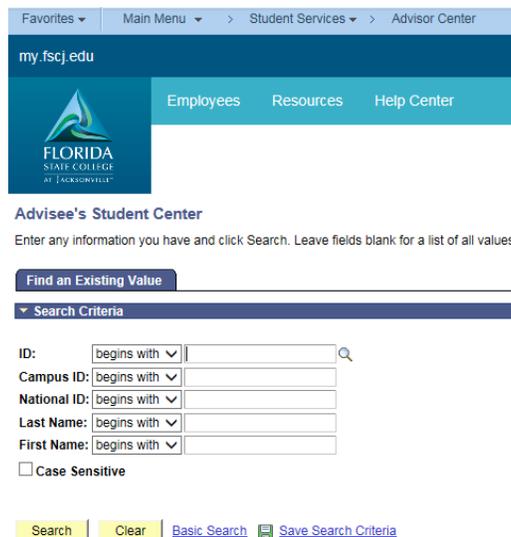The Academic Advisement Report (AAR) displays the academic requirements for the student's plan and the student's progress toward completion of that plan. The AAR is the document also called a degree audit. The PeopleSoft AAR measures courses as units, not credits or credit hours. For college credit hours, 1 credit hour = 1 unit.

Some Associate in Science (AS) Degree AARs will display both the requirements that need to be satisfied for the degree as well as additional requirements for related Technical Certificates (TCs). In PeopleSoft, we have "embedded" those TCs in their corresponding AS degrees. Since students only have one active plan per career in PeopleSoft, FSCJ uses the embedded TC to both capture a student's progress in those TCs as well as let the student see their own progress, and possibly make enrollment based on the potential to complete those certificates. Student Records staff will validate completion of those TCs so that students can graduate with them. Whether or not the student earns the TC, the student can still graduate with the A.S. degree.

Staff can view a student's Academic Advisement Report from the Advisor Center.

To view a student's Academic Advisement Report, security for the employee to access the Advisor Center must be set up.
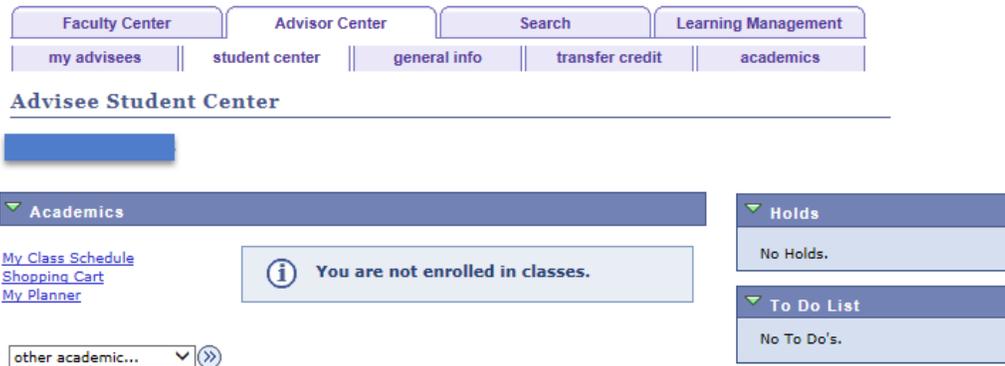
| Step | Action |
|------|--------|
| 1. | Begin by navigating to the **Advisee Student Center:** <br><br> Click the **Main Menu > Campus Solutions > Self-Service >Advisor Center > Advisee Student Center** <br><br> **OR** from the myFSCJ landing page after logging in with your credentials: <br> Click **Student Services > Advisor Center**. This link automatically opens the Advisee Student Center. |

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| Step | Action |
|------|--------|
| 2. | Enter the Empl ID of the student or enter the student's Last Name and First Name. Remember that the drop down menu allows you to switch from "begins with" to "contains" if you have partial information. Other options are also available in the dropdown. National ID can be used if you need to enter the student's SSN. |
| 3. | Click the **Search** button.<br>Search |
| 4. | Click on the drop down box in the Academics area, and select **Academic Requirements**. Click » |

| Faculty Center | Advisor Center | Search | Learning Management |
|---|---|---|---|
| my advisees | student center | general info | transfer credit | academics |

**Advisee Student Center**

**Academics**

My Class Schedule
Shopping Cart
My Planner

(i) You are not enrolled in classes.

other academic...  ▼ »

**Holds**

No Holds.

