

Academic Advisement Report (AAR)

Overview

The student's Academic Advisement Report (AAR) is an important tool used by students and advisors to track progress toward a degree and to assist in planning. The AAR can be run from the Student Center as well as the Administrative Center.

Steps

Running and Viewing an Academic Advisement Report

1. Navigate to: *Self Service > Administrative Center* enter the student's ID in **View Data For Students** then click **Academics 2**
Students Navigate to: *Student Center > Academics > My Academics & Grades*
2. Click on View My Advisement Report.
3. Select the **Institution**. Only campuses on which you are active will appear as an option.

Report Request

If you see no options in the drop-down boxes, this student's record is in inactive or discontinued status.

Note to staff: students see this message:

Welcome!

Here you can run an Advisement Report that shows how your courses, transfer, test, or other/special credits apply toward the academic requirements of your major (the primary major if you have more than one). You may run just the Advisement Report, but you may also opt to include a transcript, courses that are in your planner, or courses that are in your shopping cart.

What is available?

The selection of degree requirements immediately available is extensive. However, degree programs will continue to add and update Academic Advisement Report Services. If you run a report and it does not return Academic Advisement results, it is because a report does not yet exist for your major/plan. In this case, please contact your advisor. Reference <http://www.indiana.edu/> to obtain contact information for the campus and/or academic program.

Former students, if your report comes back without results, you will need to activate your records to generate an advisement report. For information, click on the 'I'd like to Return to IU' link on the OneStart self-service tab.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

*Institution: IUPUI

*Report Type: AAR & Transcript
AAR & Planner
AAR & Shopping Cart
AAR & Transcript
AAR - Excludes In-Progress
AAR with Ext/Int Tran Cr
AAR with IU Equiv Tr 'Cr
Academic Advising Report (AAR)

Cancel

4. Select the appropriate **Report Type**.

Academic Advisement Report (AAR)

- Students have four report types available.
 - AAR & Planner includes in the report any courses that the student has placed into his/her Planner.
 - AAR & Shopping Cart includes in the report any courses that the student has placed into his/her Shopping Cart.
 - AAR & Transcript includes the advising transcript at the top.
 - Academic Advisement Report (AAR) is the Advisement Report only, with no transcript.
- Click **Process Request**. If you select AAR & Transcript this process will take longer to complete.
- The selected Advisement Report is displayed.

Ima Student ID: 000022222

My Program

- IUPUI
 - Career - Undergraduate
 - Program - Technology Undergraduate
 - Major - Computer Engr Tech BS

IUPUI | Undergraduate

Cancel This report last generated on 05/13/2009 11:01AM

collapse all expand all restore

Advising Transcript

Student Program Transcript
Indiana University Purdue University Indianapolis
Name : Ima Student
Student ID : 000022222
Print Date : 05-13-2009
Request Nbr : 007405843

----- Test Credits -----
Test Credit Applied Toward University Coll Undergraduate Program Indianapolis

When the report first appears, Requirement Groups and Requirements that are complete are collapsed, while those that are incomplete are expanded. Individual requirements and requirement groups in the Advisement Report can be expanded or collapsed as desired.

All requirements and requirement groups within the Advisement Report will collapse when you click

collapse all

All requirements and requirement groups will expand when you click

expand all

To return all requirements and requirement groups to their original state, click

restore

- At the top of the Academic Advisement Report is a list of icons used in the report. These icons show that a course has either been taken, was satisfied with test, transfer, or other credit, is in progress or is in the planner or shopping cart.

Academic Advisement Report (AAR)

Test
 Transfer
 Other
 Taken
 In Progress
 In Cart
 From Planner

ATTENTION!! PLEASE READ

CpET BS DEGREE REQUIREMENTS (RQ #010319)

Not Satisfied: CpET BS Degree Requirement (RG 010319)

- Units: 126.00 required, 92.00 taken, 34.00 needed
- GPA: 2.000 required, 3.214 actual

CpET BS ALGEBRA & TRIGONOMETRY (RQ #00010689)

Satisfied: CpET BS Math Alg & Trig Requirement (6 units required) (RG#00010689)

Alg & Trig I-II

Satisfied: Algebra & Trig I-II Requirement (Math 153 & 154, or Math 151/159)

The following courses apply to this area:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
MATH 153	ALGEBRA & TRIGONOMETRY I	3.00	Summer 2007	A			
MATH 154	ALGEBRA & TRIGONOMETRY II	3.00	Fall 2007	C			

