



Academic Advising The Basics

Patty Dorsher
Deb Ott

What is Academic Advisement?

- Includes degree audit and more
- Tracks the requirements that a student must satisfy in order to graduate.
- Analyzes courses completed to determine which requirements are satisfied and which are outstanding.
- Functions as a tool to help advisors advise students

Benefits of Academic Advisement

- Simplify Degree Auditing
- Establish and track degree requirements at any point for a student.
- Tailor Academic Programs/Plans to specific students (Waivers and Exceptions)

Before We Started

- Determined how many catalogs to code based on conversation's with UND colleges. We started with the 1997 catalog.
- Asked what are the “hidden requirements” that are not printed in the catalogs.
- Planned the flow of the advisement report.
- Develop methodology

Things That Are Important

- Set equivalencies for transferred courses, test credits and other
- On Student Program page, check the career requirement term and if the value is 0001, then change it to blank
- On Student Program pages, set program requirement term, plan requirement term, and subplan requirement term based on your catalog terms

Flow of UND Advisement Report

- Disclaimer
- Legend
- E-mail address
- University Requirements
- General Education Requirements
- Plan Requirements
- Subplan Requirements
- Second Major Requirements
- Unused Courses

Components of Academic Advisement

- Course Lists- “Identifies the course”
- Requirements- “Finds the Course”
- Requirement Groups- “Matches Students to Requirements”

BS in Athletic Training

- RG 4749 BS in ATT
 - R 173 BS in ATT
 - LN 10 129 credits
 - DLST Used by R 151 LN 10
 - LN 20 Core courses
 - CLST 329 ATT core course
 - LN 30 Professional courses
 - CLST 330 ATT professional courses
 - R 233 Electives
 - LN 10 Electives
 - CLST 680 All ugrd credits earned
 - DLST All courses used

University of North Dakota
Print Date : 2009-03-05

Name : [REDACTED]
Student ID : [REDACTED]

R, RG, LN codes are for office use only. R150 LN 20

----- External Degrees -----

Email questions about audit accuracy to: regeda@mail.und.nodak.edu.
Contact your advisor if you have advising questions. R 150 LN 30

----- Degrees Awarded -----

Degree : Bachelor of Science in Athletic Training
Confer Date : 2008-05-10
Degree GPA : 3.911
Degree Honors : Summa Cum Laude
Plan : Athletic Training
Plan : Minor Psychology
Requested By : Patricia Dorsher

I. Undergraduate University Requirements. R 4182

1. 125 Credit hours to graduate. Majors in the colleges of SEM, SMHS and Nursing require additional credits to graduate. Consult the Academic Catalog for more information. R 151 LN 10
Units (required/actual): 125.00/147.00

2. Min 2.0 GPA on UND work req to graduate. JDO, BPA, EHD, & Nurs req higher GPA's. Some mjrs also req higher GPA's. Consult academic catalog. R 151 LN 20
GPA (required/actual): 2.000/3.911

3. Minimum 2.00 avg GPA including transfer & UND work required to graduate. The Colleges of JDO, BPA, EHD, and Nursing require higher GPA's. Some majors also require higher GPA's. Consult the academic catalog for more information. R 151 LN 30
GPA (required/actual): 2.000/3.884

4. 30 credits from UND. R 152 LN 10
Units (required/actual): 30.00/136.00

5. 60 credits from 4 yr institution. R 152 LN 20
Units (required/actual): 60.00/147.00

6. Last 30 credits from UND. R 152 LN 30
Units (required/actual): 30.00/136.00

7. 36 Semester hours must be numbered 300 or above. R 153 LN 10
Units (required/actual): 36.00/37.00

----- ACADEMIC ADVISEMENT REPORT -----

Report on Undergraduate Career

Requirements Not Satisfied

Athletic Training Program

Requirements Not Satisfied

THIS ELECTRONIC DEGREE AUDIT IS "UNOFFICIAL". It is for advising only. The official status of degree certification will be made by your college. RG 4181

LEGEND FOR DEGREE AUDIT REPORT. If the requirement is BOLD then the requirement is NOT satisfied. If the requirement is NOT BOLD then the requirement is met. R 150 LN 10

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II. General Education Requirements catalog 2001. R 4183

