# 

**Student Information System**

Liverpool John Moores University

**A Quick Guide to Academic Advisement**

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**Note: This is not a training guide**

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# Introduction

Academic Advisement is the module within Campus Solutions which ties together the Programme and Plan Stack that a student is active on and the Classes that they are enrolled upon.

Academic Advisement is built ‘bottom up’ with the Course Lists created first, these are the module lists that are defined in the validated Programme Specification. There is one course list created for each Level of a Programme and the cores and options are listed separately within each course list. Next are the Academic Requirements. These are built for each level of the programme and detail the level rules for the programme (e.g. the amount of credit to be attained before a student is allowed to progress), the course lists that were defined earlier are then attached to each Academic Requirement. Finally the Requirement Group is created for each Programme and each Plan which details the overall Programme rules (such as the amount of credit required achieving the specified Award). The Academic Requirements are then attached to the Requirement Group.

Example set up for a BSc (Hons) Programme and Plan

Programme and Plan Requirement Group – 360c

Programme Rules

NQF6 Course List

Core Option

NQF6 Academic Requirements – 120c

NQF5 Academic Requirements – 120c

NQF5 Course List

All Core

NQF4 Academic Requirements – 120c

Level Rules

Course Lists

NQF4 Course List

All Core

Academic Advisement is a fundamental piece of functionality that is centre stage of how the Student Information System works. The functionality not only looks at a student’s progress towards the Award Aim specified in the validated Programme proforma, but also from the same data can inform which courses a student is allowed to select in their next year and which courses students should subsequently be enrolled upon. The set up of Academic Advisement reflects the Programme and Module structure and rules as defined in the official Programme document.

### The Academic Advisement Cycle

There are 2 reports within Advisement that are used to view the data. The Academic Advisement Report (AAR) and the Planning Report.

Academic Advising Reports are used to fulfil 2 separate functions:

1. The Plan By my Requirements process (OMS) which allows students to view their up-coming modules for the next Academic Year and to ‘plan’ which of these modules they would like to study on their successful completion of the current Academic Year.
2. Academic Advising Report itself looks at the ‘posted’ grades awarded to the student on completion of studying a course (module) and calculates the progress towards the rule defined in the setup (both level and programme). It advises whether the rules have been Satisfied or not and specifies the detail of this and also generates a GPA (Grade Point Average (Level Mean Mark).

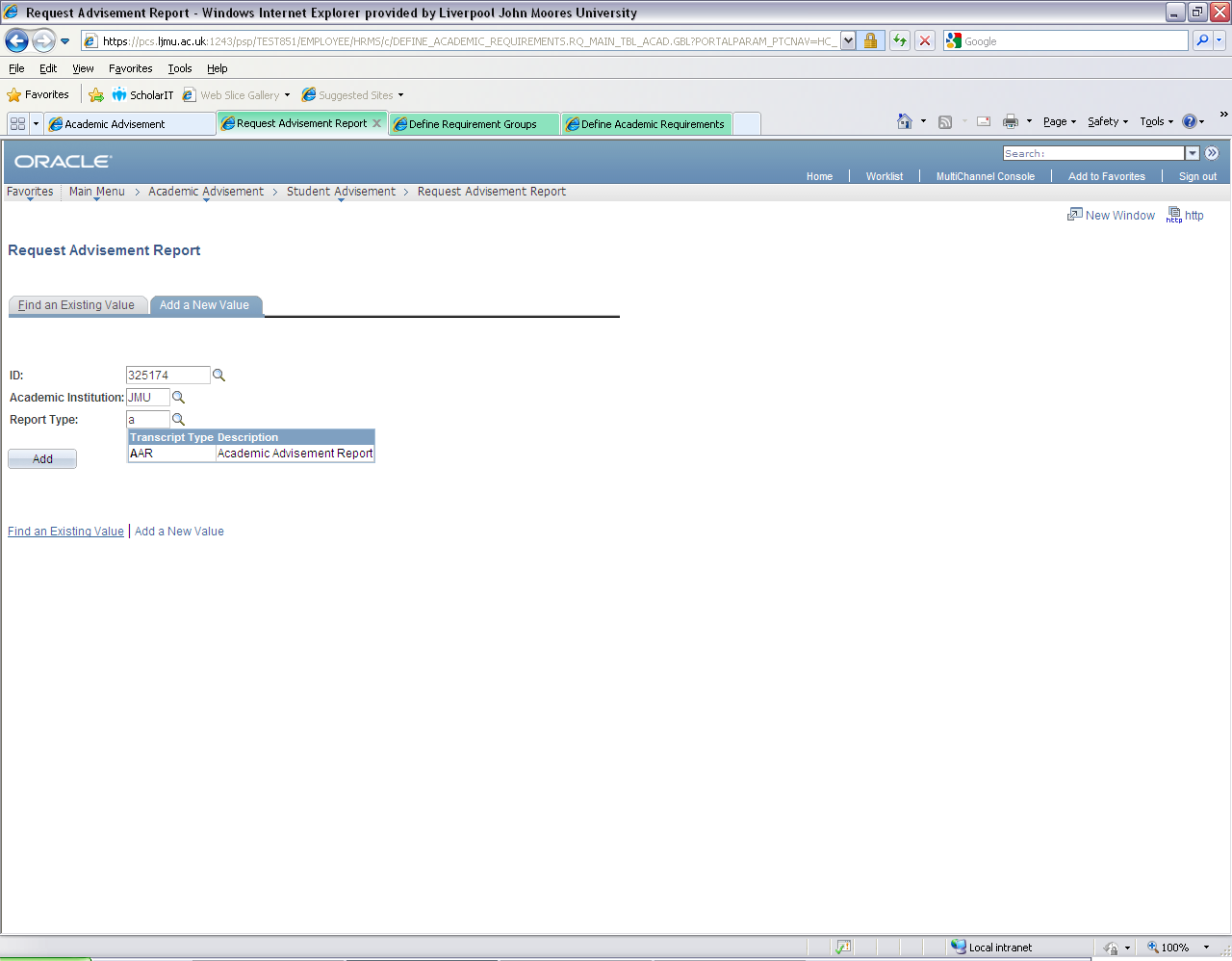
In addition to the reports, advisement allows users to substitute courses (module replacement) and to perform over-rides.

## Running the Advisement Report

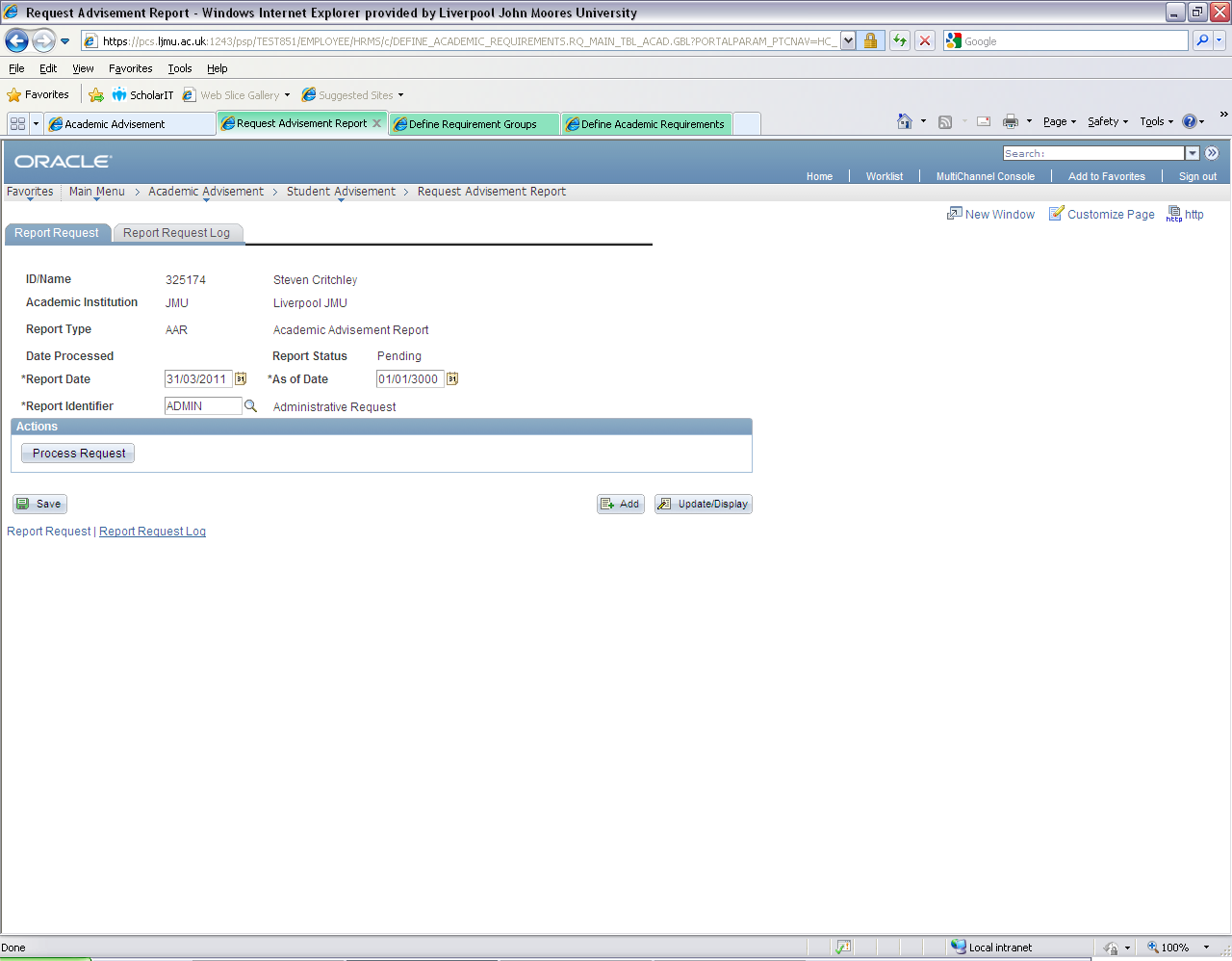
The advisement report can be run at anytime for any period in the student’s time at the University.

The process detailed below explains how to generate manually the Advisement Report. After go live, reports will be generated in batch, allowing the user to view a report without generating it first.

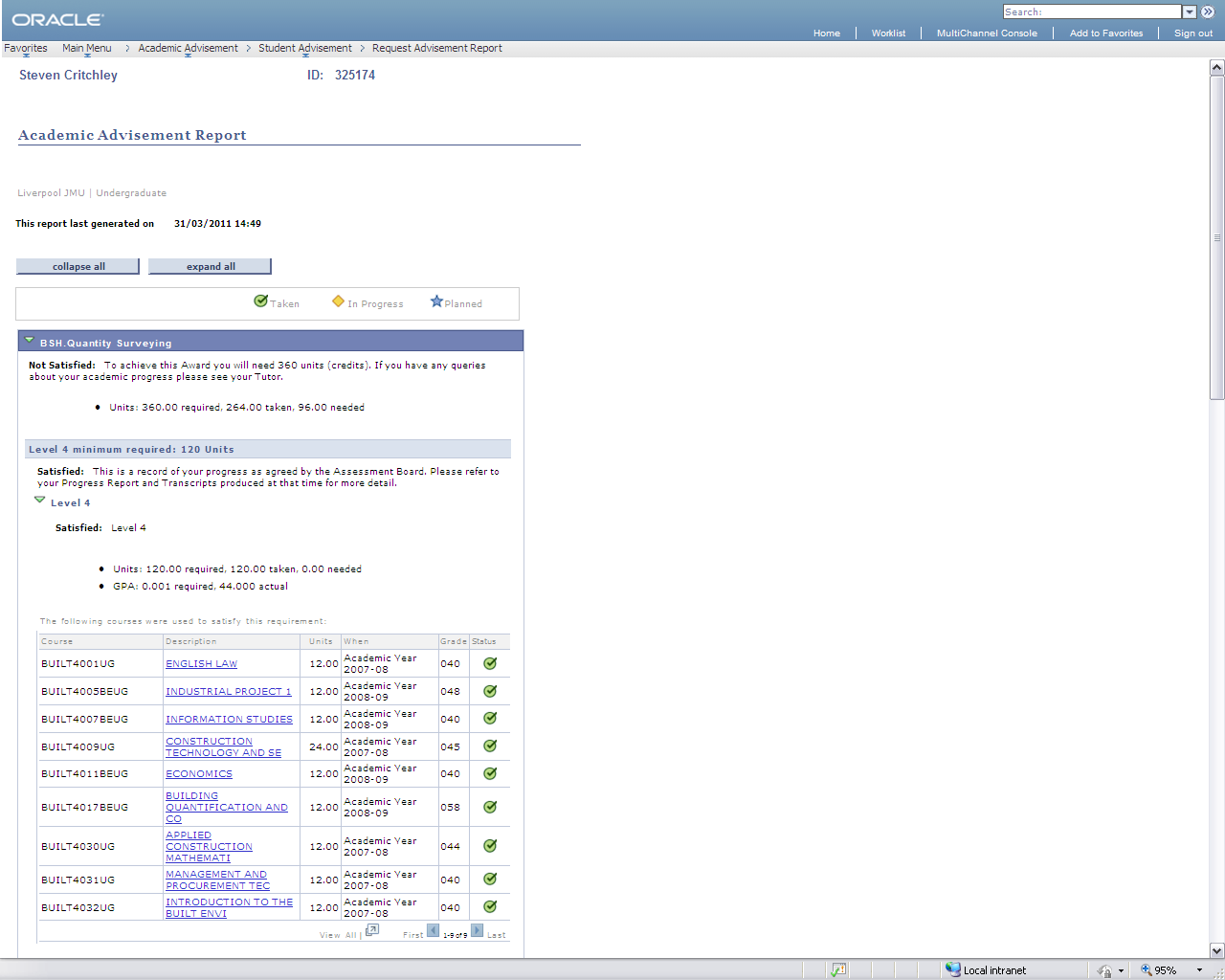
**Navigation: Main Menu>Academic Advisement>Student Advisement>Request Advisement Report>Add a New Value**



