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.

RUNNING A DEGREE AUDIT REPORT

The Panther Degree Audit report is used to show degree progress based on courses the student has taken and/or is currently enrolled in. These courses may include both enrollment at the institution and courses that were transferred in from another institution.

There are two ways to request your student's Panther Degree Audit reports:

1. Using your Advisor Center – My Advisees ○ This is the most common and easiest method to request degree audit reports (ADV) and to access the student's 'My Planner' and 'Shopping Cart'.

2. Using the Academic Advisement Module ○ This method allows advisors and units to run different types of reports.

1. HOW TO RUN A DEGREE AUDIT REPORT
(Advisor Center - My Advisees)

Log into PantherSoft Campus Solutions with your FIU credentials.	
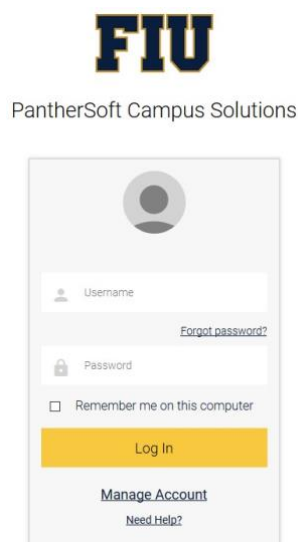
1. **At the Advisor homepage, click on the "Degree Audit" tile.**	

2. **Click on "My Advisees" and enter the Student's Panther ID and click** Search **.** Please Note: You can also search by the Student's first and last name.	

1. **At the Advisor homepage, click on the "Degree Audit" tile.**	▼ Advisor Degree Audit Success Network Student Info

2. **Click on "My Advisees" and enter the Student's Panther ID and click** Search **.** Please Note: You can also search by the Student's first and last name.	Request PDA Report **My Advisees** Academic Summary Student Unofficial Transcript Student Groups Request Student Exceptions Authorize Student Exceptions Graduation Certifications **Advisee's Student Center** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria ID begins with ▾ 🔍 Campus ID begins with ▾ National ID begins with ▾ Last Name begins with ▾ First Name begins with ▾ ☐ Case Sensitive Limit the number of results to (up to 300): 300 Search Clear Basic Search Save Search Criteria

3. The Student's "Student Center" appears. Click on the dropdown menu under "Academics."	ID _____ **Student Center** Transfer Credit Academics _____'s Student Center **▼ Message** |		Date	Subject
---	---	---	---
1	☐	01/09/2019	Federal Educational Rights and Privacy Act
2	☐	01/08/2019	Important notice about partial government shutdown
3	☐	11/26/2018	Fall 2018 4th Installment Notification
4	☐	10/15/2018	Fall 2018 Mini-term Registration	 Delete Selected Messages **▼ Academics** My Class Schedule Shopping Cart My Planner MyCourseScheduler Scholarship Application Excess Credit Hrs Counter ⓘ You are not enrolled in Panther Degree Audit ˅ ⟫

4. Select "Panther Degree Audit" and click ⊗ .	
5. Student's Panther Degree Audit Report will display. Please Note: Click "Cancel" at the bottom of the audit to return to the "Student Center."	

6. Using the "Student Center," advisors can also access the student's "Shopping Cart" and "My Planner."	
7. Click the "Shopping Cart" link to display courses the student has selected for enrollment for current and/or next term. Please Note: Click "Cancel" at the bottom of the audit to return to the "Student Center."	
8. Click the "My Planner" link to display courses the student is considering taking for future terms. Please Note: Click "Cancel" at the bottom of the audit to return to the "Student Center."	

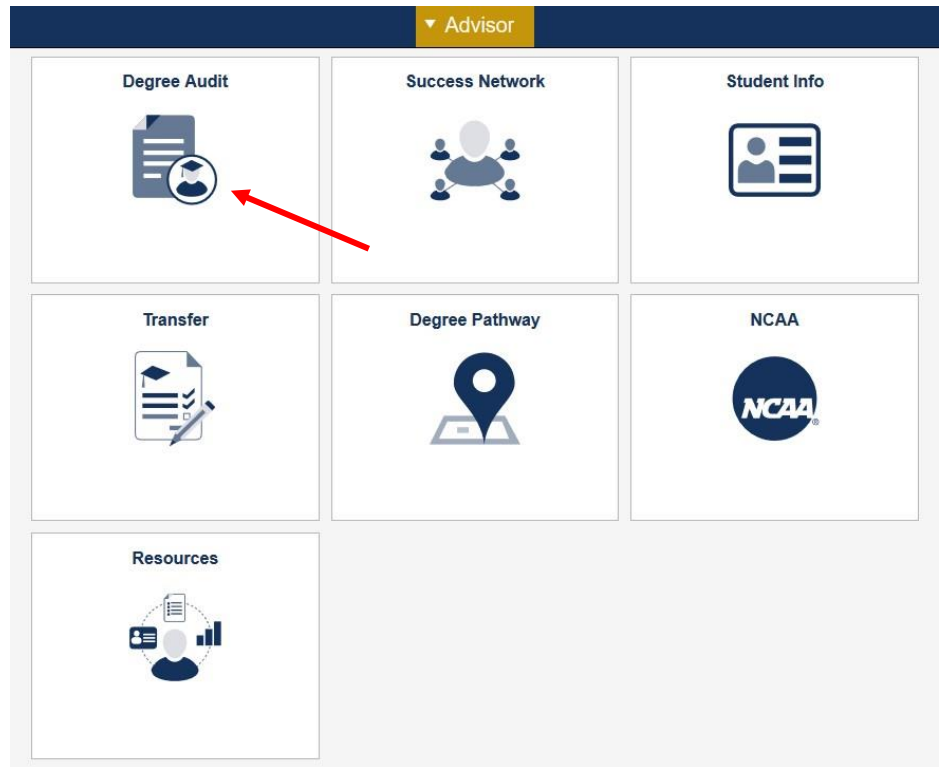# 2. <u>HOW TO RUN THE ADVISEMENT REPORT</u>
(Academic Advisement Module)

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.