1. Communication GERS-Complete 9 credit hours, one course from 3 areas as specified in the Academic Catalog. R 154 LN 10

Units (required/actual): 9.00/11.00

Term	Course	Description	Units	Grade	Code
2005 Sprng	ENGL 110	College Composition	1.00	B	TR
2005 Sprng	ENGL 120	College Composition	3.00	A	TR
2005 Sprng	GERM 101	First Year German I	4.00	B	TR
2006 Sprng	COMM 110	Fundamentals Public	3.00	A	EN

Communication GERS- Engl 110. R 154 LN 20

Units (actual): 1.00

Term	Course	Description	Units	Grade	Code
2005 Sprng	ENGL 110	College Composition	1.00	B	TR

Communication GERS-Engl 120 & 125. R 154 LN 30

Units (actual): 3.00

Term	Course	Description	Units	Grade	Code
2005 Sprng	ENGL 120	College Composition	3.00	A	TR

Comm GERS 3 cr from ChE 331,332,431, Clas 101,151, CiEn 303, Comm 110, Engl 120,125,308,408, EE 481, Fren 101, Germ 101, Hist 240, IS 240, Ital 101, ME 480, Musc 203, 310, 311, 312, Norw 101, Nurs 230, 233, Russ 101, Span 101. R 154 LN 40

Units (actual): 4.00

Term	Course	Description	Units	Grade	Code
2005 Sprng	GERM 101	First Year German I	4.00	B	TR

2. Soc Sci GERS- 9 cr in min 2 depts of Anth, A&S, BAdm, Comm, CSD, CJS, Econ, Geog, Hist, Hon, IS, Nurs, N&D, Pols, Psyc, RHS, Soc, SWK, T&L as specified in Acad Catalog. Hist cr approved as GERS may be applied to SS or A&H req. R 274 LN 10

Units (required/actual): 9.00/9.00

Term	Course	Description	Units	Grade	Code
2005 Sprng	PSYC 111	Introduction To Psyc	3.00	A	TR
2005 Fall	SOC 110	Introduction To Soci	3.00	A	EN
2006 Sprng	PSYC 270	Abnormal Psychology	3.00	A	EN

3. Arts & Hum GERS- 9 cr in min 2 depts of Art, EHD, Engl, FA, Hist, Hon, Hum, I S, I T, Lang, Musc, Phil, PolS, RelS, T A as specified in the Academic Catalog. Hist courses approved as GERS applied to either Arts & Hum or Social Science req. R 274LN180

Units (required/actual): 9.00/9.00

Term	Course	Description	Units	Grade	Code
2004 Fall	GERM 102	First Year German II	4.00	A	TR
2005 Sprng	ENGL 1XX	English Elective	3.00	A	TR
2007 Sprng	MUSC 100	Intro To Understandi	2.00	A	EN

4. Math, Science & Tech GERS- 12 credits in min of 2 depts of Anth, AtSc, Biol, Chem, Econ, Geog, Geol, Hon, Hum, IT, Math, Nutr, Phil, Phys, Psyc, Soc, SpSt as specified in Academic Catalog. Must include 4 credit science w/lab. R 184

Units (required/actual): 12.00/14.00

Math, Science & Technology GERS Biology 111 & 1111L, 124, 150 & 150L, 151 & 151L, 240. R 184 LN 30

Units (actual): 3.00

Term	Course	Description	Units	Grade	Code
2004 Fall	BIOL 150	General Biology I	3.00	A	TR

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Math, Science & Technology GERs Computer Science 101/101T, 120, 160, 161, 170, 260, 289. R 184 LN 50
 Units (actual): 3.00

Term	Course	Description	Units	Grade Code
2004 Fall	CSCI 101	Introduction To Comp	3.00	A TR

Math, Science & Technology GERs Physics 110 & 110L, 130 & 130L, 140, 150 & 150L, 161 & 161L, 162 & 162L, 211 & 211L, 212 & 212L, 251 & 251L. R 184 LN 150
 Units (actual): 4.00

Term	Course	Description	Units	Grade Code
2005 Fall	PHYS 161	Introductory College	4.00	A EN

Math, Science & Technology GERs Psychology 241. R 184 LN 160
 Units (actual): 4.00

Term	Course	Description	Units	Grade Code
2006 Spring	PSYC 241	Introduction To Stat	4.00	A EN

4 hour science with lab Biology 150 & 150L. R 181 LN 30
 Units (required/actual): 4.00/4.00

Term	Course	Description	Units	Grade Code
2004 Fall	BIOL 150	General Biology I	3.00	A TR
2004 Fall	BIOL 150L	General Biology I La	1.00	A TR

