



# PANTHER DEGREE AUDIT (PDA)

---

## UNDERGRADUATE ADVISORS TRAINING MANUAL

# **TABLE OF CONTENTS**

<b>INTRODUCTION.....</b>	<b>2</b>
<b>RUNNING A DEGREE AUDIT REPORT.....</b>	<b>4</b>
1. HOW TO RUN A DEGREE AUDIT REPORT .....	5
WH-IF: What-If Advisement Report.....	10
PLAN: Planning Advisement Report.....	13
NACT: Inactive Student Report .....	15
1. STRUCTURE OF PANTHER DEGREE AUDIT .....	17
2. IMPORTANT COMPONENTS OF THE PANTHER DEGREE AUDIT (PDA) .....	19
<b>PLANNER AND SHOPPING CART FEATURE.....</b>	<b>27</b>
<b>REQUESTING STUDENT EXCEPTIONS.....</b>	<b>32</b>
<b>REQUESTING TRANSFER COURSE CREDIT .....</b>	<b>38</b>
<b>MAINTAINING ADVISOR COMMENTS.....</b>	<b>44</b>
<b>MAINTAINING STUDENT GROUPS .....</b>	<b>49</b>

## **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](https://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

- This method allows advisors and units to run different types of reports.

There are three main Reports you will use:

- ADV – Academic Advisement Report
  - 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
  - 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
  - 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](https://my.fiu.edu) with your Panther ID and Password.



PantherSoft Campus  
Solutions

A login form with a grey header containing a circular profile icon. Below the icon are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A yellow 'Log In' button is below the fields. At the bottom are two links: 'Manage Account' and '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 PDA Report

My Advisees

Academic Summary

Student Unofficial Transcript

Student Groups

Request Student Exceptions

Authorize Student Exceptions

Graduation Certifications

Request Advisement Report

Request Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Search Criteria

ID

=

Q

Academic Institution

=

FIU01

Q

Report Type

=

Q

Report Date

=

Report Sequence

=

Report Identifier

begins with

Q

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.

Advisor

Request PDA Report

My Advisees

Academic Summary

Student Unofficial Transcript

Student Groups

Request Student Exceptions

Authorize Student Exceptions

Graduation Certifications

Request Advisement Report

Request Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Search Criteria

ID

=

Q

Academic Institution

=

FIU01

Q

Report Type

=

Q

Report Date

=

Report Sequence

=

Report Identifier

begins with

Q

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

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

< 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

Find an Existing Value Add a New Value

ID

Academic Institution FIU01

Report Type

Add

Find an Existing Value | Add a New Value

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.

**Look Up Report Type**

User ID: 1331620  
Academic Institution: FIU01  
Transcript Type: begins with  
Description: begins with

[Help](#)

**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

7. After inputting the PID and report type, then click on the Add 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](#)



8. This will take you to a new screen where you will then click on the Process Request button.

Request Advisement Report

Advisement Report Request

Advisement Report Request Log

ID/Name

FIU01

Florida International Univ

Report type

ADV

Panther Degree Audit

Date Processed

05/15/2019

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**



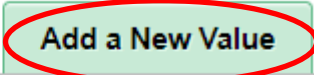






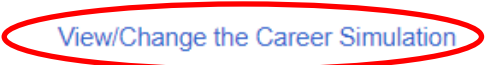
SUMMER ENROLLMENT [RQ4027]

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

<p>1. Click on “Add a New Value.”</p> <p>2. Enter the Student’s Panther ID.</p> <p>3. Under “Report Type,” enter “WH-IF,” then click .</p>	<p><b>Request Advisement Report</b></p> <p> </p> <p>ID <input type="text" value="1234567"/> </p> <p>Academic Institution <input type="text" value="FIU01"/> </p> <p>Report Type <input type="text" value="WH-IF"/> </p> <p></p>
<p>4. Check the “Use Career Simulation Box.”</p> <p>This box only appears when a What-If report type has been selected.</p>	<p>▼ <b>What-If Information</b></p> <p> Use Career Simulation <a href="#">View/Change the Career Simulation</a></p> <p><a href="#">Add a What-If Course</a></p>
<p>5. Click on the “View/Change the Career Simulation.”</p>	<p>▼ <b>What-If Information</b></p> <p> Use Career Simulation </p> <p><a href="#">Add a What-If Course</a></p>

## 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.

## 8. You will return to the previous page. Click

Process Request

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

Advisement Report Request Advisement Report Request Log

ID/Name

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.

