PANTHER DEGREE AUDIT (PDA)

GRADUATE ADVISOR TRAINING MANUAL

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INTRODUCTION

What is Panther Degree Audit (PDA)?

As part of the University's continuing efforts to provide improvements to MyFIU and the overall student experience, administrative, and academic departments have collaborated to provide a tool to enhance students' advising experience. Degree-seeking students are able to retrieve a real-time status of their academic career progress at my.fiu.edu using Panther Degree Audit (PDA). PDA is a record of a student's academic progress towards completion of their degree. This feature allows the student to review courses they have taken, in-progress courses, and how many courses they need to complete their degree. PDA will assist students and advisors in planning for current and future courses based on the student's degree requirement.

Graduate students will also be able to review and plan ongoing course-work related to their degree program.

Why Panther Degree Audit?

Graduating students in a timely matter has always been one of FIU's goals. Providing an accurate and easy-to-use degree audit for advisors and students allows FIU to maintain a higher level of service. By including PDA, MyFIU is an all-encompassing portal for students and advisors to reach the university's goals.

Academic Advisors

Academic advisors will have access to student academic transcripts and degree audits in through one source via PantherSoft Campus Solutions. Graduate and Law advisors will have a degree audit system that is integrated with the student records system and helps facilitate the graduation requirements for their students.

What are the benefits?

- Provides one source of student record information
- Ends to need for advisors to log-in to multiple databases in order to view student degree audits.
- Allows for easy-to-use web access.

This Training Manual will guide you on how to navigate and use the new PDA based on your role and security.

1.

HOW TO RUN THE ADVISEMENT REPORT

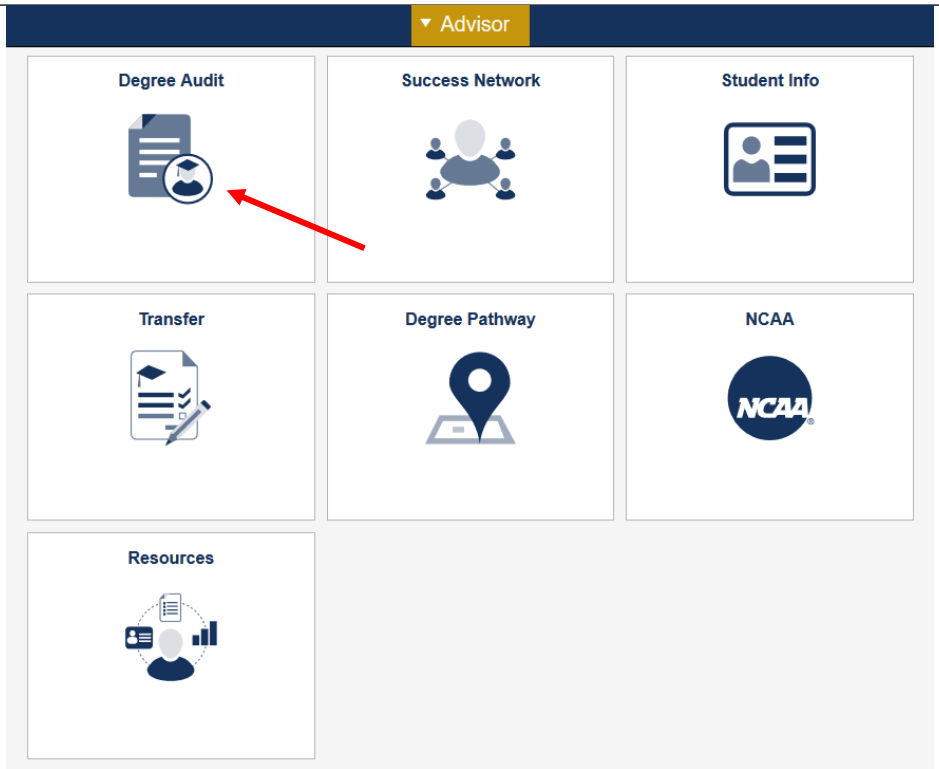
(Academic Advisement Module)

Navigation: Academic Advisement ⇨ Student Advisement ⇨ Request Advisement Report

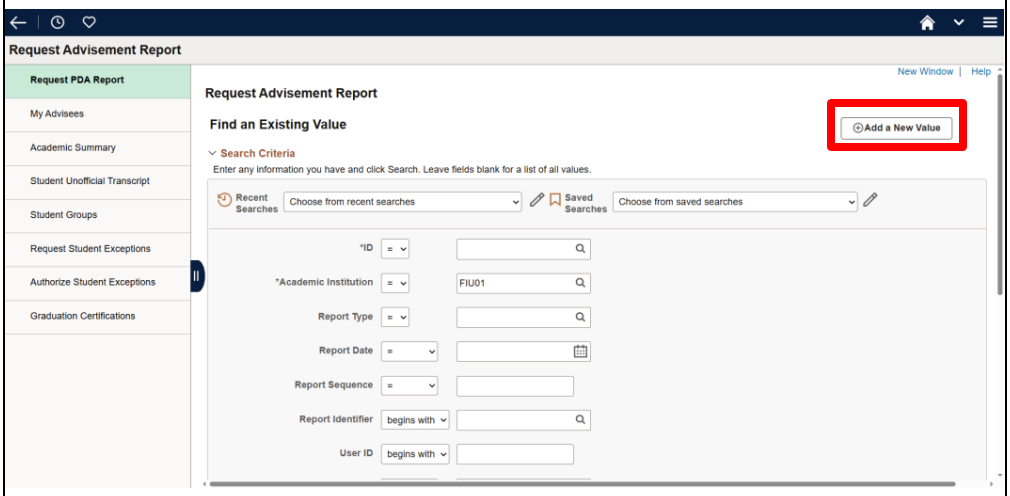
There are three main Reports you will use:

- ADV – Academic Advisement Report
  - The Academic Advisement Report displays the student's PDA. This is the same type of report that is run using your "Advisor Center."
- WH-IF – What-If Advisement Report
  - The What-If report is used to run a simulated advisement report for a student that shows degree progress based on courses the student proposes to take. You can also run a simulated academic advisement report based on simulated careers, programs, plans, and sub-plans.
- PLAN – Planning Advisement Report
  - The Planning Advisement Report allows advisors to see planned courses by the students.
- NACT – Inactive Student Report
  - The Inactive Student Report allows advisors to view the PDA for students who were previously degree-seeking and are now inactive.

ADV – Academic Advisement Report

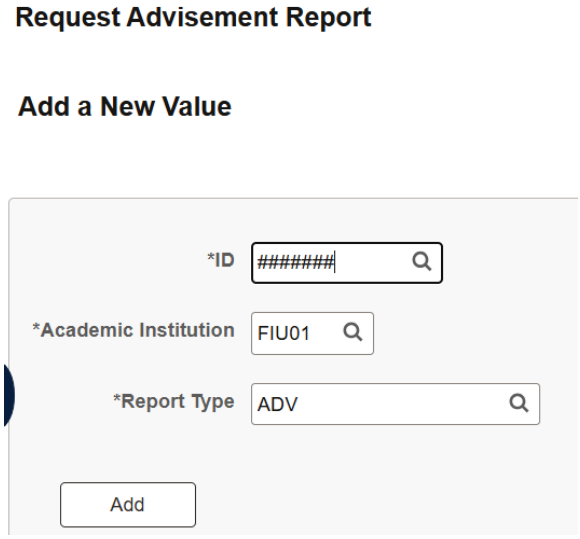
1. On the Advisor Homepage, click on the "Degree Audit" tile.	

2. **Click "Add a New Value."**



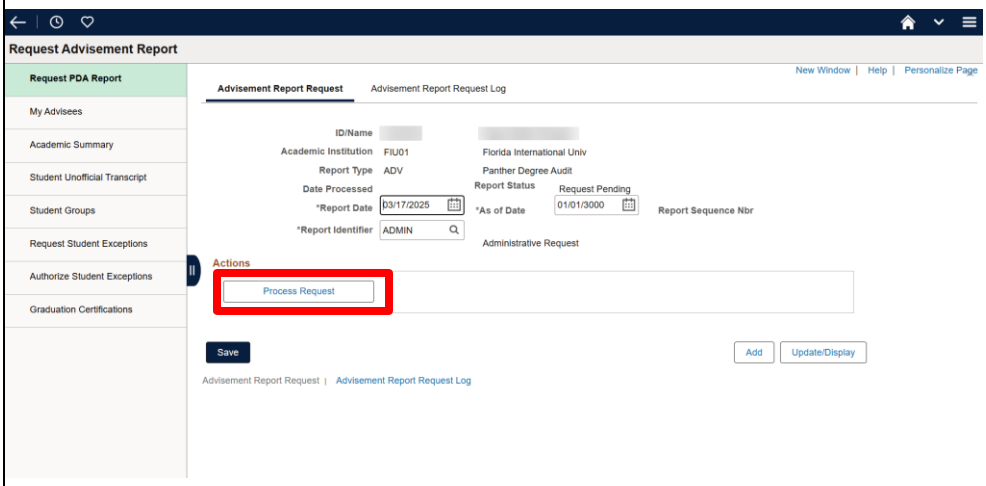
3. **Enter the Student's Panther ID.**

4. **Under "Report Type," enter "ADV" (to run an Advisement Report), then click Add.**

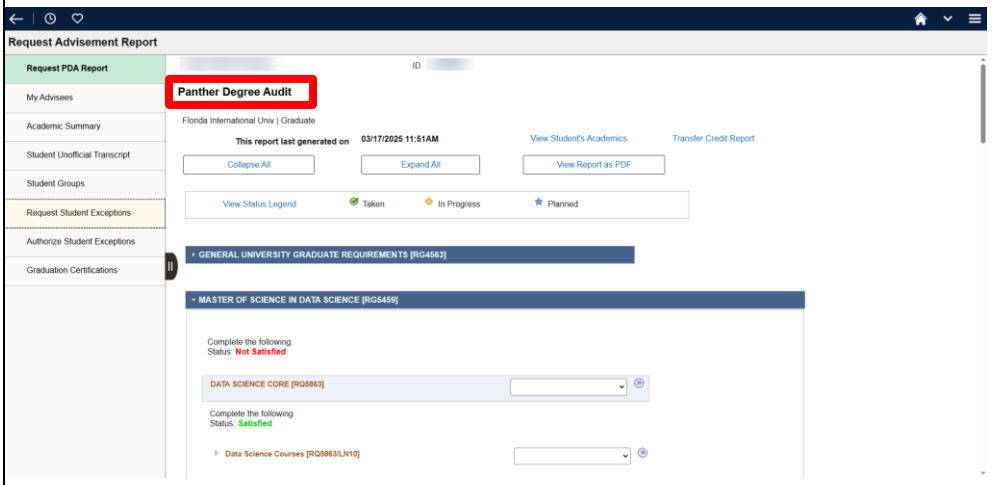


5. **Click Process Request.**

Please Note: "Report Date" and "As of Dates" displays defaults values. **Do Not Change.**



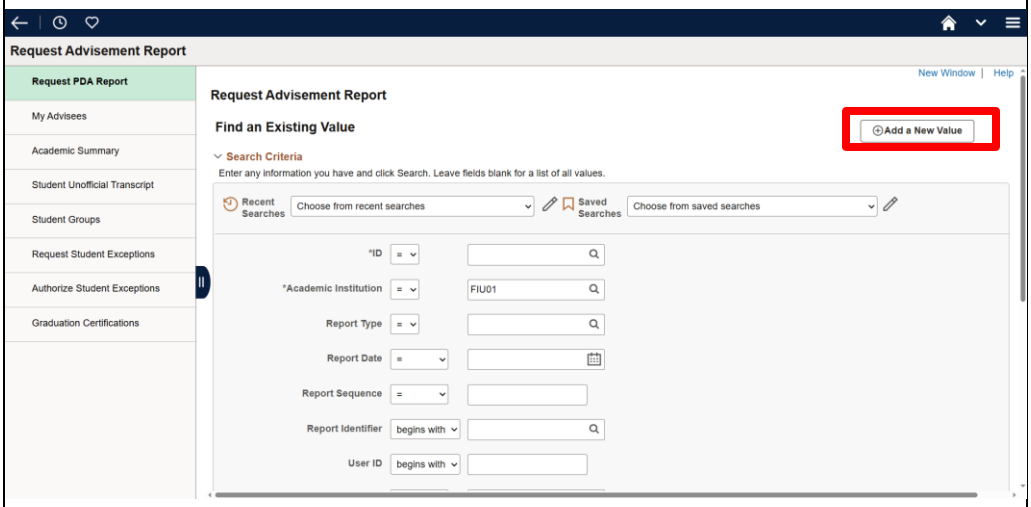
6. The student's advisement report is generated.