5. World Cultures GERs minimum of 3 credit hours of GER's must meet the World Cultures designation. Requirement cannot be fulfilled by testing out. Approved courses specified in Academic Catalog. R 160 LN 10
 Units (required/actual): 3.00/4.00

Term	Course	Description	Units	Grade Code
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2004 Fall GERM 102 First Year German II 4.00 A TR

Athletic Training Plan
 Requirements Not Satisfied

BS in Athletic Training. Catalog 2001. RG 4749

Overall Requirement Not Satisfied -

129 credits. R 173 LN 10
 Units (required/actual): 129.00/147.00

Athletic Training core courses. Chem 121/L, Comm 110, CSci 101/L, Engl 110, 120, OT 205, Phys 161/L, 162/L, Psyc 111, 241, 250, Soc 110. R 173 LN 20

Requirement Not Satisfied -
 Units (required/actual/needed): 40.00/38.00/2.00

Term	Course	Description	Units	Grade Code
2004 Fall	CHEM 121	General Chemistry I	3.00	B TR
2004 Fall	CHEM 121L	General Chemistry I	1.00	A TR
2004 Fall	CSCI 101	Introduction To Comp	3.00	A TR
2004 Fall	CSCI 101T	Software Application	1.00	S TR
2005 Spring	ENGL 110	College Composition	1.00	B TR
2005 Spring	ENGL 120	College Composition	3.00	A TR
2005 Spring	PSYC 111	Introduction To Psyc	3.00	A TR
2005 Fall	O T 205	Medical Terminology	1.00	A EN
2005 Fall	PHYS 161	Introductory College	4.00	A EN
2005 Fall	SOC 110	Introduction To Soci	3.00	A EN
2006 Spring	COMM 110	Fundamentals Public	3.00	A EN
2006 Spring	PHYS 162	Intro College Physic	4.00	A EN
2006 Spring	PSYC 241	Introduction To Stat	4.00	A EN
2006 Fall	PSYC 250	Developmental Psycho	4.00	A EN

Athletic Training professional courses. Anat 204/L, PMed 208/L, 200, 213,

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312, 313, 320, 321/L, 343, 413, 481, N&D 240, PEXS 332, 402, 403, PhTx
 410, Phy 301. R 173 LN 30

Requirement Not Satisfied -

Courses (required/actual/needed): 20.00/19.00/1.00

Term	Course	Description	Units	Grade	Code
2005 Fall	ANAT 204	Anatomy For Paramed	3.00	B	EN
2005 Fall	ANAT 204L	Anatomy Laboratory	2.00	A	EN
2005 Fall	FMED 208	Procedures In Athl T	1.00	A	EN
2005 Fall	FMED 208L	Proced In Athl Train	1.00	A	EN
2006 Sprng	FMED 200	Understanding Medici	3.00	A	EN
2006 Sprng	FMED 213	Begin Clin Prac In A	1.00	A	EN
2006 Fall	FMED 481	Eval Tech Of Athleti	4.00	A	EN
2006 Fall	PEXS 332	Biomechanics	4.00	A	EN
2006 Fall	PPT 301	Human Physiology	4.00	A	EN
2007 Sprng	FMED 313	Intmnd Clin Prac In A	2.00	A	EN
2007 Sprng	FMED 320	Athletic Training Mo	2.00	A	EN
2007 Sprng	FMED 321	Athl Inj Rehabilitat	2.00	A	EN
2007 Sprng	FMED 321L	Athl Injury Rehab Te	1.00	A	EN
2007 Sprng	NUTR 240	Fundamentals Of Nutr	3.00	A	EN
2007 Fall	FMED 312	Medical Aspects Of S	2.00	A	EN
2007 Fall	PXW 402	Exercise Physiology	4.00	A	EN
2008 Sprng	FMED 343	Organization Admin A	2.00	A	EN
2008 Sprng	FMED 413	Adv Clin Prac In Ath	2.00	A	EN
2008 Sprng	PXW 403	School Health Educat	2.00	A	EN

Athletic Training professional courses FMED 491, 497. R 173 LN 40
 Courses (required/actual): 2.00/2.00

Term	Course	Description	Units	Grade	Code
2007 Fall	FMED 491	Seminar In Athletic	2.00	A	EN
2007 Fall	FMED 497	Internship In Athl T	3.00	A	EN