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

<p>1. Click on “Add a New Value.”</p> <p>2. Enter the Student’s Panther ID.</p> <p>3. Under “Report Type,” enter “PLAN,” then click</p> <p>Add</p>	<div><h3>Request Advisement Report</h3><div><input type="text" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></div><div>ID <input type="text" value="1234567"/> <input type="button" value="Q"/></div><div>Academic Institution <input type="text" value="FIU01"/> <input type="button" value="Q"/></div><div>Report Type <input type="text" value="PLAN"/> <input type="button" value="Q"/></div><div><input type="button" value="Add"/></div></div>
<p>4. Click:</p> <p>Process Request</p>	<div><div><input type="button" value="Advisement Report Request"/> <input type="button" value="Advisement Report Request Log"/></div><div><div>ID/Name <input type="text"/></div><div>Academic Institution <input type="text" value="FIU01"/> Florida International Univ</div><div>Report Type <input type="text" value="PLAN"/> Planning Advisement Report</div><div>Date Processed <input type="text"/></div><div>*Report Date <input type="text" value="05/15/2019"/> <input type="button" value="Calendar"/></div><div>*Report Identifier <input type="text" value="ADMIN"/> <input type="button" value="Q"/></div><div>Report Status <input type="text" value="Request Pending"/></div><div>*As of Date <input type="text" value="01/01/3000"/> <input type="button" value="Calendar"/></div><div>Report Sequence Nbr <input type="text"/></div><div>Administrative Request</div></div><div><p>Actions</p><div><input type="button" value="Process Request"/></div></div><div><div><input type="button" value="Save"/></div><div><input type="button" value="Add"/> <input type="button" value="Update/Display"/></div></div></div>
<p>5. The Student’s</p>	

**“Planning Advisement Report” is generated.**

ID

★

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 ★.**

Please Note:  
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	<a href="#">African Civ</a>	3.00	Fall Term 2014			★	PL	
AMH2041	<a href="#">Origins Amer Civ</a>	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

Report Type NACT

Date Processed

\*Report Date 05/15/2019

\*Report Identifier ADMIN

Florida International Univ

Inactive Student Report

Report Status Request Pending

\*As of Date 01/01/3000

Administrative Request

Report Sequence Nbr

#### Actions

Process Request

Save

Add

Update/Display

Advisement Report Request | [Advisement Report Request Log](#)

8. The Student's "Inactive Student Report" is generated.

ID [REDACTED]

**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

[View Student's Academics](#)

▪

Please Note: If the Student became inactive before PDA went live (Summer 2011), the "NACT" report may not be completely up-to-date.

Advisee Academics

[REDACTED]

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](mailto: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).

Please Note: 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:
  - First Year Experience [RQ4001]
  - English Composition [RQ4002]
  - 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:
  - Mathematics Courses [RQ4003/LN10]
  - 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)

<p>1. The first section displays the Student's name, Panther ID, and any positive or negative indicator (  if applicable).</p> <p>2. Next, it will include the type of report, such as "Panther Degree Audit."</p> <p>3. Lastly, the university's name and Student's career will appear at the end.</p>	<div><div><div>Roary Panther</div><div>ID: 1111111</div><div></div></div><div><div>Panther Degree Audit</div><div>Florida International Univ   Undergraduate</div></div></div>
<p>4. The report will display the date the report was last generated. This should reflect the current date.</p>	<p>This report last generated on 02/01/2018 3:20PM</p>

## 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

UGRD - Undergraduate

1181 - Spring Term 2018

1178 - Fall Term 2017

1175 - Summer Term 2017

1171 - Spring Term 2017

Spring Term 2018

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.