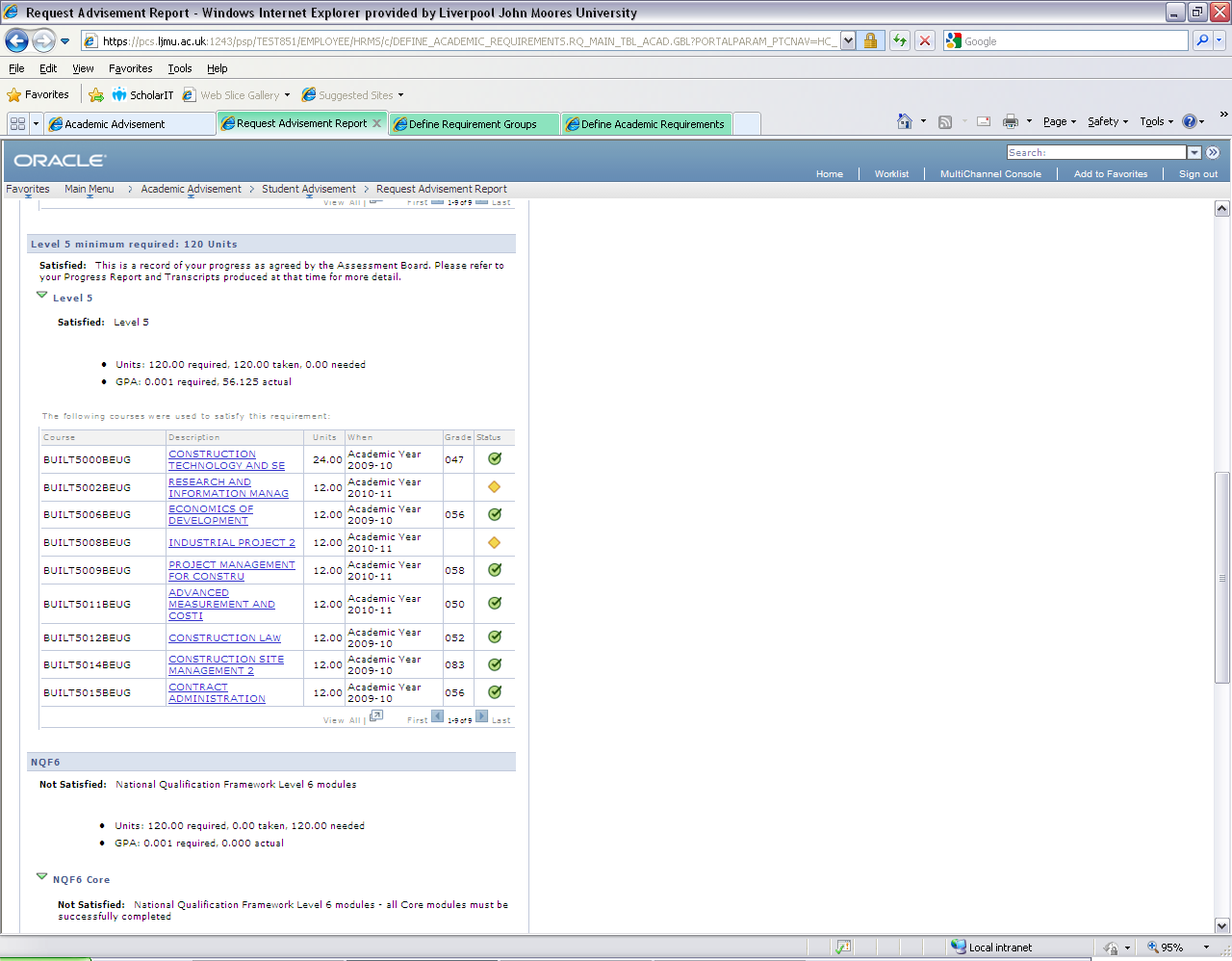
* Enter the student number
* Enter the Academic Institution of JMU
* Enter the Report Type of AAR
* Click Add



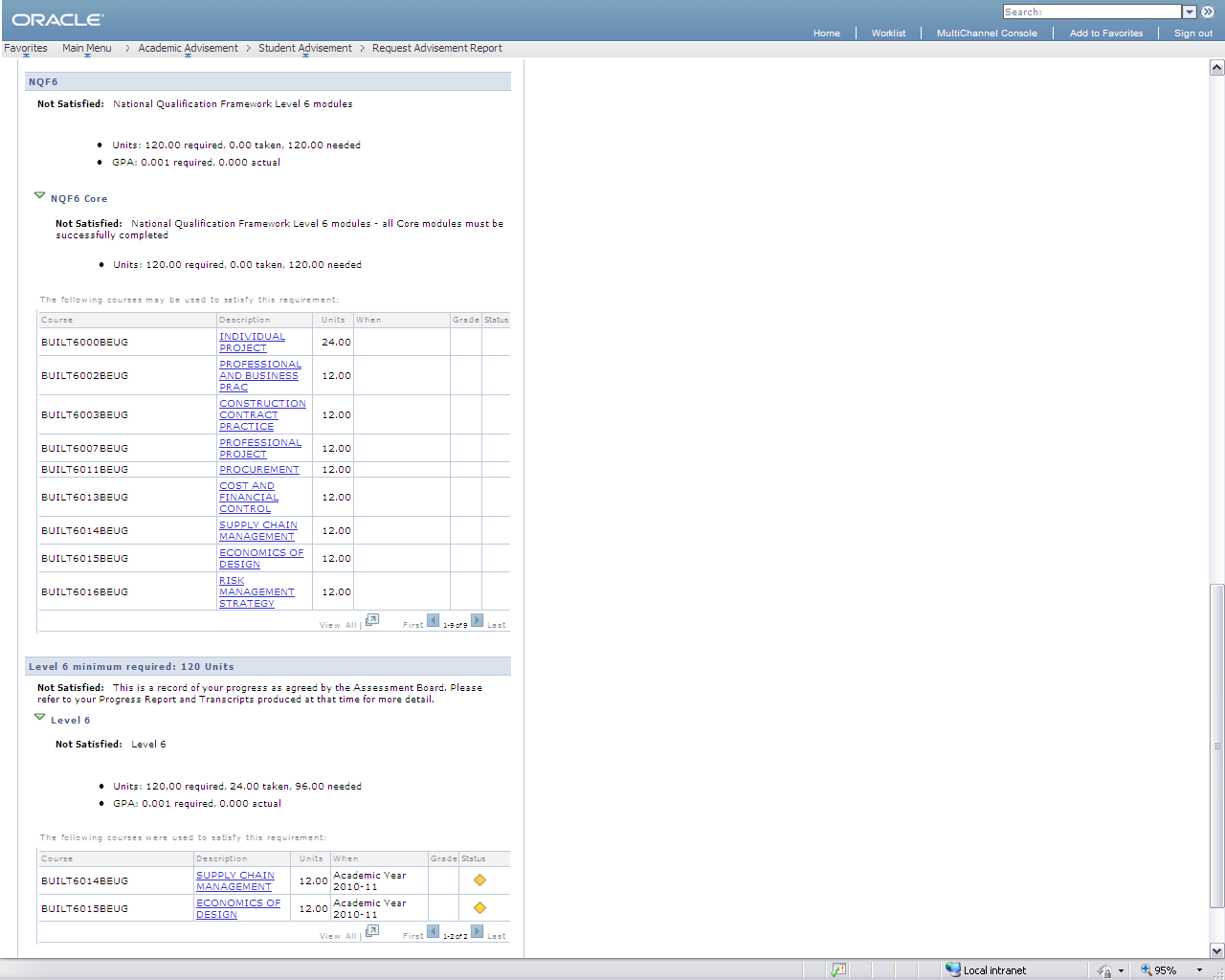
* Click Process Request. The report will display automatically when the process completes



The report displays as shown. Steven is a Part Time student. You will notice that Level 4 is complete and the requirements have been fulfilled using a combination of existing Programme Rules and Global Rules (which have been specifically tailored to cope with Programme Changes over the years)



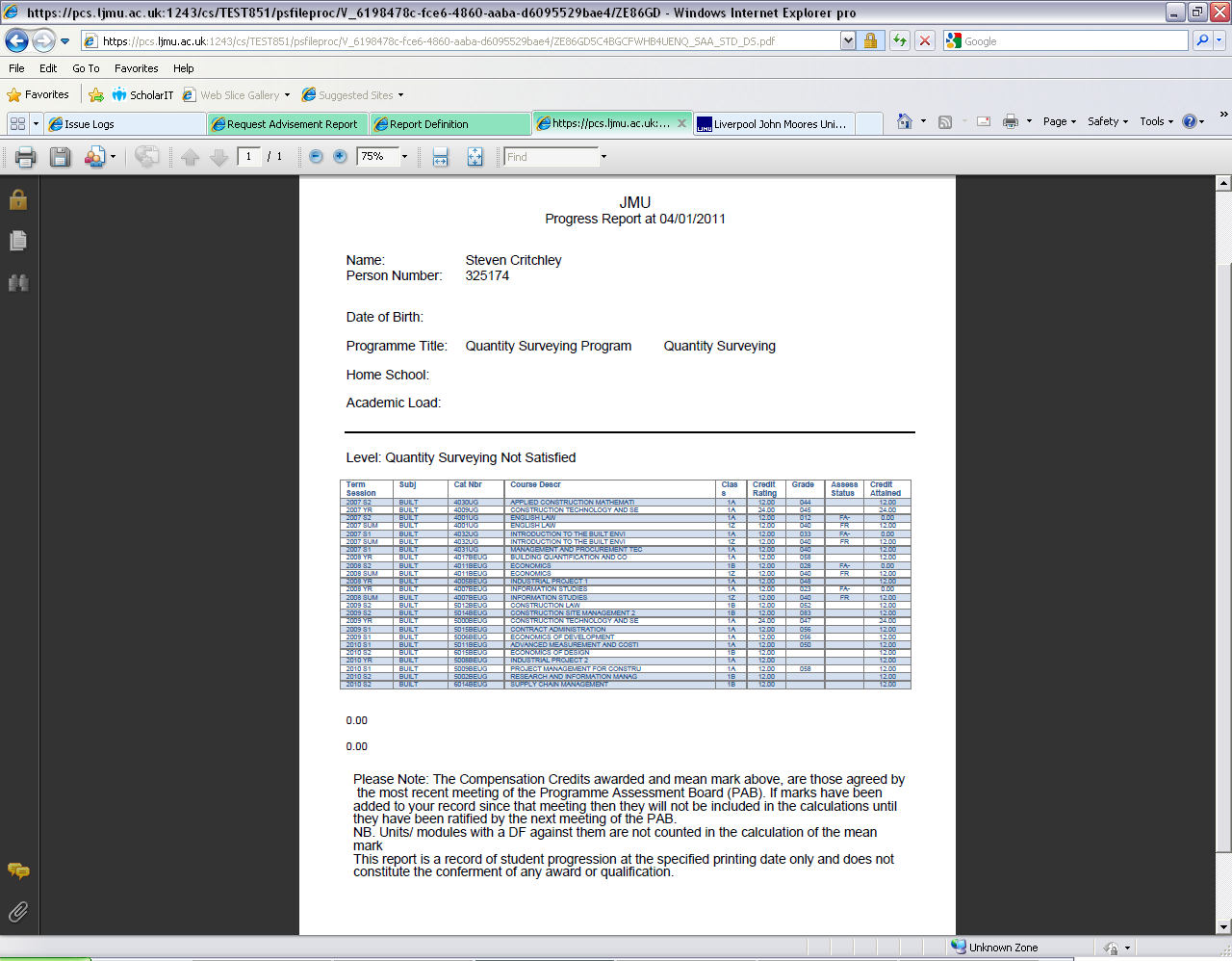
The Level 5 section of the report shows that this student has fully registered for the correct amount of Units and that he is still ‘in-progress’ for 2 of the Courses in the current Term.



Level 6 is a little different in that the student hasn’t yet passed any Courses. His status will remain at Not Satisfied until the level is complete.

Once the student has progressed satisfactorily through all the Levels the overall requirement will also update to Satisfied.

In addition, this report is also available to the student through Student Self Service and available as a PDF. The PDF version is designed to look a little more like the current Progress Report.