Below is a list of courses that do not satisfy any requirements for this plan and/or subplan. Please see your advisor if you have any questions

regarding these courses. R 233 LN 10

Term	Course	Description	Units	Grade	Code
2004 Fall	BIOL 150L	General Biology I La	1.00	A	TR
2004 Fall	FMED 101	Orientation To Athle	1.00	A	TR
2004 Fall	MATH 103	College Algebra	3.00	A	TR
2005 Sprng	BIOL 151	General Biology II	3.00	A	TR
2005 Sprng	BIOL 151L	General Biology II L	1.00	A	TR
2005 Sprng	CHEM 122	General Chemistry II	3.00	B	TR
2005 Sprng	CHEM 122L	General Chemistry II	1.00	A	TR
2005 Sprng	FMED 207	Prevent & Care Athle	2.00	A	TR
2005 Sprng	FMED 207L	Prevent & Care Ath I	1.00	A	TR
2005 Sprng	P T 101	Orientation Physical	1.00	A	TR
2005 Fall	FMED 211	Beg. Cln Pract I In	1.00	A	EN
2007 Sprng	MUSC 100	Intro To Understandi	1.00	A	EN
2007 Fall	FMED 411	Adv Clin Pract I In	2.00	A	EN
2008 Sprng	FMED 491	Seminar In Athletic	2.00	A	EN
2008 Sprng	PPT 315	Human Pharmacology	3.00	B	EN
2008 Sprng	SOC 355	Drugs And Society	3.00	A	EN
2008 Fall	P T 401	Intervention Techniq	2.00	A	EN
2008 Fall	P T 402	Professional Comm &	2.00	A	EN
2008 Fall	P T 409	Clinical Pathology I	4.00	A	EN
2008 Fall	P T 422	Anatomy For OT And P	5.00	B	EN
2008 Fall	P T 423	Neuroscience for P T	4.00	B	EN

Minor Psychology Plan No Requirements

----- End of Transcript -----

Waivers & Exceptions

- There are times when students' circumstances require exceptions to the degree requirements for their programs and plans. For example, a student may successfully petition to have a normally unarticulated transfer course satisfy a course requirement. At UND we've used requirement waivers, requirement changes and course directives. Course substitution hasn't been used at UND because once it's set up the original course loses its identity throughout the audit.

Authorize Student Exceptions

- Authorize student exceptions is used for Course Directives, Requirement Changes, Requirement Waivers, and Requirement Overrides. They be set up for individual students, academic programs, primary academic plans, and student groups. So far UND has used only student specific.

Course Directive

- Course directives are used to assign courses to specific requirements. Course directives are often used in cases where a course may satisfy more than one requirement.
- Example- currently “investigate all combinations” isn’t working in all cases. So for student Laura we’ve directed Soc 110 & Soc 2XX to meet the Social Science GERs.

Course Directive Example

Academic Advising Report

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Term	Course	Description	Units	Grade Code
2005 Fall	ENGL 110	College Composition	3.00	A TR
2005 Fall	ENGL 120	College Composition	3.00	B TR

Communication GERS- Encl 110. R 154 LN 20
Units (actual): 3.00

Term	Course	Description	Units	Grade Code
2005 Fall	ENGL 110	College Composition	3.00	A TR

Communication GERS-Encl 120 & 125. R 154 LN 30
Units (actual): 3.00

Term	Course	Description	Units	Grade Code
2005 Fall	ENGL 120	College Composition	3.00	B TR

Comm GERS 3 cr from CHE 331,332,431, Chin 101, Clas 101,151, CIEM 301, 302 Comm 110, EE 481, Encl 120,125,308,408, Fran 101, Geol 421, 422, 494, Germ 101, Hist 240, IS 240, ME 480, Musc 490, Norw 101, Nurs 230, 233, Russ 101, Span 101. R 154 LN 40
Requirement Not Satisfied -
Units (actual): 0.00
Courses (required/actual/needed): 1.00/0.00/1.00

2. Soc Sci GERS- 9 cr in min 2 depts of Anth, A&S, BAdm, Comm, CSD, CJS, Econ, Geog, Hist, Hon, Hum, IS, Musc, Nurs, N&D, Pols, Psyc,RLS,RHS,Soc, SWK,SpSt,T&L as specified in Acad Catalog. Hist cr approved as GERS may be applied to SS or A&H req. R274LN1
Units (required/actual): 9.00/9.00

Term	Course	Description	Units	Grade Code
2005 Fall	PSYC 250	Developmental Psycho	3.00	A EN

Course directed to this line

Term	Course	Description	Units	Grade Code
2005 Fall	SOC 2XX	Sociology Elective	3.00	A TR
2005 Fall	SOC 110	Introduction To Soci	3.00	A TR