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		

- **In Progress**: Student will satisfy requirement upon successful completion of currently enrolled courses.








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		

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

▼ **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:

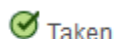
View All							
				First		1 of 1	Last
Course	Description	Units	When	Grade	Status	Type	Repeat
CRW3010	Forms and Practices	3.00					

**8. Courses have a "Status" and "Type."**

- **Taken** : The courses have already been completed.

There are three different "Types" within "Taken" status:

- **EN: "Enrollment"** - Native FIU courses.
- **TR: "Transfer"** - Transfer courses from another institution.
- **TE: "Test Credit"** - Credits from exams, such as AP, CLEP, etc.



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
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.

Please Note: The codes will always be corresponding to each other, such as “EXC” to “INCG,” and “T” to “R.”

View 10   [2] First 1-1 of 11 Last							Repeat	
Course	Description	Units	When	Grade	Status	Type	T	R
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	Memory Mem 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		

## 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:**



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

[Transfer Credit Report](#)

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](mailto:SASS@fiu.edu).

▼ 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							
Course	Description	Units	When	Grade	Status	Type	Repeat
ENL3504	Eng Lit To 1660	3.00					
ENL4210	Medieval Eng Lit	3.00					
ENL4212	Medieval Wom Writers	3.00					
ENL4311	Chaucer	3.00					
LIT3132	Arthurian Lit	3.00					

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 appear 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	<a href="#">African Civ</a>	3.00						
AMH2041	<a href="#">Origins Amer Civ</a>	3.00					★	
AMH2042	<a href="#">Mod Amer Civ</a>	3.00						
ARC2701	<a href="#">Des Hist Ant To Ma</a>	3.00						
ENG2012	<a href="#">Approaches To Lit</a>	3.00						
EUH2011	<a href="#">West Civi Early Eur</a>	3.00						
EUH2021	<a href="#">West Civi Med/Mod</a>	3.00						
EUH2030	<a href="#">West Civi Mod/Eur</a>	3.00						
HUM3214	<a href="#">Ancient Class Cult</a>	3.00						
HUM3306	<a href="#">History Of Ideas</a>	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.

- 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 assigned enrollment date.

## AFH 2000 - African Civilizations

### Course Detail

Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Class Lecture Required
Academic Group	College of Arts and Sciences
Academic Organization	History/CASCI

[view class sections](#)

[add to planner](#)

This course is in your planner under Term(s) Unassigned.

### 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

You are not registered for classes in this term.

### Shopping Cart

Your shopping cart is empty.

☒ Open ☐ Closed

### AFH 2000 sections for Spring Term 2012

Section	Session	Status			
<a href="#">RVC-C (19224)</a>	<a href="#">Combined</a>	1	<input type="checkbox"/> <a href="#">select</a>		
Days	Start	End	Room	Instructor	Dates
TBA	TBA		Online Course	Instructor Name	01/09/2012 - 04/21/2012

## AFH 2000 - African Civ

### Class Preferences

AFH 2000 - U01 Cls Lectur ☒ Open

Permission Nbr

Session Regular Academic Session

Grading Graded

Career Graduate

Units 3.00

### 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

## 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
<input type="checkbox"/>	AFH 2000-UD1 <a href="#">[11511]</a>	Tu 5:00PM - 7:40PM	Graham Center 275A	C. Perry	Modesto A. Maidique Campus	3.00	<input checked="" type="radio"/>

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.