Note: This report is currently in development.

## Running Historical Reports

All the Advisement Reports can be run at a date that is earlier than the current date and this will then display the student record as of that date. This function is especially useful when wanting to view a student pre-programme/plan change or pre Programme Rule change.

From the Search page

* Enter the student number
* Enter the Academic Institution of JMU
* Enter the Report Type of AAR
* Click Add
* Change the \*As of Date to a date that before any Programme/Plan change
* Click Process Request

The report that is then displayed show the students progress as of the date you entered as the parameter.

## Creating Advisement Exceptions

There are 2 types of Exceptions – Advisement Overrides and Course Substitutions. Exceptions can be used to modify existing requirements and can be applied to Programmes and Plans for groups of students, student groups or individual students.

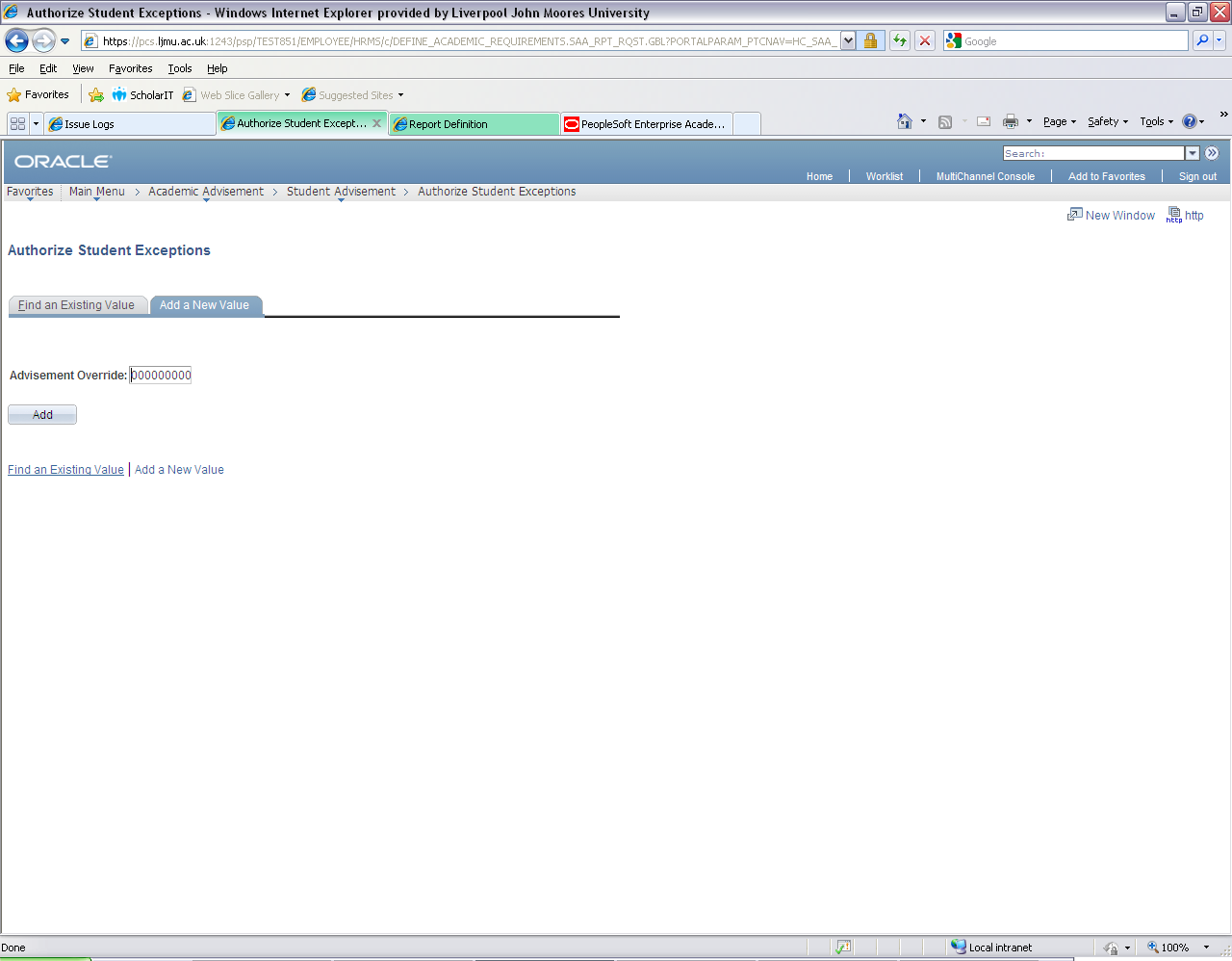
### Advisement Overrides

Advisement Overrides allow the user to override any part of a student’s degree requirements.

