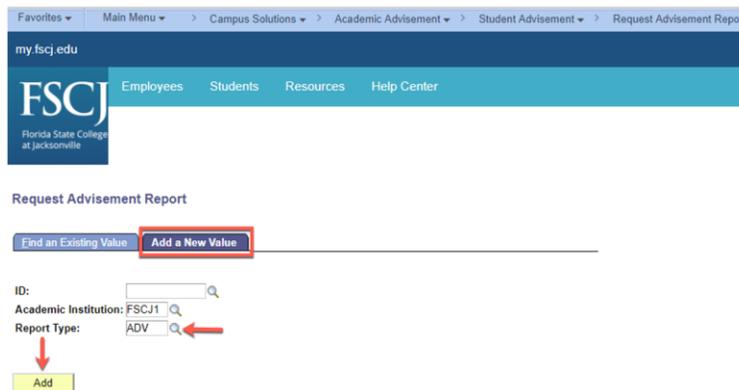**FSCJ** Florida State College at Jacksonville

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 in PeopleSoft is what was called a Degree Audit in Orion.

The AAR is typically generated through a batch process. However, if the student was not previously term activated and the AAR failed to generate, then when they attempt to enroll, they will get an error that says, "Requirements not available at this time" and the advisement reports (ADV and PLN) would need to be manually generated.

You should always view an AAR from the Request Advisement Report screen instead of the Student Services Center, because generating the AAR from this screen allows you to immediately see any changes that were made to the AAR.

Step	Action
1.	Navigate to **Main Menu > Campus Solutions > Academic Advisement > Student Advisement > Request Advisement Report.**
2.	Click the **Add a New Value** tab.
3.	Enter the student **ID**.
4.	Enter the desired **Report Type (ADV)**.
5.	Click **Add**.

Step	Action
6.	Click **Process Request**.

(Complete this process again, choosing Report Type **PLN** if the student's AAR has not been run previously).

Step	Action
7.	The Academic Advisement Report displays with satisfied requirements in the collapsed mode and incomplete/not satisfied items in the expanded mode. To see a quick summary of all Requirement Groups, click the **Collapse All** button.

Step	Action

8.	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

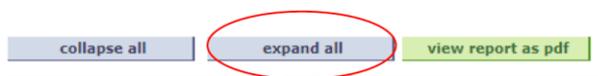The following courses may be used to satisfy this requirement:

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

Courses are displayed as taken, in progress, or planned using the icons below:

✔ Taken   ◆ In Progress   ★ Planned

If a student is enrolled in a course it will be displayed as In Progress. The requirement will be collapsed and will populate as Satisfied, because the system assumes that the student will be successful. If a student says that they are ready to graduate, you will need to use the Expand All option to see if an area is collapsed due to a course that is currently in progress.

collapse all   expand all   view report as pdf

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.

Viewing an Academic Advisement Report (AAR)

FSCJ Florida State College at Jacksonville

Step	Action
9.	Click **View All** to see all course options if there are more than 10 choices or click **Last** to scroll to the last page of course options.
10.	Each course is listed as a hyperlink, which you can click to see additional course details from the catalog.

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. NOTE: On the AAR credit and clock hours are listed as units.

▽ 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
11.	Review course details such as Units, pre-requisites and co-requisites, and a course Description.
12.	Click **view class sections** to see if there is an open class section.

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.

Step	Action
13.	Click the hyperlink for **class details** to view additional information about the class. NOTE: Class sections are noted as Open, Closed or Wait List. The Wait List functionality is not set up at this time.

Course Schedule

Terms Offered   Fall 2017   [show sections]

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

10-LEC (1231)		Campus	Location	Session	Status
10-LEC (1231)		Online	Online - All Activities Online	B12	🟢

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

When you click on the class hyperlink the following class details are displayed:

Class Detail

ANT 2000 - 1 General Anthropology

FSCJ1 | Summer 2018 | Lecture

Class Details

Status	⬤ Open	**Course ID**	101724
Class Number	1169	**Offer Nbr**	1
Session	Regular Academic Session	**Career**	College Credit
Units	3 units	**Dates**	5/7/2018 - 8/21/2018
Instruction Mode	Distance Learning Online	**Grading**	Traditional A-F
Class Components	Lecture Required	**Location**	Online - All Activities Online
		Campus	Online

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Online - All activities online		05/07/2018 - 08/21/2018

Enrollment Information

Enrollment Requirements	Must qualify to enroll in ENC 1101 or must have taken ENC 1101 or ENC 1101C.

Class Availability

Class Capacity	30	**Wait List Capacity**	0
Enrollment Total	26	**Wait List Total**	0
Available Seats	4		

Notes

Class Notes	Orientation, coursework and testing online. Access this course in Blackboard through MyFSCJ. See the College's Online Learning Web site at https://www.fscj.edu/academics/schools-of-learning/online-learning for additional information and resources.

Description

This course consists of an introduction to the field of anthropology and its four subfields (Cultural, Physical, Linguistic, and Archaeology). As an overview of anthropology, this course introduces students to the holistic nature of the diverse human condition from scientific and humanistic perspectives.