**Exception Requests can be made directly from the student’s Panther Degree Audit:**

**1. The Exception Request Drop Down is located to the right of each RQ/LN as shown:**

INTERNATIONAL BUSINESS BBA [RG4039]

Minimum "C" grade required in all courses below.  
Status: **Not Satisfied**

International Business Required Courses [RQ4103/LN10]

Complete 21 units. All major courses require a grade of 'C' or higher.  
Status: **Not Satisfied**

• Units: 21.00 required, 9.00 taken, 12.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
FIN4604	Intl Fin Mgmt	3.00					
MAN3025	Organization & Mgmt	3.00	Spring Term 2018	B-	✓	EN	
MAN4600	International Mgmt	3.00	Spring Term 2020		♦	IP	
MAN4602	Intl Business	3.00	Spring Term 2020		♦	IP	
MAN4633	MNC Strategy	3.00					
MAN4720	Strategic Management	3.00					
MAR4156	Internatl Marketing	3.00					

**2. The advisor may select from three different exception requests: Change, Course Directive, and Waiver.**





1. Change – Update unit/course count required for requirement

2. Course Directive – Substitute courses

3. Waiver – Waive the entire requirement and or requirement line.

International Business Required Courses [RQ4103/LN10]

Complete 21 units. All major courses require a grade of 'C' or higher.  
Status: **Not Satisfied**

• Units: 21.00 required, 9.00 taken, 12.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
FIN4604	Intl Fin Mgmt	3.00					
MAN3025	Organization & Mgmt	3.00	Spring Term 2018	B-	✓	EN	
MAN4600	International Mgmt	3.00	Spring Term 2020		♦	IP	
MAN4602	Intl Business	3.00	Spring Term 2020		♦	IP	
MAN4633	MNC Strategy	3.00					
MAN4720	Strategic Management	3.00					
MAR4156	Internatl Marketing	3.00					

Request Change  
Request Course Directive  
Request Waiver

Once the exception type has been selected, the advisor will be redirected to the Request Exception page.

The Request Exception page will autopopulate the RG,RQ,and LN.

The advisor must insert the Reason for Exception as well as the Requirement Change Detail.

Once completed, select 'OK,' and you will be taken back to the PDA.

If you select 'Cancel,' the request will NOT be sent to AAT.

Request Student Exception

Academic Career: UGRD

Student's Name Raul Moldes

Direct Exceptions To

Exception Sequence 4

Entered on: 01/29/2020

Advisor: Vizcarra, Alfred Ellis

\*Operation Code: Course Directive

\*Processed? N

by

\*Req Group: 004039 Int'l Business BBA 2009

\*Acad Requirement: 000004103 Int'l Bus BBA Core 2013

Line Nbr: 0010 International Business Core

Reason for Exception

Requirement Change Detail

Course Sequence: 0001

\*Directive Type: Substitute

Source:

Subject: Catalog Nbr:

OK

Cancel

Apply

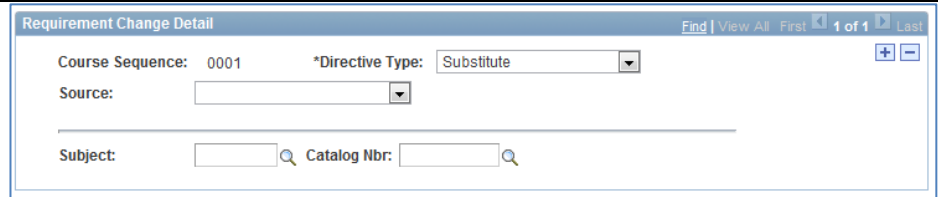
Types of Exceptions:

- **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.



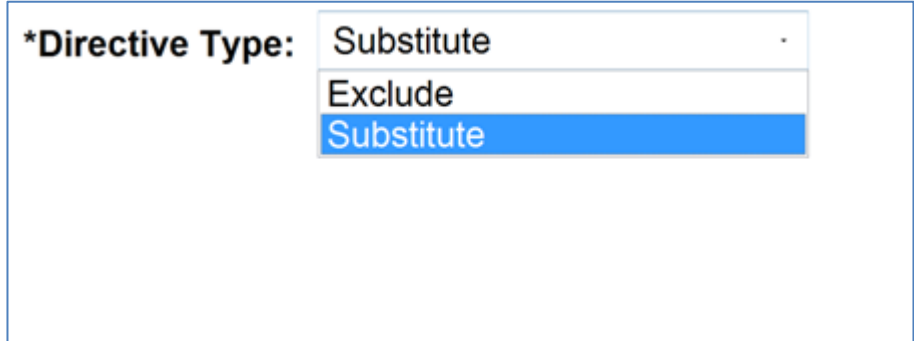
Requirement Change Detail

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:**

- **Course Offerings:**  
Courses offered by the institution. It will show active courses currently being offered from the course catalog.
- **Enrollment:**  
Courses that the Student took at FIU.
- **Other Credit:**  
Course Waiver processed by TCPC.
- **Test credit:** Credits from test, such as AP, CLEP, etc.
- **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 .