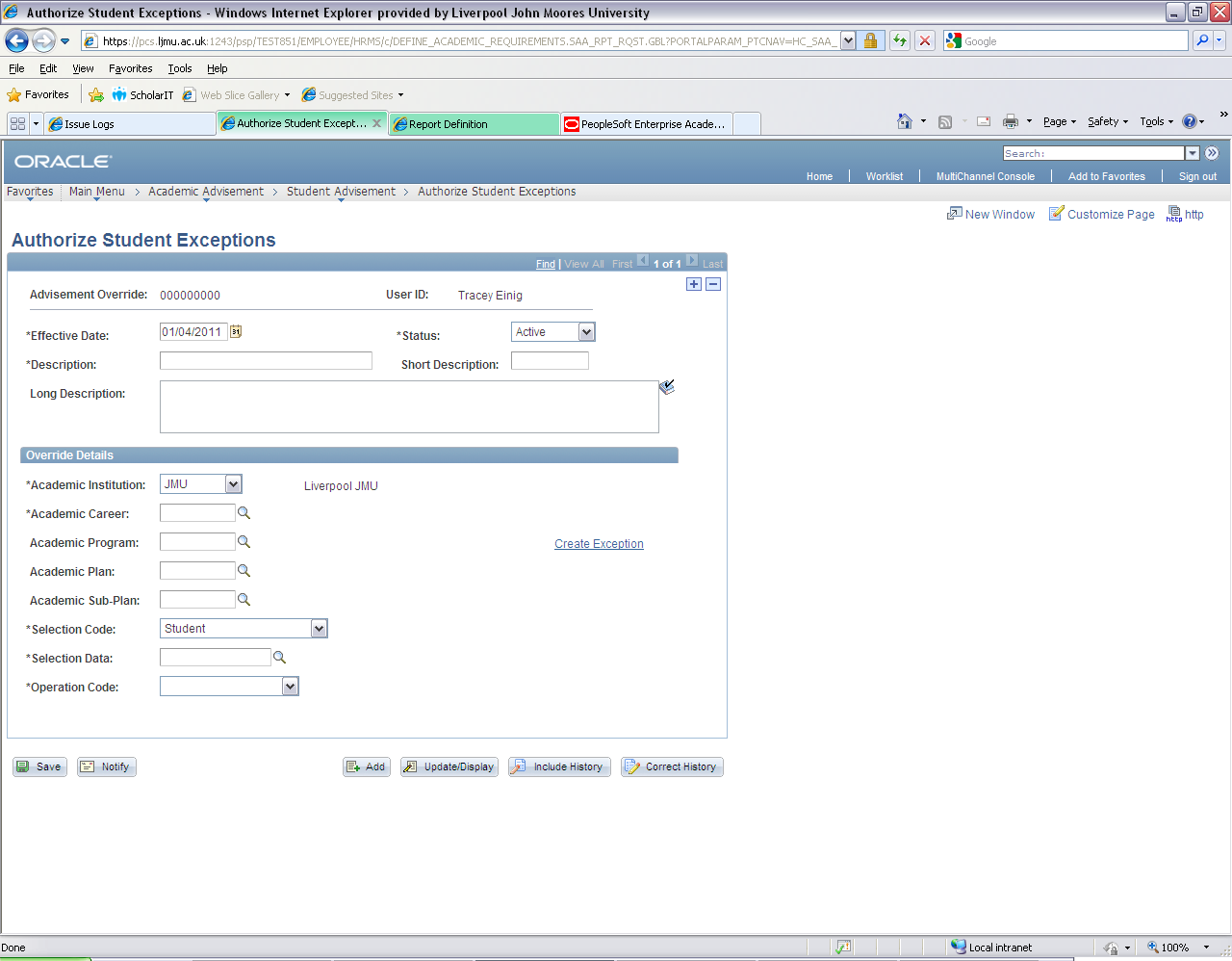


### Waiving a Level

**Navigation: Academic Advisement>Student Advisement>Authorise Student Exceptions**



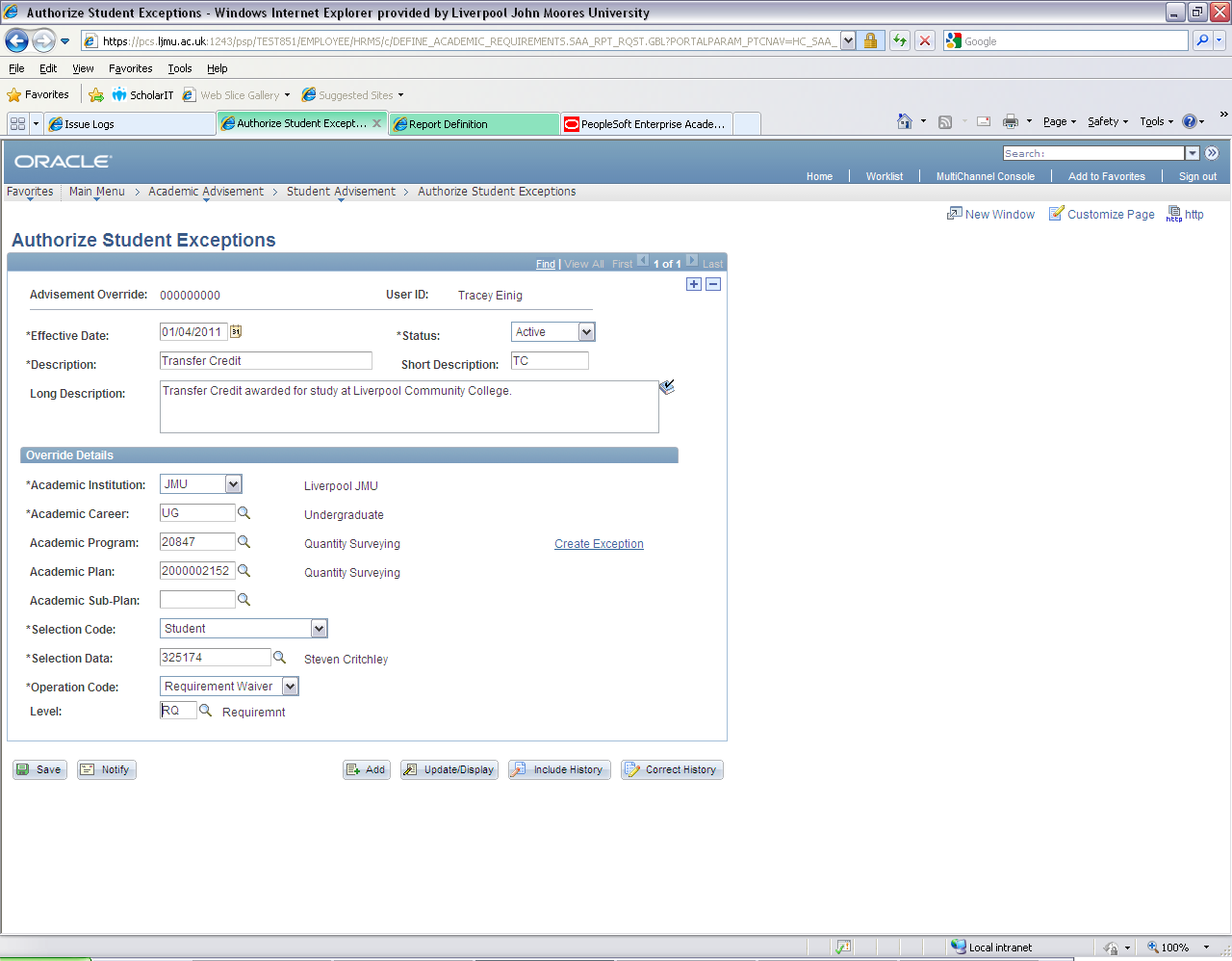
* Add a New Value
* Click Add



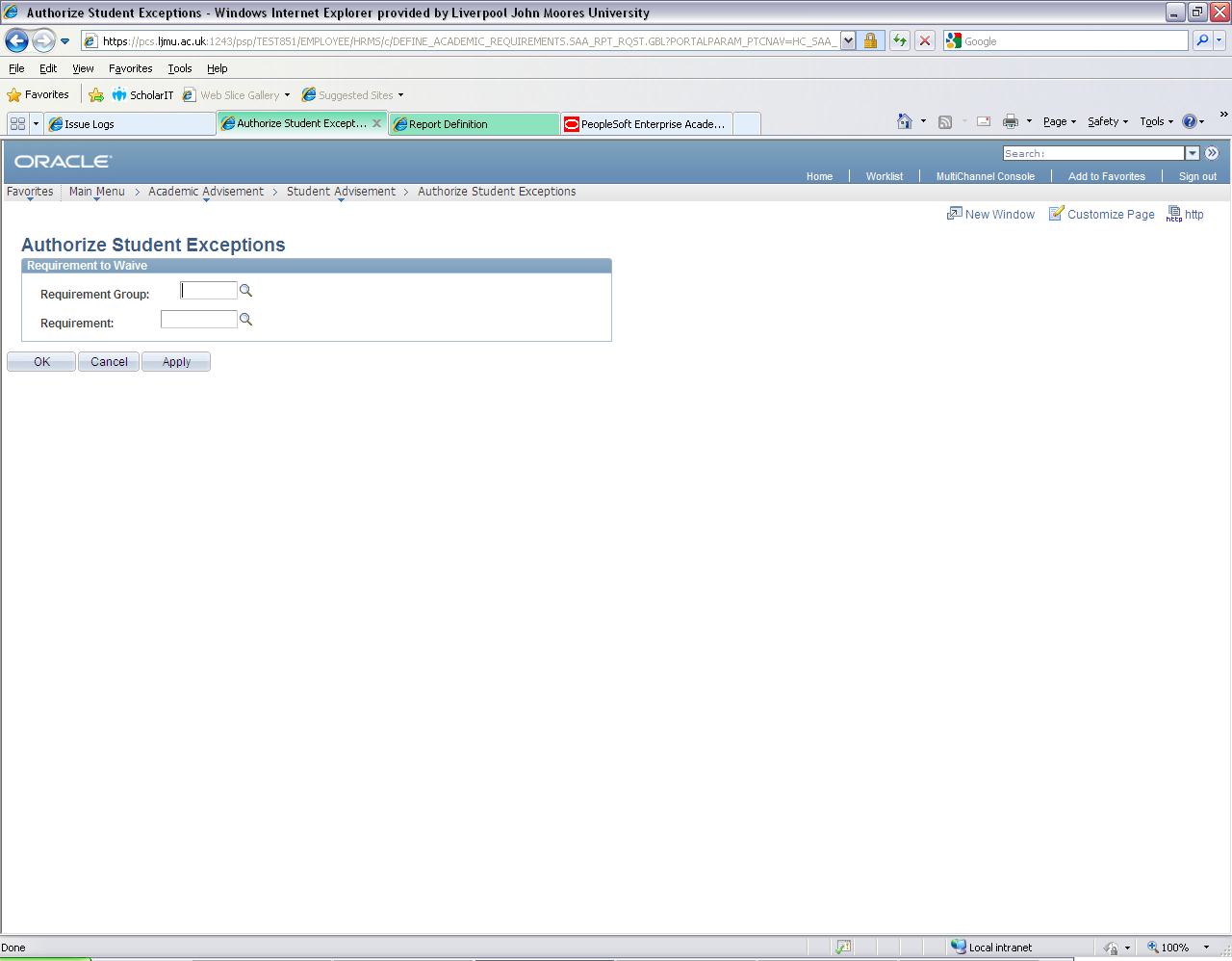
* Enter a Description, Short Description and Long Description
* Enter the Academic Career of the student
* Enter the Academic Programme
* Enter the Academic Plan
* Enter the selection code. Either a whole programme can be selected or a student group or an individual student
* Enter the selection data. This value is dependent on the value entered above. So if a programme has been entered for the selection code, enter the Programme Code here, or enter a student ID to identify a single student.
* Enter the Operation Code. Depending on the Operation used a further field will appear
* Enter the Level. This is the level that the Operation Code is pointing towards.

Example

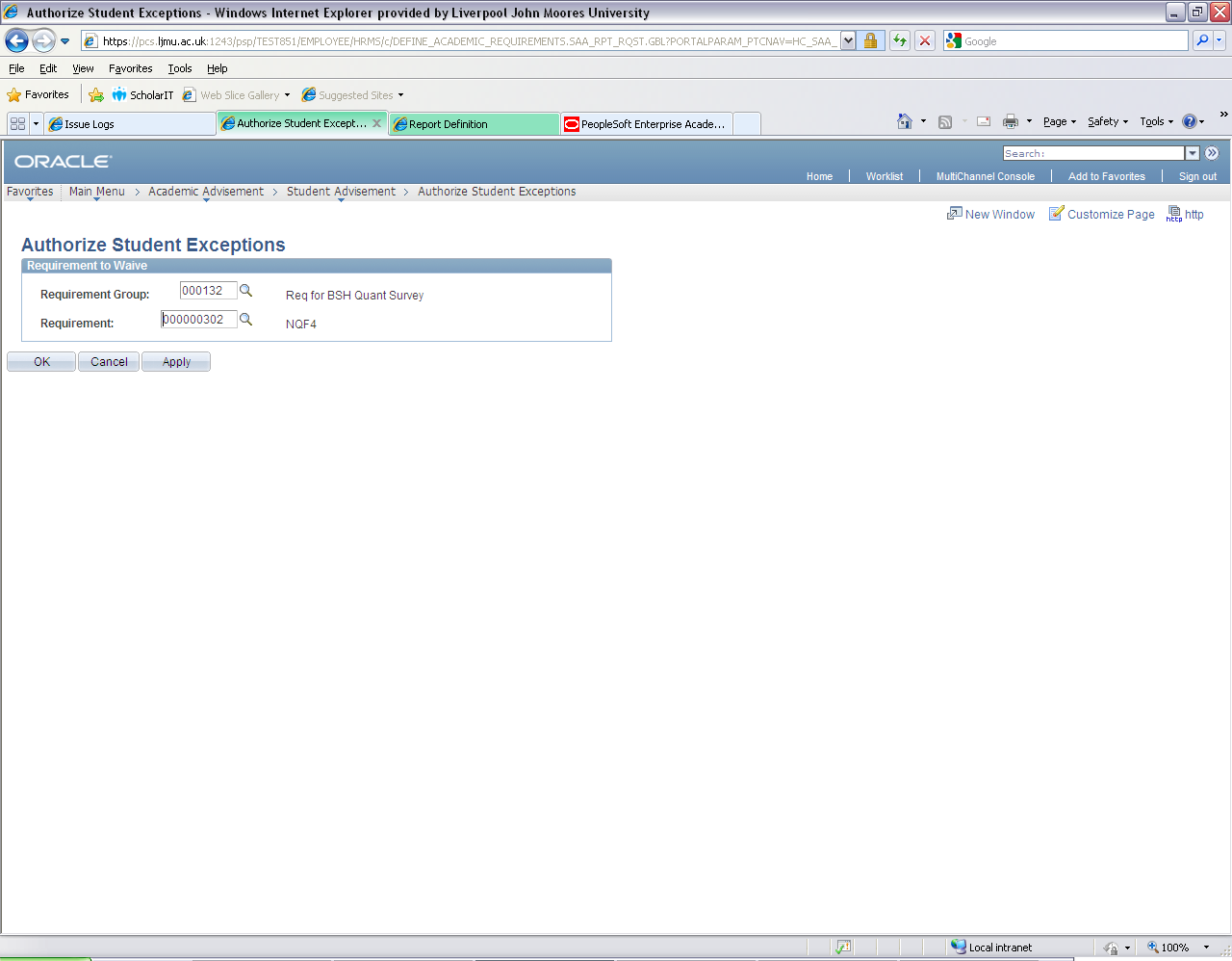
In order to apply a Waiver for Level 4 study for a student that has Transfer Credit, the following values should be entered.



* Click the Create Exception link

The next stage is to select the Requirement Group and Academic Requirement to override (in this case Waive)

* Enter the Requirement Group
* Enter the Requirement



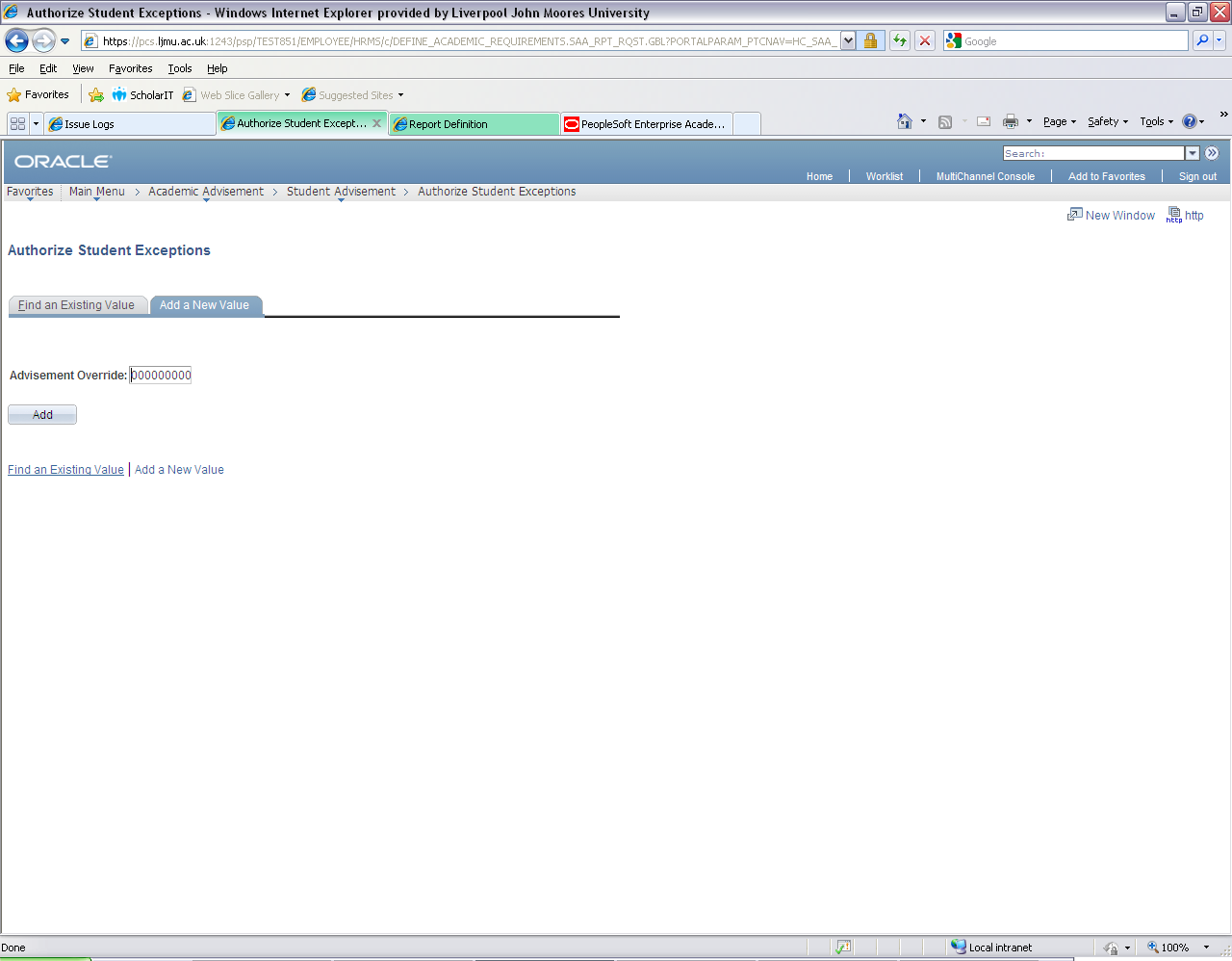
In our example I have selected the Requirement Group for the student’s Programme and Plan (in the majority of cases there will only ever be one value here). Then I have selected the Level that I wish to Waive for the student.

* Click Apply and OK. The form will close and display the main Exception page again.
* Save the record. The Exception has now been applied to the student.
* Re run the Advisement Report to view the detail.

