FIU | **Academic and Career Success**

Academic Advising Technology

PANTHER DEGREE AUDIT (PDA)
UNDERGRADUATE ADVISORS TRAINING MANUAL

Be Worlds Ahead

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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.

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 their students' academic transcript and degree audit in one source via PantherSoft Campus Solutions. Undergraduate 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 the 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.

The best way to request your Student's Panther Degree Audit reports:

1. Using the Fluid Homepage
   o This method allows advisors and units to run different types of reports.

There are three main Reports you will use:
- ADV – Academic Advisement Report
  o 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
  o 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
  o 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.

1. HOW TO RUN A DEGREE AUDIT REPORT
(Degree Audit tile)

Log into MyFIU at my.fiu.edu with your Panther ID and Password.	**FIU** PantherSoft Campus Solutions Username Password **Log In** **Manage Account** Need Help?
1. From the Advisor homepage, click on the Degree Audit tile.	**Degree Audit**

2. The Request Advisement Report form will generate.	**< Advisor** **Request Advisement Report** **Request PDA Report** My Advisees Academic Summary Student Unofficial Transcript Student Groups Request Student Exceptions Authorize Student Exceptions Graduation Certifications **Request Advisement Report** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Add a New Value ▼ Search Criteria ID = ▼ Academic Institution = ▼ FIU01 Report Type = ▼ Report Date = ▼ Report Sequence = ▼ Report Identifier begins with ▼ User ID begins with ▼ Date Processed = ▼ Report Status = ▼ ☐ Case Sensitive Limit the number of results to (up to 300): 300 Search Clear Basic Search Save Search Criteria
3. Next click on the Add a New Value tab.	

4. After clicking the Add a New Value tab, you may enter the student's Panther ID in the ID box.

5. **Next, click on the** 🔍 **to select the Report Type.**	# Request Advisement Report **Find an Existing Value** / **Add a New Value** ID 🔍 Academic Institution FIU01 🔍 Report Type 🔍
6. **There are different report types to select. To generate the most updated version of the student's PDA, select "Panther Degree Audit" or "ADV" as the report type.**	

7. **After inputting the PID and report type, then click on the Add button.**	**Look Up Report Type** ✕ Help User ID 1331620 Academic Institution FIU01 Transcript Type begins with ▾ [ ] Description begins with ▾ [ ] [Search] [Clear] [Cancel] Basic Lookup Search Results View 100 ⏮ ◀ 1-5 of 5 ▾ ▶ ⏭ **Transcript Type** **Description** ADV Panther Degree Audit NACT Inactive Student Report NO-IP No In-Progress PDA PLAN Planning Advisement Report WH-IF What-If Advisement Report
8. **This will take you to a new screen where you will then click on the Process Request button.**	**Request Advisement Report** **Request Advisement Report** [Find an Existing Value] [Add a New Value] ID [######] 🔍 Institution [FIU01] 🔍 Report Type [ADV] 🔍 [Add] ← Find an Existing Value | Add a New Value

Request Advisement Report

Advisement Report Request | Advisement Report Request Log

ID/Name	
tion FIU01	Florida International Univ
Report Type ADV	Panther Degree Audit
Date Processed	**Report Status** Request Pending
*Report Date 05/15/2019	***As of Date** 01/01/3000 **Report Sequence Nbr**
*Report Identifier ADMIN	Administrative Request

Actions

Process Request

Save   Add   Update/Display

Advisement Report Request | Advisement Report Request Log

---

9. This will generate an updated version of the student's Panther Degree Audit.

ID

Panther Degree Audit

Florida International Univ | Undergraduate

This report last generated on   05/15/2019 11:50AM

View Student's Academics   Transfer Credit Report

Expand All   View Report as PDF

View Status Legend   ⊘ Taken   ◆ In Progress   ★ Planned

▸ FIU UNIVERSITY CORE CURRICULUM [RG4003]

▾ UNDERGRADUATE REQUIREMENTS [RG4010]

Complete the following requirements:
Status: **In Progress**

FLENT/FLEX [RQ4024]

Complete the Foreign Language Competency requirement.
Status: **Satisfied**

SUMMER ENROLLMENT [RQ4027]

Complete 9 units.
Status: **Satisfied**

GLOBAL LEARNING REQUIREMENT [RQ5700]

Students must take a minimum of two courses.

Freshmen (entering Summer 2010 or later):
- One Foundations Course and One Discipline-Specific Course.

Transfers (entering Fall 2011 or later):

WH-IF: What-If Advisement Report

1. **Click on "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 1234567 Academic Institution FIU01 Report Type WH-IF [Add]
4. **Check the "Use Career Simulation Box."** This box only appears when a What-If report type has been selected.	▼ 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 . Please Note: "Advisement Status" should always be changed to "include" for each populated section.	ID/Name 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 1 ▾ View All *Academic Institution Florida International Univ ▾ *Academic Career Undergraduate ▾ *Career Requirement Term 1178 🔍 Fall Term 2017 *Requirement Term 1178 🔍 Fall Term 2017 Student Career Nbr 1 *Academic Program UGBU 🔍 Business Administration **Plan What-If Data** 1 of 1 ▾ View All *Requirement Term 1178 🔍 Fall Term 2017 *Academic Plan MRKET:BBA 🔍 Marketing - BBA Plan Sequence 10 **Sub-plan What-If Data** 1 of 1 ▾ View All *Requirement Term 🔍 *Academic Sub-Plan 🔍 Plan Sequence 10 OK
8. You will return to the previous page. Click Process Request .	

	Advisement Report Request Advisement Report Request Log

ID/Name   5   io
Academic Institution FIU01   Florida International Univ
Report Type WH-IF   What-If Advisement Report
Date Processed   Report Status   Request Pending
*Report Date 05/15/2019   *As of Date 01/01/3000 Report Sequence Nbr 19
*Report Identifier ADMIN   Administrative Request

Actions

(Process Request)

▼ **What-If Information**
☑ Use Career Simulation   View/Change the Career Simulation
Add a What-If Course

[Save]   [Add] [Update/Display]

Advisement Report Request | Advisement Report Request Log |
| **9. The What-If results will appear.** | ID   ★

What-If Advisement Report

Florida International Univ | Undergraduate

This report last generated on 05/15/2019 12:27PM   View Student's Academics   Transfer Credit Report

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

⊘ Taken   ◆ In Progress   ★ Planned   ? What-if

▶ FIU UNIVERSITY CORE CURRICULUM [RG4003]

▶ UNDERGRADUATE REQUIREMENTS [RG4010]

