

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.