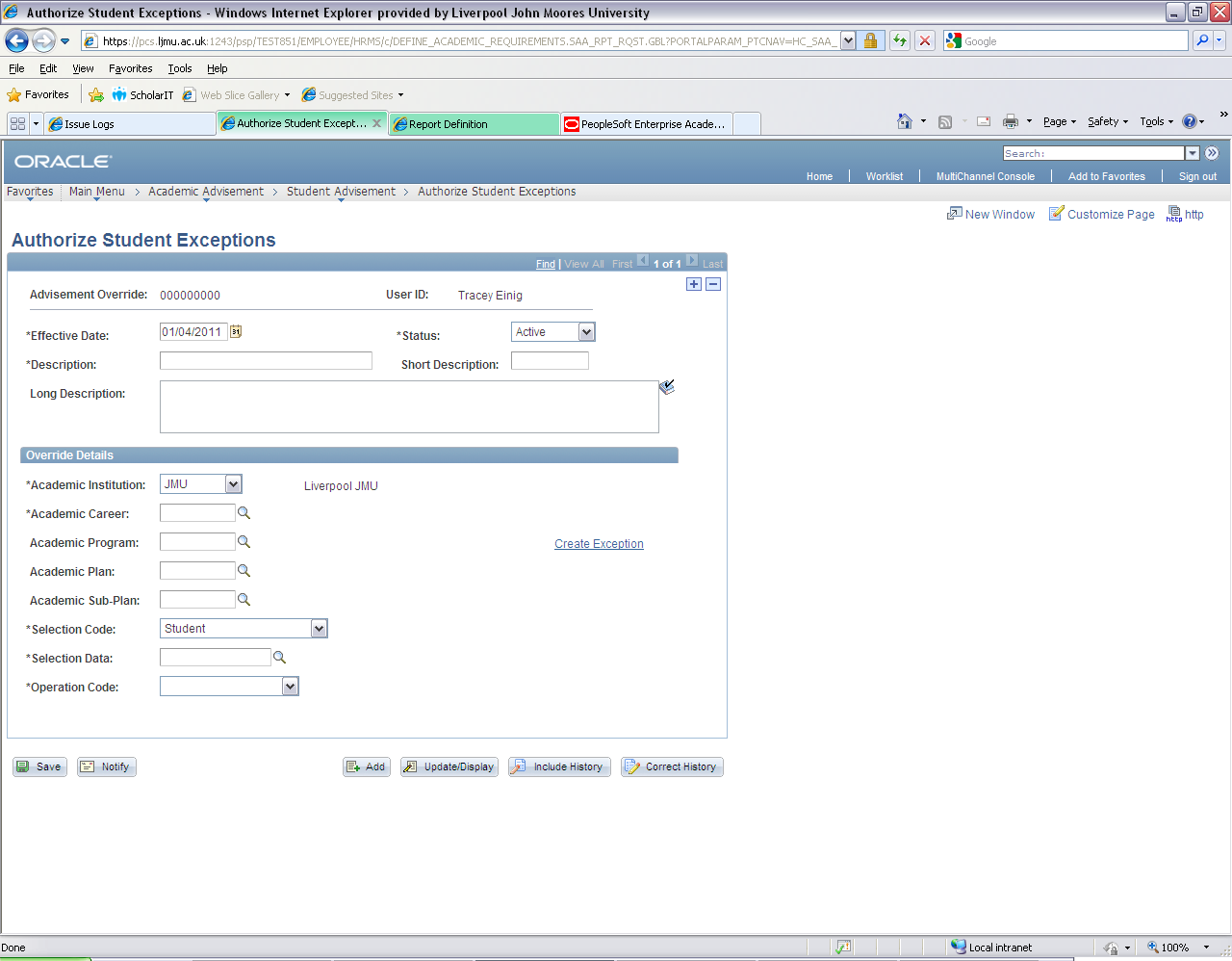


### Excluding Courses

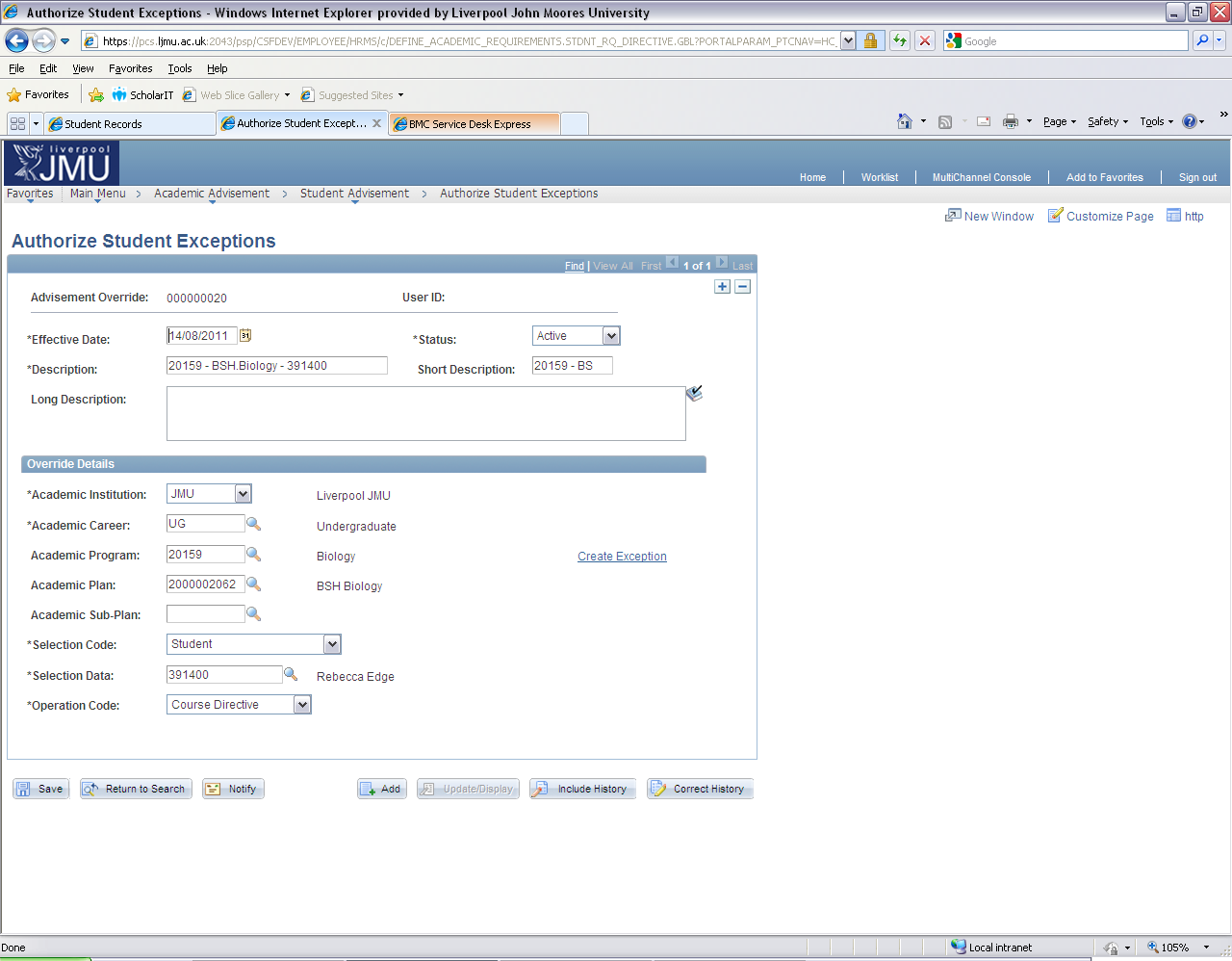
**Navigation: Academic Advisement>Student Advisement>Authorise Student Exceptions**



* Add a New Value
* Click Add

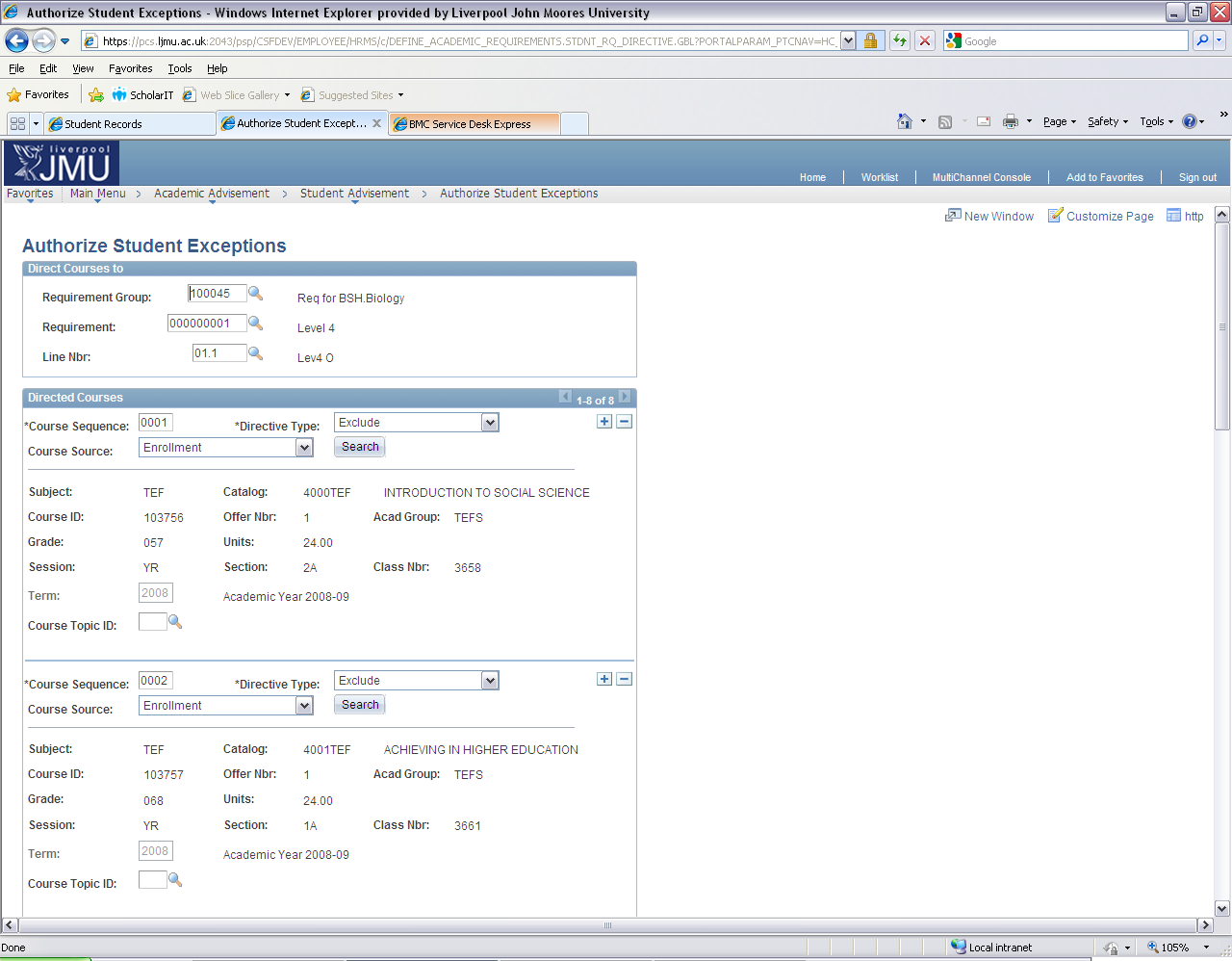


* Enter a Description, Short Description and Long Description
* Enter the Academic Career of the student(s)
* Enter the Academic Programme of the student(s)
* Enter the Academic Plan of the student(s)
* Enter the selection code. Either a whole programme can be selected or a student group or an individual student. If a entire Programme/Plan is to be the Exception then select the appropriate value. Care should be taken if selecting a the Primary Programme or Plan as ‘only’ student that have the matching code as their primary programme or plan will be selected.
* Enter the selection data. This value is dependent on the value entered above. So if a programme has been entered for the selection code, enter the Programme Code here, or enter a student ID to identify a single student.
* Enter the Operation Code = Course Directive



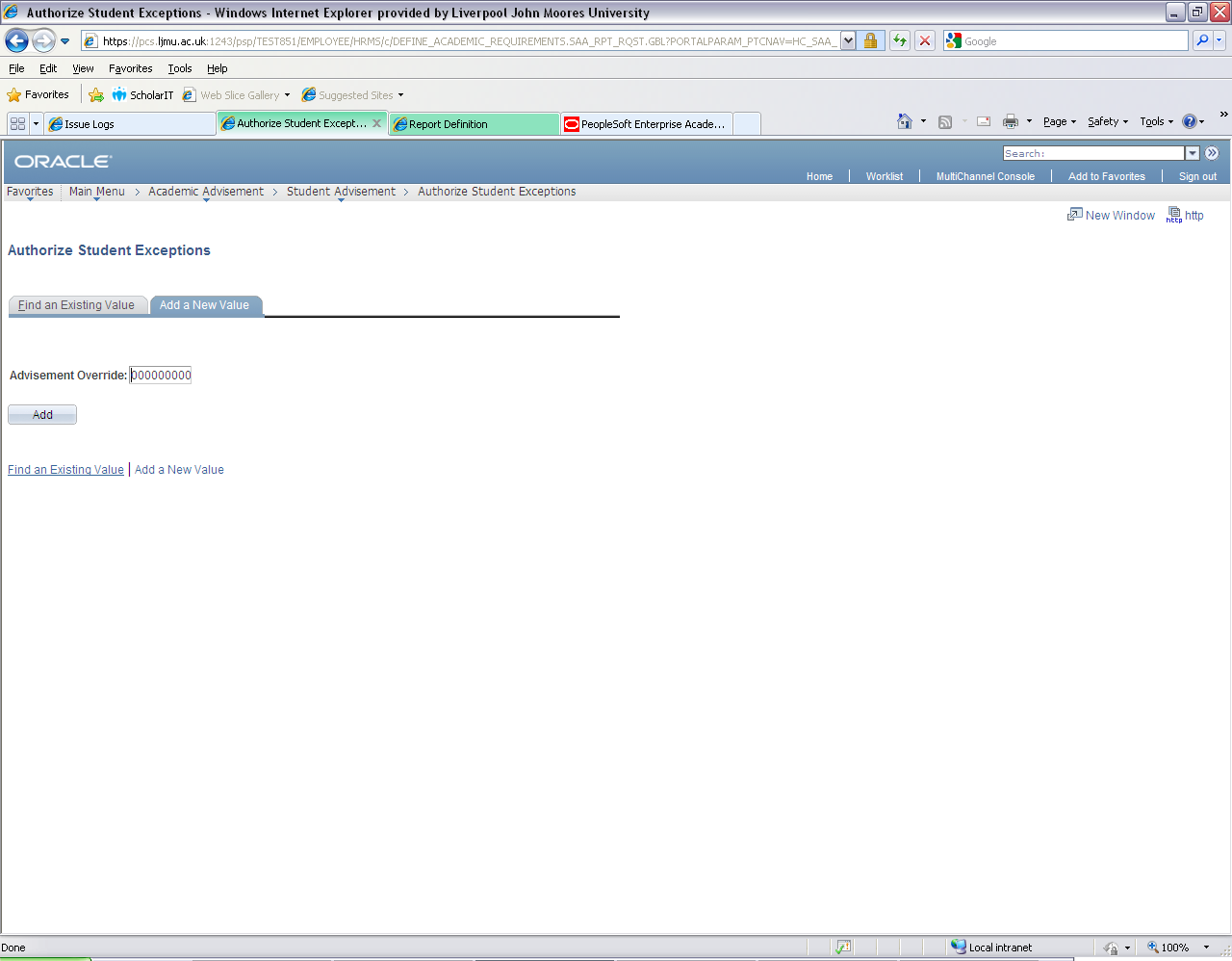
* Click the Create Exception link

The next stage is to select the Requirement Group and Academic Requirement to override