WH-IF – What-If Advisement Report

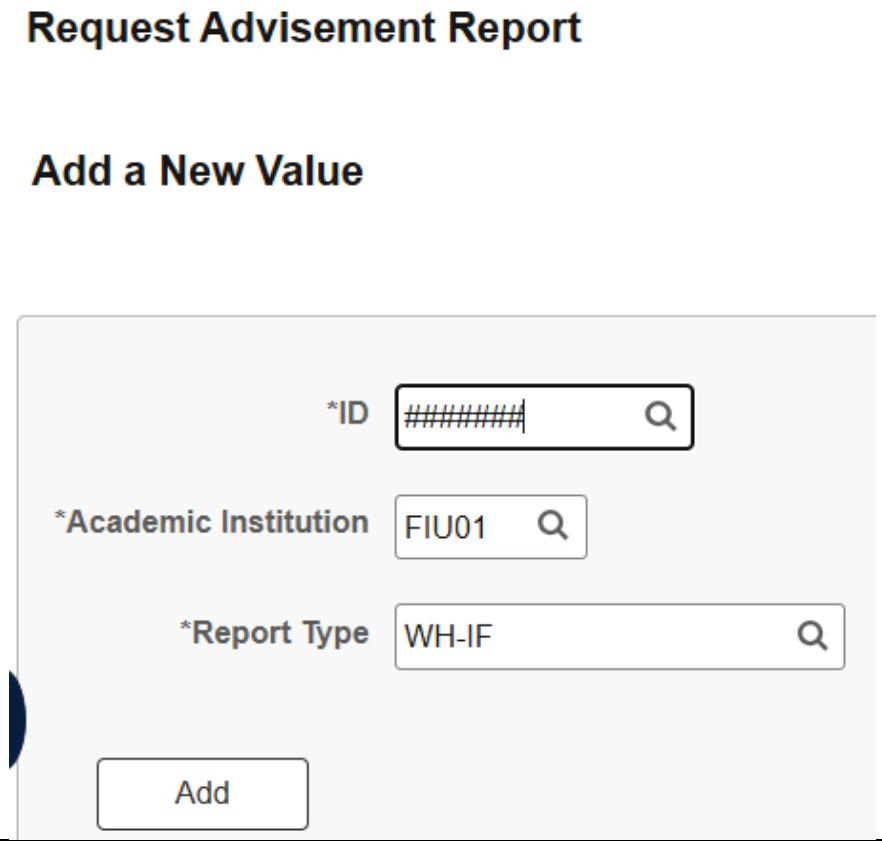
Navigation: Academic Advisement ⇨ Student Advisement ⇨ Request Advisement Report

1. **Click "Add a New Value."**



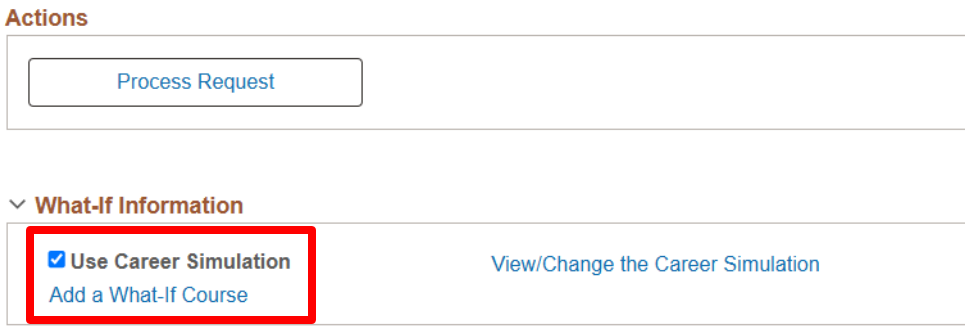
2. **Enter the Student's Panther ID.**

3. **Under "Report Type," enter "WH-IF," then click** Add **.**



4. Check the "Use Career Simulation Box."

This box only appears when a What-If report type has been selected.

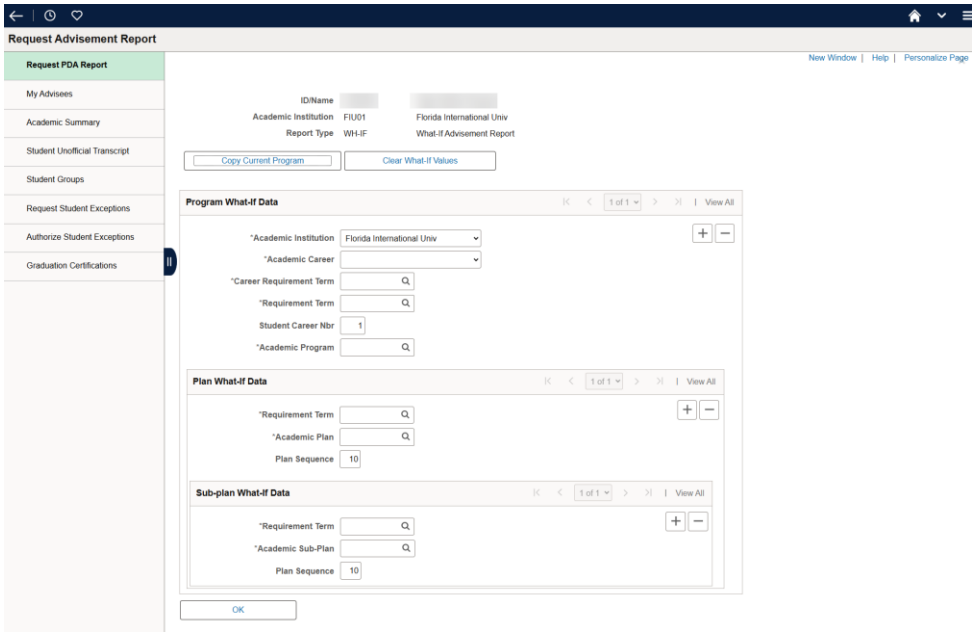


5. Click on the "View/Change the Career Simulation."

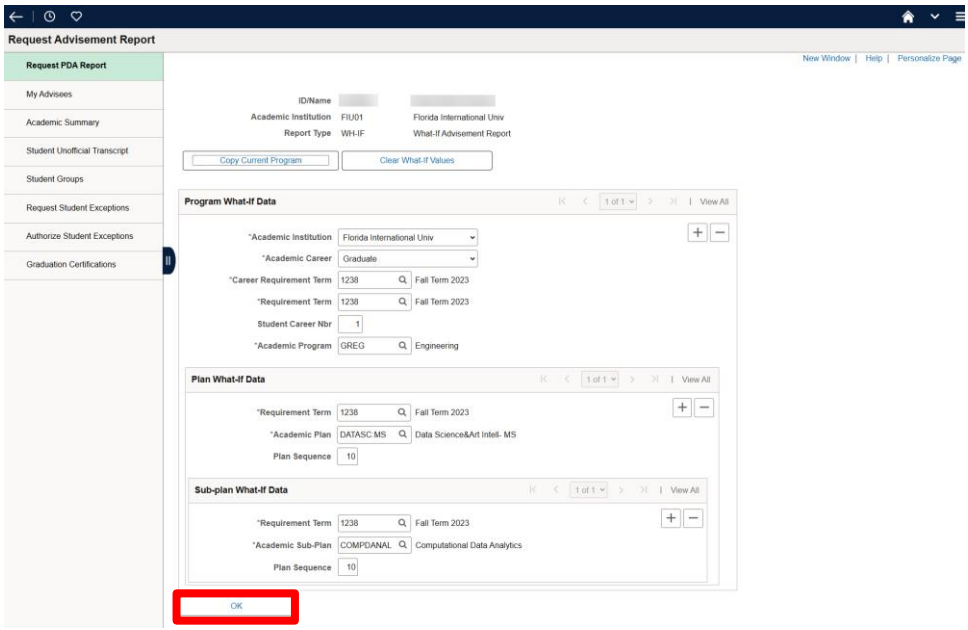
6. Fill in the information as needed.

If the page is blank, use the Copy Current Program button to populate data from the student's record and change accordingly.

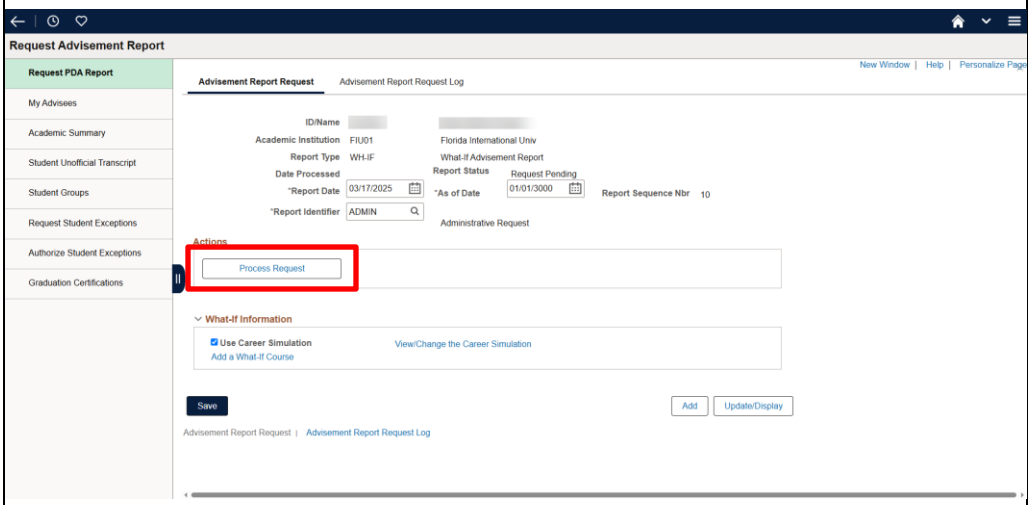
In the example, the student's record was copied and changed.



