UC Santa Cruz - Office of the Registrar
Academic Information Systems User Information:
Academic Advisement Report Workshop

Academic Advisement Report Workshops are not formal trainings with a set curriculum. Instead, they are informal question and answer sessions, encouraging information exchange.

We will answer questions about the Academic Advisement reports, including how to run reports, locating and interpreting data, and demonstrating and explaining report functionality. There will be opportunity for hands-on training. We will provide information, demonstrations, hints and tips to share that I think may be of general interest.

Personal Information:

Personal Information displays on each of the Academic Advisement Reports: Name, student ID, and icons for service indicators (holds), and student-requested Non-Release of Information (NRI) indicators when applicable. Clicking on any indicator icon will open a new window with its meaning.

It is imperative that all advisors understand and comply with university policy regarding the use of personal information. We are obligated to protect the privacy of the student records to which we have access. For more information about UC Santa Cruz's policy on the privacy of student records, visit the Registrar's website: http://registrar.ucsc.edu/

Out of Scope:
A mere 3 hour training cannot adequately address:
    Solving the problems of the world
    Our unmanageable workloads
    Students do not read
    Students get confused
    Redesigning the system
    CEP being "creative"
    Why won't Oracle fix it?

AAR Description:

The AAR displays a students' graduation requirements, and indicates
   which requirements are satisfied
   which requirements are not satisfied
   and which courses can be taken to satisfy the requirements.

Student and Staff reports are the same, with only the following minor differences:

Advisers may have the added functionality of being able to:
        enter student exceptions for their department's major requirements, via the AAR

Students have the added functionality of being able to:
        add courses to their planner or
        add classes to their shopping cart and
        enroll right from the AAR if they have an open enrollment appointment.

Three Types Of AARs:

AAR: Academic Advisement Report
        This is the standard AAR.
        It does not include in progress (Incomplete or Enrolled) courses.
        It displays CURRENT requirement satisfaction.

AAWIF: What-if Advisement Report includes:
        What if all Incomplete and Enrolled courses were passed?
        What if I took these additional courses (or followed my study plan, etc)?
        What if I changed majors/minors/concentrations?
        What if I changed catalog rights (requirement terms)?

AAPLN: Planner Advisement Report, includes
        Icludes incomplete, in progress (enrolled), as well as courses in the planner.

Requirements:
Based upon the student's
  program/plan/sub-plans (academic structure) and
  requirement terms (catalog rights)

Academic Structure: Program/Plan
Career
  UGRD = Undergrad Student = UC Reqirements
  GRAD = Graduate Student
Program
  UGRD = GEs (U2DG, UNON, UVIS = no RQs)
  Graduate Department - EDUC (GNON)
Plan
  Major/Minor – MUSCBA, SOCIBA, CMPSBS, or EDUCMIN Requirements
  Graduate Degree - EDUCMA, EDUCPHD Requirements
Sub-Plan
  Concentration – SOCIIGISES, CMPECOMP, CMPEROBO, CMPESYST Requirements
  Graduate Track - EDUCMULT, EDUCENGL, EDUCMATH, EDUCBCLAD Requirements

Requirement Terms: Catalog Rights
Fall 2003 is the first catalog year available in AARs
        For newer AARs: Fall 2007 is the first catalog year available
Requirement terms can be different for
        career
        program (college can change catalog rights)
        and plan/sub-plan (department can change catalog rights)
                each major can have different catalog rights
                plan and sub-plan MUST be the same requirement term!

Courses That Automatically Satisfy AAR Requirements:
UCSC
EAP (if the EAP course is in your course lists)
UCDC and UCSac
Transfer and Test Credit Course to Course Articulations
Transfer and Test Credit GE and unit pseudo-courses
CEP petitions for GEs
Student Exceptions entered for the student

Other Credit:
Other Credit is PRE-REQ satisfaction only.
Other Credit does not satisfy AAR requirements.
For pre-requisites, the department sponsoring the course has authority to grant pre-reqs for their courses. Each academic department has authority to decide whether transfer credit satisfies their own major requirements. Pre-requisites and major requirements are not the same!

For Example:
Math 1 at Podunk Univ. may be approved by the Math department as a Math 11B pre-req.
The pre-req satisfaction in entered in Other Credit.
SOE, PHYS, CHEM, and ECON may not accept it as satisfying their MATH 11A requirement.
Every department has the authority to approve transfer courses for their own major.
The major satisfaction is entered in Student Exceptions.

COVER THIS INFORMATION DURING DEMOS:

Requirement Groups, Requirements, and Lines:
RG = Dark Blue Bar (RG2395)
RQ = Light Blue Bar (R21)
LN = Smaller Bold Blue Font (R21,L10)

Processing Order:
Requirement groups, requirements and lines process in the order that they are displayed
Courses satisfy requirements in the order they appear in the AAR
The first requirement is satisfied first, and then the system moves to the next requirement, etc.