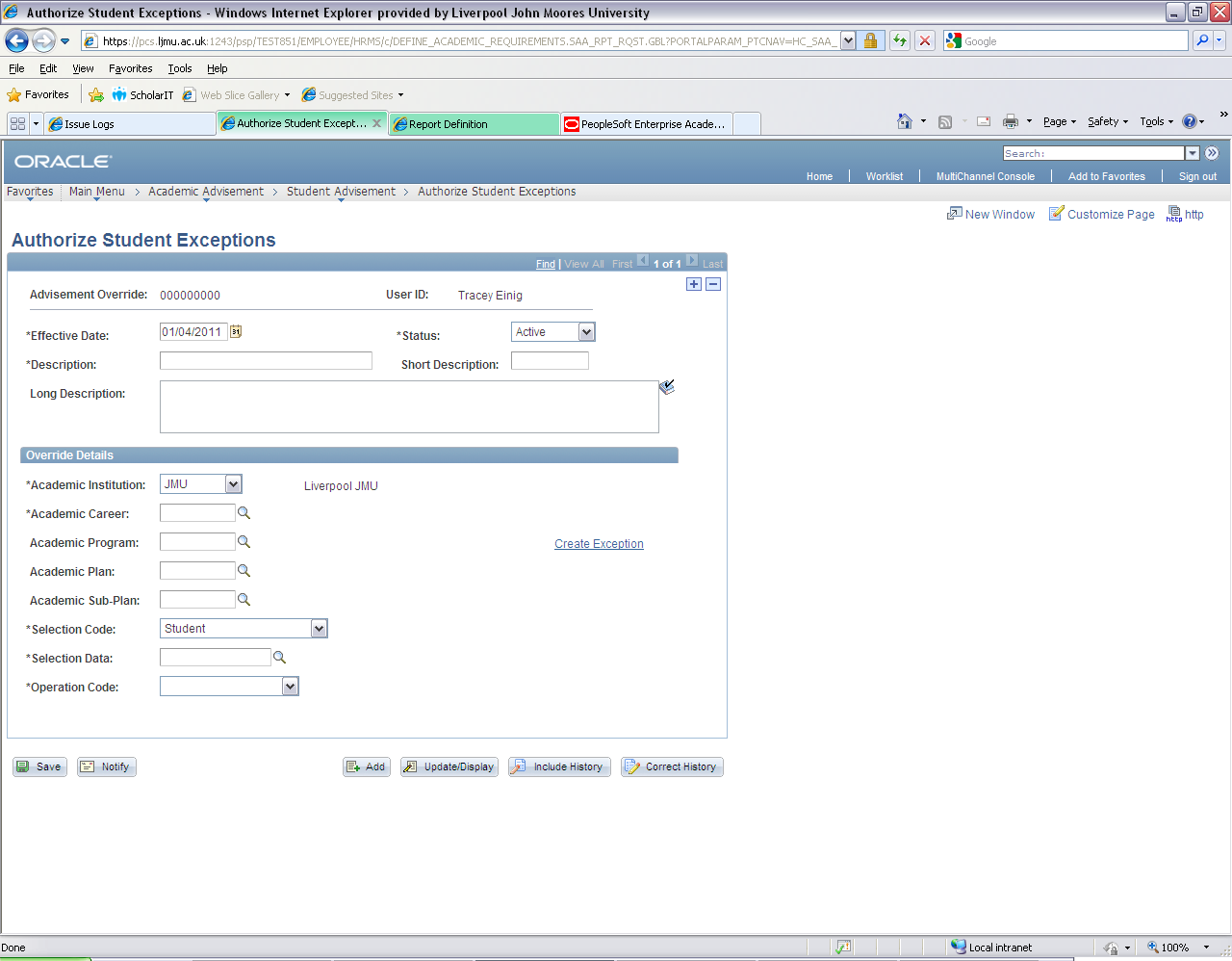
* Enter the Requirement Group
* Enter the Requirement
* Enter the Line Number – this is the Academic Requirement Line number, which references the Core/Option Course List that contains the Course(s) that you wish to exclude
* Enter the Course Sequence number – this is the value of the Course sequence number from the Course List (be sure to select the correct Effective Dated row!)
* Enter the Directive Type of Exclude
* Enter the Course Source of Enrolment. This ensure that only the Courses that a student has been/is enrolled on is dislayed.
* Click Search
* Select the first course to be excluded from the students courses towards satisfying their Requirements
* Add rows as needed
* Click Apply and OK. The form will close and display the main Exception page again.
* Save the record. The Exception has now been applied to the student.
* Re run the Advisement Report to view the detail.

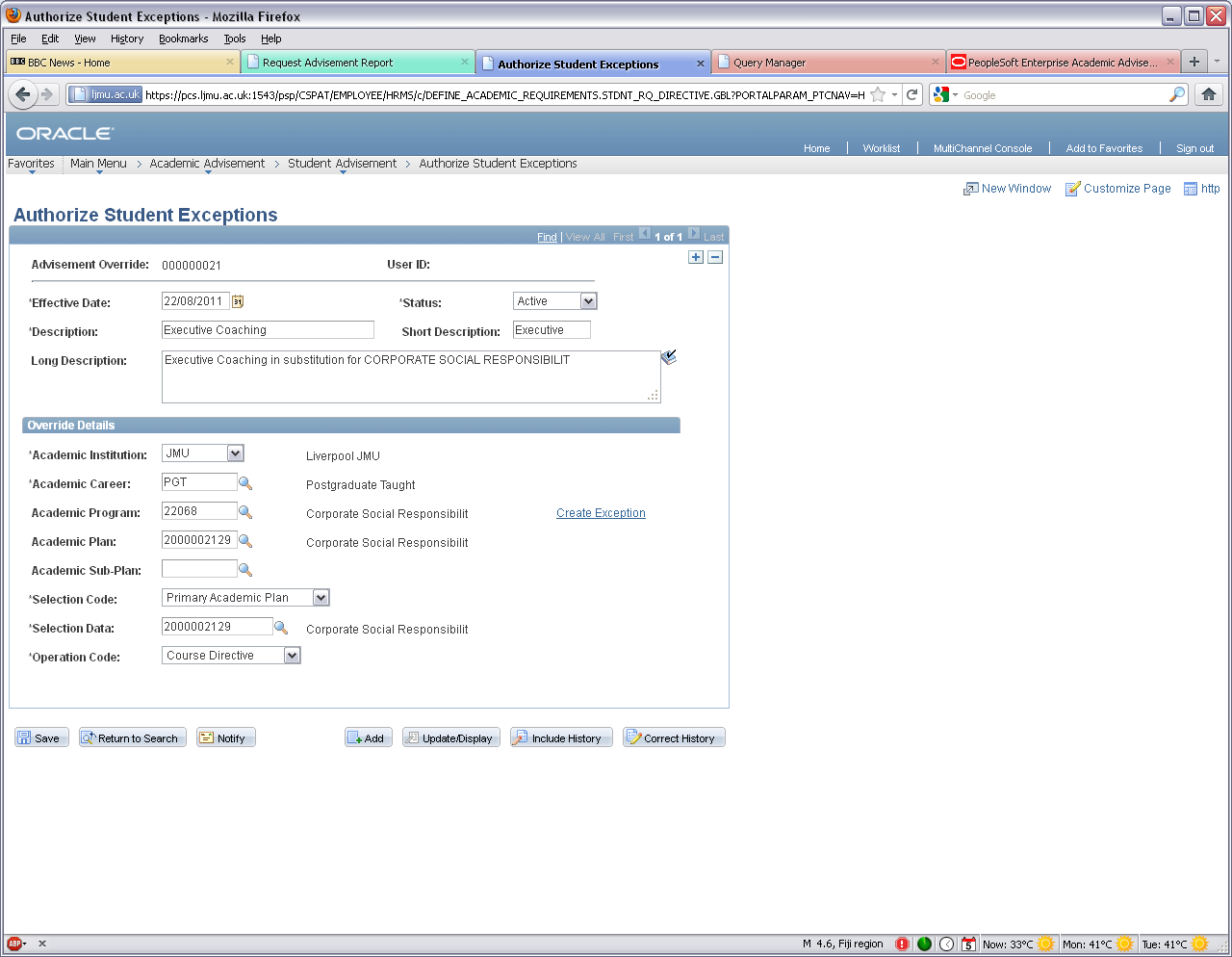
### Substituting Courses

**Navigation: Academic Advisement>Student Advisement>Authorise Student Exceptions**



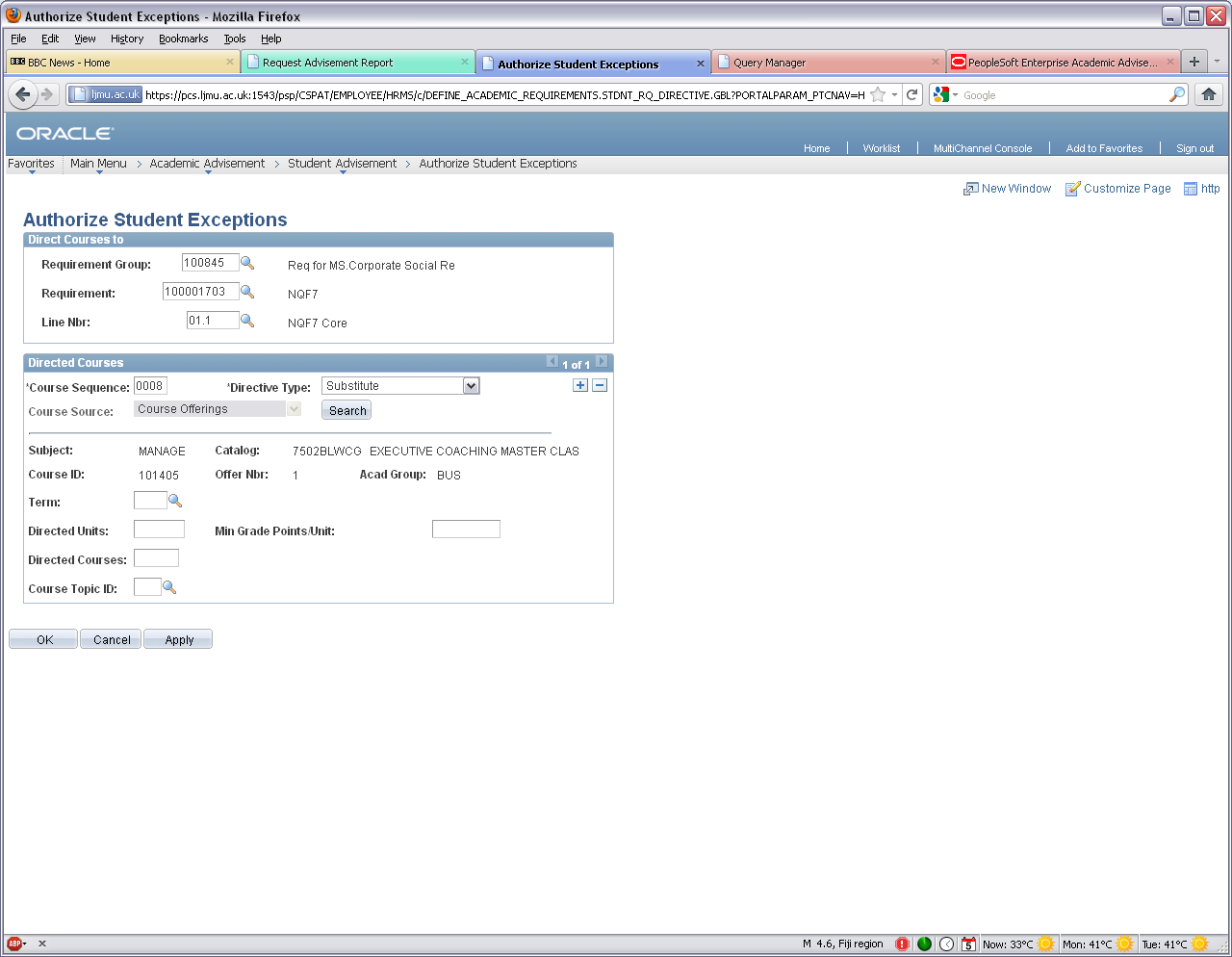
* Add a New Value
* Click Add



* Enter a Description, Short Description and Long Description. The long description is also the note that displays on the students advisement reports
* Enter the Academic Career of the student(s)
* Enter the Academic Programme of the student(s)
* Enter the Academic Plan of the student(s)
* Enter the selection code. Either a whole programme can be selected or a student group or an individual student. If a entire Programme/Plan is to be the Exception then select the appropriate value. Care should be taken if selecting a the Primary Programme or Plan as ‘only’ student that have the matching code as their primary programme or plan will be selected.
* Enter the selection data. This value is dependent on the value entered above. So if a programme has been entered for the selection code, enter the Programme Code here, or enter a student ID to identify a single student.
* Enter the Operation Code = Course Directive
* Click the Create Exception link