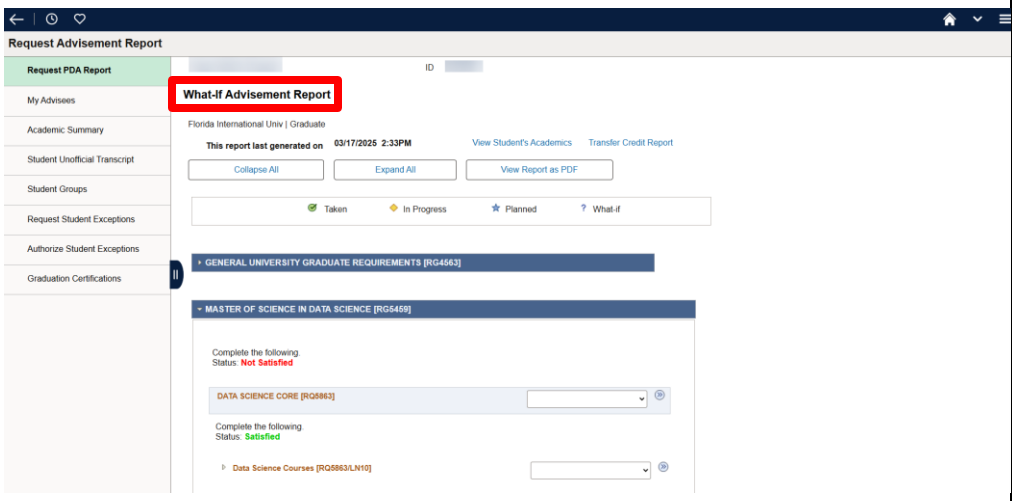
7. Click OK **.**



8. You will return to the previous page. Click Process Request **.**

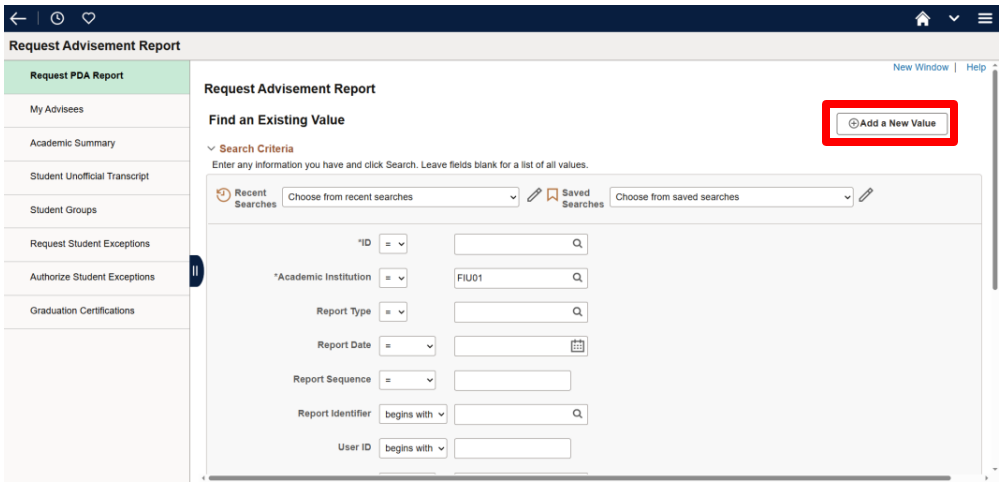


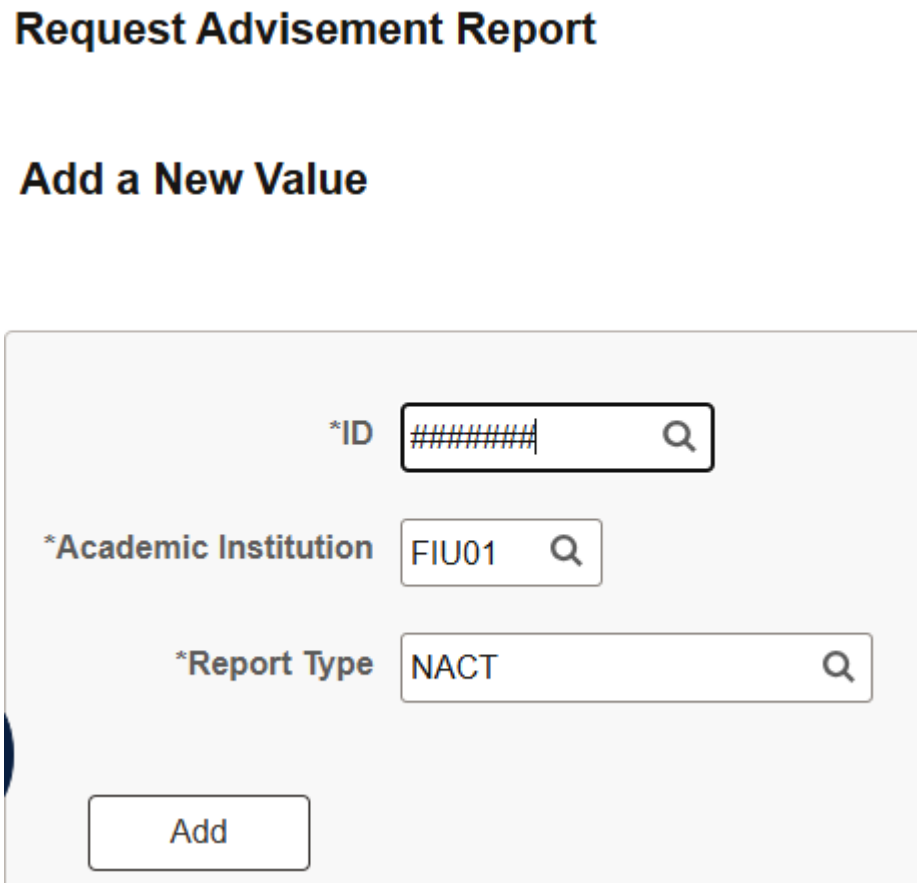
9. The What-If results will appear.



NACT: Inactive Student Report

1. **Click on "Add a New Value."**

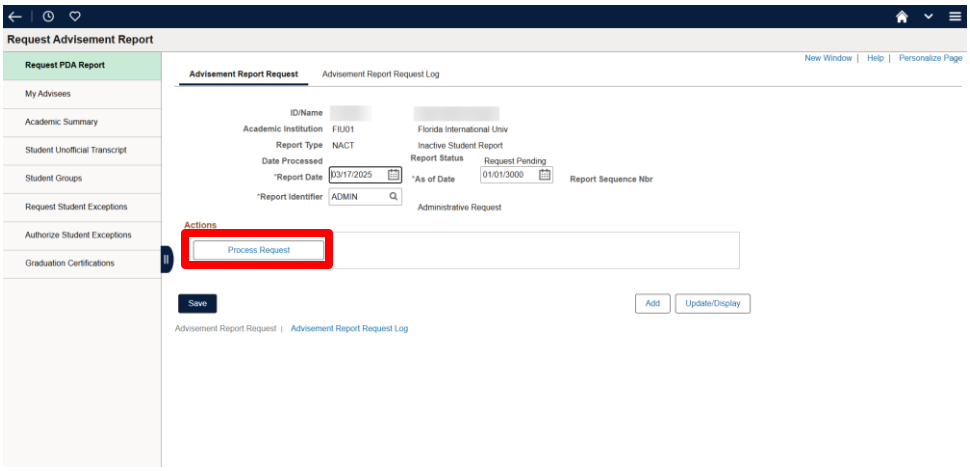




2. **Enter the Student's Panther ID.**

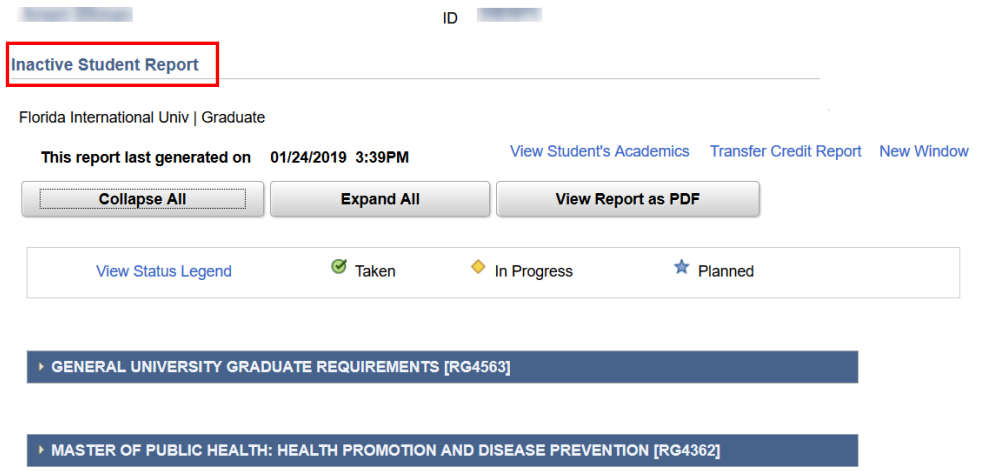
3. **Under "Report Type," enter "NACT," then click** Add **.**

4. Click Process Request .



5. The Student's "Inactive Student Report" is generated.

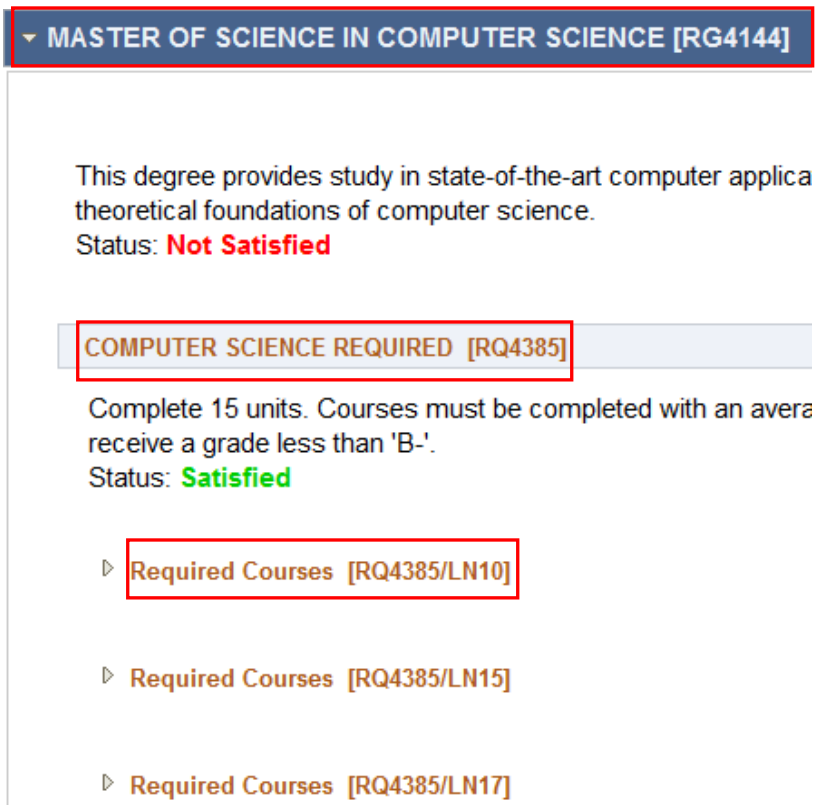
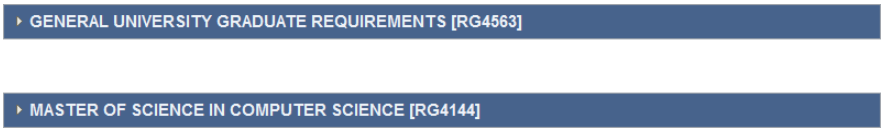
Please Note: The dropdown box will only appear if the student did their Undergraduate degree at FIU.



USING THE DEGREE AUDIT REPORT

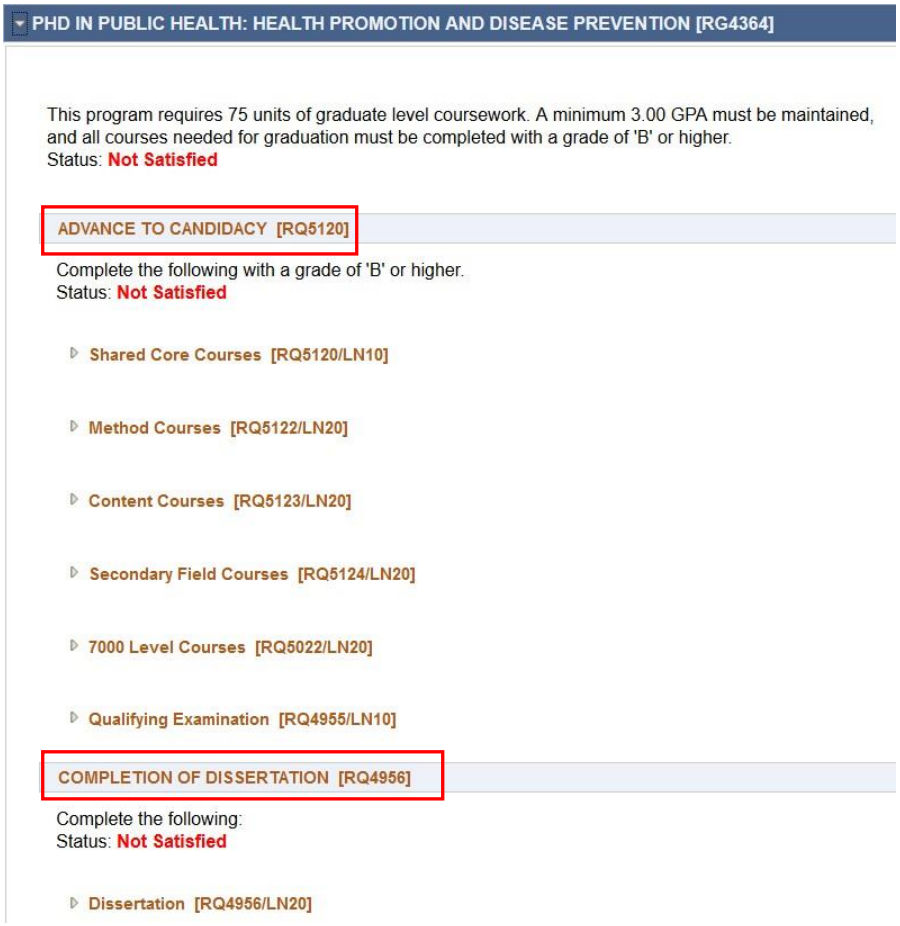
This section will walk you through each component of the online Degree Audit Report (ADV type).