**To Do List**

No To Do's.

| Step | Action |
|------|--------|
| 5. | The Academic Advisement Report displays. By default, satisfied requirements appear in collapsed mode and incomplete/not satisfied items appear in expanded mode. To see a quick summary of all Requirement Groups, click the collapse all button. |

**Advisee Requirements**

This report last generated on  04/12/2017  8:10AM

| collapse all | expand all | view report as pdf |

✓ Taken    ◆ In Progress    ★ Planned

▸ ***Important Program Notes***

▸ College Readiness Placement Requirements (RG8121)

▸ Intermediate Algebra MAT1033 Option (RG8940)

▸ Associate in Arts Degree (1108) (RG8938)

▸ General Education Communications (RG8067)

▸ General Education Humanities (RG8069)

▸ General Education Mathematics (RG8068)

▸ General Education Natural Sciences (RG8070)

▸ General Education Social and Behavioral Sciences (RG8071)

▸ Electives & Intended Transfer Major Prerequisites (RG8072)

▸ Associate in Arts Graduation Requirements (RG8073)

▸ Additional Courses (RG8120)

| Step | Action |
|------|--------|
| 6. | Click **collapse all**. Click **expand all**. |
| 7. | Click on any green triangle to expand or collapse a specific requirement. ▼ |

▼ **General Education Communications (RG8067)**

Must complete Communications requirements in Category A AND Category B AND Category C as shown below for a total of 9 hours/units. A minimum grade of "C" or better is required in all coursework.

▽ **Communications Category A**

**Not Satisfied:** Must complete one of the following courses:

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|--------|-------------|-------|------|-------|--------|
| ENC1101 | ENGLISH COMPOSTN I | 3.00 | | | |
| ENC1101C | ENG COMP I ENHANCED | 4.00 | | | |

View All | ⤢    First ◄ 1-2 of 2 ► Last

▽ **Communications Category B**

**Not Satisfied:** Must complete one of the following courses:

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|--------|-------------|-------|------|-------|--------|
| ENC1102 | WRITING ABOUT TEXTS | 3.00 | | | |
| LIT2000 | LIT IN HUMANITIES | 3.00 | | | |

View All | ⤢    First ◄ 1-2 of 2 ► Last

Each requirement is noted as Satisfied or Not Satisfied. If a Requirement has more than one line of requirements, then the units required are noted separately for that line.

Courses display as:

✅ Taken        ◆ In Progress        ★ Planned

If a student is enrolled in a course and it is In Progress, the system will assume progress and populate as satisfied. If the student is ultimately unsuccessful in the course, the course is removed from that requirement and populates in the **Additional Courses – Not Used toward Plan Requirements** area at the bottom of the AAR.

In a requirement like Communications above, if Communications Category A is satisfied, but Communications Category B is not, then Communications Category A collapses, but the overall requirement stays expanded.

Once all lines in the requirement have been satisfied, then General Education Communications will collapse as satisfied.

| Step | Action |
|------|--------|
| 8. | Review course options for specific requirements. |
| 9. | Click **View All** to see all options if there are more than 10 choices or click **Last** to scroll to the last page of course options. |

Each Requirement Group (RG) can contain several Requirements (RQ), which can each contain several Requirement Lines. To satisfy the requirement line below, students must complete 3 units (one course) from the list of approved courses.