▶ HONORS COLLEGE REQUIREMENTS [RG4261] |

PLAN: Planning Advisement Report

1. **Click on "Add a New Value."** 2. **Enter the Student's Panther ID.** 3. **Under "Report Type," enter "PLAN," then click** **Add** **.**	**Request Advisement Report** _Find an Existing Value_ **Add a New Value** ID `1234567` Academic Institution `FIU01` Report Type `PLAN` **Add**
4. **Click:** **Process Request**	**Advisement Report Request** Advisement Report Request Log ID/Name Academic Institution FIU01 Florida International Univ Report Type PLAN Planning Advisement Report Date Processed Report Status Request Pending *Report Date `05/15/2019` *As of Date `01/01/3000` Report Sequence Nbr *Report Identifier `ADMIN` Administrative Request **Actions** **Process Request** **Save** **Add** **Update/Display**

5. The Student's "Planning Advisement Report" is generated.	**Planning Advisement Report** Florida International Univ | Undergraduate This report last generated on 05/15/2019 12:38PM View Student's Academics Transfer Cred [Collapse All] [Expand All] [View Report as PDF] View Status Legend ✓ Taken ◆ In Progress ★ Planned ▸ FIU UNIVERSITY CORE CURRICULUM [RG4003] ▾ UNDERGRADUATE REQUIREMENTS [RG4010] Complete the following requirements: Status: **In Progress** FLENT/FLEX [RQ4024] Complete the Foreign Language Competency requirement. Status: **Satisfied** SUMMER ENROLLMENT [RQ4027]
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.	**HUMANITIES WITH WRITING [RQ4009]** **Satisfied:** Complete 1 course from the following: ▽ Humanities With Writing [RQ4009/LN10] **Satisfied:** Complete 3 units with a minimum grade of 'C'. The following courses may be used to satisfy this requirement: | Course	Description	Units	When	Grade	Notes	Status	Type	Repeat | |---|---|---|---|---|---|---|---|---| | AFH2000 | African Civ | 3.00 | Fall Term 2014 | | | ★ | PL | | | AMH2041 | Origins Amer Civ | 3.00 | | | | | | |

NACT: Inactive Student Report

2. Click on "Add a New Value." 4. Enter the Student's Panther ID. 5. Under "Report Type," enter "NACT," then click [Add].	**Request Advisement Report** [Find an Existing Value] [Add a New Value] ID 1234567 Academic Institution FIU01 Report Type NACT [Add]
7. Click [Process Request]	[Advisement Report Request] [Advisement Report Request Log] ID/Name ▮▮▮▮ ▮▮▮▮ Academic Institution FIU01 Florida International Univ Report Type NACT Inactive Student Report Date Processed Report Status Request Pending *Report Date 05/15/2019 *As of Date 01/01/3000 Report Sequence Nbr *Report Identifier ADMIN Administrative Request **Actions** [Process Request] [Save] [Add] [Update/Display] Advisement Report Request	Advisement Report Request Log

8. The Student's "Inactive Student Report" is generated.	ID _____ **Inactive Student Report** Florida International Univ	Undergraduate This report last generated on 05/15/2019 2:52PM View Student's Academics Transfer Credit [Collapse All] [Expand All] [View Report as PDF] View Status Legend ⊘ Taken ◆ In Progress ★ Planned ▸ UNIVERSITY CORE CURRICULUM [RG4003] ▸ UNDERGRADUATE REQUIREMENTS [RG4010] ▾ SCHOOL OF JOURNALISM & MASS COMMUNICATIONS [RG5219]

9. To find out why the student is "Inactive," click <u>View Student's Academics</u>**.**
 	
<u>Please Note</u>: If the Student became inactive before PDA went live (Summer 2011), the "NACT" report may not be completely up-to-date.
	Advisee Academics
	_____
	
	| Institution / Career / Program
		[Edit Program Data] |
		
		└ FIU01 - Florida International Univ
		  └ UGRD - Undergraduate
		    └ **UGJM - Journal and Mass Communication**
		    └ UDBAS - Arts and Sciences - Upper Div
		    └ UGAS - Arts and Sciences
		    └ NUSP - Non-degree Undergrad Special
		
		Program UGJM Journal and Mass Communication
		Student Career Nbr 0
		Status Completed Program as of 04/30/2011
		Admit Term 1068 Fall Term 2006
		Expected Graduation 1111 Spring Term 2011
		Approved Load Full Time
		Load Deter

USING THE DEGREE AUDIT REPORT

This section will describe each component of the Panther 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.	**▾ FIU UNIVERSITY CORE CURRICULUM [RG4003]** In Progress The University Core Curriculum requirements are for students admitted to FIU beginning Fall 2015 as transfer students with less than an AA from a public FL school, or as Freshmen beginning Summer 2015. **FIRST YEAR EXPERIENCE [RQ4001]** Complete 1 course. ▽ First Year Experience [RQ4001/LN10] High-school-earned college credit does not exempt FTIC students from this requirement. Status: **Satisfied** The following courses were used to satisfy this requirement: View All | 　　First ◁ 1 of 1 ▷ Last | Course	Description	Units	When	Grade	Status	Type	Repeat
---	---	---	---	---	---	---	---
SLS1501	First Year Exper	1.00	Spring Term 2017	A	✅	TR		
Each milestone in the Student's career is divided into Requirement Groups (RG). <u>Please Note:</u> Minors and certificates are not displayed on the degree audit.	▸ FIU UNIVERSITY CORE CURRICULUM [RG4003] ▸ UNDERGRADUATE REQUIREMENTS [RG4010] ▸ COLLEGE OF ARTS, SCIENCES & EDUCATION [RG4011] ▸ ADDITIONAL COURSES [RG4012] ▸ ENGLISH BA [RG4050] ▸ ENGLISH BA - WRITING AND RHETORIC TRACK [RG5471]

Each RG is formed by Requirements (RQ):
 	
• In the example, the "University Core Curriculum [RG4003]" has Requirements (RQ) that need to be satisfied. In this case, those requirements are:
 	
   o First Year Experience [RQ4001]
   o English Composition [RQ4002]
   o Humanities with Writing—Historical [RQ4004]
	▼ FIU UNIVERSITY CORE CURRICULUM [RG4003]
	
	In Progress The University Core Curriculum requirements are for students admitted to FIU beginning Fall 2015 as transfer students with less than an AA from a public FL school, or as Freshmen beginning Summer 2015.
	
	FIRST YEAR EXPERIENCE [RQ4001]
	
	Complete 1 course.
	
	▷ First Year Experience [RQ4001/LN10]
	
	COMMUNICATION [RQ4002]
	
	Complete 2 three-unit courses.
	
