

ADVISEMENT AUDIT FAQ

FOR ADVISORS

- ❖ **What is the new Degreeworks called?**
 - It in fact has many names. The advisement audit, degree audit, academic advisement report, academic requirements, interactive audit, interactive report; take your pick. As long as you don't call it degreeworks, any one of these will work.
- ❖ **How do I get to the advisement report?**
 - The web version of the report is called the **interactive audit**. To get to it you...
 - Navigate to Student Advisement > Request Advisement Report.
 - Click on the "add a new value" tab.
 - Enter the ID # and report type of ADV.
 - Click "add."
 - You are now in what is called the report request. Click "Process Request"
 - You can always go back and look for your previous requests by using the "search for an existing value" tab.
- ❖ **Is there a printable version?**
 - Yes. In fact, the printable version has a lot more information on it than the interactive audit. The interactive audit is a great picture of what still needs to be fulfilled (and it is what the student sees in his/her student center) while the printable PDF is the best tool for advisors.
 - For every report request, the interactive audit must be processed once before you can view the PDF. Once inside the interactive report, go to the bottom of the page and click "Return to Report Request." Inside the Report Request, click "View PDF"
- ❖ **When I open the report, why are some requirements collapsed?**
 - Every time you open the interactive report, satisfied requirements are collapsed and those that are yet to be finished remain expanded. You can use the buttons at the top to either collapse or expand the whole report.
 - Satisfied requirements include courses in-process. Just because it's satisfied does not mean the course is graded.
- ❖ **What are those RQ, RG, LN codes?**
 - These are the identifying codes for each requirement. These are helpful in identifying where in a report there is an error or discrepancy.
- ❖ **How do I know what catalog year a requirement covers?**
 - After most RG or RQ codes, there is a CY, or Catalog Year, code; these identify what catalog years the requirement is valid for. For example, a code of CY 0809-9999 would mean the requirement is valid for the 2008-2009 catalog year and higher. CY 0506-0708 means the requirement is valid for the 2005-2006 through 2007-2008 catalog years.
- ❖ **How is the report set up?**
 - Essentially, like Russian Nesting Dolls. Each Line (LN) is housed inside a Requirement (RQ) and each Requirement is housed inside a Requirement Group (RG).
 - The report also works like a sieve or filter, classes fall from top to bottom.
- ❖ **Why is God's Word before General Studies?**
 - God First.

- ❖ **How do I know if any of my student's courses are transfer credit?**
 - On the interactive report, there is no definite way to identify them. On the PDF report, there is. For each course taken, there is a column on the right labeled "type." EN=APU enrollment, TR=transfer credit, TE=Test Credit, OT= Other Credit.
 - Most of the time, transfer work taken prior to the students first term at APU will be applied to that student's first term at APU. (ie class work taken Summer 09 for a Fall 09 student, it will be reflected as Fall 09).
 - You can also view a student's transfer credit in the Student Services Center using the Transfer Credit Report.
- ❖ **Is there a place I can see all of my student's course history in one place?**
 - At the end of the PDF report, there is a course history list which includes repeated courses and course types. You can also find a more interactive course history inside the Student Services Center.
- ❖ **Why does my student have so many electives requirements?**
 - Because the report was programmed to sift from top to bottom, there has to be an elective list after each major and minor. The accurate list of electives is at the very bottom of the report.
- ❖ **How do I know if there is an exception on my student's report?**
 - Most exceptions , such as those called Course Directives, waivers, and changes, can be seen on the interactive report. You will either see a number in the "Notes" column next to the class or a blue note indicating units or classes required has changed. All exceptions can be seen on the PDF report.
 - Some exceptions are in the form of "other credits." It is a type of waiver that looks like a class, but gives no grade points or units, and doesn't print on the transcript.
- ❖ **If my student wants to change majors or see how a certain class will fit into his or her requirements, how can I help them with that?**
 - It's a little more complicated, but we do have what is called the "What-If" report. When first adding the report request, instead of using the code "ADV", type in "WIF" and click add.
 - "Use Career Simulation" option is used to see how your student's classes will fit into a different major, minor, concentration, or catalog year.
 - "Add a What-If Course" option is used to see how a particular class will fit into the major requirements.
- ❖ **Why are the total units satisfied in the report different than the cumulative units in the Academics Tab?**
 - The advisement report calculates all passed and in-progress units, but never graded remedial units (such as MATH 090 or ENGL 099). The total GPA between the advisement report and the academics tab should be exactly the same.
 - The Academics tab calculates only units taken for GPA.
- ❖ **What do I do if I think a requirement in the report is incorrect?**
 1. Check the appropriate academic catalog for the student you are working with.
 2. Check with the Dean or Chair of your school/department, there may have been tweaks approved in the past for the major or minor.
 3. Email jcathey@apu.edu with the student's ID. Please use screenshots if you can, but if not please use the RG, RQ, LN, and CY numbers to help identify where the problem is occurring.
 4. If it is a **change** from what is in the catalog, the request must come from the **department chair**.