Source:	<input type="text"/>
Subject:	<input type="text"/>  Catalog Nbr: <input type="text"/> 

- **Requirement Change:**  
**Indicates that the override acts as a change to a specific requirement.**

- **Change “Units” or “Courses” to the desired amount.**

Please Note: The PDA displays the RQ or LN in “Units” or “Courses.”

Requirement Change Detail		Find   View All   First   1 of 1   Last
Course Sequence:	0001	*Directive Type: <input type="text" value="Substitute"/>
Source:	<input type="text"/>	
Subject:	<input type="text"/>  Catalog Nbr: <input type="text"/> 	

Requirement Change Detail	
Minimum Units: <input type="text"/>	Maximum Units Allowed: <input type="text"/>
Minimum Courses: <input type="text"/>	Maximum Courses Allowed: <input type="text"/>

- **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

#### Request Student Exception

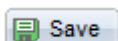
Academic Career: UGRD

Student's Name Victoria Abreu

Direct Exceptions To 2 of 2 | View All

Exception Sequence	2	Entered on:	01/30/2020
Advisor:	Vizcarra, Alfred Ellis		
*Operation Code:	Requirement Waiver	*Processed?	N
		by	
*Req Group:	004021	ACCTBACC 2013	
*Acad Requirement:	000005493	BBA Elects Accounting 2014	
Line Nbr:	0010	Business Level Div Ele	
*Reason for Exception			

8. Click



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.

If you need to do any modifications to a

\*Processed?: N

→

\*Processed?: Y

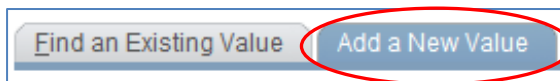
<p>“Processed” request, please e-mail <a href="mailto:psda@fiu.edu">psda@fiu.edu</a>.</p>	
---	--

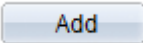
## REQUESTING TRANSFER COURSE CREDIT

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.

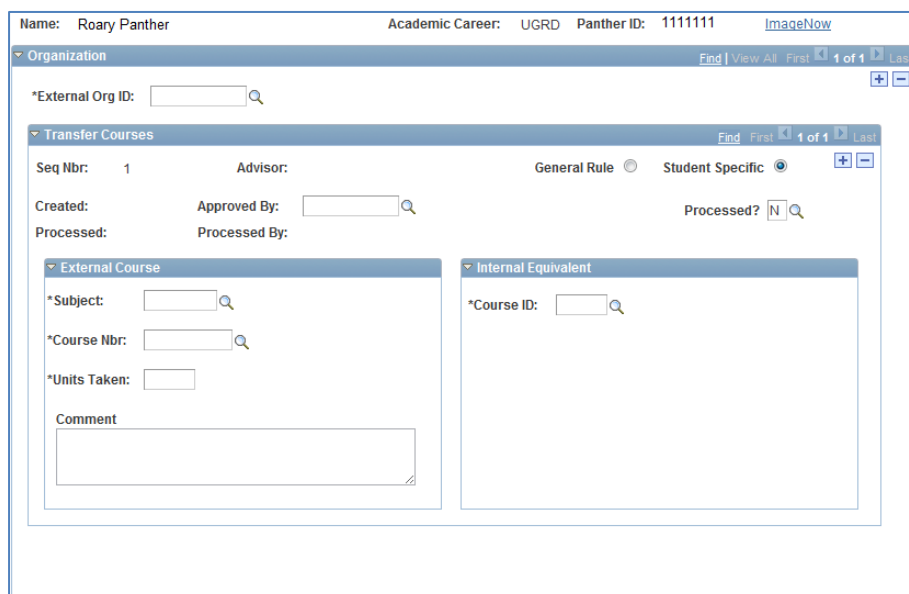
**Navigation: FIU Custom ⇒ Academic Advising ⇒ Use ⇒ Request Transfer Credit**

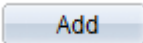
1. Click “Add a New Value.”