	NOTE: Complete ONE of the TWO English Composition sequences below.
	Status: **Satisfied**
	
	▷ English Composition [RQ4002/LN10]
	
	HUMANITIES - GROUP ONE [RQ4004]
	
	Complete the following:
	Status: **Satisfied**
	
	▷ Humanities - Group One [RQ4004/LN10]

Each RQ contains Lines (LN). To view each Line, click ▷ to expand:
 	
• In the example, the "Quantitative Reasoning" requirement "[RQ4003]" has two Lines (LN) that need to be satisfied:
 	
   o Mathematics Courses [RQ4003/LN10]
   o Second Quantitative Reasoning [RQ4003/LN30]
	MATHEMATICS [RQ4003]
	
	Complete the following with a minimum grade of 'C':
	Status: **Satisfied**
	
	▷ Mathematics Group One [RQ4003/LN10]
	▷ Mathematics Group Two [RQ4003/LN30]

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.**	**Roary Panther** **ID: 1111111** ⊘ **Panther Degree Audit** Florida International Univ | Undergraduate
4. **The report will display the date the report was last generated. This should reflect the current date.**	This report last generated on 02/01/2018 3:20PM

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.

Faculty Center | Advisor Center | Search

My Advisees | Student Center | Transfer Credit | **Academics**

Advisee Academics

Institution / Career / Program		Edit Program Data

FIU01 - Florida International Univ
   UGRD - Undergraduate
      UGASE - Arts, Sciences & Education

Program **UGASE**   Arts, Sciences & Education
Student Career Nbr **0**
Status **Active in Program**   as of 12/12/2017
Admit Term **1171**   Spring Term 2017
Expected Graduation
Approved Load **Full-Time**
Load Determination **Base On Units**
Level Determination **Base On Units**

Plan **ENGL:BA**   English - BA
Requirement Term **1171**   Spring Term 2017

Sub-Plan **WRTRHET**   Writing and Rhetoric
Requirement Term **1178**   Fall Term 2017

Term Summary		Edit Term Data

FIU01 - Florida International Univ   Spring Term 2018
   UGRD - Undergraduate
      1181 - Spring Term 2018
      1178 - Fall Term 2017
      1175 - Summer Term 2017
      1171 - Spring Term 2017

Eligible to Enroll **Yes**
Primary Program **UGASE**   Arts, Sciences & Education
Academic Standing Status **Data unavailable**

▼ Level / Load

Academic Level - Projected   **Col Junior**
Academic Level - Term Start   **Col Junior**
Academic Level - Term End   Col Junior

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. "Status Legend" will bring you to a new page. Each RG, RQ, and LN has a displayed status.	**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.
• **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.**	**FIRST YEAR EXPERIENCE [RQ4001]** Complete 1 course. ▽ First Year Experience [RQ4001/LN10] High-school-earned college credit does not exempt FTIC students from this requirement. Status: Satisfied The following courses were used to satisfy this requirement: View All | First 1 of 1 Last | Course	Description	Units	When	Grade	Status	Type	Repeat
---	---	---	---	---	---	---	---
SLS1501	First Year Exper	1.00	Spring Term 2017	A	✓	TR		

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

GORDON RULE WITH WRITING (GRW) REQUIREMENT [RQ5582]

Students are required to demonstrate college-level writing skills through six semester hours of Gordon Rule Writing-designated courses (GRW). To fulfill this requirement, students can select any two GRW-designated courses in the University Core Curriculum. These courses can be from the same or different categories.
Status: In Progress

▽ **Gordon Rule with Writing [RQ5582/LN10]**

Status: In Progress

The following courses were used to satisfy this requirement:

View All | First ◀ 1-6 of 6 ▶ Last

Course	Description	Units	When	Grade	Status	Type	Repeat
ENC3311	Adv Writing & Res	3.00	Spring Term 2018		◆	IP	
ENG2012	Approaches To Lit	3.00	Spring Term 2017	A	✔	EN	
GRW UCC1	UCC Gordon Rule Writing	0.00	Spring Term 2017	A	✔	TR	
GRW UCC1	UCC Gordon Rule Writing	0.00	Spring Term 2017	A	✔	TR	
GRW UCC1	UCC Gordon Rule Writing	0.00	Spring Term 2017	A	✔	TR	
GRW UCC1	UCC Gordon Rule Writing	0.00	Spring Term 2017	A	✔	TR	

▽ **Creative Writing [RQ5888/LN10]**

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

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

View All | First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Status	Type	Repeat
CRW3010	Forms and Practices	3.00					

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.**

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

  o **TE: "Test Credit" - Credits from exams,**

✔ Taken   ◆ In Progress   ★ Planned

View All | First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Status	Type	Repeat
ENG2012	Approaches To Lit	3.00	Spring Term 2017	A	✔	EN	

View All | First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Notes	Status	Type	Repeat
HUM UCC2	UCC Humanities - Grp Two	3.00	Spring Term 2017	A		✔	TR	

Course	Description	Units	When	Grade	Notes	Status	Type	Repeat
MAC2311	Calculus I	4.00	Summer Term 2011	TR		✅	TE	

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

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

View All | ⤢   First ◀ 1-2 of 2 ▶ Last

Course	Description	Units	When	Grade	Status	Type	Repeat
ENC3311	Adv Writing & Res	3.00	Spring Term 2018		◆	IP	
POS3603	Consti Law:Powers	3.00	Spring Term 2018		◆	IP	

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.**

- **T: Courses do not count towards total hours and are excluded from the GPA. (This code correlates to the Forgiveness Policy.)**

- **R: Courses count towards both total hours and GPA. (This code correlates to the Forgiveness Policy.)**

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

R

EXC

View 10 | ⤢   First ◀ 1-11 of 11 ▶ Last

Course	Description	Units	When	Grade	Status	Type	~~eat~~ T
BSC1010	General Biology I	3.00	Fall Term 2016	B	✅	EN	
CGS2060	Intro To Micro Comp	3.00	Spring Term 2017	C	✅	EN	
CHM1045L	Gen Chem Lab I	1.00	Fall Term 2017	B+	✅	EN	
EAB3002	Behavior Analysis	3.00	Fall Term 2017	A	✅	EN	
ENC1101	Writing and Rhetoric I	3.00	Spring Term 2017	A	✅	EN	INCG
EXP3523	MemoryMem Improvmt	3.00	Fall Term 2017	B+	✅	EN	
MAC1105	College Algebra	3.00	Spring Term 2017	C+	✅	EN	
MAT1033	Intermediate Algebra	3.00	Fall Term 2016	A-	✅	EN	
SLS1501	First Year Exper	1.00	Fall Term 2016	A	✅	EN	
SOP3004	Intro Social Psy	3.00	Fall Term 2016	B-	✅	EN	
STA2122	Stat for Behav Scien I	3.00	Fall Term 2017	B	✅	EN	

<u>Please Note</u>: The codes will always be corresponding to each other, such as "EXC" to "INCG," and "T" to "R."	