1. STRUCTURE OF PANTHER DEGREE AUDIT

The Panther Degree Audit's structure includes: • **Requirement Group (RG)** • **Requirement (RQ)** • **Line (LN)** **Next to the title of each RG, RQ, and LN, there are numbers enclosed by brackets, i.e. [RG####]. These codes are important for creating or requesting exceptions and troubleshooting.** If you do not see these numbers, please e-mail psda@fiu.edu.	
Each milestone in the Student's career is divided into Requirement Groups (RG). Please Note: Certificates are not displayed on the degree audit.	

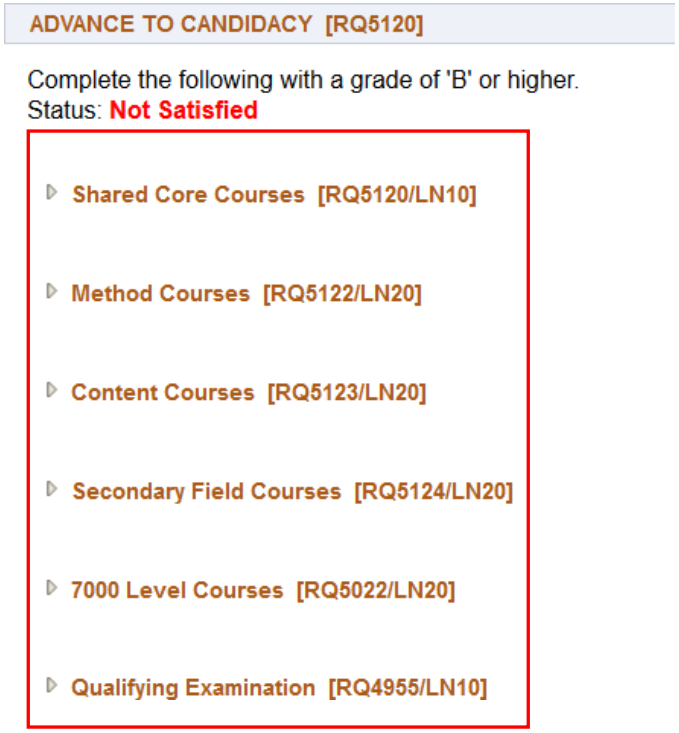
Each RG is formed by Requirements (RQ):

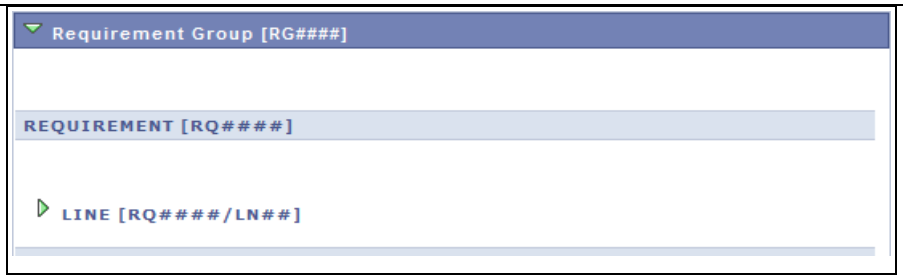
- In the example, the "PhD for Public Health [RG4364]" has Requirements (RQ) that need to be satisfied. In this case, those requirements are:
  - Advance to Candidacy [RQ5120]
  - Completion of Dissertation [RQ4956]



Each RQ contains Lines (LN). To view each Line, click ▷ to expand:

- In the example, the "Advance to Candidacy" requirement "[RQ5120]" has six Lines (LN) that need to be satisfied:
  - Shared Core Courses [RQ5120/LN10]
  - Method Courses [RQ5120/LN20]



○ Content Courses [RQ5120/LN30] etc.	
Remember the Panther Degree Audit Report (PDA) is formed by RGs, RQs, and LNs.	

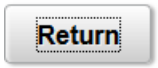
2. IMPORTANT COMPONENTS OF THE PANTHER DEGREE AUDIT (PDA)

1. The first section displays the Student's name, Panther ID, and any positive or negative indicator (if applicable). **2. Next, it will include the type of report, such as "Panther Degree Audit."** **3. Lastly, the university's name and Student's career will appear at the end.**	[redacted] ID [redacted] **Panther Degree Audit** Florida International Univ | Graduate
4. The report will display the date the report was last generated. This should reflect the current date.	**This report last generated on 01/25/2019 9:31AM**
5. Click on View Student's Academics **. This will direct you to the Student's "Advisee Academics" page.** Please Note: Clicking on "View Student's Academics" will open a new tab or window in your internet browser.	View Student's Academics **Advisee Academics** [redacted] **Institution / Career / Program** — **Edit Program Data** FIU01 - Florida International Univ GRAD - Graduate GRPH - Public Health and Social Work **GRPH - Public Health and Social Work** Program GRPH Public Health and Social Work Student Career Nbr 1 Status Active in Program as of 01/19/2017 Admit Term 1171 Spring Term 2017 Expected Graduation Approved Load Full-Time Load Determination Base On Units Level Determination Base On Units Plan PH:PHD Public Health - PhD Requirement Term 1171 Spring Term 2017 Sub-Plan HLTHPROM Health Promotion Requirement Term 1171 Spring Term 2017

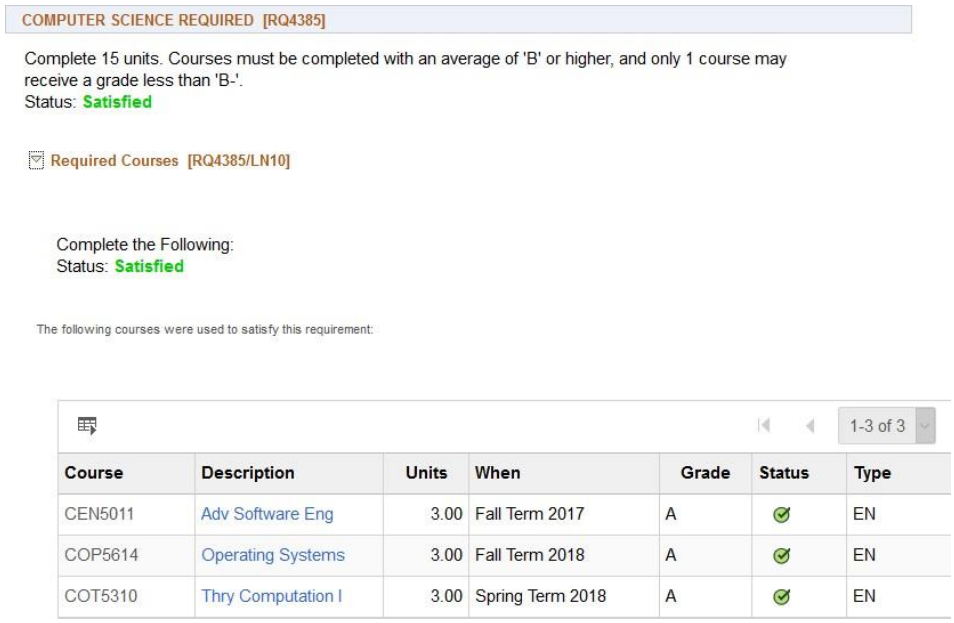
6. "View Report as PDF" will allow you to view a PDF version of the PDA.

The PDF version is not interactive.

7. "View Status Legend" will bring you to a new page. Each RG, RQ, and LN has a displayed status.

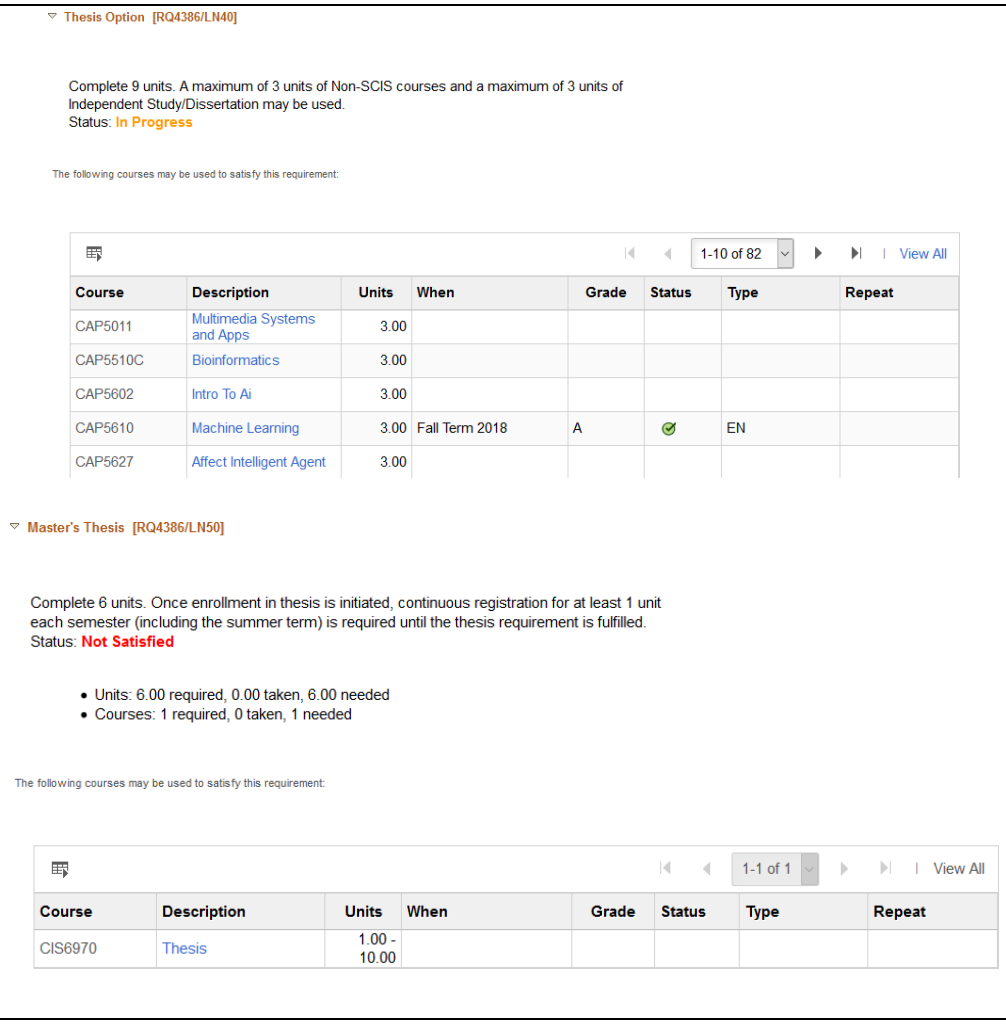


- **Satisfied: Student has successfully completed all the coursework needed to satisfy this requirement.**



- **In Progress : Student will satisfy requirement upon successful completion of currently enrolled courses.**

- **Not Satisfied : Student must complete all outstanding coursework as outlined on the Student's PDA to satisfy the requirement.**