<u>ADV – Academic Advisement Report</u>

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 **.**	**Request Advisement Report** Find an Existing Value Add a New Value ID 🔍 Academic Institution FIU01 🔍 Report Type 🔍 Add

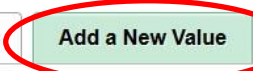|	
5. Click [Process Request] **.** Please Note: "Report Date" and "As of Dates" displays defaults values. **Do Not Change.**	**Advisement Report Request** | Advisement Report Request Log ID/Name ▮▮▮▮ ▮▮▮▮▮ Academic Institution FIU01 Florida International Univ Report Type ADV Panther Degree Audit Date Processed Report Status Request Pending *Report Date 01/10/2019 📅 *As of Date 01/01/3000 📅 Report Sequence Nbr *Report Identifier ADMIN 🔍 Administrative Request **Actions** (**Process Request**)
6. The Student's advisement's report is generated.	▮▮▮▮▮ ID ▮▮▮▮ ★ **Panther Degree Audit** Florida International Univ | Graduate This report last generated on 01/10/2019 10:46AM View Student's Academics [**Collapse All**] [**Expand All**] [**View Report as PDF**] View Status Legend ✅ Taken ◆ In Progress ★ Planned ▾ **GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563]** In order to meet graduation requirements, students must be in compliance with all of the University's Graduate policies. **GRADUATE STUDENT D FORMS CHECKLIST [RQ5255]** Submit all required forms. Status: **Not Satisfied** ▽ Appointment of Dissertation Committee [RQ5255/LN10]

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** .	**Request Advisement Report** Find an Existing Value — **Add a New Value** ID 1111111 Academic Institution FIU01 Report Type WH-IF **Add** Find an Existing Value | Add a New Value
4. **Check the "Use Career Simulation Box."** This box only appears when a What-If report type has been selected.	**Actions** **Process Request** ▼ **What-If Information** ☑ Use Career Simulation View/Change the Career Simulation Add a What-If Course

5. **Click on the "View/Change the Career Simulation."**	▼ What-If Information ☑ Use Career Simulation View/Change the Career Simulation Add a What-If Course

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** .	ID/Name [redacted] [redacted] Academic Institution FIU01 Florida International Univ Report Type WH-IF What-If Advisement Report [Copy Current Program] [Clear What-If Values] **Program What-If Data** 1 of 2 ▶ ▶│ View All *Academic Institution Florida International Univ ＋ − *Academic Career Graduate *Career Requirement Term 1171 🔍 Spring Term 2017 *Requirement Term 1111 🔍 Spring Term 2011 Student Career Nbr 1 *Academic Program GRPH 🔍 Public Health and Social Work **Plan What-If Data** 1 of 1 ▶ ▶│ View All *Requirement Term 1111 🔍 Spring Term 2011 ＋ − *Academic Plan PH:MPH 🔍 Public Health - MPH Plan Sequence 1 **Sub-plan What-If Data** 1 of 1 ▶ ▶│ View All *Requirement Term 1111 🔍 Spring Term 2011 ＋ − *Academic Sub-Plan HTHPROMTN 🔍 Health Prom and Disea Prev Plan Sequence 10 [OK]
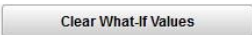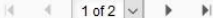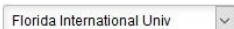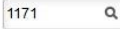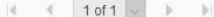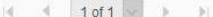
8. You will return to the previous page. Click **[Process Request]** **.**	
9. The What-If results will appear.	

PLAN – Planning Advisement Report

1. **Click "Add a New Value."** 2. **Enter the Student's Panther ID.** 3. **Under "Report Type," enter "PLAN" (to run a Planning Advisement Report), then click** [Add] **.**	**Request Advisement Report** [Find an Existing Value | **Add a New Value**] ID `1111111` 🔍 Academic Institution `FIU01` 🔍 Report Type `PLAN` 🔍 [Add] Find an Existing Value | Add a New Value

4. Click [Process Request] .	
5. The Student's "Planning Advisement Report" is generated.	
6. Any course planned by the Student appears as ⭐ **.** <u>Please Note</u>: In the "PLAN" report, a requirement could be satisfied by a planned course.	

