Academic Advisement Report (AAR) Training Guide for Students

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**Introduction**

In place of the Program Evaluations that were formerly available in Datatel, PeopleSoft’s Academic Advisement Report (AAR) will enable you to track the requirements and policies that you must satisfy to graduate from New York Institute of Technology. As you progress towards graduation, the Academic Advisement Report analyzes all courses that have been taken (both successfully and unsuccessfully). The application then uses this information to determine the requirements that are still outstanding.
Accessing the Academic Advisement Report

The Academic Advisement Report is accessible via NYITConnect:

1. To access an AAR Report via NYITConnect, select “Academic Requirements” from the “other academic…” drop-down menu and click the arrow to generate the report:

Understanding the Academic Advisement Report

Reading the AAR report step-by-step:

1. Below is a sample “Advisement Report”:
2. Please note that if you have more than one career, a drop-down will be displayed above the report to toggle between each one:

![Advisement Report 1](image)

3. The first box under “Advisement Report 1" will display your academic career (Undergraduate or Graduate), major, concentration (if applicable), and Catalog year. PLEASE NOTE: AAR reports have been built from the 2008 Catalog year to the present. If your Catalog year is prior to 2008, you must consult with your advisor. The advisor must then notify the Office of the Registrar that a report needs to be generated.

<table>
<thead>
<tr>
<th>Graduate Description</th>
<th>Catalog Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Couns/School Counseling</td>
<td>2013</td>
</tr>
<tr>
<td>School Counseling</td>
<td>2013</td>
</tr>
</tbody>
</table>

4. The following three selections are displayed underneath the first box:

   ![Select options](image)

5. Each of these selections are defined as the following:

   - **Collapse All**: Hides all of the information within any of the Requirement Group boxes
   - **Expand All**: Displays all the information within the Requirement Group boxes
   - **Print**: Allows you to print the document. PLEASE NOTE: For best results, be sure to print the document from Mozilla Firefox.
6. Below these three selections is where the Legend for the AAR report is displayed:

<table>
<thead>
<tr>
<th>Not Satisfied</th>
<th>Satisfied</th>
<th>Taken</th>
<th>In Progress</th>
<th>Planned</th>
</tr>
</thead>
</table>

7. Each of these icons are defined as the following:

- **Not Satisfied**: The requirement has yet to be completed.
- **Satisfied**: The requirement has either been completed or is pending completion.
- **Taken**: You have taken the course and a grade has been assigned. PLEASE NOTE: If you have earned an unsatisfactory grade for a course, the Taken icon will still appear. However, it will be listed in the “Courses Not Used” grouping at the end of the report. If a course is not calculated into the GPA, there will be no Taken icon displayed.
- **In Progress**: A final grade has not been assigned for the course.
- **Planned**: You have added this course to your Planner. This notes your intention of registering for the course. You are NOT officially registered.

8. To view the full audit, select “Expand All”:

![Advisement Report]

9. After selecting “Expand All”, the top portion of the report will list the “NYIT Degree Audit” section. This explains what the report is and includes important notes:

![NYIT Degree Audit (RG-3273)]

The degree audit identifies:

1. Requirements for the curriculum for which you are being evaluated;
2. NYIT coursework (graded and in-progress); and,
3. Transfer and Prior Learning coursework (where applicable).

**Important Notes:**

1. Some credits may not be applicable to your program requirements. Please review your credit requirements with a faculty advisor each semester.
2. Please review this document carefully. Any discrepancies must be reported to the Office of the Registrar immediately.
3. Students who wish to be considered as candidates for graduation must file an online "Application for Graduation" at the beginning of their final semester. Please see the Academic Calendar for application deadlines.
4. Students are responsible for adhering to all college regulations and completing curriculum requirements.
10. After the introductory section of the report, the “Cumulative Units, Cumulative GPA and Residency Requirements” portion is displayed.

- In this example, you’ll see that the Cumulative Units requirement is marked as “Not Satisfied” since the student has not completed 18 credits. PLEASE NOTE: This area includes all completed credits including those that do not apply toward degree completion.
- The GPA requirement is currently marked as “Satisfied” since the student has an overall GPA above a 3.0. This requirement can change to “Not Satisfied” if the student’s GPA falls below this mark.
- The Residency Requirement is currently marked as “Not Satisfied” since the student has only completed 18 credits at NYIT. He or she still has to complete 12 more credits.

