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
   Includes 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 Requirements
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

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu. Revised 11/12/13
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 is 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 only 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 satisfied, 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.
Academic Information Systems User Information: Academic Advisement Report Workshop

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)

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu
Proposed Majors:
Same requirements as the major
PLUS Major Qualification requirements

Student Exceptions:

Course Directives:
Courses can be directed to satisfy requirements, if approved on individual basis
If approved for all students, it can be set 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.

Last Updated: 11/26/13