The top table cell shows the Advisement Report Request screen:

Advisement Report Request tab | Advisement Report Request Log tab

ID/Name
Academic Institution FIU01 Florida International Univ
Report Type PLAN Planning Advisement Report
Date Processed Report Status Request Pending
*Report Date 01/24/2019 *As of Date 01/01/3000 Report Sequence Nbr
*Report Identifier ADMIN Administrative Request

Actions
(Process Request)

The middle cell shows:

Planning Advisement Report

Florida International Univ | Graduate

This report last generated on 01/24/2019 3:30PM View Student's Academics

[Collapse All] [Expand All] [View Report as PDF]

View Status Legend ✅ Taken ◆ In Progress ⭐ Planned

▶ GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563]
Expand section

The bottom cell shows:

▽ 7000 Level Courses [RQ5022/LN20]

Verify 9 units of 7000 level courses taken as specialization.
Status: In Progress

The following courses were used to satisfy this requirement:

1-8 of 8

Course	Description	Units	When	Grade	Status	Type	Repeat
PHC7162	Grant Writing	3.00	Fall Term 2025		⭐	PL	INCG
PHC7198	Adv Qual in PH	3.00	Fall Term 2025		⭐	PL	INCG
PHC7583	Policy Hlth Promo	3.00	Spring Term 2018	A	✅	EN	
PHC7584	Adv Research Designs	3.00	Spring Term 2018	A	✅	EN	
PHC7587	Theory Health Promo	3.00	Spring Term 2017	A	✅	EN	
PHC7588	History and Foundation of PH	3.00	Fall Term 2017	A	✅	EN	
PHC7702	Adv Measurement	3.00	Fall Term 2025		⭐	PL	INCG
PHC7723	PH Survey Research	3.00	Fall Term 2025		⭐	PL	INCG

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` **.**	**Request Advisement Report** Find an Existing Value **Add a New Value** ID 1111111 Academic Institution FIU01 Report Type NACT `Add` Find an Existing Value | Add a New Value

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.	

6. To find out why the student is "Inactive," click
 View Student's Academics .
 	
 <u>Please Note</u>: If the Student became inactive before PDA went live (Summer 2011), the "NACT" report may not be completely up-todate.
	Advisee Academics
	
	 ~~Ansari Dilimani~~
	
	 Institution / Career / Program [**Edit Program Data**]
	
	 FIU01 - Florida International Univ Program GRPH Public Health and Social Work
	    GRAD - Graduate Student Career Nbr 0
	     GRPH - Public Health and Social Work Status Completed Program as of 05/28/2013
	     GRPH - Public Health and Social Work Admit Term 1111 Spring Term 2011
	 Expected Graduation 1131 Spring Term 2013
	 Approved Load Full-Time
	 Load Determination Base On Units
	 Level Determination Base On Units
	
	 Plan PH:MPH Public Health - MPH
	 Requirement Term 1111 Spring Term 2011
	
	 Sub-Plan HTHPROMTN Health Prom and Disea Prev
	 Requirement Term 1111 Spring Term 2011

<u>USING THE DEGREE AUDIT REPORT</u>

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

1. <u>STRUCTURE OF PANTHER DEGREE AUDIT</u>

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.	▾ MASTER OF SCIENCE IN COMPUTER SCIENCE [RG4144] This degree provides study in state-of-the-art computer applica theoretical foundations of computer science. Status: **Not Satisfied** COMPUTER SCIENCE REQUIRED [RQ4385] Complete 15 units. Courses must be completed with an avera receive a grade less than 'B-'. Status: **Satisfied** ▷ Required Courses [RQ4385/LN10] ▷ Required Courses [RQ4385/LN15] ▷ Required Courses [RQ4385/LN17]
Each milestone in the Student's career is divided into Requirement Groups (RG). <u>Please Note:</u> Certificates are not displayed on the degree audit.	▸ GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563] ▸ MASTER OF SCIENCE IN COMPUTER SCIENCE [RG4144]

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:

    o Advance to Candidacy [RQ5120] o Completion of Dissertation [RQ4956]

PHD IN PUBLIC HEALTH: HEALTH PROMOTION AND DISEASE PREVENTION [RG4364]

This program requires 75 units of graduate level coursework. A minimum 3.00 GPA must be maintained, and all courses needed for graduation must be completed with a grade of 'B' or higher.
Status: **Not Satisfied**

ADVANCE TO CANDIDACY [RQ5120]

Complete the following with a grade of 'B' or higher.
Status: **Not Satisfied**

▷ Shared Core Courses [RQ5120/LN10]

▷ Method Courses [RQ5122/LN20]

▷ Content Courses [RQ5123/LN20]

▷ Secondary Field Courses [RQ5124/LN20]

▷ 7000 Level Courses [RQ5022/LN20]

▷ Qualifying Examination [RQ4955/LN10]

COMPLETION OF DISSERTATION [RQ4956]

Complete the following:
Status: **Not Satisfied**

▷ Dissertation [RQ4956/LN20]

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: o Shared Core Courses [RQ5120/LN10] o Method Courses [RQ5120/LN20]	**ADVANCE TO CANDIDACY [RQ5120]** Complete the following with a grade of 'B' or higher. Status: **Not Satisfied** ▷ Shared Core Courses [RQ5120/LN10] ▷ Method Courses [RQ5122/LN20] ▷ Content Courses [RQ5123/LN20] ▷ Secondary Field Courses [RQ5124/LN20] ▷ 7000 Level Courses [RQ5022/LN20] ▷ Qualifying Examination [RQ4955/LN10]
o Content Courses [RQ5120/LN30] o etc.	
Remember the Panther Degree Audit Report (PDA) is formed by RGs, RQs, and LNs.	▼ Requirement Group [RG####] REQUIREMENT [RQ####] ▷ LINE [RQ####/LN##]

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.**	ID **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
	 ▓▓▓▓▓▓
	
	 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.	**View Report as PDF**

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

View Status Legend

Requirement Status Legend

Satisfied	You have successfully completed all the course work needed to satisfy this requirement.
In Progress	This requirement will be satisfied upon successful completion of courses in which you are currently enrolled.
Not Satisfied	You must complete all outstanding coursework as outlined in your Degree Audit Report in order to satisfy this requirement.