8. 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.**

MATHEMATICS [RQ4003]

Complete the following with a minimum grade of 'C':
Status: **Satisfied**

▷ Mathematics Group One [RQ4003/LN10]

▷ Mathematics Group Two [RQ4003/LN30]

COMMUNICATION [RQ4002]

Complete 2 three-unit courses.

NOTE: Complete ONE of the TWO English Composition sequences below.
Status: **Satisfied**

▽ English Composition [RQ4002/LN10]

These are all Gordon Rule Courses (must earn "C" or better).

The following courses were used to satisfy this requirement:

			View All | 🗗		First ◀ 1-2 of 2 ▶ Last		
Course	Description	Units	When	Grade	Status	Type	Repeat
ENC1101	Writing and Rhetoric I	3.00	Spring Term 2017	A	✅	TR	
ENC1102	Writing and Rhetoric II	3.00	Spring Term 2017	A	✅	TR	

WRITING AND RHETORIC TRACK [RQ5892]

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

▽ Writing and Rhetoric Courses [RQ5892/LN10]

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

- Units: 9.00 required, 0.00 taken, 9.00 needed

The following courses may be used to satisfy this requirement:

			View All | 🗗		First ◀ 1-3 of 3 ▶ Last		
Course	Description	Units	When	Grade	Status	Type	Repeat
ENC3213	Prof and Tech Writing	3.00					
ENC3334	Intro Writing Studies	3.00					
ENC3371	Rhetorical Theory/Practice	3.00					

- **Clicking** **Collapse All** **or** **Expand All** **will collapse or expand all sections in the degree audit.**

Collapse All	Expand All	View Report as PDF

View Status Legend   ✓ Taken   ◇ In Progress   ★ Planned

▸ FIU UNIVERSITY CORE CURRICULUM [RG4003]

▸ UNDERGRADUATE REQUIREMENTS [RG4010]

▸ COLLEGE OF ARTS, SCIENCES & EDUCATION [RG4011]

▸ ADDITIONAL COURSES [RG4012]

▸ ENGLISH BA [RG4050]

▸ ENGLISH BA - WRITING AND RHETORIC TRACK [RG5471]

Return to Report Request   View Report Request Log

• **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:**
      1-10 of 16
      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.
	▽ **18th or 19th Century English Literature [RQ4144/LN30]**
	
	Complete 3 units.
	Status: **Not Satisfied**
	
	  • Units: 3.00 required, 0.00 taken, 3.00 needed
	
	The following courses may be used to satisfy this requirement:
	
	View All | ⤢ First ◀ 1-10 of 16 ▶ Last
	
	| Course
		Description	Units	When	Grade	Status	Type	Repeat

---	---	---	---	---	---	---	---
ENL3112	Dev Of Novel:18 Cent	3.00					
ENL3122	Dev Of Novel:19 Cent	3.00					
ENL3261	19C Women Novelists	3.00					
ENL3506	Eng Lit Since 1660	3.00					
ENL4144	Eighteenth-Century Poetry	3.00					
ENL4171	Restora & 18C Drama	3.00					
ENL4230	Rest & 18-Cent Lit	3.00					
ENL4241	Romanticism I	3.00					
ENL4242	Romanticism II	3.00					
ENL4243	Studies Romanticism	3.00						
9. **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.**

10. **"Transfer Credit Report" at the bottom of the degree audit will open a new tab or window. This will show the Student's transfer courses, test and other credits.**

Please Note: For any problems regarding this page or transfer credits, please contact Transfer Credit Processing Center (TCPC) [formerly SASS] at SASS@fiu.edu.

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	Arts, Sciences & Education		

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Spring Term 2017	THE 2000	3.00	A	Posted	THE 2000	3.000	A
Spring Term 2017				Posted	GRW UCC1	0.000	A
Spring Term 2017	SYG 2000	3.00	B	Posted	SYG 2000	3.000	B
Spring Term 2017	STA 2023	3.00	C	Posted	STA 2023	3.000	C
Spring Term 2017	SPC 1017	3.00	A	Posted	ART UCC1	3.000	A
Spring Term 2017				Posted	GRW UCC1	0.000	A
Spring Term 2017	SOP 2002	3.00	A	Posted	SOC UCC2	3.000	A
Spring Term 2017	SLS 1106	1.00	A	Posted	SLS 1501	1.000	A
Spring Term 2017	POS 2041	3.00	B	Posted	POS 2041	3.000	B
Spring Term 2017	PHI 2604	3.00	A	Posted	HUM UCC2	3.000	A
Spring Term 2017	MGF 1106	3.00	C	Posted	MGF 1106	3.000	C

PLANNER AND SHOPPING CART FEATURE

This section will show you how Students may use their planner and shopping cart features.
Please Note: 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.**	▽ **Medieval Literature to 1500 [RQ4144/LN10]** Complete 3 units. Status: **Not Satisfied** • Units: 3.00 required, 0.00 taken, 3.00 needed The following courses may be used to satisfy this requirement: View All | First ◀ 1-5 of 5 ▶ Last <table><tr><th>Course</th><th>Description</th><th>Units</th><th>When</th><th>Grade</th><th>Status</th><th>Type</th><th>Repeat</th></tr><tr><td>ENL3504</td><td>Eng Lit To 1660</td><td>3.00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ENL4210</td><td>Medieval Eng Lit</td><td>3.00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ENL4212</td><td>Medieval Wom Writers</td><td>3.00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ENL4311</td><td>Chaucer</td><td>3.00</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>LIT3132</td><td>Arthurian Lit</td><td>3.00</td><td></td><td></td><td></td><td></td><td></td></tr></table>

2. **The Student may either send the course to their "Planner" by clicking** [add to planner] **or to their "Shopping Cart" by clicking** [View Class Sections]	**Course Detail**
	
	Return to Panther Degree Audit
	
	ENL 4210 - Studies in Medieval Literature
	
	Course Detail [View Class Sections]
	        Career Undergraduate
	          Units 3.00
	     Grading Basis Graded
	Course Components Class Lecture Required
	    Academic Group Col of Arts,Sciences&Education
	Academic Organization English/CASE
	Enrollment Information
	  Enrollment Requirement Prerequisites: ENC1101 and ENC1102
	Description
	Students will read, discuss and write about works of medieval English literature from Beowulf to Chaucer.

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.