2. Enter the Student’s Panther ID, their Academic Career, and click .

3. You will be directed to the “Request Student Transfer Course Credit” form.






Please Note: If you click , you may get the following message. This means there is an existing record for the Student. Click on the Student’s Panther ID.

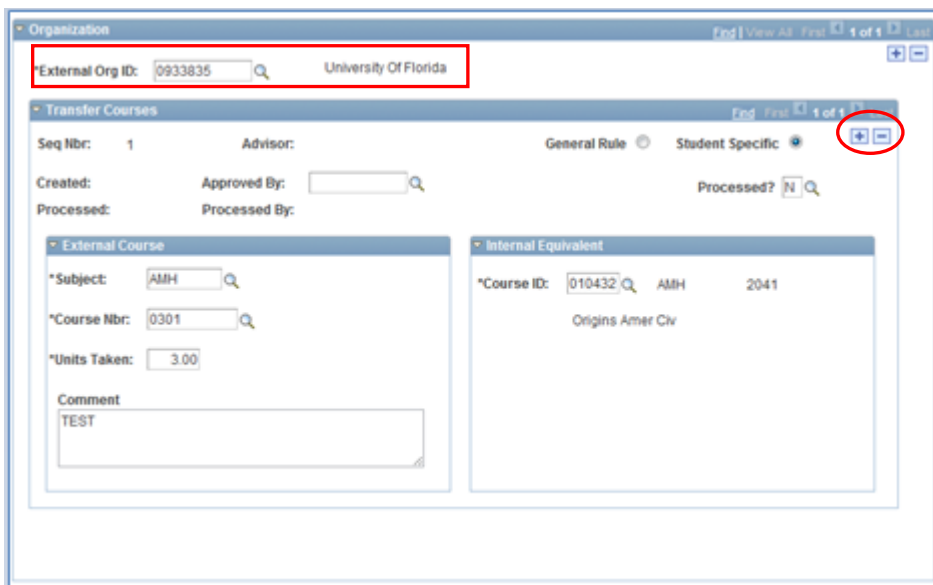
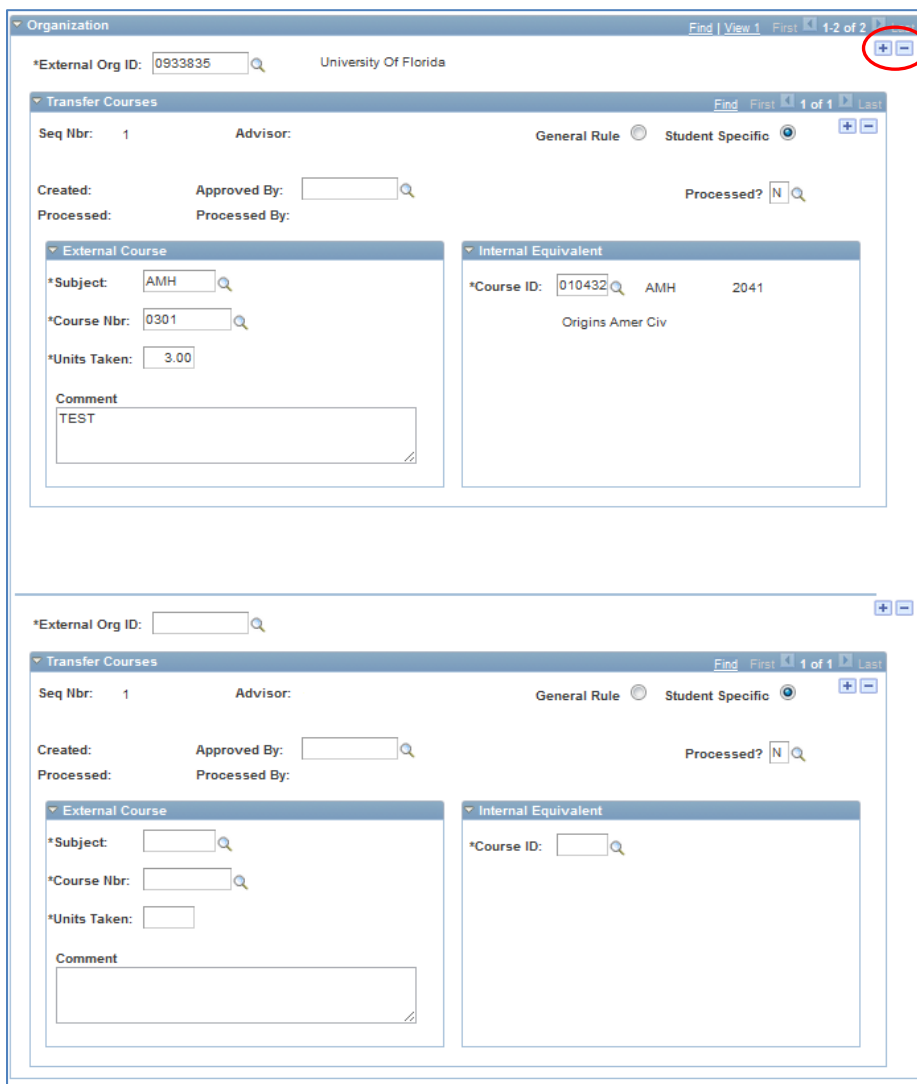
The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.