Return

- **Satisfied** :

  Student has successfully completed all the coursework needed to satisfy this requirement.

COMPUTER SCIENCE REQUIRED [RQ4385]

Complete 15 units. Courses must be completed with an average of 'B' or higher, and only 1 course may receive a grade less than 'B-'.
Status: **Satisfied**

Required Courses [RQ4385/LN10]

Complete the Following:
Status: **Satisfied**

The following courses were used to satisfy this requirement:

					1-3 of 3	
Course	**Description**	**Units**	**When**	**Grade**	**Status**	**Type**
CEN5011	Adv Software Eng	3.00	Fall Term 2017	A	⊘	EN
COP5614	Operating Systems	3.00	Fall Term 2018	A	⊘	EN
COT5310	Thry Computation I	3.00	Spring Term 2018	A	⊘	EN

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

▽ Thesis Option [RQ4386/LN40]

Complete 9 units. A maximum of 3 units of Non-SCIS courses and a maximum of 3 units of Independent Study/Dissertation may be used.
Status: In Progress

The following courses may be used to satisfy this requirement:

		1-10 of 82				View All
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					

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

▽ Master's Thesis [RQ4386/LN50]

Complete 6 units. Once enrollment in thesis is initiated, continuous registration for at least 1 unit each semester (including the summer term) is required until the thesis requirement is fulfilled.
Status: Not Satisfied

- Units: 6.00 required, 0.00 taken, 6.00 needed
- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

		1-1 of 1				View All
Course	Description	Units	When	Grade	Status	Type	Repeat
CIS6970	Thesis	1.00 - 10.00					

---

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

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

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

o **EN: "Enrollment" - Native FIU courses.**

⊘ Taken	◇ In Progress	★ Planned

Course	Description	Units	When	Grade	Notes	Status	Type	Repeat
MAR4144	Export Marketing	3.00	Fall Term 2017	B+		⊘	EN	
TRA4721	Global Logistics	3.00	Spring Term 2018	B		⊘	EN	

- o **TR: "Transfer" - Transfer courses from another institution.**

Course	Description	Units	When	Grade	Status	Type	Repeat
MAR3023	Introduction to Marketing	3.00	Spring Term 2017	B	✓	TR	

- o **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.** • **INCG: Courses count towards both total hours and GPA.** • **M: Repeated for credit with advisor approval.**	 | GLY5754	Ap Remote Sensing	3.00	Spring Term 2005	A	⊘	EN	EXC | | Course	Description	Units	When	Grade	Status	Type	Repeat
---	---	---	---	---	---	---	---
EDH6047	College Stdnt Life	3.00	Spring Term 2012	A	⊘	EN	INCG | | Course	Description	Units	When	Grade	Status	Type	Repeat
---	---	---	---	---	---	---	---
CRW5934	Special Topics Crw	4.00	Fall Term 2009	A	⊘	IT	M	

<u>Please Note</u>: 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.

HOSPITALITY ELECTIVES [RQ4329]

Complete the following:
Status: **Satisfied**

▷ 5000/6000 Level Hospitality Electives [RQ4329/LN10]

Shared Core Courses [RQ5120/LN10]

Complete 12 units.
Status: **Satisfied**

The following courses may be used to satisfy this requirement:

| | | | | | | | | 1-4 of 4 ∨ | | | View All |

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	

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

Health Systems Research Content [RQ5955/LN30]

Complete the following courses.
Status: **Not Satisfied**

- Units: 15.00 required, 0.00 taken, 15.00 needed

The following courses may be used to satisfy this requirement:

| | | | | | | | | 1-5 of 5 ∨ | | | View All |

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**

> **Collapse All**

or

> **Expand All**

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:**

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

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

Panther Degree Audit

Florida International Univ | Graduate

This report last generated on   01/25/2019 11:48AM   View Student's Academics   Transfer Credit Report   New Window

Collapse All	Expand All	View Report as PDF

View Status Legend	⊘ Taken	◆ In Progress	★ Planned

▶ GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563]

▶ MASTER OF SCIENCE IN HOSPITALITY MANAGEMENT [RG4125]

The Panther Degree Audit is a supplemental report used for planning. This report may not yet contain all current exception requests submitted by your Department. Final confirmation that you have met all degree requirements is subject to the approval of your academic unit. If you have any questions regarding the Panther Degree Audit, please contact your Department.

Return to Report Request   View Report Request Log

▽ Non-Thesis Option [RQ4386/LN30]

Complete 15 units. A maximum of 3 units of Non-SCIS courses and a maximum of 3 units of Independent Study/Dissertation may be used.
Status: **Not Satisfied**

   • Units: 15.00 required, 12.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

| | | 1-10 of 82 ⌄ | ▶ ▶| | View All |

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					

- ○ **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.