Soc 110 & Soc 2XX in Soc Sci GERS
Operator: pdorsher

3. Arts & Hum GERS- 9 cr in min 2 depts of Art, EHD, Encl, FA, Hist, Hon, Hum, I S, I T, Lang, Musc, Phil, PolS, RelS, T A as specified in the Academic Catalog. Hist courses approved as GERS applied to either Arts & Hum or Social Science req. R 274LN180
Units (required/actual): 9.00/9.00

Term	Course	Description	Units	Grade Code
2005 Fall	HIST 2XX	History Elective	3.00	A TR
2005 Fall	HIST 220	History Of North Dak	3.00	B TR
2005 Fall	HUM 101	Humanities I	3.00	A TR

4. Math, Science & Tech GERS- 12 credits in min of 2 depts of Anth, AtSc, Biol, Chem, Econ, Geog, Geol, Hon, Hum, IT, Math, Nutr, Phil, Phys, Psyc, Soc, SpSt as specified in Academic Catalog. Must include 4 credit science w/lab. R 184
Units (required/actual): 12.00/12.00

Math, Science & Technology GERS Biology 111 & 1111L, 124, 150 & 150L, 151 & 151L. R 184 LN 30
Units (actual): 4.00

Term	Course	Description	Units	Grade Code
2005 Fall	BIOL 151	General Biology II	4.00	A TR

Math, Science & Technology GERS Chemistry 110, 115 & 115L, 116 & 116L, 121 & 121L, 122 & 122L. R 184 LN 40
Units (actual): 4.00

Term	Course	Description	Units	Grade Code
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Requirement Waiver Example

Academic Advising Report

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University of North Dakota
Print Date : 2009-03-05

Name : ██████████
Student ID : ██████████
Requested By : Patricia Dorsher

Requirement Not Satisfied -
Units (required/actual/needed): 125.00/110.00/15.00

2. Min 2.0 GPA on UND work req to graduate. JDO, BPA, EHD, & Nurs req higher GPA's. Some mjrs also req higher GPA's. Consult academic catalog. R 151 LN 20
GPA (required/actual): 2.000/2.600

3. Minimum 2.00 avg GPA including transfer & UND work required to graduate. The Colleges of JDO, BPA, EHD, and Nursing require higher GPA's. Some majors also require higher GPA's. Consult the academic catalog for more information. R 151 LN 30
GPA (required/actual): 2.000/3.079

4. 30 credits from UND. R 152 LN 10
Requirement Not Satisfied -
Units (required/actual/needed): 30.00/15.00/15.00

5. 60 credits from 4 yr institution. R 152 LN 20
Requirement Not Satisfied -
Units (required/actual/needed): 60.00/15.00/45.00

6. Last 30 credits from UND. R 152 LN 30
Requirement Not Satisfied -
Units (required/actual/needed): 30.00/15.00/15.00

7. 36 Semester hours must be numbered 300 or above. R 153 LN 10
Requirement Not Satisfied -
Units (required/actual/needed): 36.00/6.00/30.00

II. General Education Requirements catalog 2007. R 4183
Exempted -
GENERAL EDUCATION REQUIREMENTS COMPLETED THROUGH GER AGREEMENT.
Operator: pdorsher

----- ACADEMIC ADVISEMENT REPORT -----

Report on Undergraduate Career
Requirements Not Satisfied

Mechanical Engineering Program
Requirements Not Satisfied

THIS ELECTRONIC DEGREE AUDIT IS "UNOFFICIAL". It is for advising only. The official status of degree certification will be made by your college. RG 4181

LEGEND FOR DEGREE AUDIT REPORT. If the requirement is BOLD then the requirement is NOT satisfied. If the requirement is NOT BOLD then the requirement is met. R 150 LN 10

R, RG, LN codes are for office use only. R150 LN 20

Email questions about audit accuracy to: regeda@mail.und.nodak.edu.
Contact your advisor if you have advising questions. R 150 LN 30

I. Undergraduate University Requirements. R 4182
Overall Requirement Not Satisfied -

1. 125 Credit hours to graduate. Majors in the colleges of SEM, SMHS and Nursing require additional credits to graduate. Consult the Academic Catalog for more information. R 151 LN 10

Keys to a Successful Implementation

- There is no “right way” to set up AA but different ways to get the same outcome.
- Code in production.
- Sign up for Listserv.
- Document
- Get the word out, sell the benefits, rally support.
- Lots of chocolate