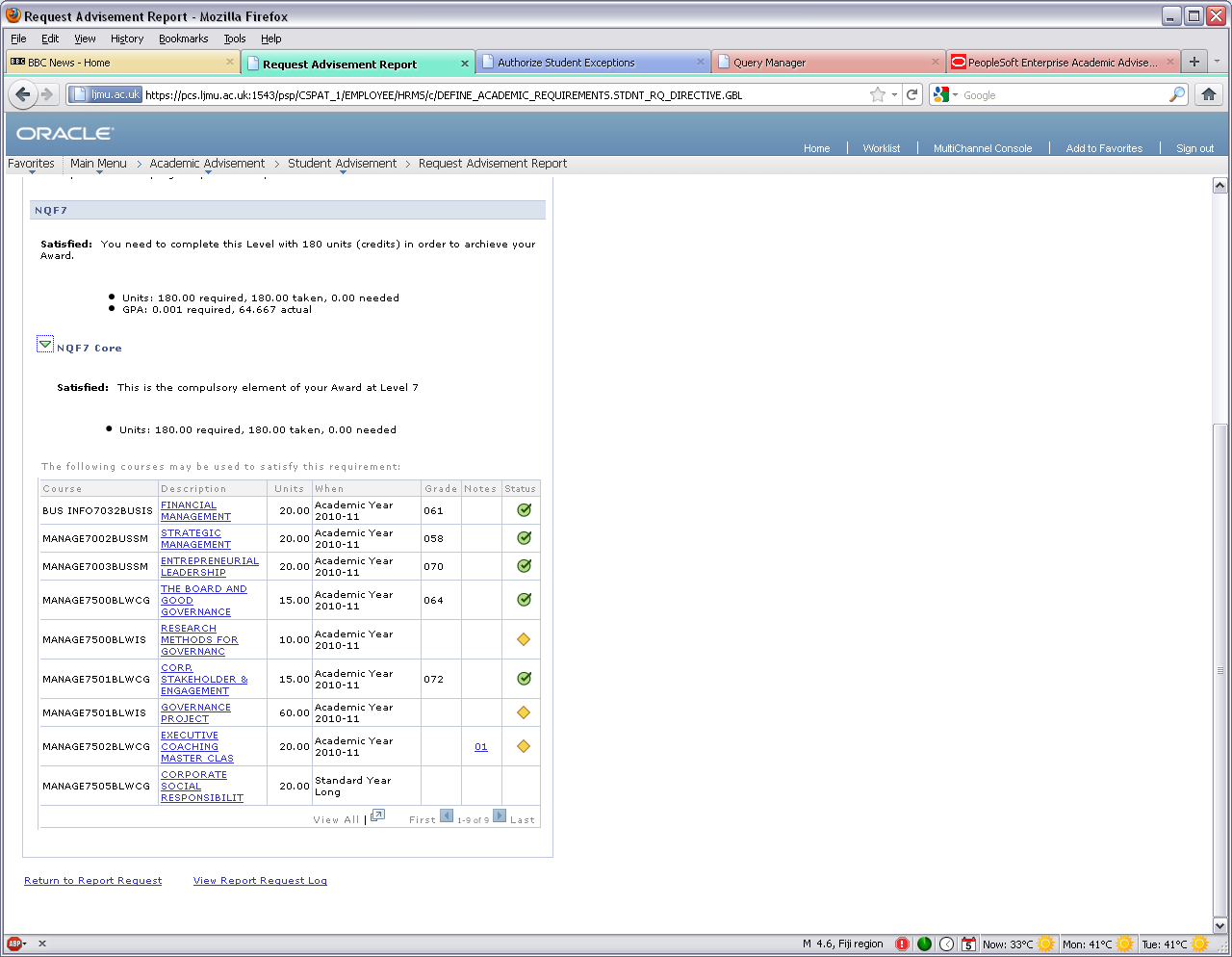
The next stage is to select the Requirement Group and Academic Requirement to override

* Enter the Requirement Group
* Enter the Requirement
* Enter the Line Number – this is the Academic Requirement Line number, which references the Core/Option Course List that contains the Course(s) that you wish to exclude



* Enter the Course Sequence number – this is the value of the Course sequence number from the Course List (be sure to select the correct Effective Dated row!). This value points towards the Course that you no longer want to count in the Advisement report
* Enter the Directive Type of Substitute
* Enter the Course Source of Course Offerings or Enrolment. This ensures that only the Courses that a student has been/is enrolled on is displayed. Note, if a substitution is being created for a group or an entire Prog/Plan then you will only be able to select Courses from the Course Offerings – this is the entire Course Catalogue
* Click Search
* Select the Subject Area of the Course
* Select the first course to be Substituted. This value is the course that you do want to be counted towards the students requirements
* Add rows as needed
* Click Apply and OK. The form will close and display the main Exception page again.
* Save the record. The Exception has now been applied to the student.

Re run the Advisement Report to view the detail.



## Applying Programme Rule Changes

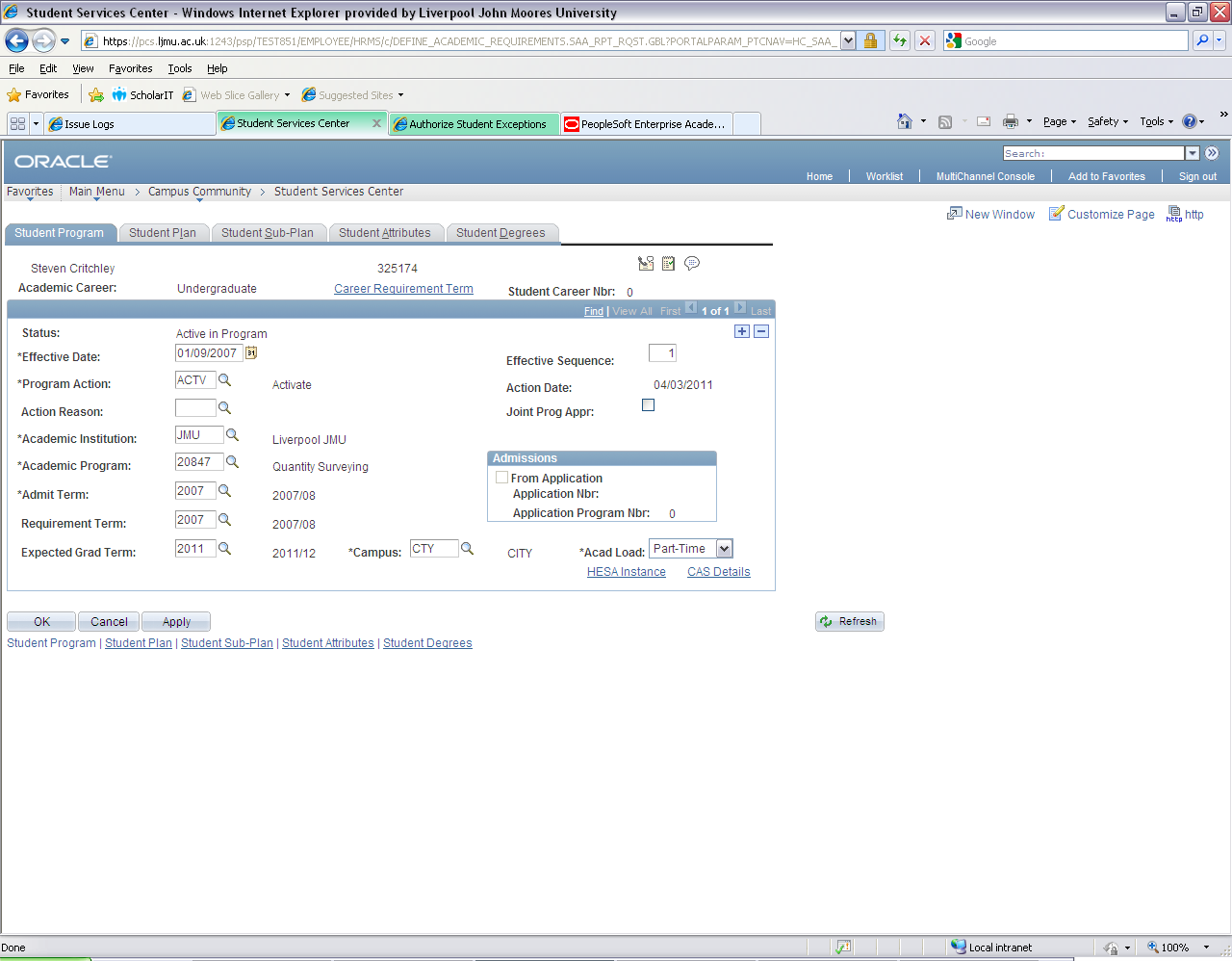
As Advisement is the area where the Programme ‘rules’ are defined, it is quite common for these rules to change, whether it be a change to a Course List, or the balance of Core and Option courses.

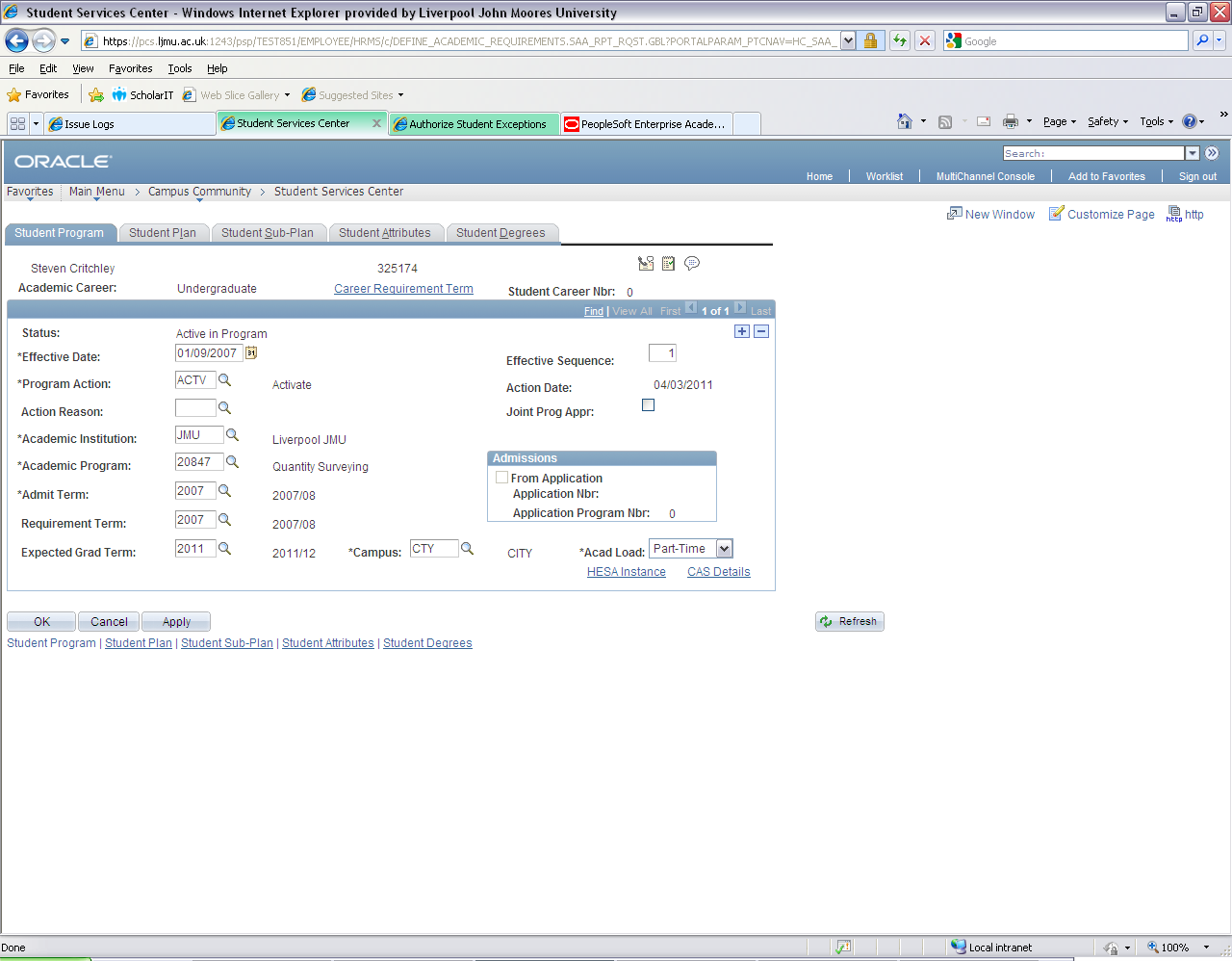
All changes like these are recorded in the set up of a programmes advisement rule and the important element to note from a student record point of view is that the rule changes only come into effective once the Effective Dates are reached as defined in the set up. For example there might be a recorded rule change to take effect from 01/08/2012. Any new student starting their study from that date will automatically pick up the new rules.