▽ Thesis Option [RQ4386/LN40]

Complete 9 units. A maximum of 3 units of Non-SCIS courses and a maximum of 3 units of Independent Study/Dissertation may be used.
Status: In Progress

The following courses may be used to satisfy this requirement:

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		Credit Source Type	External
Career	Undergraduate		Source Institution	Miami Dade College
Program	Undergraduate Education			

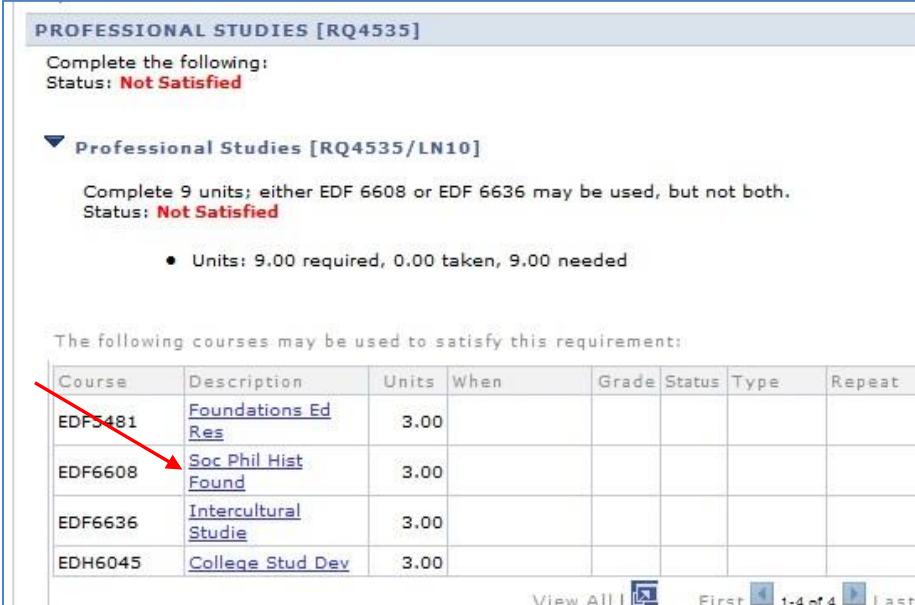| Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Summer Term 2015	STA 2023	3.00	C	Posted	STA 2023	3.000	C	
Summer Term 2015	SPC 1017	3.00	C	Posted	SPC 2608	3.000	C	
Summer Term 2015	SLS 1510	3.00	A	Posted	SLS 1501	0.000	A	Exclude Repeat - No Credit
Summer 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	

PLANNER AND SHOPPING CART FEATURE

This section will show you how Students may use their planner and shopping cart features.

<u>Please Note</u>: Advisors do not have access to this feature.

1. Students with "Not Satisfied" sections will be able to click on courses to add them to their planner and shopping cart. **Clicking on a course will open a new page.**	**PROFESSIONAL STUDIES [RQ4535]** Complete the following: Status: **Not Satisfied** ▼ Professional Studies [RQ4535/LN10] Complete 9 units; either EDF 6608 or EDF 6636 may be used, but not both. Status: **Not Satisfied** • Units: 9.00 required, 0.00 taken, 9.00 needed The following courses may be used to satisfy this requirement: *See table below*

Table from panel 1:

Course	Description	Units	When	Grade	Status	Type	Repeat
EDF5481	Foundations Ed Res	3.00					
EDF6608	Soc Phil Hist Found	3.00					
EDF6636	Intercultural Studie	3.00					
EDH6045	College Stud Dev	3.00					
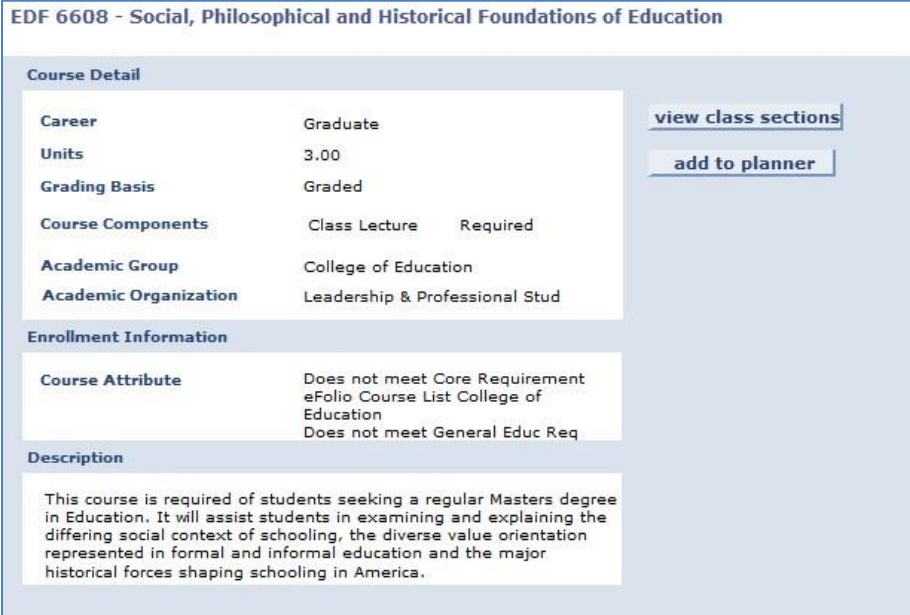
View All | 🖼   First ◀ 1-4 of 4 ▶ Last

2. The Student may either send the course to their [add to planner] **"Planner" by clicking** **or to their "Shopping Cart" by clicking** [view class sections].	**EDF 6608 - Social, Philosophical and Historical Foundations of Education** **Course Detail** [view class sections] [add to planner] Career — Graduate Units — 3.00 Grading Basis — Graded Course Components — Class Lecture Required Academic Group — College of Education Academic Organization — Leadership & Professional Stud **Enrollment Information** Course Attribute — Does not meet Core Requirement eFolio Course List College of Education Does not meet General Educ Req **Description** This course is required of students seeking a regular Masters degree in Education. It will assist students in examining and explaining the differing social context of schooling, the diverse value orientation represented in formal and informal education and the major historical forces shaping schooling in America.

3. **If the Student adds a course to their "Planner," a message will appear, indicating that the course has been added.**

   Planned course will appears with a ☆ in the "PLAN" Report.

