and, if applicable, the Sub plan Requirement Term match the Requirement Term on the Program Page.

# Academic Advising User Guide

University of Houston-Clear Lake










Office of Academic Records

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joe Test 0003569      

Academic Career: Undergraduate [Career Requirement Term](#) Student Career Nbr: 1

Find | View All First 1 of 2 Last

Status:	Active in Program	<input type="button" value="+"/>	<input type="button" value="-"/>
*Effective Date:	08/21/2007 	Effective Sequence:	1
*Program Action:	PRGC  Program Change	Action Date:	06/26/2008
Action Reason:	<input type="text"/> 	Joint Prog Appr:	<input type="checkbox"/>
*Academic Institution:	00759  UH-Clear Lake	<b>Admissions</b>	
*Academic Program:	HSHUG  Human Sci & Humanities UG	<input type="checkbox"/> From Application	
*Admit Term:	<input type="text"/> 	Application Nbr:	
Requirement Term:	<input type="text"/> 	Application Program Nbr: 0	
Expected Grad Term:	<input type="text"/> 	*Campus:	UHCL  UHCL
		*Acad Load:	Full-Time <input type="button" value="v"/>

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

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## Elective Transfer Credit

The student record system assigns some transfer courses elective credit rather than a specific course equivalent. These credits will show up on the Advising Transcript as GENELEC-LL (for freshman and sophomore level credit) or GENELEC-UL (for junior or senior level credit). Because these credits are not equal to any specific course in the UHCL course inventory, the Audit cannot use them to fulfill specific academic requirements. If an upper level course that has been transferred can be used in a requirement, you will need to submit a "Student Exception Form" and submit it to the Coordinator for Degree Processing. Courses that need to be articulated either to a UHCL upper level course or a lower level course, will need to be identified using the "Request for Acceptance/Correction of Transfer Coursework" form and submitted to the Transcript Analysts in the Office of Admissions.

## Core Curriculum Transfer Credit

Some courses will transfer in with UHCL equivalents that are not part of UHCL Core. If you see a transfer course that should be included in the Core because it was a Core class at the originating institution, these courses will need to be identified and designated. Requirement Designations have been utilized to identify these courses. You will need to submit your request to the Transcript Analysts using the "Request for Acceptance/Correction of Transfer Coursework" form. The Core Designation will be placed on the course so that it falls into the correct degree requirement.

## Expired UL Transfer Credit

Courses older than 7 years old will be coded as GENELE 7YRUL upon articulation. If the course becomes an approved course to be used for degree audit purposes, these courses will need to be identified on the "Request for Acceptance/Correction of Transfer Coursework" form and submitted to the Transcript Analysts for articulation.

# Academic Advising User Guide

University of Houston-Clear Lake

Office of Academic Records

## Business Process Flow Diagram

### Process Transfer Credit/Degree Progress Business Process Flow