▽ **Humanities Category B**

**Not Satisfied:** Must complete one of the following courses:

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|--------|-------------|-------|------|-------|--------|
| AML2010 | AMERICAN LIT TO 1900 | 3.00 | | | |
| AML2020 | AM LIT: 1865 TO PRES | 3.00 | | | |
| ARH2000 | ART IN HUMANITIES | 3.00 | | | |
| ARH2050 | ART HIST PREHIS/15TH | 3.00 | | | |
| ARH2051 | ART HIST 15TH-21ST | 3.00 | | | |
| DAN2100 | DANCE IN HUMANITIES | 3.00 | | | |
| ENG2100 | FILM STUDIES | 3.00 | | | |
| ENL2012 | ENGLISH LIT TO 1750 | 3.00 | | | |
| ENL2022 | ENGL LIT SINCE 1750 | 3.00 | | | |
| HUM2020 | TOPICS IN HUMANITIES | 3.00 | | | |

View All |     First ◄ 1-10 of 24 ► Last

| Step | Action |
|------|--------|
| 10. | Each course listing contains a hyperlink to additional course details from the catalog. Click a course to review the details. |

**Self Service Advising**

**Course Detail**

Return to Self Service Advising

**AML 2010 - American Literature: Colonial Times to 1900**

| Course Detail | | |
|---|---|---|
| Career | College Credit | [view class sections] |
| Units | 3.00 | |
| Grading Basis | Graded | |
| Course Components | Lecture          Required | |
| Academic Group | Lower Level Arts & Profession | |
| Academic Organization | Letters | |

| Enrollment Information | |
|---|---|
| Enrollment Requirement | Pre-requisite: ENC1101 or ENC1101C with a grade of "C" or better. |
| Course Attribute | Letters |

| Description |
|---|
| This course is a critical study in selections from American literature: colonial period to the late 19th century. |

Course details provide catalog-level information including Units, Enrollment Requirements like pre-requisites and co-requisites, and a course Description.

| Step | Action |
|---|---|
| 11. | Click **view class sections** to see what is offered for enrollment at this time. |
| 12. | Click the hyperlink for **class details** to view additional information about the class. |

**Course Schedule**

| Terms Offered | Fall 2017 ▾ | [show sections] |
|---|---|---|

| My Class Schedule | [show all] |
|---|---|
| CGS 1060 | Tu 6:00PM - 8:00PM 0701 F1609 DEERWOOD BLDG |

| Shopping Cart |
|---|
| Your shopping cart is empty. |

● Open     ☐ Closed     ⚠ Wait List

**ENC 1102 sections for Fall 2017**

| Section | Campus | Location | Session | Status |
|---|---|---|---|---|
| 1-LEC (1206) | Online | Online - All Activities Online | 1 | ● |

| Days | Start | End | Room | Instructor | Dates |
|---|---|---|---|---|---|
| TBA | TBA | | Online | Elaina Lommason | 08/28/2017 - 12/09/2017 |

| Section | Campus | Location | Session | Status |
|---|---|---|---|---|
| 10-LEC (1231) | Online | Online - All Activities Online | B12 | ● |
| 10-LEC (1231) | | | | |

| Section Details | Short Desc | Short 2 | Description | Instructor | Description – Part 1 |
|---|---|---|---|---|---|
| TBA | TBA | | Online | Jennifer Chase | 09/18/2017 - 12/09/2017 |

Class sections are noted as Open, Closed or Wait List. The Wait List functionality is not set up at this time.

| Step | Action |
|------|--------|
| 13. | Click **Return to [Student Name]** link to go back to the Academic Advisement Report. |
| 14. | Scroll down and view additional requirements to be completed for the plan. |

**Electives:** Plans with electives requirements are configured to display to students 1) what they have already completed to date that counts toward fulfillment of the elective area as well as 2) the current list of possible elective courses if additional enrollments will be needed to satisfy the requirement.
INSERT HERE

**Foreign Language:** Students can now see their choices for how to satisfy the foreign language requirement.

▼ Foreign Language (RG8064)

**Not Satisfied:** Students must complete the Foreign Language requirement as shown below.

Foreign Language (RQ1234)

**Not Satisfied:** In accordance with Florida Statute 1007.25, students initially entering a Florida College System institution in 2014-2015 and thereafter who wish to obtain an Associate of Arts degree must demonstrate competency in a foreign language pursuant to guidelines set in Florida Statute 1007.262. Competency is demonstrated by completion of a minimum of eight semester hours/units in a foreign language at the College level or having completed two high school credits in the same foreign language.