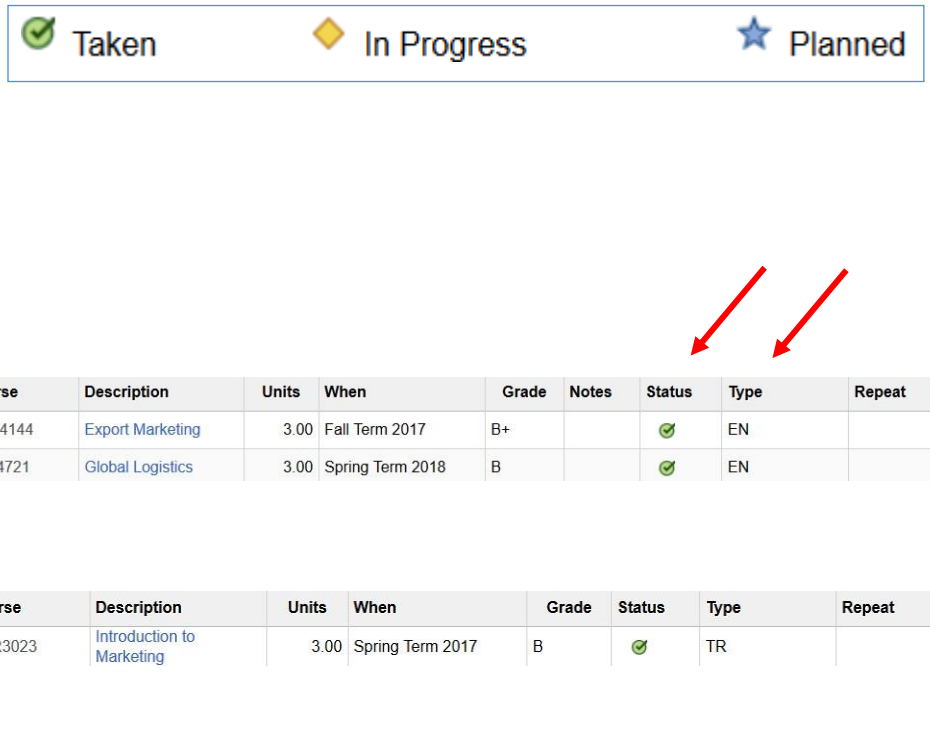


8. **Courses have a "Status" and "Type."**

- **Taken : The courses have already been completed.**

  There are three different "Types" within "Taken" status:

  - **EN: "Enrollment" - Native FIU courses.**
  - **TR: "Transfer" - Transfer courses from another institution.**



- **IT: "Internal Transfer" - Credits that were taken before current Admit Term.**

Course	Description	Units	When	Grade	Status	Type	Repeat
CRW5934	Special Topics Crw	4.00	Fall Term 2009	A		IT	M

- **In Progress: The Student is currently enrolled in the course.**

Course	Description	Units	When	Grade	Status	Type	Rep
CRW6971	Creative Thesis	3.00	Fall Term 2012			IP	

- **Planned: The Student added the courses to his/her planner. (Planned courses only appear in the Planner Report.)**

EDH6943	Practicum HEA	3.00	Fall Term 2015			PL

9. **The "Repeat" column indicates which courses have been repeated.**

   There are four different "Repeat" codes:

- **EXC: Courses do not count towards total hours, but count towards GPA.**

GLY5754	Ap Remote Sensing	3.00	Spring Term 2005	A		EN	EXC

- **INCG: Courses count towards both total hours and GPA.**

Course	Description	Units	When	Grade	Status	Type	Repeat
EDH6047	College Stdnt Life	3.00	Spring Term 2012	A		EN	INCG

- **M: Repeated for credit with advisor approval.**

Course	Description	Units	When	Grade	Status	Type	Repeat
CRW5934	Special Topics Crw	4.00	Fall Term 2009	A		IT	M

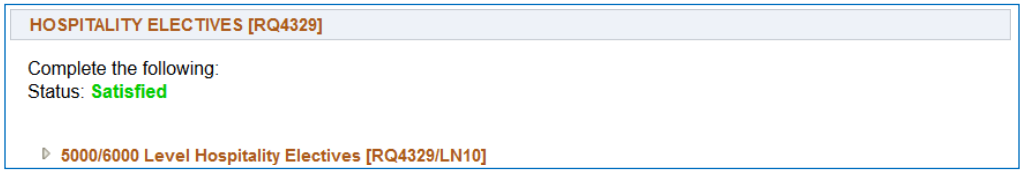
Please Note: The codes will always be corresponding to each other, such as “EXC” to “INCG.”

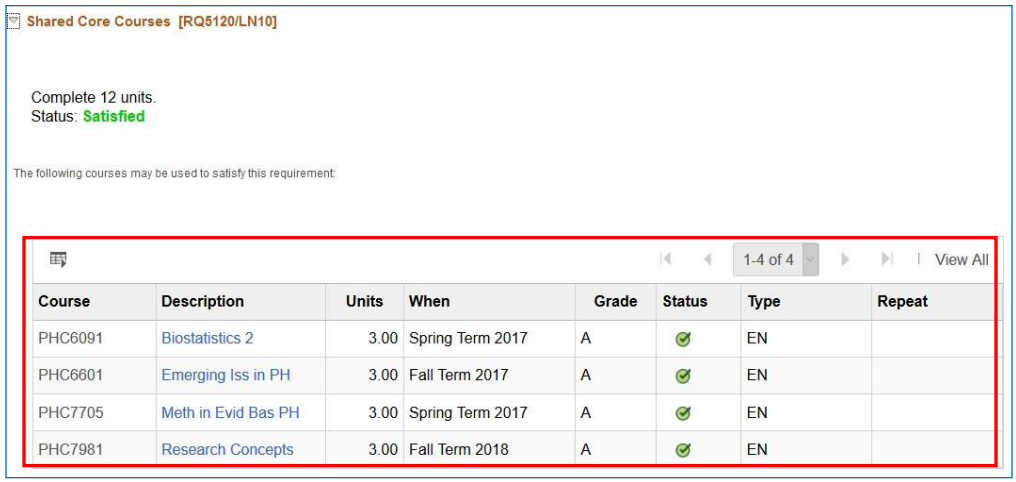
9. Expanded or Collapsed View:

- **Satisfied RGs, RQs, and LNs will collapse. To expand a collapsed section, click on ▶.**

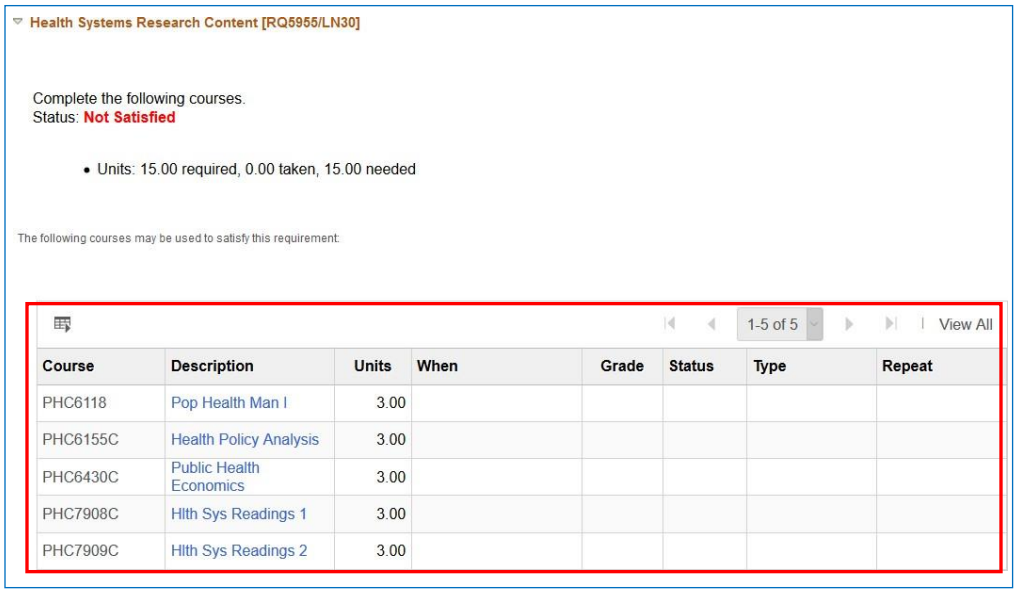
  The Requirement will expand and show courses used to satisfy the section.

- **Any requirement that is not satisfied will initially display in expanded view.**





Course	Description	Units	When	Grade	Status	Type	Repeat
PHC6091	Biostatistics 2	3.00	Spring Term 2017	A	✓	EN	
PHC6601	Emerging Iss in PH	3.00	Fall Term 2017	A	✓	EN	
PHC7705	Meth in Evid Bas PH	3.00	Spring Term 2017	A	✓	EN	
PHC7981	Research Concepts	3.00	Fall Term 2018	A	✓	EN	



Course	Description	Units	When	Grade	Status	Type	Repeat
PHC6118	Pop Health Man I	3.00					
PHC6155C	Health Policy Analysis	3.00					
PHC6430C	Public Health Economics	3.00					
PHC7908C	Hlth Sys Readings 1	3.00					
PHC7909C	Hlth Sys Readings 2	3.00					

- **Clicking**

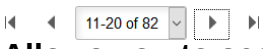
or will collapse or expand all sections in the degree audit.

- **If you notice a section without courses displaying, this is because, by default, the requirement only displays the first ten courses on the list.**

- **There are three ways to display the course(s) used to satisfy this section:**

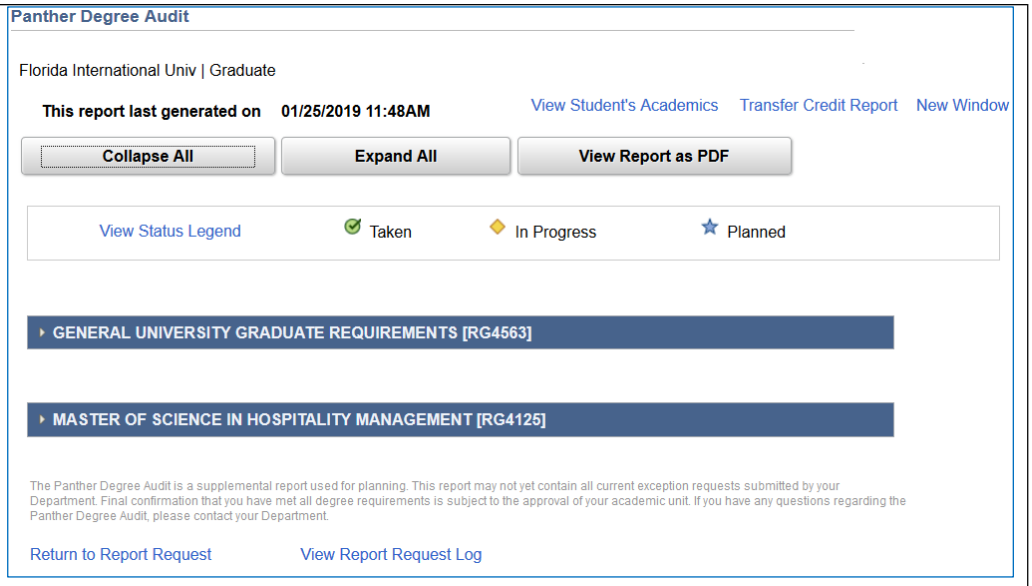
  - **Sorting: Click twice on any header titles. The most common header sort is "When."**

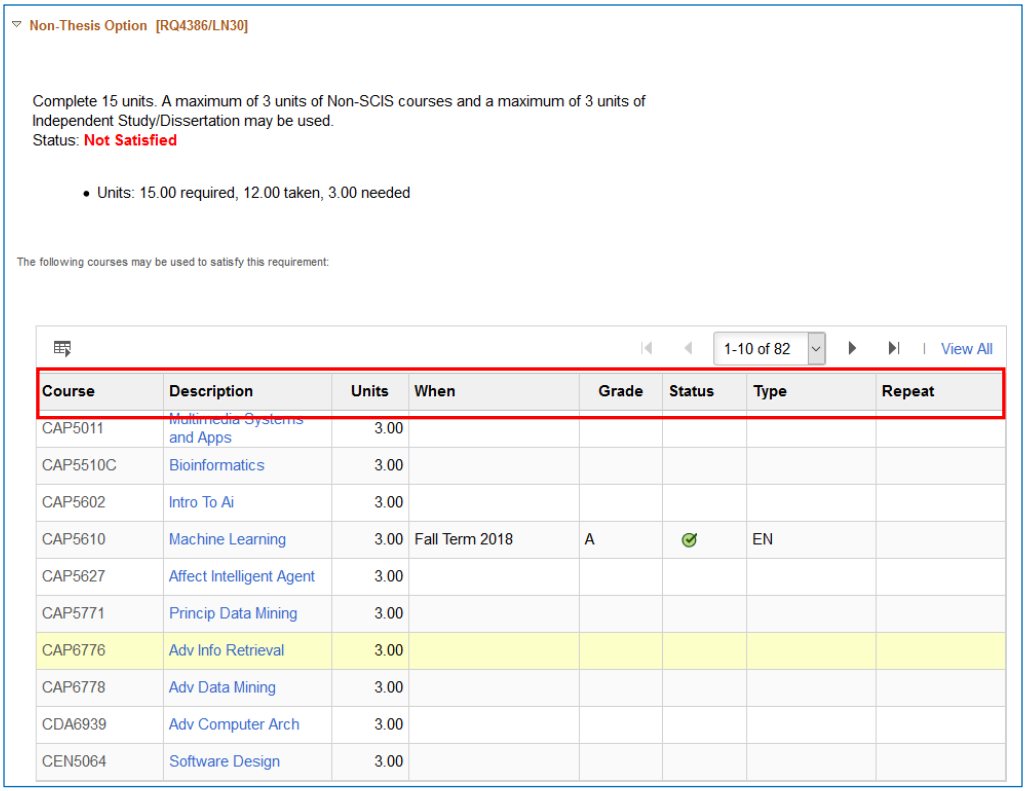
  - **"View All": All courses listed will be displayed.**