First 1-2 of 2 Last

CpET BS CALCULUS/PHYSICS (RQ #000014170)

Not Satisfied: CpET BS Calculus & Physics Requirement (10 units required) (RQ#000014170)

- Units: 10.00 required, 6.00 taken, 4.00 needed

Calculus I

The following courses apply to this area:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
CIT 106	USING A PERSONAL COMPUTER	3.00	Fall 2006	T			
CIT 140	PROGRAMMING CONSTRUCTS LAB	3.00	Fall 2006	T			
CIT 212	WEB SITE DESIGN	3.00	Fall 2006	T			
CIT 22000	QUANTITATIVE ANALYSIS II	3.00	Fall, Spring and Summer Terms				

First 1-4 of 4 Last

- Requirement Groups are displayed in dark blue while individual requirements are displayed in light blue and are indented.
- If a requirement has not been completed, the words "Not Satisfied" will appear in red. The text that describes this requirement as well as the courses that apply will be displayed if appropriate.

Academic Advisement Report (AAR)

CpET BS ALGEBRA & TRIGONOMETRY (RQ #00010689)

Satisfied: CpET BS Math Alg & Trig Requirement (6 units required) (RG#00010689)

▼ **Alg & Trig I-II**

Satisfied: Algebra & Trig I-II Requirement (Math 153 & 154, or Math 151/159)

The following courses apply to this area:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
MATH 153	ALGEBRA & TRIGONOMETRY I	3.00	Summer 2007	A	✓		
MATH 154	ALGEBRA & TRIGONOMETRY II	3.00	Fall 2007	C	✓		

First ◀ 1-2 of 2 ▶ Last

CpET BS CALCULUS/PHYSICS (RQ #000014170)

Not Satisfied: CpET BS Calculus & Physics Requirement (10 units required) (RQ#000014170)

- Units: 10.00 required, 6.00 taken, 4.00 needed

▶ **Calculus I**

▼ **Physics I**

Not Satisfied: Physics I Requirement (Phys 218)

- Units: 4.00 required, 0.00 taken, 4.00 needed

- When a requirement is satisfied, the requirement will collapse.
- A satisfied requirement can be expanded by clicking on the ▶ to the left of the requirement.
- The word "Satisfied" will display within the requirement.

▼ **English-W 131**

Satisfied: English Composition Requirement (Eng-W 131)

The following courses apply to this area:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
ENG-W 131	ELEMENTARY COMPOSITION 1	3.00	Fall 2006	A	✓		

First ◀ 1 of 1 ▶ Last

- When all requirements in a requirement group are satisfied, the requirement group will collapse.
- Courses that may be taken for a requirement are shown in a grid.

Academic Advisement Report (AAR)

16. Most course Directives will have a note number placed in the **Notes** field.
17. Other exceptions such as Requirement Waivers or Requirement Changes appear in the text of the Requirement.

FREE ELECTIVES								
Satisfied: Courses can come from any subject area. (RQ#10981)								
▼ Free Electives								
The following courses apply to this area:								
Course	Description	Units	When	Grade	Notes	Status	Repeat Code	Additional Information
AERO-A 101	INTRO TO THE AIR FORCE TODAY	2.00	Fall 2006	T	03	←		
AERO-A 102	THE AIR FORCE TODAY II	2.00	Fall 2006	T	02	←		
AERO-A 201	EVOLUTION USAF AIR & SPACE PWR	2.00	Fall 2006	T	01	←		
CIT 106	USING A PERSONAL COMPUTER	3.00	Fall 2006	B		✓		

First 1-4 of 4 Last

18. Click on the note number to be taken to the list of notes where you can read about the exception.

[Return to AAR - No Advising Transcript Included](#)

Note	Long Description
01	Use AERO-A 101 [Intro to te Air For] (2 units), AERO-A 102 [The Air Force Today] (2 units) and AERO-A 201 [Evolution USAF Air] (2 units) for Free Elective (6 units) per Fred Knotts.
02	Use AERO-A 101 [Intro to te Air For] (2 units), AERO-A 102 [The Air Force Today] (2 units) and AERO-A 201 [Evolution USAF Air] (2 units) for Free Elective (6 units) per Fred Knotts.
03	Use AERO-A 101 [Intro to te Air For] (2 units), AERO-A 102 [The Air Force Today] (2 units) and AERO-A 201 [Evolution USAF Air] (2 units) for Free Elective (6 units) per Fred Knotts.

