1. **The Graduate Program of Study has been renamed the Advisement Report.** It is the official tracking document for progress toward degree completion. Students and graduate program faculty and staff should get used to using the Advisement Report **as the ONLY document for tracking progress.** Explanation: All the requirements for each graduate program/degree from the 2006 curriculum year to the present have been programmed into the Advisement Report for that program/major (called the Plan). It is the student’s responsibility to ensure that they fulfill all requirements for graduation, and they haven’t done that if the Advisement Report shows that anything is unsatisfied during graduation checkout. The Advisement Report is “live”—it contains up-to-date information at the time it is requested. But it doesn’t update on the screen when a change is made; you have to request the report again after any changes. Separate departmental worksheets are confusing to students. I have been told many times by students, “I took just what the department (or the worksheet) said to take. I don’t understand why it’s not applying to my degree.” The Advisement Report is based on what’s in the University Catalog. If the catalog says “12 credits of electives approved by the department” and the department hasn’t put a list of possible electives in the catalog through curriculum or authorized the use of wildcards, then the student needs to submit a student request to have courses apply to the degree, even if those were the only electives the department offered to them. Cohort elective declarations (or substitutions) can sometimes be taken care of by blanket request from the department in an email to me. Contact me if you are considering this option.

2. **If you notice an apparent logic error in the Advisement Report, please notify Pam MacKay, the Graduate Record Analyst.** Explanation: The programming of all the different degree requirements for three curriculum cycles was a monumental task, and some errors may not have been caught by the graduate program faculty/staff in proofreading. Also, the functioning of the Advisement Report was tested on only a limited set of student data in Stage (a testing environment that doesn’t alter the real data), but we are finding that some of the logic works slightly differently in the real system, and of course, we also have a much larger set of student data to see how the Advisement Report functions. As a quick check, look at Courses Not Used for a student. If there is a course there that it appears should be automatically plotting to the report, send Pam an email with the student’s name, ID #, the course, and where on the report you think it should automatically plot. Please note: This is only for error reporting, not for curriculum changes!

3. **Any student whose program of study was done on the old brown GF-1 Form (i.e. any student admitted prior to Summer 2006) must be moved to the 2006 curriculum or later if they wish to complete their degree.** The curriculum year will be at the discretion of the department/program. The Registrar’s Office will be providing departments with a list of students who haven’t graduated who were admitted prior to Summer 2006 extending back about 15 years. Anyone who was admitted before that is too far out of recency and must reapply for admission and take all the courses over again. That is not to say that a student whose coursework is 10 years old will be allowed to
complete—they will undoubtedly have to bring a substantial number of credits into recency.

4. **Putting a course on the Advisement Report for an individual student (or group of students) can only be done after enrollment in the course.** Explanation: Elective declarations, substitutions, and exceptions to policy are called “Exceptions” in the new SIS. Any exception involving courses cannot be processed unless the student is enrolled in the course. If you and the student make a plan at the beginning for what the student is going to take for their degree, that’s fine, but the student will not be able to declare electives for their degree if they haven’t registered for them yet. I sometimes get requests that say “Please put the following courses on my program as possible electives:” followed by a list of 10 courses, only 2 of which the student has yet taken. Those 2 can be put on the Advisement Report—the rest can’t. Think of it this way—the Advisement Report is a report on what the student has registered for (present and past) compared to what the degree requires. Another change in our thinking: There appears to be no way to mark a course requirement as “waived”. So it will show as a requirement until the student registers in a course as a substitute and a student request for the substitution is approved and processed.

5. **The Advisement Report does not handle ranges of credits (units). It will only look to see if the student has satisfied the minimum units needed for each requirement. Any extra units (credits) will go to Courses Not Used unless they are directed elsewhere.** Explanation: Some graduate programs have built ranges of credits into specific requirements of the degree, or into the degree as a whole. The Advisement Report will regard the minimum of the range as satisfying the requirement and cannot automatically accept more than the minimum to apply to that requirement. Text can be included to indicate a range, but the logic rules can’t enforce a range. Course hours above the minimum but within the range can be added to Additional Units Required. (units = credits)

6. **Using Advisement Report terms in student requests is helpful.** A student can request that a course apply to a specific requirement on the Advisement Report or the advisor or graduate coordinator can specify where a course is to be used. For instance, suppose there’s a line on the Advisement Report called Measurement and Research Course and it says “1 course required” or “3 units required” and under that, there’s a list of 3 courses, any of which could be taken to satisfy that category. If a student takes a different course that is intended to satisfy that requirement, someone (the student, advisor, or graduate coordinator) can indicate on the student request that the course should apply to the Measurement and Research Course requirement. If someone calls it the “stats class” requirement instead, I don’t really know where the course is supposed to go.

7. **The credits for a course can be split to apply to different degree requirements.** Explanation: This is called “course splitting” and it’s a great advantage that the new SIS has compared to the old one. For instance, as part of the student request approval, the department can say “Use 2 credits of this 3-credit course to satisfy ____ and use the other credit as an elective.” A 3-credit course can even be split 1+1+1. This will eliminate the need for all the juggling of courses on the program that Pam had to do in the old SIS to
get the credits in the right places so the program would “zero out.” However, it does mean that you have to pay attention when approving a student request to where you want the credits to go. If you say a course goes to electives and not all the hours are needed there, the extra hours will go to Courses Not Used (the new name for University Electives) unless you direct them to be put somewhere else or to increase the hours required to graduate.

8. **Courses taken for graduate credit as a senior prior to Fall 11 can be moved onto the Advisement Report by student request and will appear as “transfer” courses.** Explanation: When the conversion of data from the old to the new SIS happened, courses that had the grad credit as a senior designation (a & beside the course on the grade report in the old system) were not imported into the undergraduate career in the new SIS. However, the conversion couldn’t create a graduate career for students who had those courses, so those courses were put into the transfer courses section for that student. Once a student is admitted into a UNI graduate degree program, s/he needs to submit an online student request to have “grad credit as senior” course(s) apply to the graduate degree and in what way.

9. **A course taken for graduate credit as a senior Fall 11 and later will be in the graduate (GRAD) career and will plot in the Advisement Report in the same way as courses taken in graduate degree status. The Advisement Report makes no distinction between graduate credit courses taken prior to admission to degree status and courses taken after admission.** Explanation: In the new SIS, a Graduate Career with a non-degree Plan will be created for students who take graduate credit as a senior. Non-degree graduate students will have the same thing: GRAD Career, Non-degree Plan. But each student has only one GRAD career and after the student is admitted to a degree program, all courses taken in that career are evaluated when someone (student, advisor, etc.) processes the Advisement Report. So if a course taken for graduate credit as a senior is a required course on the graduate degree, the course will apply to that requirement. Regular non-degree graduate credit will also plot in the Advisement Report, the same as it did in the old system. However, **graduate policy is that graduate programs are under no obligation to accept courses taken in non-degree status (including grad credit as a senior) to apply to the graduate degree.** For students admitted from now on, previous courses that should not apply to the degree need to be indicated on the Admission Recommendation Form. For current students, contact Pam MacKay to notify her of courses taken prior to admission that should be placed in Courses Not Used. Adjustments for courses taken after admission will require a student request.