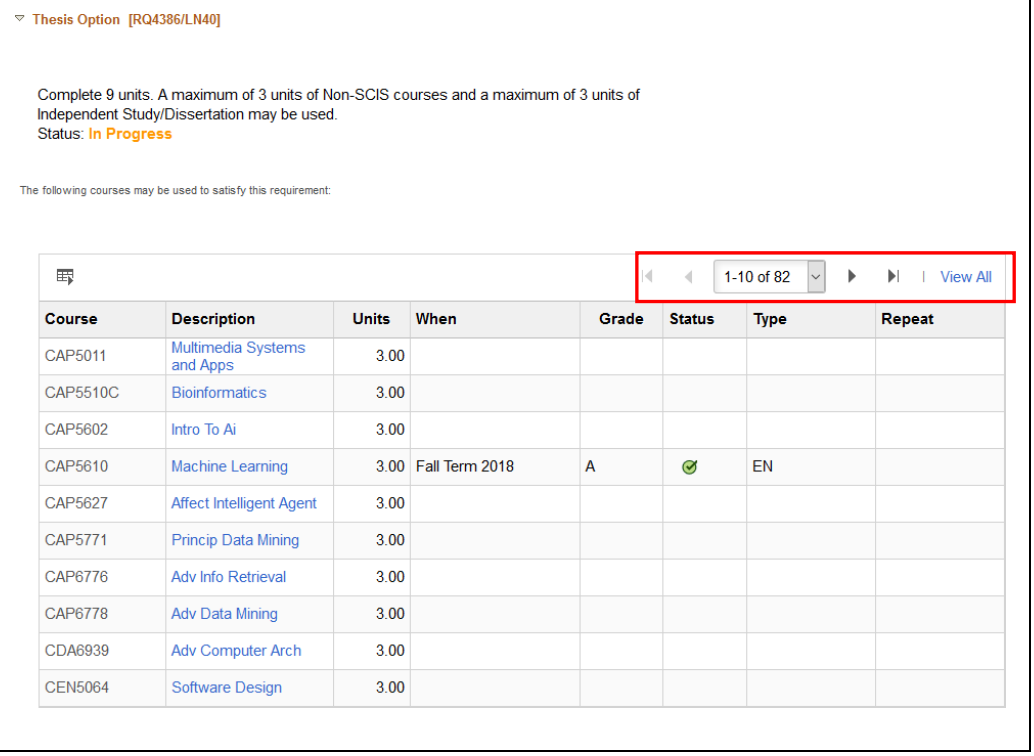
  - **Arrows:** 

Allows you to see the other courses listed.

Please Note: The 'View All' and arrows can be used in "**Not Satisfied**" requirements to display





course lists with more than 10 courses.	

Course	Description	Units	When	Grade	Status	Type	Repeat
CAP5011	Multimedia Systems and Apps	3.00					
CAP5510C	Bioinformatics	3.00					
CAP5602	Intro To Ai	3.00					
CAP5610	Machine Learning	3.00	Fall Term 2018	A		EN	
CAP5627	Affect Intelligent Agent	3.00					
CAP5771	Princip Data Mining	3.00					
CAP6776	Adv Info Retrieval	3.00					
CAP6778	Adv Data Mining	3.00					
CDA6939	Adv Computer Arch	3.00					
CEN5064	Software Design	3.00					

10. Students with "Not Satisfied" sections will be able to click on courses and add them to their planner or shopping cart. Students will be able to enroll once they have an enrollment appointment date.	**Please see the next section for explanation.**
11. "Transfer Credit Report" at the top of the degree audit will open a new tab or window. This will show the Student's transfer courses, test and other credits.	Transfer Credit Report ▼ Course Credits Model Nbr 1 Posted Institution Florida International Univ Career Undergraduate Program Undergraduate Education Credit Source Type External Source Institution Miami Dade College

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Summer Term 2015	STA 2023	3.00	C	Posted	STA 2023	3.000	C	
Summer Term 2015	SPC 1017	3.00	C	Posted	SPC 2608	3.000	C	
Summer Term 2015	SLS 1510	3.00	A	Posted	SLS 1501	0.000	A	Exclude Repeat - No Credit
Summer Term 2015	SLS 1125	3.00	A	Posted	SLS 1501	3.000	A	Include Repeat
Summer Term 2015	PSY 2012	3.00	B	Posted	PSY 2012	3.000	B	
Summer Term 2015	PHI 2010	3.00	D	Posted	PHI 2010	3.000	D	
Summer Term 2015	OCE 1001	3.00	B	Posted	GPS UCC1	3.000	B	
Summer Term 2015	MAT 1033	3.00	C	Posted	MAT 1033	3.000	C	
Summer Term 2015	MAN 2021	3.00	C	Posted	TRF 1000	3.000	C	
Summer Term 2015	MAC 1105	3.00	A	Posted	MAC 1105	3.000	A	
Summer Term 2015	GEB 1011	3.00	A	Posted	GEB 2011	3.000	A	
Summer Term 2015	ENC 1102	3.00	C	Posted	ENC 1102	3.000	C	
Summer Term 2015	ENC 1101	3.00	A	Posted	ENC 1101	3.000	A	
Summer Term 2015	ECO 2013	3.00	C	Posted	ECO 2013	3.000	C	
Summer Term 2015	ECO 2023	3.00	B	Posted	ECO 2023	3.000	B	

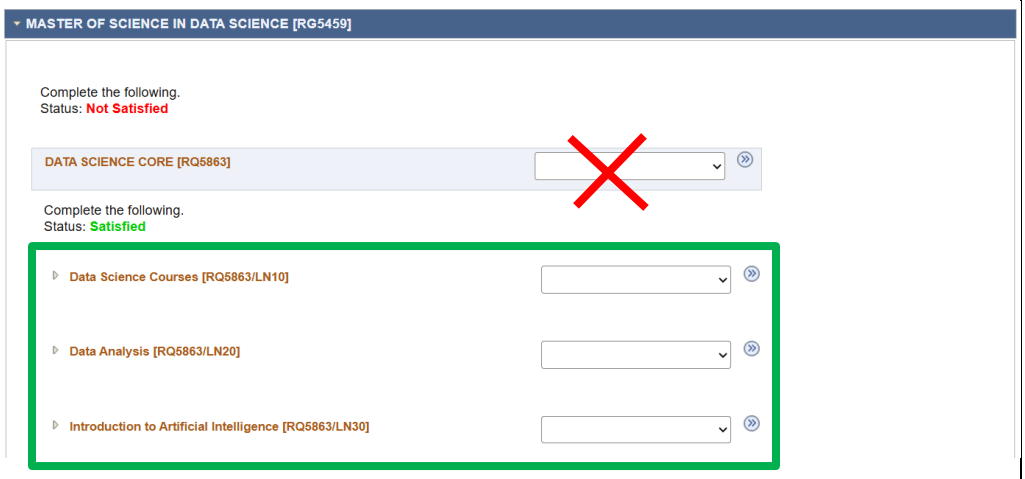
REQUESTING STUDENT EXCEPTIONS

Use the "**Request Student Exceptions Form**" to request changes to existing requirements and make exceptions for a specific Student. "**Request Student Exceptions**" enable authorized advisors, faculty advisors and staffs to request an override in any part of a student's degree requirements. The difference between 'create' and 'request' exceptions is based on the security role assigned to you by your College/School.

The Request Student Exceptions form can be found on the student's Panther Degree Audit you wish to submit a request for in the form of a Drop-Down Menu next to the requirement.

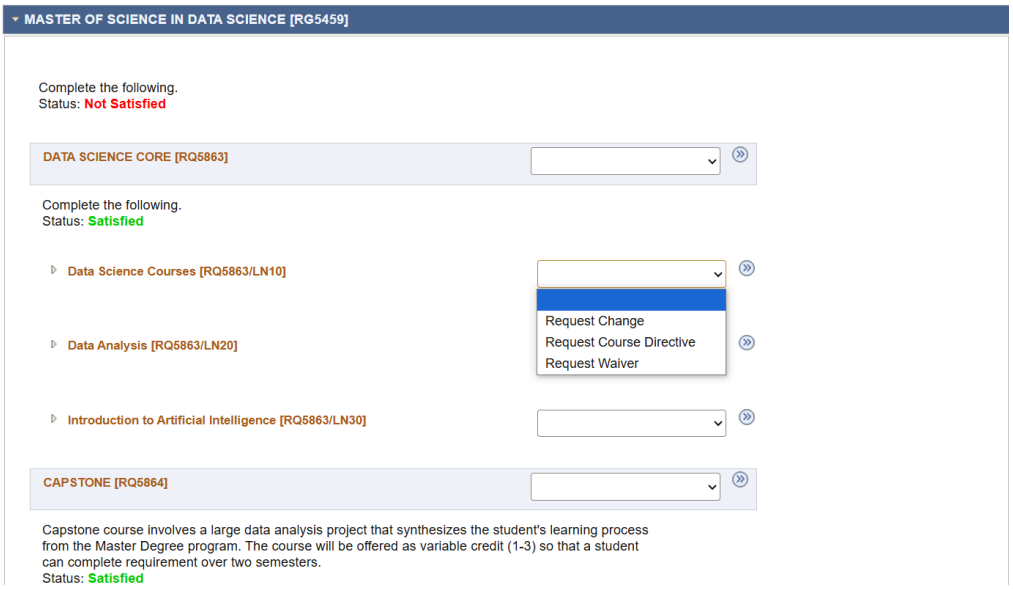
There are three types of Student Exceptions:

1. **Course Directive** – A Course Directive is a type of advisement override that mandates (or directs) where specific courses will or will not be used to satisfy requirements. This is the preferred way to create a course substitution.
2. **Requirement Change** - A Requirement Change indicates that the override acts as a change to a specific requirement.
3. **Requirement Waiver** - A Requirement Waiver indicates that the override waives a specific existing requirement.

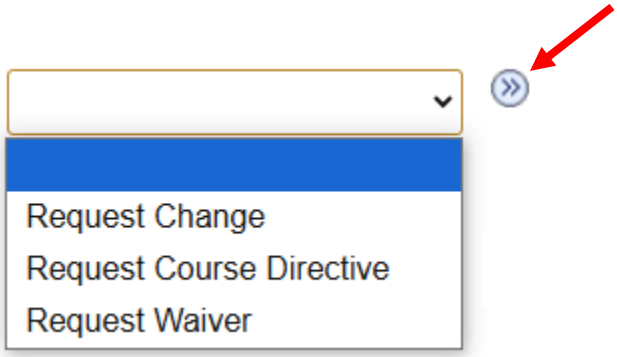
1. After generating a student's Panther Degree Audit, you will open the Drop-Down menu next to the Requirement Line you wish to submit an exception request.	

2. **After opening the Drop-Down menu, select the type of exception you would like to request.**

   a) **Request Change-** change the required units or # of courses in the requirement.
   b) **Request Course Directive-** move a courses/courses to a different requirement line.
   c) **Request Waiver-** waiving the ENTIRE Requirement Line.