Collapse/Expand:
Default Satisfied = Collapsed
Not Satisfied = Expanded
Easy to see what IS/IS NOT satisfied:
   UC
   GE
   All Majors
   College RQs
   Statistics
   Sr Residency
   Double Counting Policy (does not collapse)
Expand one LN, RQ, RG
Expand All
EVERYTHING COLLAPSED? The student is ready to graduate!

UC Requirements:
Are not ALWAYS satisfied by Milestones!
   Most students come in with milestones
   Other students take courses
   The AAR is <u>only</u> place to accurately check UC Requirement satisfaction
   Using Milestones (in Student Advising Summary or elsewhere) is like checking only one "pocket" for your car keys

GE Requirements:
   Students Search and Enroll via Class Search

GE Quick Reference:
       Requirement Term effects upon GEs
       Prior to 1993 Catalog Rights Do Not Apply
       Prior to Fall 2005 = Old GEs, C, & W
       Between Fall 2005 and Fall 2009 = Old GEs, **C1/C2**, and W
       Between Fall 2009 and Fall 2010 = Old GEs, C1/C2, and **DC**
       Fall 2010 and thereafter = **New GEs**, C1/C2, and DC

W vs DC:
Totally different requirements with different intentions!
       W = writing
       DC = communication
All undergraduates vs in the major
       W = any W satisfies the W requirement regardless of major
       DC = must be in major for which the degree is awarded
       W = change majors and W is still satisfied
       DC = change majors and do a new DC
Lower-division vs Upper-division:
       W = LD
       DC = UD
       W = satisfied by IGETC
       DC = not satisfied by IGETC
GE displayed on courses:
       W = displayed on the course because the course always satisfies W
       DC = not displayed on the course because the DC is based upon major (not course)
Think of them as two completely different requirements!
DC is not satisfied by:
   Transfer Credit
   Test Credit
   Courses taken prior to Fall 2009 (or courses taken prior to their approval as a DC)

Effect of their being different requirement terms for GEs and majors:
Fall 2008 GE RQ Term and Fall 2010 Major RQ Term =
    W is required for GE and DC is required for major
Fall 2009 GE RQ Term and Fall 2008 Major RQ Term =
    DC is required for GE, even though there is no DC in major
Requirement Term Changes:
  Colleges can change Program (GE) Requirement Terms
  Departments can change Plan/Sub-plan (Major) Requirement Terms
  Running a What-if can be useful to see what will happen.

Petitions:
CEP must approve all petitions for DC, both in GEs and in the major.
Completing a graduation checklist for a student with DC required, but not satisisfied, in the major, violates CEP Policy
Departments can change the requirement term.
  Students need to use all requirements from that catalog
  Else CEP petition is required.
Student exceptions for CEP approved petitions are entered by the Office of the Registrar, for both GE and major.

Major Requirements:
Requirement Groups:
MQ: Major Qualification requirement group is in the proposed major (e.g. SOC1, MUS1, etc.)
LD: Lower-division requirement group shares with GEs and other majors
UD: Upper-division requirement group does not automatically share
   UD course sharing eligibility must be verified
   and approved by the departments sharing the courses
SR: Senior Comprehensive requirement group applies to majors
Regular Requirements - Courses Allocated
Distribution Requirements – Verify that of the courses above, x courses in this category meet an additional requirement

College Requirements:
core course, etc.

Statistics
Collapsed = SAT
Expanded = NOT SAT
   UC GPA
   % P/NP
   Total Units
IMPORTANT: Effective Term!
   Data is as of the last time Academic Standing was processed
   Usually the prior term

Senior Residency:
Only displays for students in Applied status
Calculates accurately
   even for EAP, UCSC, UCSAC etc.

Double Counting:
Only displays for double majors
Always Expanded:
IMPORTANT: Displays information, DOES NOT verify or calculate double counting
   UD courses do not automatically share
   UD course sharing eligibility must be verified
   and approved by the departments sharing the courses
Quick and easy place to see what courses other majors are using
   and identify double counting opportunities
Units per major/minor
   courses used are listed

Quick Graduation Verification:
AAR: After grades are in
   No IP
What-if: Prior to End of Quarter
   IP Included

What-if:
IP Only
Change of RQ Term
Change of Plan (Major)
Change of Sub-Plan (Concentration)
Course What-if (Study Plan)

<u>Proposed Majors:</u>
Same requirements as the major
PLUS Major Qualification requirements

<u>Student Exceptions:</u>
Course Directives:
> Courses can be directed to satisfy requirements, if approved on individual basis
> If approved for all students, it can be set it up to be automatic

Requirement Changes:
> The number of courses required can be reduced (e.g. Electives)
> If transfer credit is approved for partial satisfaction of the requirement

Waivers:
> Requirements can be waived
> If transfer credit is approved for full satisfaction of the requirement
> Or if the requirement is waived.

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