[Return to AAR - No Advising Transcript Included](#)

19. The content of the AAR can vary widely depending upon programming techniques and print settings made by individual AAR programmers.
20. Many schools are still in the process of building AARs.
21. The AAR is made up of:
 - Requirement Groups
 - Requirements logically grouped together.
 - Each Requirement Group is indicated by a dark blue bar.
 - Most B.A. or B.S. AARs contain between 5 and 10 Requirement Groups.
 - An example could be a Requirement Group that holds all "General Education" requirements.
 - Requirements
 - Individual course requirements are grouped together under Requirements.
 - Examples: A Requirement that holds all Communication course requirements. A second Requirement that holds all MATH course requirements.
 - Both Requirements would be attached to the General Education Requirement Group.
 - Course Grids
 - Individual courses display in grids.
 - Always display if the course has been completed

Academic Advisement Report (AAR)

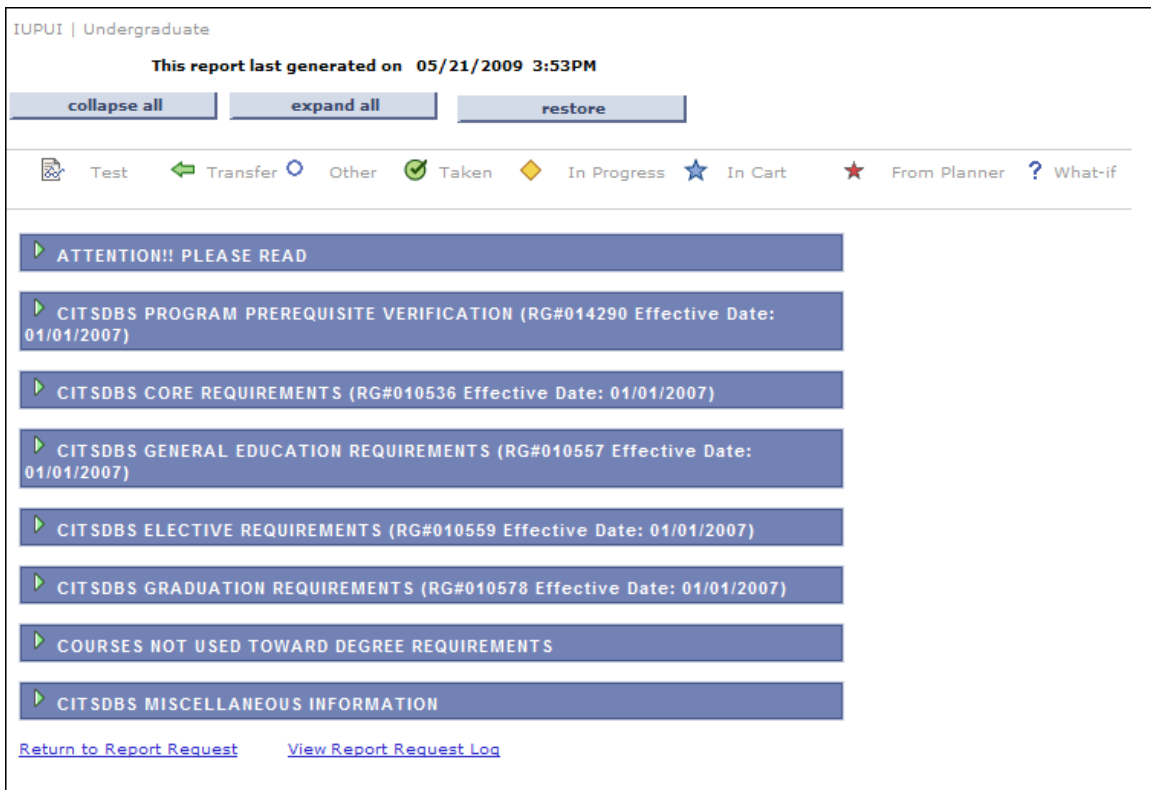
- Can display prior to completion if programmed to do so

22. If all requirements within a Requirement Group are completely satisfied, the Requirement Group is collapsed when the AAR is first created.

- It may be expanded manually by clicking on the green arrow.