3. **After selecting a request type, click on the Go button.**



REQUEST CHANGE
Indicates that the override acts as a change to a specific requirement.

4. **On the Request Student Exception form for Request Change, most of the information is already populating by default.**

5. **Next, input inside the Reason for Exception box the details of your request.**

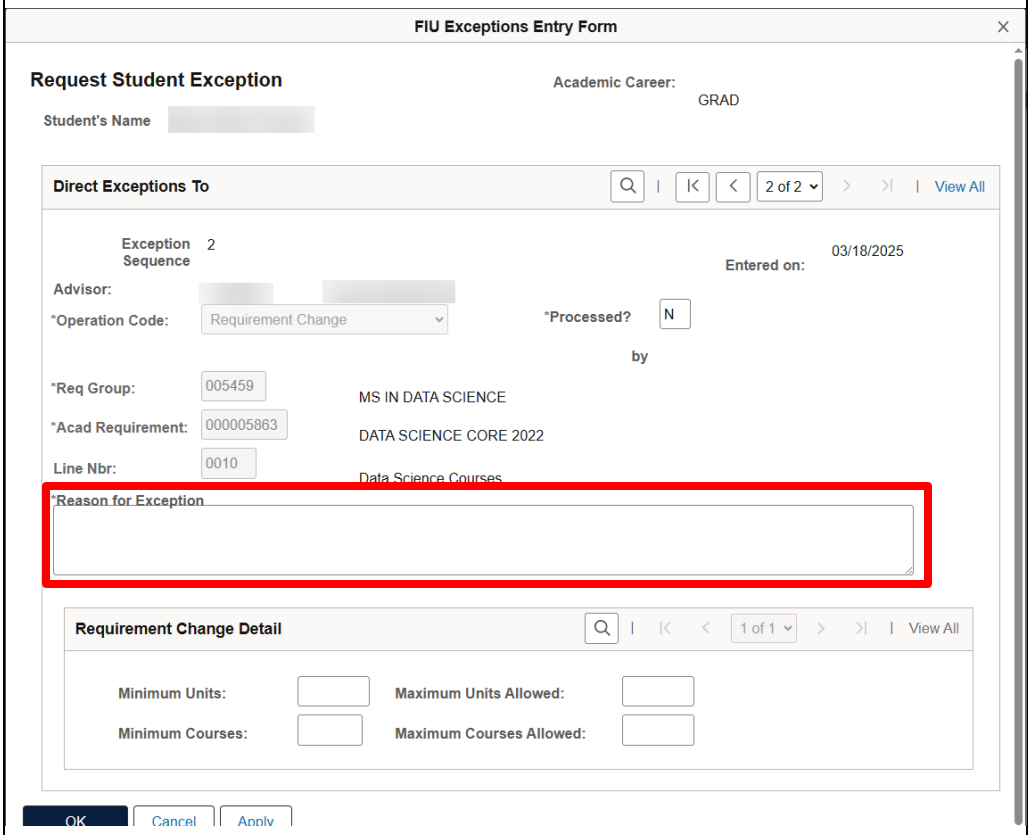
Please Note: This information will be displayed on the Student's PDA. Student will see this note once it has been processed.

6. **For the Requirement Change Detail:**

- Input desired Minimum Units and/or Minimum Courses.

- Leave Max units/courses blank.

Please Note: The PDA displays the RQ or LN in "Units" or "Courses."



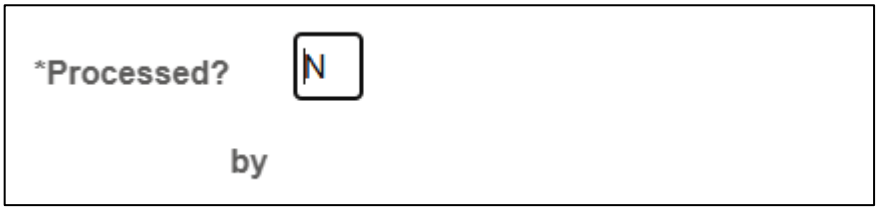
7. **After inputting requested minimum units and/or courses, click on the Apply button. Form will save but remain on this page.**

8. **Next, click OK button to submit your request. The page will return you to the student's Panther Degree Audit.**

9. **After submission, you should receive an email notification of your request.**

10. **Once the PSDA Office processes the exception and "Processed" field changes from "N" to "Y," you will receive an e-mail confirming completion. You will not be able to make any modifications to the online request.**

11. **If you need to do any modifications to a "Processed" request, please e-mail psda@fiu.edu.**



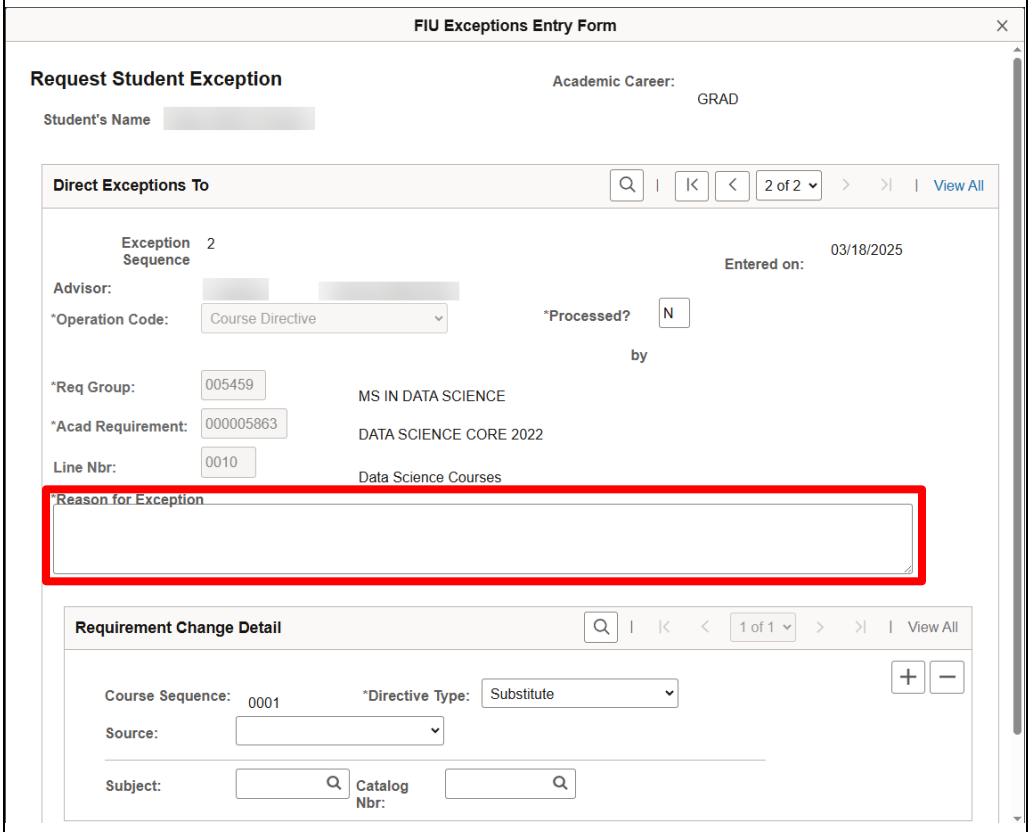
REQUEST COURSE DIRECTIVE

Course Directive: A type of advisement override that mandates (or directs) where specific courses will or will not be used to satisfy requirements. This is the preferred way to create a course substitution.

12. **On the Request Student Exception form for Request Course Directive, most of the information is already populating by default.**

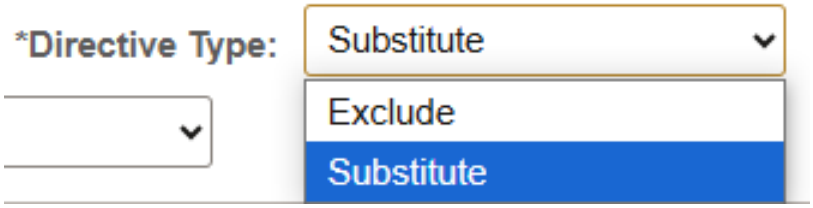
13. **Next, input inside the Reason for Exception box the details of your request; i.e. the course(s) to be moved to which requirement.**

Please Note: This information will be displayed on the Student's PDA. Student will see this note once it has been processed.



14. **For the Requirement Change Detail:**

- **Directive Type:**



Substitute: Use this option to include a course into a requirement. This is the most commonly used option.

Exclude: Use this option to prevent courses from being applied to a specific requirement.

For example, removing a

course the student has already taken from appearing in that requirement.

- **Course Source:**

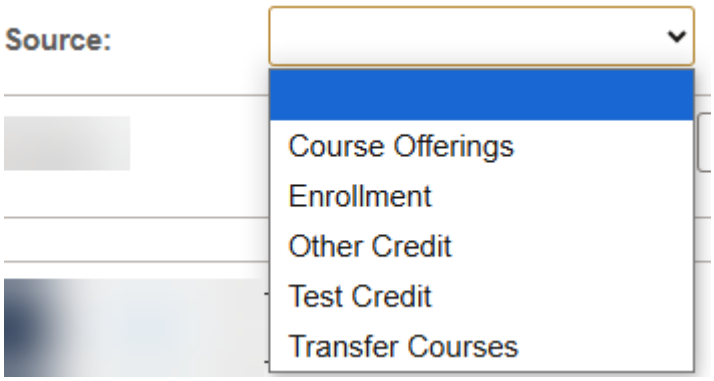
Course Offerings: Courses offered by the institution. It will show active courses currently being offered from the course catalog.

Enrollment: Courses that the student took or enrolled at FIU.

Other Credit: Course Waiver processed by TCPC.

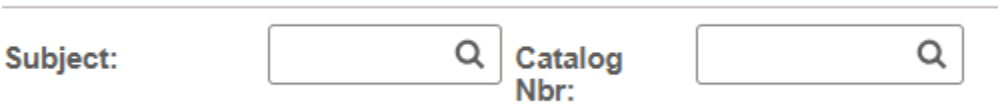
Test credit: Credits from test, such as AP, CLEP, etc.

Transfer Courses: Courses taken at another institution.



- **Subject & Catalog Number:**

Input or select the Subject & Catalog Number for the course(s).



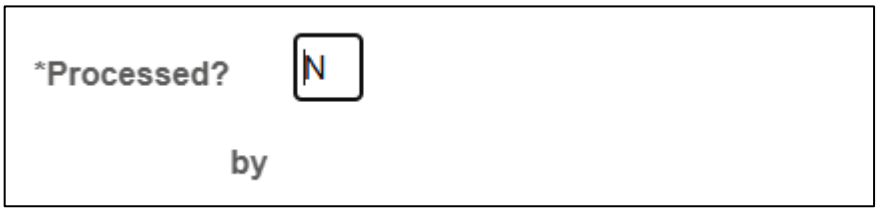
15. **After inputting course(s), click on the Apply button. Form will save but remain on this page.**

16. **Next, click OK button to submit your request. The page will return you to the student's Panther Degree Audit.**

17. **After submission, you should receive an email notification of your request.**

18. **Once the PSDA Office processes the exception and "Processed" field changes from "N" to "Y," you will receive an e-mail confirming completion. You will not be able to make any modifications to the online request.**

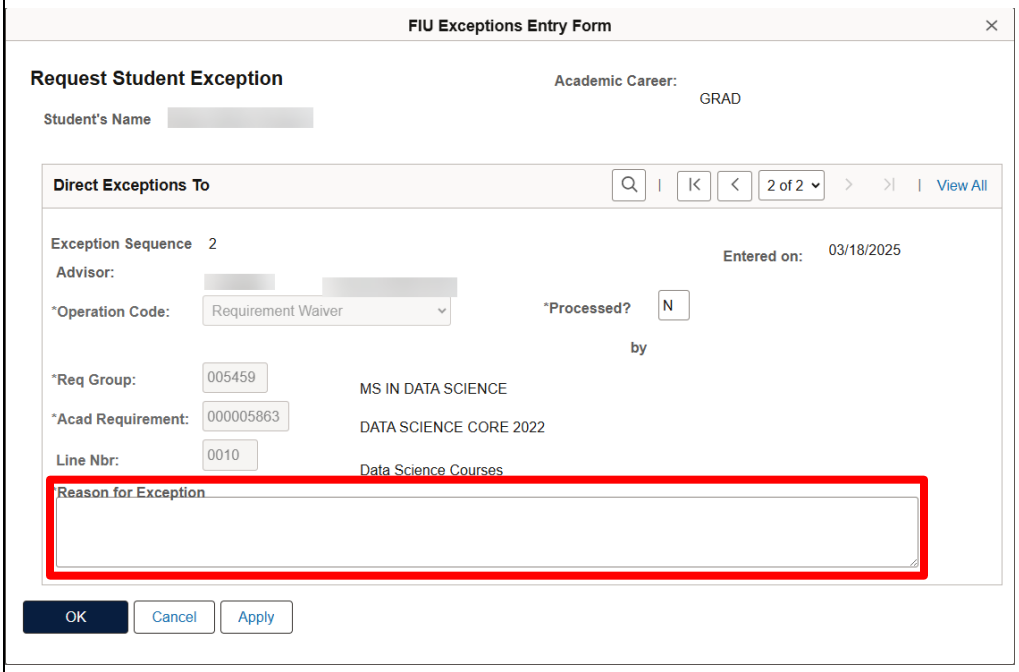
19. **If you need to do any modifications to a "Processed" request, please e-mail psda@fiu.edu.**



REQUEST WAIVER
Indicates that the override waives a specific requirement.