HUMANITIES WITH WRITING [RQ4009]

Complete 1 course from the following:
Status: **Not Satisfied**

▼ Humanities With Writing [RQ4009/LN10]

Complete 3 units with a minimum grade of 'C'.
Status: **Not Satisfied**

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Type	Repeat
AFH2000	African Civ	3.00						
AMH2041	Origins Amer Civ	3.00					⭐	
AMH2042	Mod Amer Civ	3.00						
ARC2701	Des Hist Ant To Ma	3.00						
ENG2012	Approaches To Lit	3.00						
EUH2011	West Civ: Early Eur	3.00						
EUH2021	West Civ: Med/Mod	3.00						
EUH2030	West Civ: Mod/Eur	3.00						
HUM3214	Ancient Class Cult	3.00						
HUM3306	History Of Ideas	3.00						

View All | 🖩   First ◀ 1-10 of 18 ▶ 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.

AFH 2000 - African Civilizations

Course Detail

		view class sections
Career	Undergraduate	add to planner
Units	3.00	This course is in your planner under Term(s) Unassigned.
Grading Basis	Graded	
Course Components	Class Lecture Required	
Academic Group	College of Arts and Sciences	
Academic Organization	History/CASCI	

Enrollment Information

Course Attribute	Gordon Writing Requirement - Other Courses UCC: Humanities With Writing

Description

A survey of major historical themes and civilizations of Africa. Written work meets the state composition requirement.

Course Schedule

Terms Offered   [Spring Term 2012 ▼]   [show sections]

My Class Schedule	Shopping Cart
You are not registered for classes in this term.	Your shopping cart is empty.

● Open   ▪ Closed

AFH 2000 sections for Spring Term 2012

Section		Session	Status	
RVC-C (19224)	Combined	1	▪	[select]

Days	Start	End	Room	Instructor	Dates
TBA	TBA		Online Course	Instructor Name	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

AFH 2000 - African Civ

Class Preferences

AFH 2000 - 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	Instructor Name	Modesto A. Maidique Campus	01/09/2012 - 04/21/2012

assigned enrollment date.

Course Schedule

Terms Offered   Spring Term 2011   [show sections]

My Class Schedule

You are not registered for classes in this term.

Shopping Cart   [show all]

AFH 2000   Online Course
FIU Off Campus Regional Sites

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
☐	AFH 2000-U01 (11511)	Tu 5:00PM - 7:40PM	Graham Center 275A	C. Perry	Modesto A. Maidique Campus	3.00	🟢

for selected: [delete] [validate] [enroll]
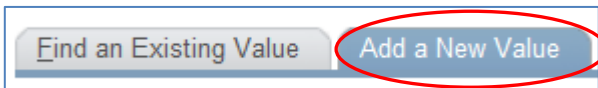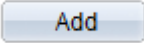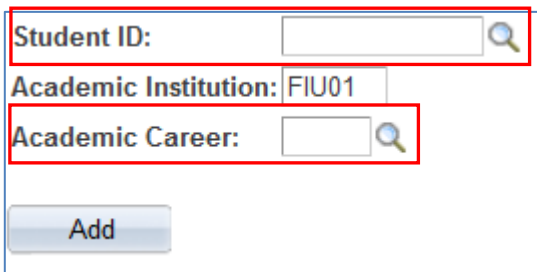
REQUESTING STUDENT EXCEPTIONS
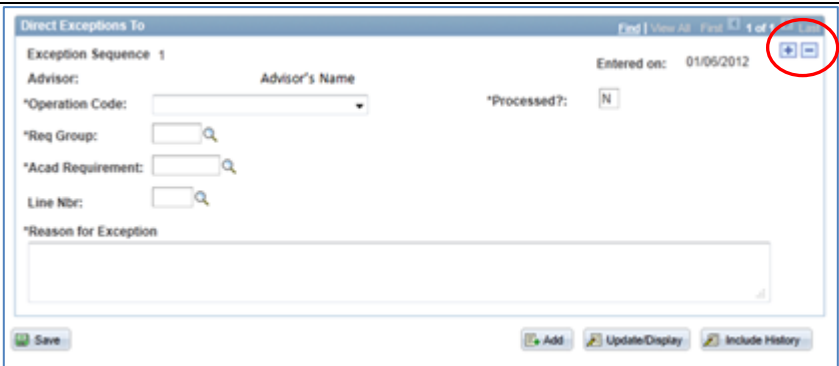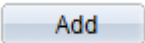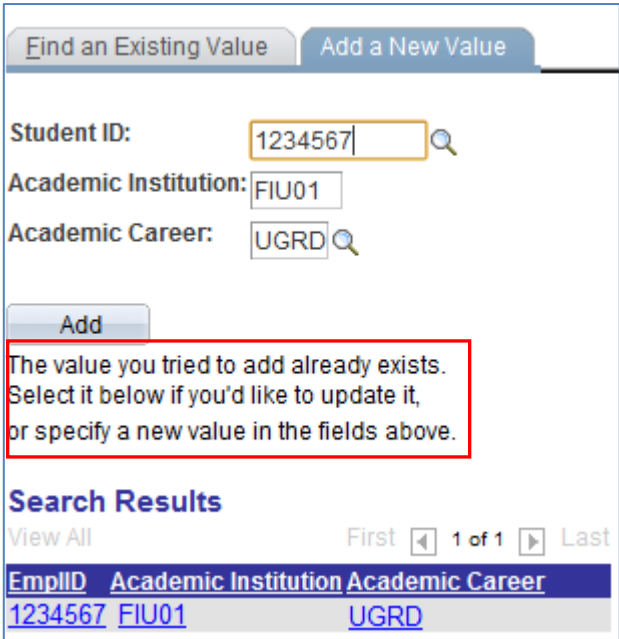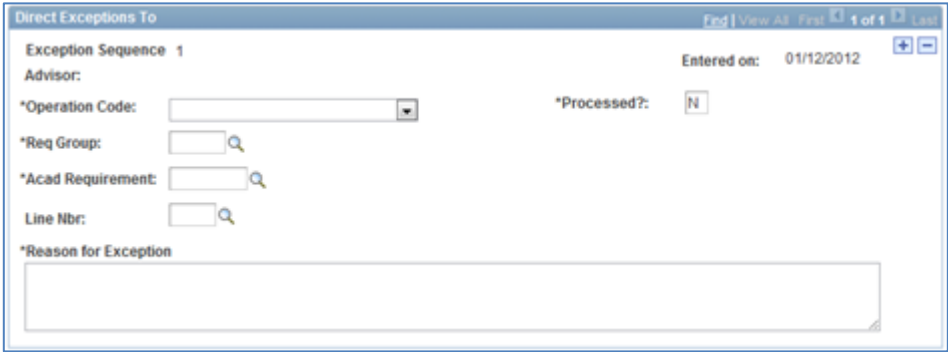
Use the "**Request Student Exceptions Form**" to request changes to existing requirements and make exceptions for a specific Student. "**Request Student Exceptions**" enable authorized advisors, faculty advisors and staffs to request an override in any part of a Student's degree requirements. The difference 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 "Add a New Value."**	
2. **Enter the Student's Panther ID, choose their Academic Career, and click** [Add].	
3. **You will be directed to "Request Student Exception" form.** Please Note: You can add as many requests as needed by clicking [+].	