23. A completed degree will look like this.

A screenshot of a completed Academic Advisement Report (AAR) for IUPUI Undergraduate. The report is titled "IUPUI | Undergraduate" and shows "This report last generated on 05/21/2009 3:53PM". Below the title are three buttons: "collapse all", "expand all", and "restore". A navigation bar contains icons and labels for "Test", "Transfer", "Other", "Taken", "In Progress", "In Cart", "From Planner", and "What-if". The main content area lists several requirement groups, each with a green right-pointing triangle on the left, indicating they are expanded. The groups are: "ATTENTION!! PLEASE READ", "CITSDBS PROGRAM PREREQUISITE VERIFICATION (RG#014290 Effective Date: 01/01/2007)", "CITSDBS CORE REQUIREMENTS (RG#010536 Effective Date: 01/01/2007)", "CITSDBS GENERAL EDUCATION REQUIREMENTS (RG#010557 Effective Date: 01/01/2007)", "CITSDBS ELECTIVE REQUIREMENTS (RG#010559 Effective Date: 01/01/2007)", "CITSDBS GRADUATION REQUIREMENTS (RG#010578 Effective Date: 01/01/2007)", "COURSES NOT USED TOWARD DEGREE REQUIREMENTS", and "CITSDBS MISCELLANEOUS INFORMATION". At the bottom, there are two links: "Return to Report Request" and "View Report Request Log".

24. If even a single requirement within the Requirement Group has a single missing course then the Requirement Group will be expanded displaying the individual requirements contained therein.

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▶ Alg & Trig I-II

CpET BS CALCULUS/PHYSICS (RQ #000014170)

Not Satisfied: CpET BS Calculus & Physics Requirement (10 units required) (RQ#000014170)

- Units: 10.00 required, 6.00 taken, 4.00 needed

25. A Requirement contains one or more course requirements.
- These may be in a grid format or a non-grid format depending upon the programming technique used.
26. Each course requirement also collapses once it is satisfied.
- The course requirement may also be manually expanded by clicking on the green arrow.

CpET BS CALCULUS/PHYSICS (RQ #000014170)

Not Satisfied: CpET BS Calculus & Physics Requirement (10 units required) (RQ#000014170)

- Units: 10.00 required, 6.00 taken, 4.00 needed

▶ Calculus I

NOTE: Currently an in-progress course will cause a Requirement to collapse if it is the last remaining course to be completed in the Requirement.

27. Course Displays
- A course grid **may** display that contains courses that may/should be taken to satisfy the requirement.
 - The display of this grid is dependent upon how the AAR has been programmed.
 - The following is a grid with one course completed.

Academic Advisement Report (AAR)

The following courses apply to this area:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
CIT 36200	OBJECT ORIENTED PROGRAMMING	3.00	Fall and Spring Terms				
CIT 388	TPCS IN PROGRAMMING LANGUAGES (JAVA PROGRAMMING II)	3.00	Spring 2008	B	✓		
CIT 38800	TPCS IN PROGRAMMING LANGUAGES (VISUAL BASIC II)	3.00	Fall, Spring and Summer Terms				
CIT 48600	SYSTEMS PROGRAMMING	3.00					

First ◀ 1-4 of 4 ▶ Last

- Course requirements may also display without a grid.
 - In this case, the AAR programmer has entered the text to indicate which courses are required.

▼ **Digital Fund II/Appl**

Not Satisfied: Digital Fundamentals II/Digital Applications Requirement (EET 155, ECET 159) ←

- Units: 3.00 required, 0.00 taken, 3.00 needed

- If a course has a “Repeat Flag” attached to it, the course displays as follows.
 - Other information also displays in this location; for example Course Designations.

▼ **CIT 32000**

The following courses apply to this area:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
MATH-M 119	BRIEF SURVEY OF CALCULUS I	3.00	Fall 2008	B	✓	REPT	Attention: - Credit counted (Repeat/Equiv.)

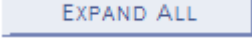
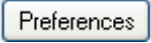
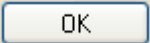

First ◀ 1 of 1 ▶ Last

▼ **MATH 15300 & 15400**

Academic Advisement Report (AAR)

Printing

If a hard-copy of the AAR is needed:

1. Expand all requirements ( at the top of the AAR).
2. Click your mouse pointer anywhere in the Academic Advisement Report. DO NOT click in the menu.
3. From the Internet Explorer menu bar, select File>Print.
4. Click the *Options* tab and select "Only the selected frame".
5. If you want to print multiple pages on one sheet of paper, click the *General* tab and click . Otherwise go to step 9.
6. Click on the *Page Layout* or *Finishing* tab (depending on your printer).
7. Select the appropriate number of **Pages per Sheet**.
8. Click .
9. Click .

Additional printing options are coming soon.