Textbook/Other Materials

Course Materials

Step	Action
14.	Click the **Return to My Academic Requirements** link at the bottom of the screen to go back to the Academic Advisement Report.
15.	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.

Completed AA Electives and Intended Transfer Major Prerequisites (RQ1946)

Not Satisfied: Below is the list of elective courses already completed for the AA degree.

- Units: 24.00 required, 7.00 taken, 17.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	All Courses - Refer to Catalog				
MAT1033	INTERMEDIATE ALGEBRA	4.00	Fall 2016	A	⊘
SLS1103	STRATEGIES/SUCCESS	3.00	Fall 2016	A	⊘

View All | First ◄ 1-3 of 3 ► Last

Current AA Elective Course Options for Registration

The following elective courses are currently available for enrollment. Please keep in mind that courses listed may have already been completed and are listed above in other requirements. Therefore do not register for courses already taken with a grade of 'C' or better. Please refer to courses you have enrolled in previously if you need verification before enrolling in electives.

- Units: 24.00 required, 0.00 taken, 24.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ACG2021	FINANCIAL ACTG	3.00				
ACG2071	MANAGERIAL ACCT	3.00				
ADV2000	ADVERTISING	3.00				
AMH2010	U S HIS TO 1865	3.00				
AMH2020	U S HIS TO PRES	3.00				
AMH2047	AMERICAN MILTRY HIST	3.00				
AMH2052	US LABOR HISTORY	3.00				
AMH2070	HIST OF FLA	3.00				
AMH2092	AF/AM HIST TO 1877	3.00				
AMH2093	AFR-AM 1877 TO PRSNT	3.00				

View 100 | First ◄ 1-10 of 561 ► Last

Residency Requirement: This section insures that students have taken 25% of their total hours/units here at FSCJ.

Residency Requirement (RQ1254)

Must earn at least 25 percent of total college credit hours/units required for the academic plan from Florida State College at Jacksonville. Credit by examination and credit by portfolio development do not count toward this residency requirement.

▽ Residency Requirement

Not Satisfied: Must earn a minimum of 15 hours/units from Florida State College at Jacksonville to satisfy the Residency Requirement for this academic plan.

- Units: 15.00 required, 3.00 taken, 12.00 needed

Foreign Language: Displays courses that students can choose to satisfy the foreign language requirement for AA students and Bachelors students. When the foreign language requirement is waived, the Foreign Language area on the AAR will be collapsed, but you will not see the high school foreign language classes listed here because the AAR only displays college-level classes. NOTE: The foreign language waiver would have to be re-evaluated if a student went from being an AA student to a Bachelor's student.

▽ **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 college-wide 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: Any of the courses that the student has completed (satisfactorily or not) in a particular career (e.g. CLK, CRED, etc.), but do not count toward completion of the plan, will display in the Additional Courses area. 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: The External Courses area lists all Transfer Courses from prior institutions and course completions earned from Test Scores.

▽ **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

Embedded Technical Certificates: Some Associate in Science (AS) Degree AARs will display the AS degree requirements 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 capture a student's progress in those TCs, and to let the

student see their own progress. This also allows students to possibly enroll in courses needed 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. If an AA student wants to complete a technical certificate, the TC would have to be requested to be added to their AAR.

Authorizations for Student Exceptions (Course Substitutions): Course substitutions, also called Authorizations for Student Exceptions in PeopleSoft, are denoted by an indicator in the Notes column of a course list on the AAR. Students or advisors can click on the blue hyperlink in the Notes column to see what the course substitution is for. (A note is included because course substitutions do not always replace the class you want it to if the student still has several options to take. It may simply add it to the area.) An Authorization will list what is being added or replaced and the Dean or Program Manager that approved the substitution.

None of the course substitutions in Orion migrated into PeopleSoft. If a student had a course substitution in Orion that has not been moved to PeopleSoft please have them submit a help ticket.

NOTE: The AARs are designed to count everything that "could" apply to a degree. You may have a student ask to exchange or substitute one Humanities for another to bring up a GPA. It will not change the GPA. If both classes have the AA attribute, they are both already counting.

Split Credits: The AAR is designed to split a student's credits when needed so they can use all of them. In this example the student takes a 4 credit science but only 3 credits are needed for the area. The 4th credit is

moved to the elective area or the "Not Used toward Plan Requirements" area so it can be used a sub or elective if needed.

▽ **Category A: Biological Sciences State Core Course**

Satisfied: Must complete one of the following Biological Sciences State Core courses:

- Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
BSC2085C	HUM AN & PHY I	3.00	Spring 2015	B	✅

View All | ⤢   First ◀ 1 of 1 ▶ Last

The 4th credit...

BSC2085C	HUM AN & PHY I	1.00	Spring 2015	B	✅

Quarter Hour Shortage: If you see a student that does not have the full credits for a class they may have transferred in from another school that runs on quarter hours. We run on semester hours so they wouldn't get the same credits. In this example below the communications dean approved a course sub (Authorization for Student Exception) to fix the quarter hour shortage.

▽ **Communications Category A**

Satisfied: Must complete one of the following courses:

- Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ENC1101	ENGLISH COMPOSTN I	2.67	Spring 2015	A		✅
LIT2000	LIT IN HUMANITIES	0.33	Fall 2017	A	01	✅

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