<table>
<thead>
<tr>
<th>Cumulative Units, Cumulative GPA and Residency Requirements (RG-3276)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Satisfied:</strong> RG-3276</td>
</tr>
<tr>
<td><strong>Cumulative Credits Completed (Includes NYIT and Transfer) (R-3380)</strong></td>
</tr>
<tr>
<td><strong>Not Satisfied:</strong> This area includes all completed credits including those that do not apply toward degree completion.</td>
</tr>
<tr>
<td><strong>Complete a minimum of 30 units (R-3380, L-10)</strong></td>
</tr>
<tr>
<td><strong>Not Satisfied:</strong> -</td>
</tr>
<tr>
<td><strong>Units:</strong> 30.00 required, 18.00 taken, 12.00 needed</td>
</tr>
<tr>
<td><strong>Cumulative GPA and Residency Requirement (R-3379)</strong></td>
</tr>
<tr>
<td><strong>Not Satisfied:</strong> -</td>
</tr>
<tr>
<td><strong>Graduate Cumulative Grade Point Average (R-3379, L-10)</strong></td>
</tr>
<tr>
<td><strong>Satisfied:</strong> -</td>
</tr>
<tr>
<td><strong>GPA:</strong> 3.00 required, 3.43 actual</td>
</tr>
<tr>
<td><strong>Complete a Minimum of 30 Units (credits) at NYIT (R-3379, L-26)</strong></td>
</tr>
<tr>
<td><strong>Not Satisfied:</strong> This program requires a minimum of 30 credits taken within residence at NYIT.</td>
</tr>
<tr>
<td><strong>Units:</strong> 30.00 required, 18.00 taken, 12.00 needed</td>
</tr>
</tbody>
</table>
11. From there, the “Curriculum Requirements” will be listed:

- In this example, you’ll first see that the Total Credit requirement (listed directly under Curriculum Requirements) is marked as “Not Satisfied” since this student has only completed 18 credits. PLEASE NOTE: This credit total will only include those that are applying toward the academic plan.

- This student’s Major Requirements are listed as “Not Satisfied” since he or she has yet to register for ENGY-890. PLEASE NOTE: If ENGY-890 were listed as In Progress, the requirement would be marked as “Satisfied” even though the courses have yet to be completed. If the requirement is pending completion, the “Satisfied” status will always be displayed.

- The Electives are marked as “Not Satisfied” since the student has not completed any of the requirements listed.

- The Courses Not Applied Towards Degree requirement group is displayed below the Curriculum Requirements. All of the courses taken by the student in this example are applying towards degree requirements.
Substitutions

Your department may occasionally request that a change is made to your degree requirements. This is referred to as a course substitution. If a course substitution has been applied on an AAR report, you will see a Notes column added to the list of courses. Within the column, it will list the new course(s) and a number with a blue link. That number represents the order in which the substitution was applied. When clicking the blue link, it will display a description of the substitution.

In the example above, you can see that ACCT-601 was substituted in lieu of ENGY-695.

Elective Courses (R-3119)

Satisfied: Complete 18 graduate credits chosen ENGY, ENVT, and MBA courses. Course selections must be approved by the Director of the Energy Management prog
Split Courses

In addition to substitutions, departments previously would approve use of extra credits from a requirement so that another could be satisfied. For example, if a student took TMAT-135 (a 4-credit course) to satisfy a 3-credit Liberal Arts Electives requirement, the department may have requested to use the additional credit to satisfy the General Electives requirement. This process will now be automated on the AAR by a feature called Split Courses. On the report, TMAT-135 would be listed in BOTH the Liberal Arts Electives and General Electives area. The Liberal Arts Electives area would list TMAT-135 with 3 credits displayed, while the General Electives area would list TMAT-135 with 1 credit, as highlighted below:

![Split Courses Example](image-url)
Graduation

The “Graduation” section will be listed on the bottom of each report. When you apply for graduation, your department must send an AAR report to the Graduation Office with a graduation status marked and at least the Program Chairperson’s signature included. In addition, all substitutions that still need to be applied must be listed in this section.

Only the department is able to submit an AAR report to the Graduation Office for an applicant. Students cannot hand this in themselves. However, it is YOUR responsibility to ensure that your department has forwarded this along.