Students may use Sign Language I and II (ASL 1140 and ASL 1150) to satisfy this foreign language requirement, however, there is a possibility that Sign Language courses may not count toward the foreign language requirements of the university.

The college credit language courses used here can also also count as Associate of Arts electives.

▼ Chinese

**Not Satisfied:** Must complete two of the following courses:

- Units: 8.00 required, 0.00 taken, 8.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|--------|-------------|-------|------|-------|--------|
| CHI1120 | CHINESE I | 4.00 | | | |
| CHI1121 | CHINESE II | 4.00 | | | |

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

**Additional Requirements:** Plans that have additional requirements and any collegewide graduation requirements are also listed on the AAR.

**Associate in Arts Graduation Requirements (RG8073)**

In order to be awarded the Associate in Arts degree, students must meet the requirements shown below. Additionally, students must have fulfilled all financial obligations to the College before they may graduate.

**Residency Requirement (RQ1249)**

**Not Satisfied:** Complete at least 25 percent of hours/units required for the degree at Florida State College at Jacksonville. Credit by examination and credit by portfolio development do not count toward this residency requirement.

**Additional Courses: Sample view**

The student's AAR will display courses from the same career that have been completed (satisfactorily or not), but do not count toward completion of the plan. These are considered **Not Used** courses.

**Additional Courses (RG8120)**

This area lists all courses not used by this Associate in Arts Academic Plan, in excess of the requirements for this Academic Plan, all transfer courses, and all course completions earned through test scores.

**Not Used toward Plan Requirements (RQ1944)**

Courses Not Used toward Plan Requirements. The following may be listed:
a. Grades of F, FN, W, and/or D, if not an elective.
b. Prior attempts of repeated courses.
c. Courses that are not part of this academic plan.
Courses listed that are NOT part of your Academic Plan of Study are NOT eligible for Financial Aid.
Discuss the impact on tuition and Academic Plan of Study with an advisor.

**External Courses: Sample View**

To display the summary of the student's coursework completed outside of the institution, the External Courses area lists all Transfer Courses from prior institutions and course completions earned from Test Scores.

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▽ **External Courses (RQ1944,L30)**

Lists all Transfer Courses from prior institutions and course completions earned from Test Scores.

The following courses were used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|--------|-------------|-------|------|-------|--------|
| SLS1301 | CAREER PLAN/WRL | 2.00 | Fall 2000 | A | ✅ |
| SPC2017 | INT SPEECH COMMUNCTN | 3.33 | Fall 2000 | A | ✅ |
| SPC2017 | INT SPEECH COMMUNCTN | 3.00 | Fall 2000 | A | ✅ |
| SPC2608 | FUND PUBLIC SPEAKING | 3.00 | Fall 2000 | C | ✅ |
| SPN1120 | BEG SPANISH I | 4.00 | Fall 2000 | W | ✅ |
| STA2023 | ELEMT STATISTIC | 4.00 | Fall 2000 | F | ✅ |
| STA2023 | ELEMT STATISTIC | 3.33 | Fall 2000 | A | ✅ |
| SYG2000 | INTROD SOCIOLOG | 3.00 | Fall 2000 | D | ✅ |
| TRNF DVLP | TRANSFER DEVELOPMENTAL | 4.00 | Fall 2000 | W | ✅ |
| TRNF ELEC | TRNSFR DEGREE ELECTIVE | 4.00 | Fall 2000 | A | ✅ |

View All | ↗    First ◀ 31-40 of 59 ▶ Last

| Step | Action |
|------|--------|
| 15. | Scroll to the top of the AAR, to access to a PDF version. Click **View PDF.** |

This produces a printable report. Note that some functionality is lost once the report is converted to a pdf file (such as hyperlinks and options to expand or collapse requirements). Other features display a little differently, but they are fundamentally the same.

The Academic Advisement Report is an interactive tool that allows you to work with a student and dynamically capture progress and create a plan for completion. A similar tool called Academic Planner is also available to students and allows them to associate intended course enrollments with specific semesters of enrollment. That functionality will be a training focus during Fall 2017, once staff is more familiar with navigating the system and specifically the AAR.