4. If you click ![Add] and you receive this message: This mean there is an existing record for the Student. Click on the Student's Panther ID to continue.	
5. You will be directed to "Request Student Exception" form. Click ![+] to add a new record.	

6. Under "Operation Code." Select the type of exception you will be requesting: • **Course Directive** • **Requirement Change** • **Requirement Waiver**	

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 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.

*Req Group: [ ] 🔍

*Acad Requirement: [ ] 🔍

Line Nbr: [ ] 🔍

*Reason for Exception

[   ]
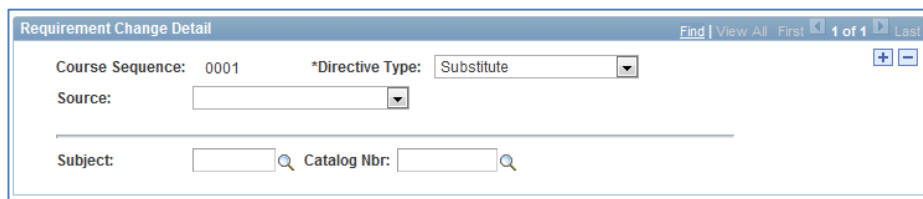
Types of Exceptions:

- **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:**

  - **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.
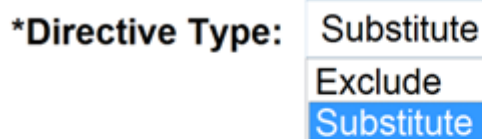
    For example, removing a course the student has already taken from appearing in that requirement.

Requirement Change Detail	Find	View All First ◄ 1 of 1 ► Last

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.

  Please Note: 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 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."	**Requirement Change Detail** Minimum Units: [ ] Maximum Units Allowed: [ ] Minimum Courses: [ ] Maximum Courses Allowed: [ ]
• **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.	▽ Economics Required [RQ4187/LN10] **Not Satisfied:** Complete 15 units. • Units: 15.00 required, 12.00 taken, 3.00 needed ▽ Humanities With Writing [RQ4004/LN10] **Not Satisfied:** Complete 3 units with a minimum grade of 'C'. • Courses: 1 required, 0 taken, 1 needed *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.	*Processed?: N ⟶ *Processed?: Y
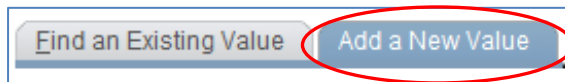
If you need to do any modifications to a "Processed" request, please e-mail psda@fiu.edu.	

REQUESTING TRANSFER COURSE CREDIT
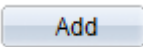
This form will be handled and processed by the Transfer Credit Processing Center (TCPC – formerly SASS office). You can apply a transfer credit rule for individual Students or even request to create a rule for all Students.

Navigation: FIU Custom ⇨ Academic Advising ⇨ Use ⇨ Request Transfer Credit
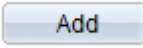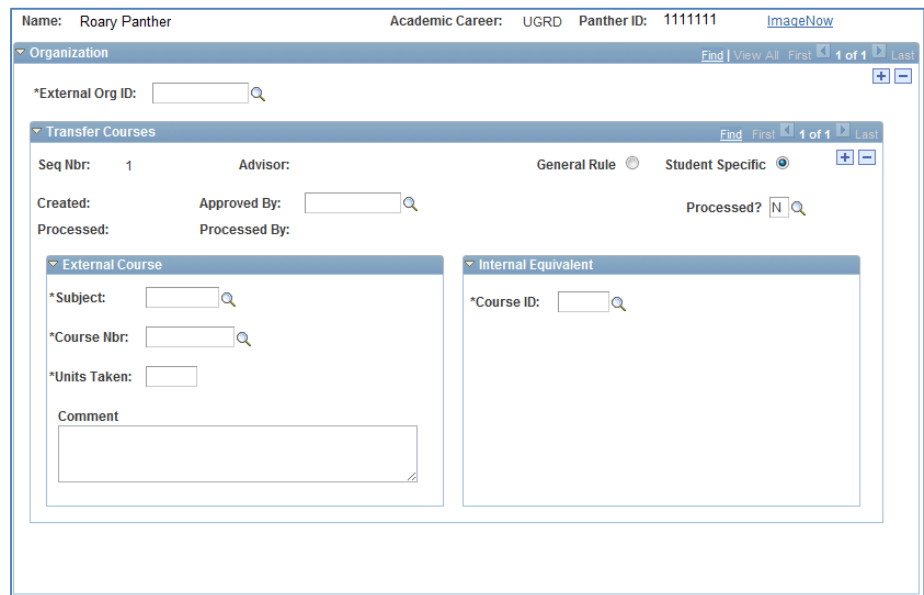
1. **Click "Add a New Value."**	
2. **Enter the Student's Panther ID, their Academic Career, and click** [Add] **.** 3. **You will be directed to the "Request Student Transfer Course Credit" form.** Please Note: If you click [Add] , you may get the following message. This mean there is an existing record for the Student. Click on the Student's Panther ID.	

4. You will be directed to the "Request Student Transfer Credit" form.

- o If there is a previous request under "External Org ID," click the second ➕ to request another course equivalency from the same institution.