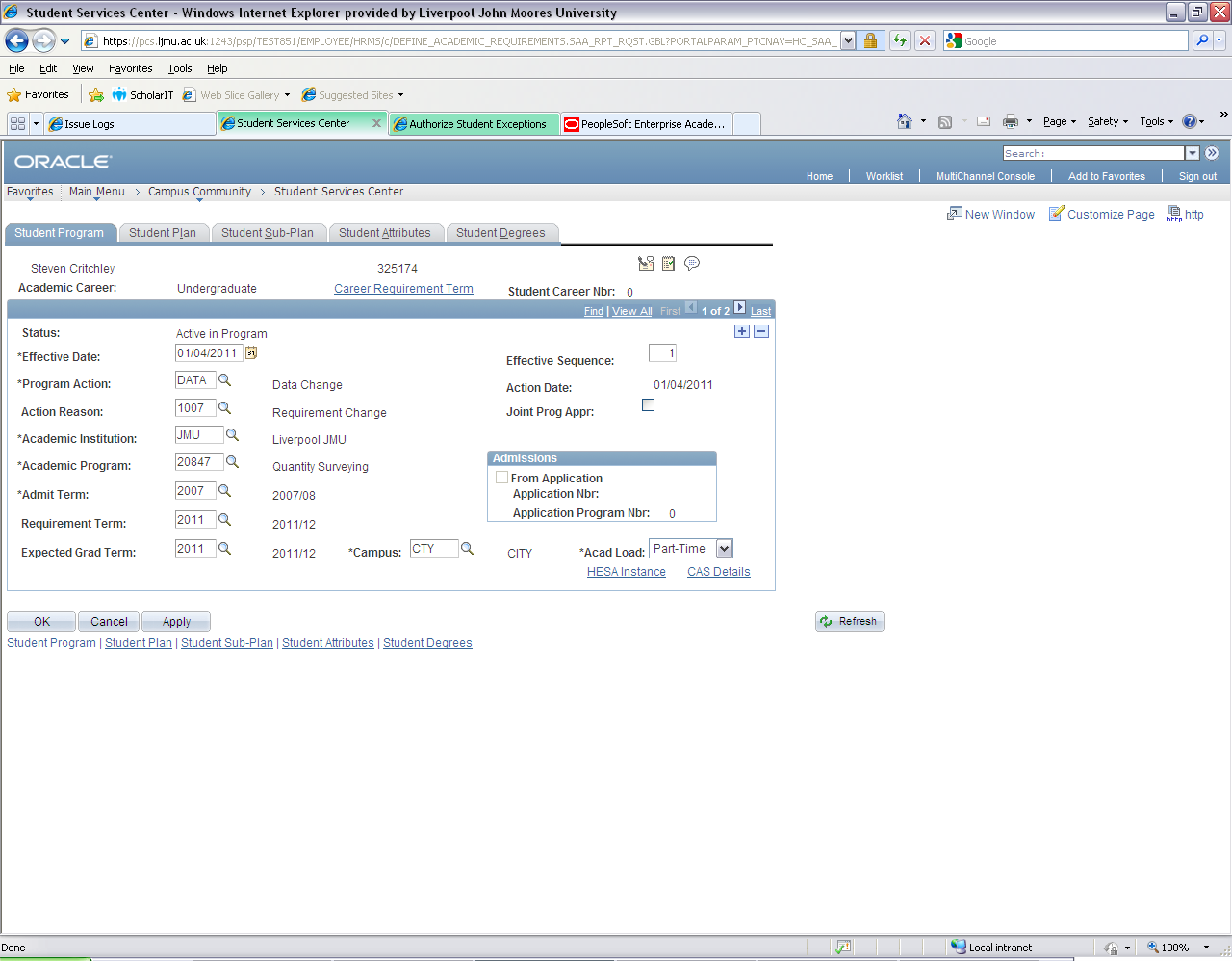
However there will be occasions where we require continuing students to also swop to the new rules. This is the procedure that needs to be carried out to initiate this.

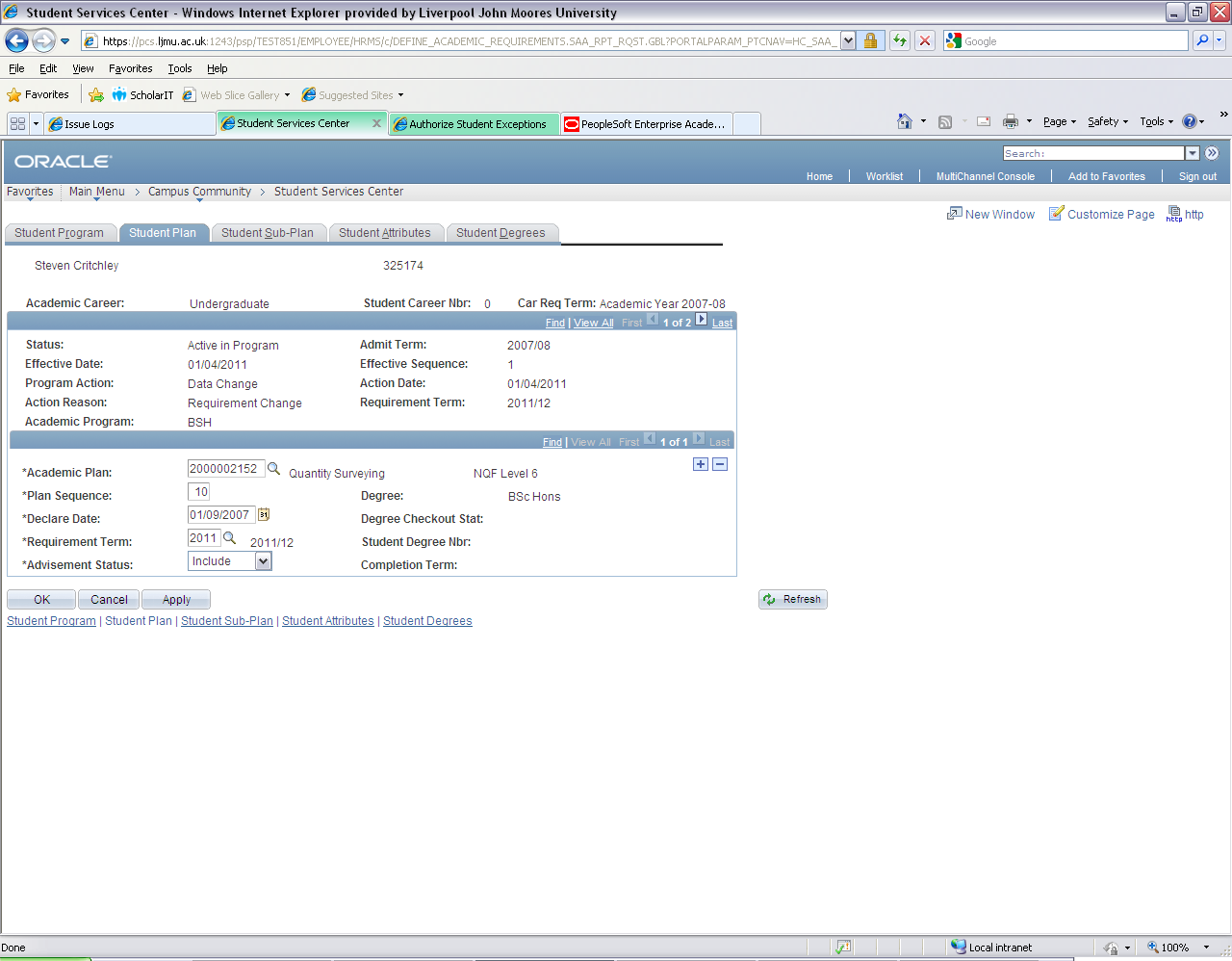
**Navigation: Main Menu>Campus Community>Student Services Center**

* Enter the student ID
* Click Search
* Click the Academics tab
* Click the Edit Programme Data button. The students Programme/Stack is displayed.

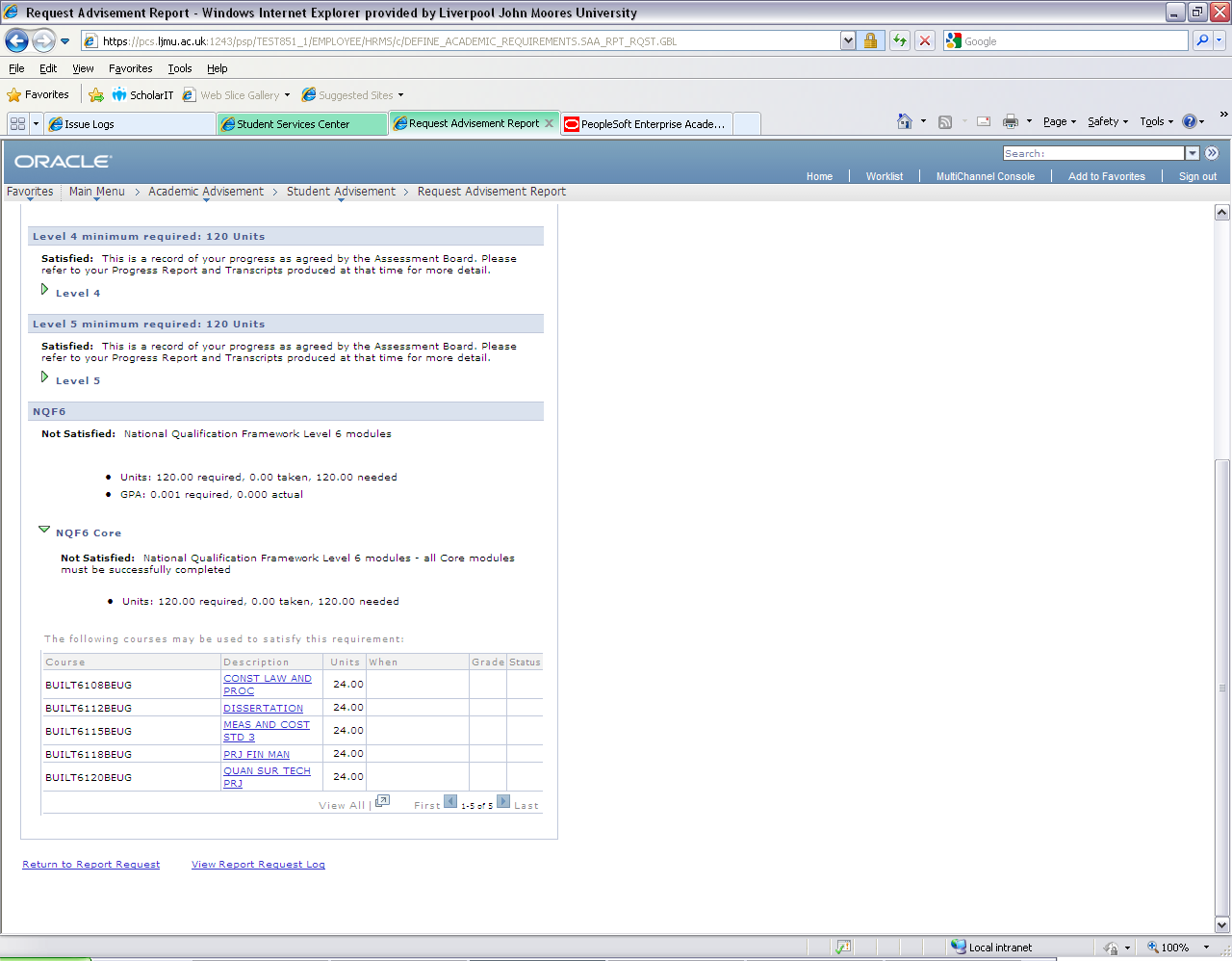


* Add a new Effective Dated Row using the button (a future date can be entered if processing changes ahead of time)
* Enter a programme action of Data (data change)
* Enter an action reason of Requirement Change
* Change the Requirement Term to reflect the data that the rule change comes into force
* Click the Student Plan tab
* Change the Plan Requirement Term to the same value as the programme requirement term
* Click OK to save





* The Advisement Report can be rerun to review the changes if required.



The new rules for Level 6 are now displayed.

Remember we can view the old rules by entering an As Of date of before the changes took place before processing the report.