✔ EDF 6608 has been added to your Planner.

Return to My Panther Degree Audit

EDF 6608 - Social, Philosophical and Historical Foundations of Education

Course Detail

Career	Graduate	view class sections
Units	3.00	add to planner
Grading Basis	Graded	
Course Components	Class Lecture Required	
Academic Group	College of Education	
Academic Organization	Leadership & Professional Stud	

Enrollment Information

Course Attribute	Does not meet Core Requirement eFolio Course List College of Education Does not meet General Educ Req

Description

This course is required of students seeking a regular Masters degree in Education. It will assist students in examining and explaining the differing social context of schooling, the diverse value orientation represented in formal and informal education and the major historical forces shaping schooling in America.

PROFESSIONAL STUDIES [RQ4535]

Complete the following:
Status: **Not Satisfied**

▼ Professional Studies [RQ4535/LN10]

Complete 9 units; either EDF 6608 or EDF 6636 may be used, but not both.
Status: **Not Satisfied**

- Units: 9.00 required, 0.00 taken, 9.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
EDF5481	Foundations Ed Res	3.00					
EDF6608	Soc Phil Hist Found	3.00			☆		
EDF6636	Intercultural Studie	3.00					
EDH6045	College Stud Dev	3.00					

View All | 🗗   First ◀ 1-4 of 4 ▶ Last

4. If the Student sends the course to their "Shopping Cart," further details will appear below.

☐ **Click on the "Terms Offered" drop down menu to change the term if necessary.**

☐ **Click** `select` **to choose the desired section.**

☐ **Click** `NEXT` **to continue.**

EDF 5481 - Foundations of Educational Research

Course Detail

Career	Graduate	`view class sections`
Units	3.00	`add to planner`
Grading Basis	Graded	
Course Components	Class Lecture Required	
Academic Group	College of Education	
Academic Organization	Leadership & Professional Stud	

Enrollment Information

Course Attribute	Does not meet Core Requirement eFolio Course List College of Education Does not meet General Educ Req

Description

Competencies required for critical understanding, evaluation, and use of published educational research: Understanding quantitative and qualitative methods; sampling; measurement; data collection and analysis; and inference process.

Course Schedule

Terms Offered   Spring Term 2012 ▼   `show sections`

My Class Schedule   `show all`

EDA 7236   Mo 5:00PM - 7:40PM
Graham Center 273B
Modesto A. Maidique Campus

Shopping Cart

Your shopping cart is empty.

🟢 Open   🔲 Closed

EDF 5481 sections for Spring Term 2012

Section	Session	Status	
P80-C (11509)	1	🟢	`select`

Days	Start	End	Room	Instructor	Dates
Mo	5:00PM	7:40PM	Broward Pines Center 108	Adria Karle	01/09/2012 - 04/21/2012

EDF 5481 - Foundations Ed Res

Class Preferences

EDF 5481-U01   Cls Lectur 🟢 Open

		Permission Nbr	[ ]
		Grading	Graded
Session	Regular Academic Session	Units	3.00
Career	Graduate		

Enrollment Information
- Please Note: BBA Online Non-FL Resident Program students may not enroll in this class section.
- eFolio Course List College of Education

`CANCEL` `NEXT`

Section	Component	Days & Times	Room	Instructor	Location	Start/End Date
U01	Cls Lectur	Tu 5:00PM - 7:40PM	Graham Center 275A	Marc Weinstein	Modesto A. Maidique Campus	01/09/2012 - 04/21/2012

- **The course will appear in the "Shopping Cart" Section.**

- **Click on "Shopping Cart."**

- **Student will be able to enroll from "Shopping Cart" once they have an assigned enrollment date.**

EDF 5481 - Foundations Ed Res

Class Preferences

EDF 5481-U01   Cls Lectur ● Open   Permission Nbr [   ]

Grading   Graded

Session   Regular Academic Session   Units   3.00

Career   Graduate

Enrollment Information

- Please Note: BBA Online Non-FL Resident Program students may not enroll in this class section.
- eFolio Course List College of Education

[CANCEL] [NEXT]

Section	Component	Days & Times	Room	Instructor	Location	Start/End Date
U01	Cls Lectur	Tu 5:00PM - 7:40PM	Graham Center 275A	Marc Weinstein	Modesto A. Maidique Campus	01/09/2012 - 04/21/2012

✓ EDF 5481 has been added to your Shopping Cart.
To enroll in classes from your Spring Term 2012 Shopping Cart, click here.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. A "validate" button becomes available when you have a registration appointment or during the open enrollment period.

Click Validate to have the system check for possible conflicts prior to enrolling.

Spring Term 2012 | Graduate | Florida International Univ

● Open   ■ Closed

Add to Cart:

Enter Class Nbr

[   ] [enter]

Find Classes

◉ Class Search

○ My Requirements

○ My Planner

[search]

Spring Term 2012 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Location	Units	Status
☐	EDF 5481-U01 (11511)	Tu 5:00PM - 7:40PM	Graham Center 275A	M. Weinstein	Modesto A. Maidique Campus	3.00	●

for selected: [delete] [validate] [enroll]

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.

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.

   Navigation: FIU Custom ⇨ Academic Advising ⇨ Use ⇨ Request Student Exceptions

1. Click "Degree Audit" tile from the Advisor Homepage.

2. Select "Request Student Exceptions" from the left side. 3. Click on "Add a New Value."	
4. Enter the Student's Panther ID, choose their Academic Career, and click **Add**.	