- o If you are requesting a transfer credit from another institution, click on the first ➕. Select "External Org ID" by clicking 🔍.
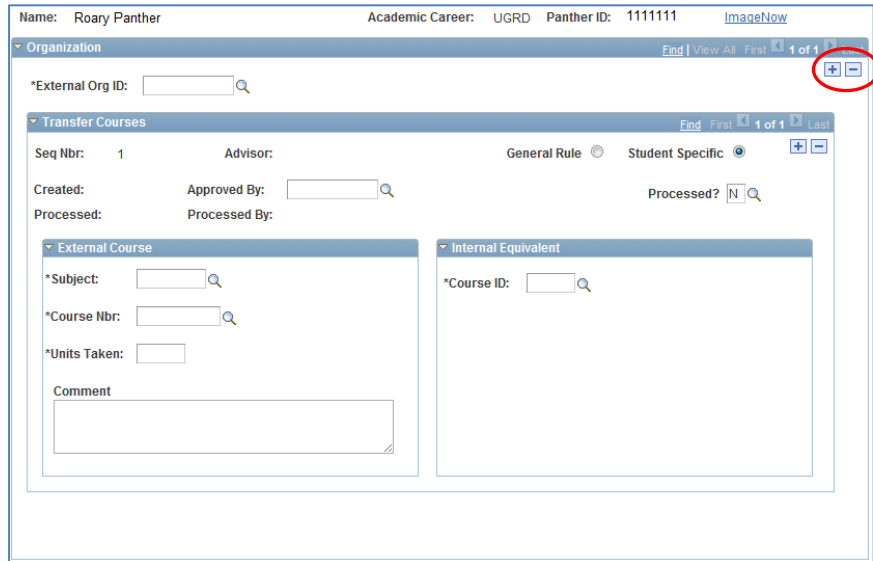
5. The "External Org ID" field allows you to select institutions that the Student has attended previously. Once you select an "External Org ID," you can request multiple transfer course credit for the same institution by clicking on the second ⊞.	Name: Roary Panther Academic Career: UGRD Panther ID: 1111111 ImageNow ▼ Organization Find | View All First 1 of 1 Last ⊞ ⊟ *External Org ID: 🔍 ▼ Transfer Courses Find First 1 of 1 Last ⊞ ⊟ Seq Nbr: 1 Advisor: General Rule ◯ Student Specific ◉ Created: Approved By: 🔍 Processed? N 🔍 Processed: Processed By: ▼ External Course ▼ Internal Equivalent *Subject: 🔍 *Course ID: 🔍 *Course Nbr: 🔍 *Units Taken: Comment
6. To request transfer course credit to more than one "External Org ID," click on the first ⊞ and repeat Step 5 as needed.	Name: Roary Panther Academic Career: UGRD Panther ID: 1111111 ImageNow ▼ Organization Find | View All First 1 of 1 ⊞ ⊟ *External Org ID: 🔍 ▼ Transfer Courses Find First 1 of 1 Last ⊞ ⊟ Seq Nbr: 1 Advisor: General Rule ◯ Student Specific ◉ Created: Approved By: 🔍 Processed? N 🔍 Processed: Processed By: ▼ External Course ▼ Internal Equivalent *Subject: 🔍 *Course ID: 🔍 *Course Nbr: 🔍 *Units Taken: Comment
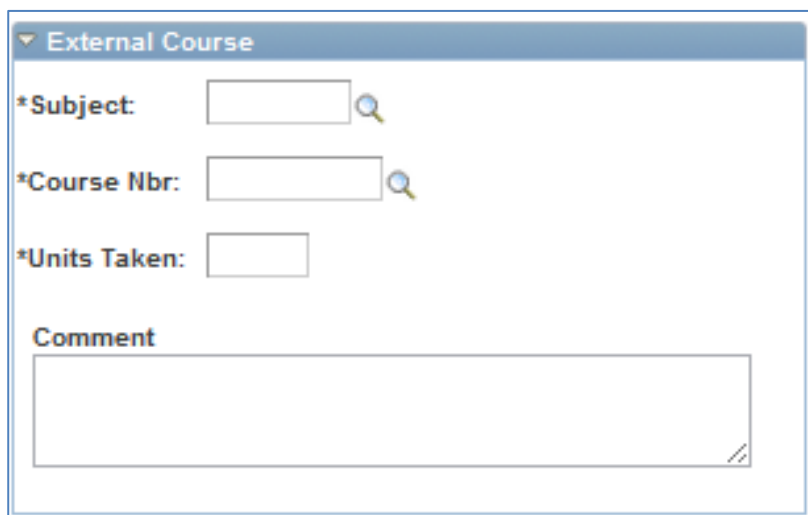
7. **Once you select the "External Org ID," you will be able to search only for courses that were transferred to FIU.** • **"Subject" and "Course" will allow you to select the external course.** • **"Units Taken": Indicates the number of credits you are using to transfer. The most common amount is three credits/units.** <u>Please Note</u>: You can split or divide external courses to satisfy FIU courses with lab. • **"Create Rule": Click "Yes" if you would like to create this rule for ALL FIU Students. Click "No" if this rule just applies to the individual Student.** • **"Comment": Enter instructions / comment as needed.**	▼ External Course *Subject: [ ] 🔍 *Course Nbr: [ ] 🔍 *Units Taken: [ ] Comment [ ]
8. **Internal "Course ID": Find the FIU equivalency by clicking** 🔍 **.**	
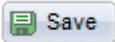
9. Search by "Subject Area" and "Catalog Nbr." For example, ENC 1101.

10. Click Look Up **.**

11. Select Course.

12. Click Save **at the bottom of the page.**

▼ Internal Equivalent

*Course ID: [   ] 🔍

Look Up Course ID

Academic Institution:			FIU01
Course ID:	begins with ▼		
Subject Area:	begins with ▼	ENC	🔍
Catalog Nbr:	begins with ▼	1101	
Description:	begins with ▼		

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100				First ◄ 1 of 1 ► Last
Course ID	Subject Area	Catalog Nbr	Description	Course Approved
016623	ENC	1101	Writing and Rhetoric I	Approved

▼ Transfer Courses   Find First 1 of 1 Last

Seq Nbr: 1   Advisor: General Rule ○ Student Specific ◉   [+][−]

Created: Approved By: [   ] 🔍   Processed? N 🔍
Processed: Processed By:

▼ External Course   ▼ Internal Equivalent

*Subject: [AML] 🔍   *Course ID: [016623] 🔍 ENC   1101

*Course Nbr: [2070] 🔍   Writing and Rhetoric I

*Units Taken: [3.00]

Comment
[   ]

13. Once the Transfer Credit Processing Center (TCPC) processes the exception, the "Processed?' field will change 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 make any modifications to a "Processed" request, please send an e-mail to TCPC at SASS@fiu.edu.	*Processed?: N → *Processed?: Y

MAINTAINING ADVISOR COMMENTS

There are two types of Comments:

- **SASS – Advisor Comments from SASS.** SASS type will be used as "View Only." Comments made on SASS were uploaded to PantherSoft. This type cannot be modified or add a new value.

- **ADV – Advisor Comments.** This is a similar function as "Advisor Comments" in SASS. Any Comment added in this section to the Student's file will only be available for advisors.