18. **On the Request Student Exception form for Request Waiver, most of the information is already populating by default.**

19. **Input the inside the Reason for Exception box the details of your request; i.e. which requirement is being waived and/or the reason for the waiver.**



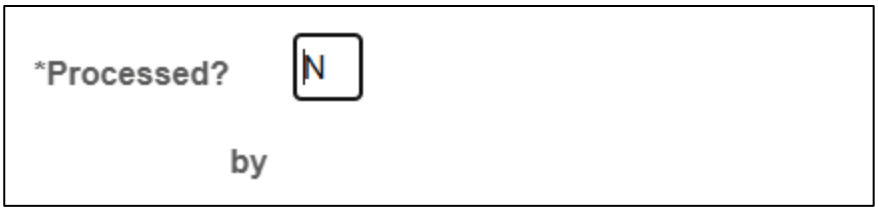
Please Note: This information will be displayed on the Student's PDA. Student will see this note once it has been processed.

Please Note: Waiving RGs is not a common practice. Mainly all waivers can be applied to the RQs and LNs.

20. **After inputting requested waiver, click on the Apply button. Form will save but remain on this page.**

21. **Next, click OK button to submit your request. The page will return you to the student's Panther Degree Audit.**

22. **After submission, you should receive an email notification of your**

submitted request. **23. Once the PSDA Office processes the exception and "Processed" field changes from "N" to "Y," you will receive an e-mail confirming completion. You will not be able to make any modifications to the online request.** **24. If you need to do any modifications to a "Processed" request, please e-mail psda@fiu.edu.** Please Note: Any exceptions processed can be edited and/or undone.	

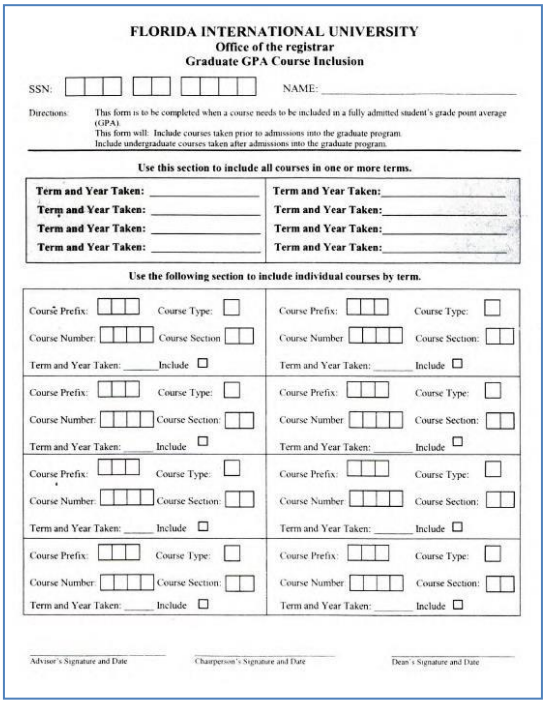
INCLUSION FORMS & TRANSFER COURSES

1. Inclusion Form

The Inclusion Form is used for specific graduate courses taken at FIU. This form exists only as a hard copy and should be submitted to the Office of the Registrar. The Inclusion Form is used for multiple functions:

- Courses taken before the current plan admit term, such as courses completed by a Non-Degree Seeking Student.
- Courses taken as a part of a certificate completed previous to admittance to current plan.
- Courses taken as a part of a previous completed FIU Masters or PhD program
    - This option requires an explanation memorandum to the Office of the Registrar.

Advisors need to be specific on what courses will be transferred by submitting a memorandum or highlighting the Student's transcript.



FLORIDA INTERNATIONAL UNIVERSITY
Office of the registrar
Graduate GPA Course Inclusion

SSN: ☐☐☐ ☐☐ ☐☐☐☐ NAME: _____

Directions: This form is to be completed when a course needs to be included in a fully admitted student's grade point average (GPA).
This form will: Include courses taken prior to admissions into the graduate program.
Include undergraduate courses taken after admissions into the graduate program.

Use this section to include all courses in one or more terms.

Term and Year Taken: _____	Term and Year Taken: _____
Term and Year Taken: _____	Term and Year Taken: _____
Term and Year Taken: _____	Term and Year Taken: _____
Term and Year Taken: _____	Term and Year Taken: _____

Use the following section to include individual courses by term.

Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐	Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐
Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐	Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐
Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐	Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐
Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐	Course Prefix: ☐☐☐ Course Type: ☐ Course Number: ☐☐☐☐ Course Section: ☐☐ Term and Year Taken: _____ Include ☐

Advisor's Signature and Date _____ Chairperson's Signature and Date _____ Dean's Signature and Date _____

2. Transfer Courses

Transfer Courses are courses taken at another institution. The number of course credits that may be transferred depends on the graduate degree. Submission of Graduate Transfer Credit requests for processing:

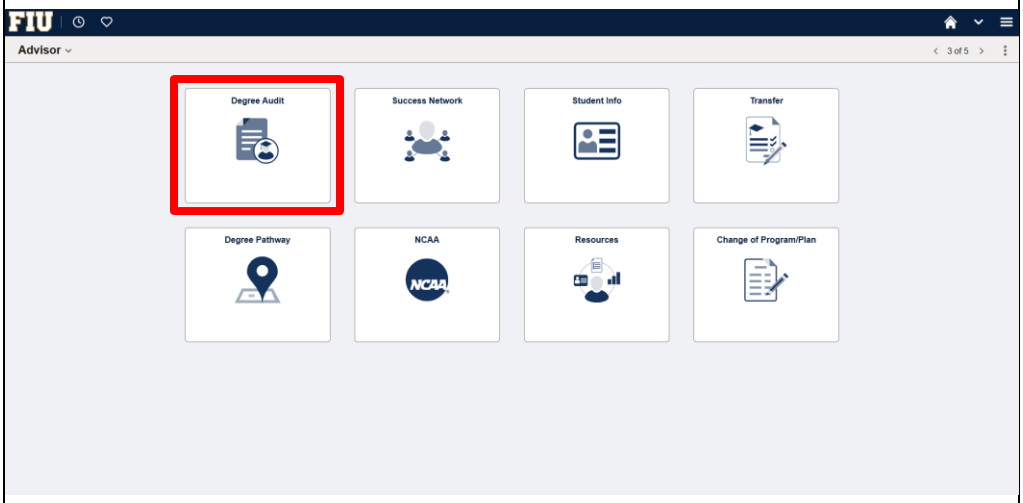
1. In **Campus Solutions**, select **Main Menu > FIU Custom > Campus Community > Use > ES Staff Upload**
2. Enter Student's PID# , click 'Search' and 'Accept and Continue'
3. Select '**Registration**,' and '**Graduate Transfer Credits**' from the drop-down menus
4. Upload file and click 'Submit'

For questions, email Associate Registrar Henry K. Cheng, hkcheng@fiu.edu.

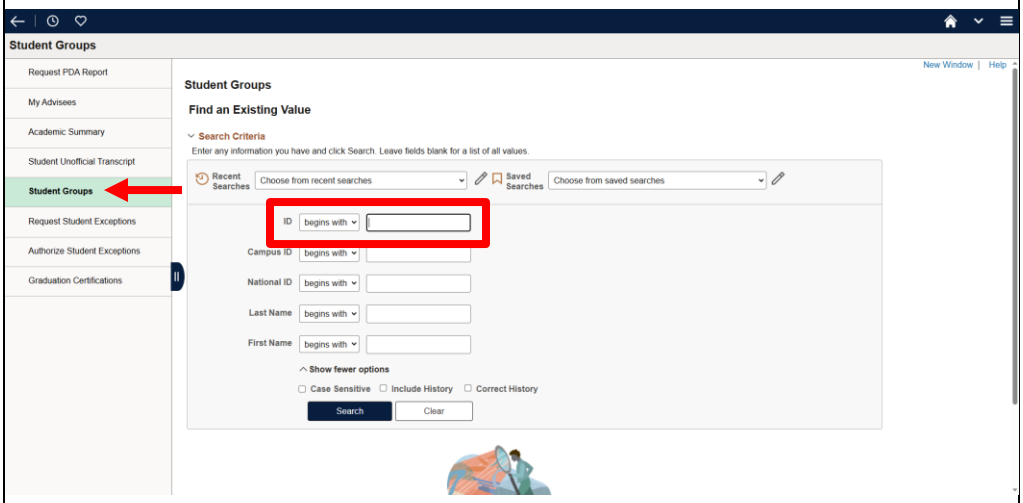
MAINTAINING STUDENT GROUPS

Navigation: Records and Enrollment ⇨ Career and Program Information ⇨ Student Groups

1. **Click on the "Degree Audit" tile and select "Student Groups."**



2. **Enter Student's Panther ID and then click** Search **.**



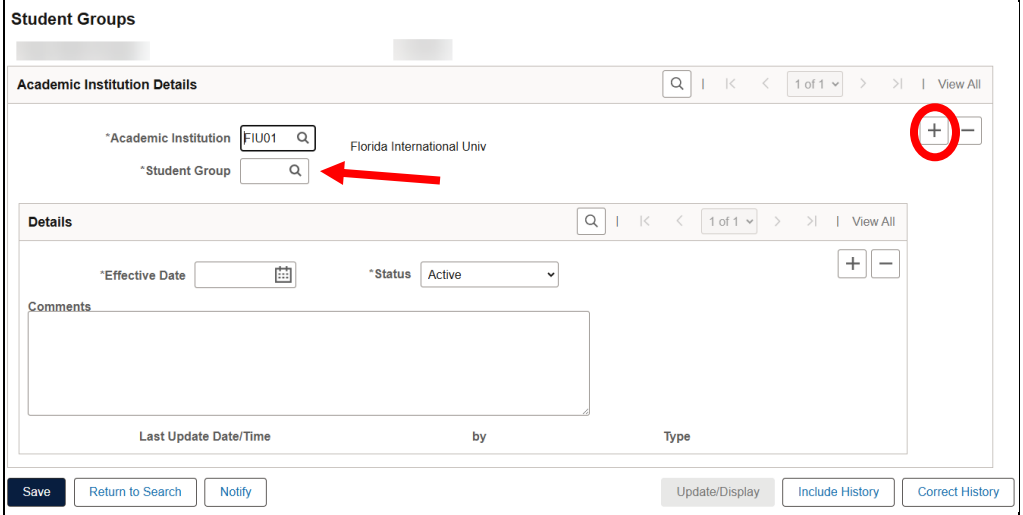
3. Enter Student Group "Code" and then click

Save.

Please Note: Not all plans will use "Student Group."

If the student already has an existing Student Group,

Click on the first ⊞ to add a new one



4. Run a PDA report to verify successful set up.

If you have any questions after reviewing this tutorial, please contact:

Office of Academic Advising Technology

psda@fiu.edu.