### Search Results


View All	First	1 of 1	Last
EmpID	Academic Institution	Academic Career	
<a href="#">1234567</a>	<a href="#">FIU01</a>	<a href="#">UGRD</a>	

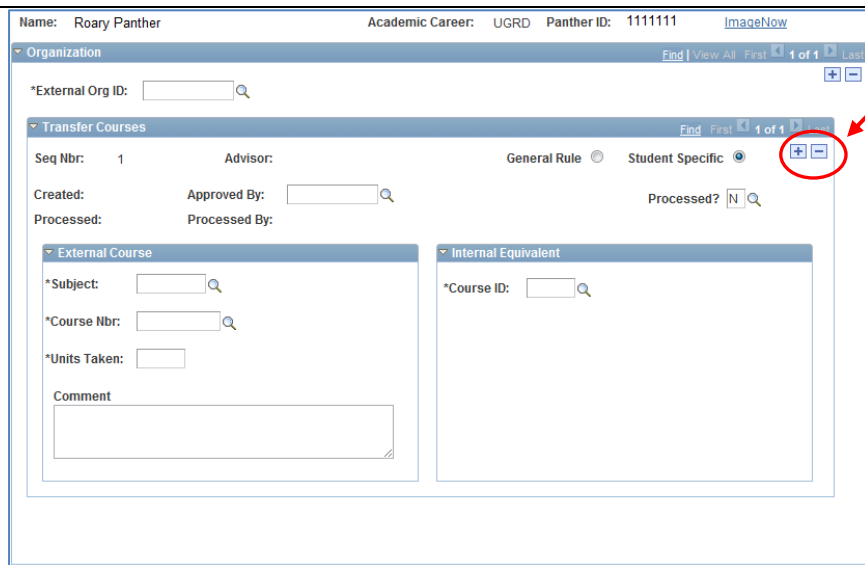
4. You will be directed to the “Request Student Transfer Credit” form.


- If there is a previous request under “External Org ID,” click the second  to request another course equivalency from the same institution.
- If you are requesting a transfer credit from another institution, click on the first . Select “External Org ID” by clicking .