1. SASS – ADVISOR COMMENTS FROM SASS

**Navigation: Main Menu ⇨ Campus Community ⇨ Comments ⇨
Comments-Person ⇨ Person Comment Entry**

1. **To search for a comment made in SASS (if any), enter the Student's Panther ID, Administrative Function (GEN), and Comment Category (SASS) under the "Find an Existing Value" tab.** 2. **Click** Search **.**	**Person Comment Entry** Enter any information you have and click Search. Leave fields blank for a list **Find an Existing Value** Add a New Value Limit the number of results to (up to 300): 300 D: begins with ▼ 🔍 Sequence Number: = ▼ Administrative Function: begins with ▼ 🔍 Comment Category: begins with ▼ 🔍 Academic Institution: begins with ▼ 🔍 Comment Date: = ▼ 📅 National ID: begins with ▼ Campus ID: begins with ▼ Last Name: begins with ▼ First Name: begins with ▼ ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria

3. **"Person Comment Entry" will display with any comments by SASS. No "Amend Comments" can be made to this type.** Please Note: Once a note is created, changes cannot be made.	**Person Comment Entry** ID: ⊘ Comment DateTime: 09/16/2010 3:40:46PM *Administrative Function: GEN General *Academic Institution: Florida International Univ *Comment Category: SASS Advisor Comments from SASS Variable Data **Comment Data** Comment ID: [____] Department: [____] Comment Date: 09/16/2010 Comments: 1 *MAT1000+1001=MAC2233. MAT1001 WAS EQUATED TO* 2 *ELEUCC1 (ELECTIVE) SO IT IS NOT USED TO MEET* 3 *ADDITIONAL REQUIREMENTS * 4 *STA1000+1001=STA2122. STA1001 WAS Append Comments: [____]

2. <u>ADV – ADVISOR COMMENTS</u>

Navigation: Main Menu ⇨ Campus Community ⇨ Comments ⇨ Comments-Person ⇨ Person Comment Entry

1. **To add a new comment, click "Add a New Value."**	**Person Comment Entry** Enter any information you have and click Search. Leave fie Find an Existing Value **(Add a New Value)** Limit the number of results to (up to 300): 300
2. **Enter Student's Panther ID and click** Add **.**	**Person Comment Entry** Find an Existing Value Add a New Value ID: [____] 🔍 Add

3. Enter "GEN" in the "Administrative Function" and "ADV" in the "Comment Category."	**Person Comment Entry** Roary Panther ID: 1111111 ★ Comment DateTime: 01/06/2012 4:44:35PM *Administrative Function: [ ] 🔍 *Academic Institution: Florida International Univ ▾ *Comment Category: [ ] 🔍 Variable Data **Comment Data** Comment ID: 2222222 🔍 Advisor's Name Department: [ ] 🔍 Comment Date: 01/06/2012 Comments Append Comments: *Administrative Function: [GEN] 🔍 General *Academic Institution: Florida International Univ ▾ *Comment Category: [ADV] 🔍 Advisor Comments
4. "Comment ID" is auto-populated by default with your Panther ID and name. Do Not Change. "Department" is not a requirement. Leave Blank.	**Comment Data** Comment ID: 2222222 🔍 Advisor's Name Department: [ ] 🔍 Comment Date: 01/06/2012 Comments Append Comments:
5. Enter your comments. 6. Click 💾 Save . Please Note: Students do not have access to view these comments.	**Comment Data** Comment ID: 2222222 🔍 Advisor's Name Department: [ ] 🔍 Comment Date: 01/06/2012 Comments Append Comments:

Once you click 🖫 Save **and exit the screen, you will not be able to change or delete the comment.**	
7. **To search for an "ADV Comment," enter the Student's Panther ID, "Administrative Function" (GEN), and "Comment Category" (ADV).** 8. **Click** 🖫 Save **.**	**Person Comment Entry** Enter any information you have and click Search. Leave fields blank for a list of all values (Find an Existing Value) Add a New Value ID: begins with ▾ 2222204 🔍 Sequence Number: = ▾ Administrative Function: begins with ▾ GEN 🔍 Comment Category: begins with ▾ ADV 🔍 Academic Institution: begins with ▾ 🔍
9. **All ADV comments for that Student will display.**	Find an Existing Value Add a New Value Limit the number of results to (up to 300): 300 ID: begins with ▾ 2222204 🔍 Sequence Number: = ▾ Administrative Function: begins with ▾ GEN 🔍 Comment Category: begins with ▾ ADV 🔍 Academic Institution: begins with ▾ 🔍 Comment Date: = ▾ 🗓 National ID: begins with ▾ Campus ID: begins with ▾ Last Name: begins with ▾ First Name: begins with ▾ ☐ Case Sensitive Search Clear Basic Search 🖫 Save Search Criteria **Search Results** View All | ID	Sequence Number	Administrative Function	Comment Category	Academic
---	---	---	---	---
2222204 4		GEN	ADV	FIU01
2222204 3		GEN	ADV	FIU01
2222204 2		GEN	ADV	FIU01
2222204 1		GEN	ADV	FIU01	

10. Click on "Sequence Number."	**Search Results** View All | ID	Sequence Number	Administrative Function	Comment Category	Academic Institution
---	---	---	---	---
2222204	4	GEN	ADV	FIU01
2222204	3	GEN	ADV	FIU01
2222204	2	GEN	ADV	FIU01
2222204	1	GEN	ADV	FIU01	
11. "Sequence 1" Should appear on the top. Click on the first "Comment" to read.	**Search Results** View All 	ID	Sequence Number
2222204	1
2222204	2
2222204	3
2222204	4	
12. Once you are in the comment page, click on "Next in List" to see the next comment. Repeat this step to read all comments.	**Person Comment Entry** ID: Comment DateTime: 12/22/2010 3:08:09PM *Administrative Function: GEN General *Academic Institution: Florida International Univ *Comment Category: ADV Advisor Comments Variable Data Comment Data Comment ID: Department: Comment Date: 12/22/2010 Comments: Test Comment Append Comments: Save Return to Search Previous in List Next in List Notify Add
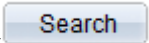
MAINTAINING STUDENT GROUPS

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

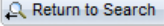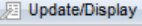|	
1. **Enter Student's Panther ID and then click** [Search] **.**	**Student Groups** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Limit the number of results to (up to 300): 300 ID: begins with ▾ 1234567 Campus ID: begins with ▾ 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
2. **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	**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
3. **Run a PDA report to verify successful set up**	**ARTS & SCIENCES: FOREIGN LANGUAGE [RQ4028]** Students must complete a second semester sequence foreign language course or one more advanced with a minimum grade of C. Status: **Waived** Arts & Sciences Foreign Language Waived.
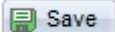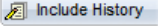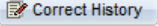
If you have any questions after reviewing this tutorial, please contact psda@fiu.edu.