5. You will be directed to "Request Student Exception" form.

Please Note: You can add as many requests as needed by clicking ➕.

Request Student Exception   Academic Career: GRAD

Student's Name

| Direct Exceptions To | 🔍 | ◁ ◀ 1 of 1 ▶ ▷ | View All |

Exception 1
Sequence   Entered on: 02/11/2019

Advisor:

*Operation Code: [▾]   *Processed? N

*Req Group: [🔍]

*Acad Requirement: [🔍]

Line Nbr: [🔍]

*Reason for Exception
[   ]

Save   Add   Update/Display   Include History

6. If you click Add **and you receive this message:**

This means there is an existing record for the Student. Click on the Student's Panther ID to continue.

Request Student Exceptions

Find an Existing Value	Add a New Value

Student ID [🔍]

Academic Institution FIU01

Academic Career GRAD 🔍

Add

The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.

Search Results

View All |◄ ◄   1-1 of 1 ▼ ► ►|

Student ID	Academic Institution	Academic Career
	FIU01	GRAD

Find an Existing Value | Add a New Value

7. You will be directed to "Request Student Exception" form. **Click ⊞ to add a new record.**	**Request Student Exception** Academic Career: GRAD Student's Name **Direct Exceptions To** 🔍 | ⏮ ◀ 1 of 1 ▶ ⏭ | View All Exception 1 ➕ ➖ Sequence Entered on: 02/11/2019 Advisor: *Operation Code: [⌄] *Processed? [N] *Req Group: [🔍] *Acad Requirement: [🔍] Line Nbr: [🔍] *Reason for Exception [ ] [Save] [Add] [Update/Display] [Include History]
6. Under "Operation Code." Select the type of exception you will be requesting: • **Course Directive** • **Requirement Change** • **Requirement Waiver**	**Request Student Exception** Academic Career: GRAD Student's Name **Direct Exceptions To** 🔍 | ⏮ ◀ 1 of 1 ▶ ⏭ | View All Exception 1 ➕ ➖ Sequence Entered on: 02/11/2019 Advisor: *Operation Code: [Course Directive ⌄] *Processed? [N] Course Directive Requirement Change *Req Group: Requirement Override Requirement Waiver *Acad Requirement: Line Nbr: [🔍] *Reason for Exception [ ]
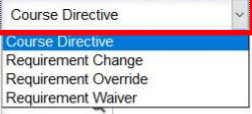
7. There are four fields that are always required regardless of the selected "Operation Code." • **Enter "Requirement Group (RG)" number or click on 🔍 to select from a list.** • **Enter "Requirement (RQ)" number or**	*Req Group: [🔍] *Acad Requirement: [🔍] Line Nbr: [🔍] *Reason for Exception [ ]
click on 🔍 to select from a list. • **Enter "Line Nbr (LN)" or click on 🔍 to select from a list.** Please Note: This field requires a four digit number. **Please use 0 or 00 before your "Line Nbr." For example, "0030" or "0110."** • **Enter description regarding request in "Reason for Exception" field.** Please Note: This information will be displayed on the Student's PDA. Student will see this note once it has been processed.	***Reason for Exception** [ ]
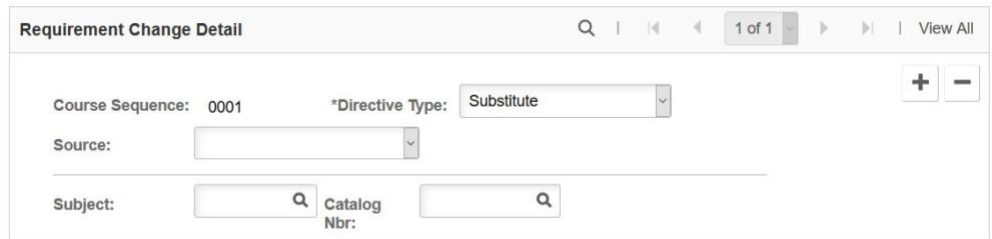
Types of Exceptions:

- **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.**
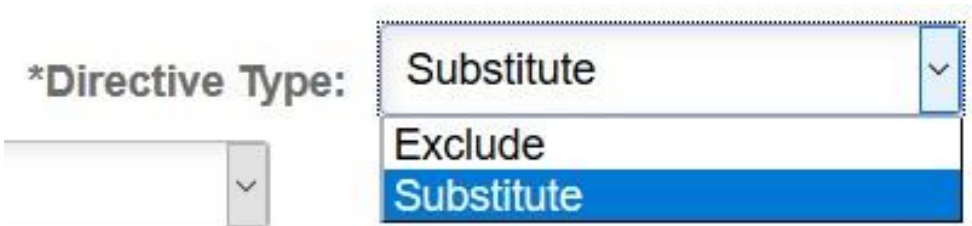
- **Directive Type:**

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

  - o **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.

Requirement Change Detail	Q | I◀ ◀ 1 of 1 ▶ ▶I | View All

Course Sequence: 0001   *Directive Type: Substitute

Source:

Subject: 🔍   Catalog Nbr: 🔍

*Directive Type: Substitute

Exclude
Substitute

Course Source:

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

- o **Enrollment**: Courses that the Student took at FIU.

- o **Other Credit**: Course Waiver processed by TCPC.

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

- o **Transfer Courses**: Courses taken at another institution.

Source:

Subject: Catalog Nbr:

Source:

Course Offerings
Enrollment
Other Credit
Test Credit
Transfer Courses

Subject:

Input or select the Subject & Catalog Number for the course(s). Please <u>Note</u>: You can add as many course changes as needed for the RG, RQ, and LN by clicking ➕ . ☐ **Requirement Change: Indicates that the override acts as a**	Course Sequence: 0001 *Directive Type: Substitute Source: [⌄] Subject: [🔍] Catalog Nbr: [🔍]

change to a specific requirement.

o **Change "Units" or "Courses" to the desired amount.**

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

Exception Sequence	1				Entered on:	02/11/2019

Advisor:

*Operation Code: Requirement Change   *Processed? N

*Req Group:

*Acad Requirement:

Line Nbr:

*Reason for Exception

Requirement Change Detail   🔍 | |◄ ◄   1 of 1   ► ►| | View All

Minimum Units: Maximum Units Allowed:

Minimum Courses: Maximum Courses Allowed:

Requirement Change Detail   🔍 | |◄ ◄

Minimum Units: Maximum Units Allowed:

Minimum Courses: Maximum Courses Allowed:

▽ **Professional Studies Group II [RQ4535/LN20]**

Complete one course.
Status: **Not Satisfied**

- Units: 3.00 required, 0.00 taken, 3.00 needed

▽ **Application Development [RQ4282/LN30]**

Choose from the following:
Status: **Not Satisfied**

- Courses: 2 required, 0 taken, 2 needed

Requirement   Waiver:
☐ **Indicates that the override waives a specific requirement.**

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

*Operation Code: Requirement Waiver

*Req Group: 🔍

*Acad Requirement: 🔍

Line Nbr: 🔍

*Reason for Exception

8. Click **Save** .

Please Note:
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.

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

*Processed? [N] → *Processed? [Y]

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 NonDegree 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 o 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 Prefix: [ ][ ]   Course Type: [ ]
Course Number: [ ][ ][ ]   Course Section [ ][ ]   Course Number [ ][ ][ ]   Course Section: [ ][ ]
Term and Year Taken: _____ Include [ ]   Term and Year Taken: _____ Include [ ]

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

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

Course Prefix: [ ][ ]   Course Type: [ ]   Course Prefix: [ ][ ]   Course Type: [ ]
Course Number: [ ][ ][ ]   Course Section: [ ]   Course Number [ ][ ][ ]   Course Section: [ ][ ]
Term and Year Taken: _____ Include [ ]   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. When requesting transfer courses, please provide one of the following:
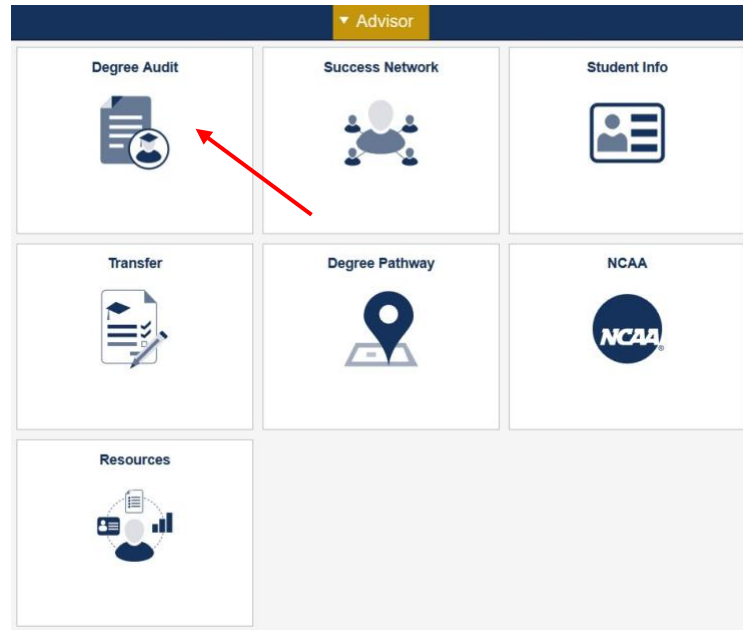
- Lump Sum
- Equivalency to an FIU Course
- Lump Sum and FIU Equivalency

<u>All transfer course request should be sent to</u>:
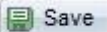Henry Cheng, Office of the Registrar, hkcheng@fiu.edu

<u>MAINTAINING STUDENT GROUPS</u>

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 **.**

	Student Groups Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Limit the number of results to (up to 300): 300 ID: begins with ▾ 1234567 Campus ID: begins with ▾ National ID: begins with ▾ Last Name: begins with ▾ First Name: begins with ▾ ☐ Include History ☐ Correct History ☐ Case Sensitive Search	Clear	Basic Search	Save Search Criteria
3. Enter Student Group "Code" and then click 🖫 **Save .** <u>Please Note:</u> 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	**Student Groups** Roary Panther 1111111 Find | View All First ◀ 1 of 1 ▶ Last ➕ ➖ *Academic Institution: FIU01 🔍 Florida International Univ *Student Group: 🔍 Find | View All First ◀ 1 of 1 ▶ Last ➕ ➖ *Effective Date: 📅 *Status: Active ▾ Comments Last Update Date/Time: Updated By: Type: 🖫 Save 🔍 Return to Search 📧 Notify 📄 Update/Display 📄 Include History 📝 Correct History
4. Run a PDA report to verify successful set up	**PROFESSIONAL DEVELOPMENT SEMINAR [RQ4235]** Complete the following: Status: Satisfied ▼ Professional Development Seminar I [RQ4235/LN10] Complete all seminar requirements. Status: Satisfied

If you have any questions after reviewing this tutorial, please contact psda@fiu.edu.