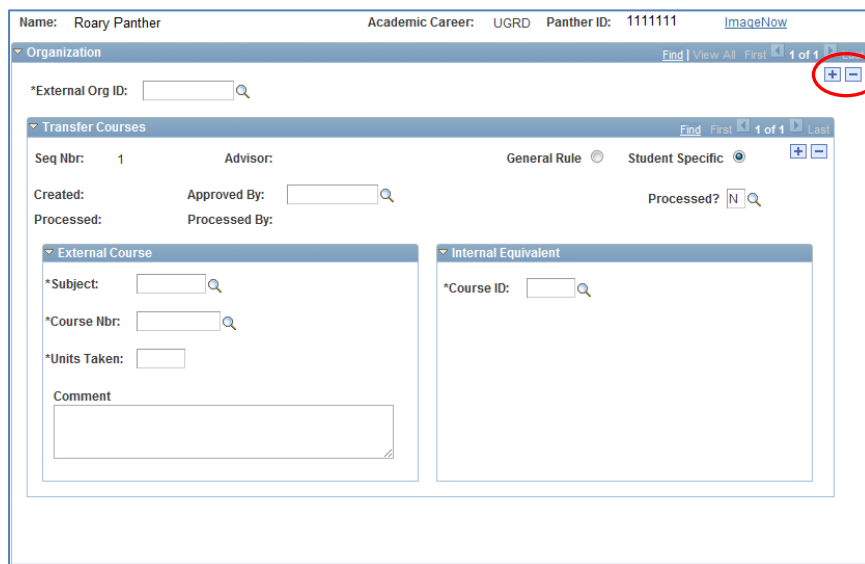



5. The “External Org ID” field allows you to select institutions that the Student has attended previously.

Once you select an “External Org ID,” you can request multiple transfer course credit for the same institution by clicking on the second .



6. To request transfer course credit to more than one “External Org ID,” click on the first  and repeat Step 5 as needed.



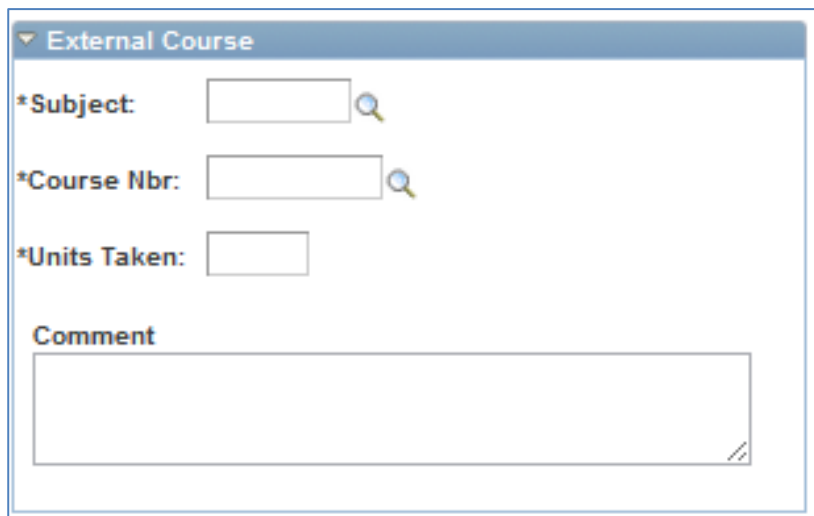


7. Once you select the “External Org ID,” you will be able to search only for courses that were transferred to FIU.

- “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.

Please Note: 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.



8. Internal “Course ID”: Find the FIU equivalency by clicking  .

9. Search by “Subject Area” and “Catalog Nbr.” For example, ENC 1101.

10. Click .

11. Select Course.

12. Click  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

[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

Seq Nbr: 1 Advisor: General Rule ☐ Student Specific ☒

Created: Approved By:

Processed: Processed By:

Processed?  N

External Course

\*Subject:  AML

\*Course Nbr:  2070

\*Units Taken:  3.00

Comment

Internal Equivalent

\*Course ID:  016623  ENC  1101

Writing and Rhetoric I

**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](mailto:SASS@fiu.edu).



# MAINTAINING ADVISOR COMMENTS

There are two types of Comments:

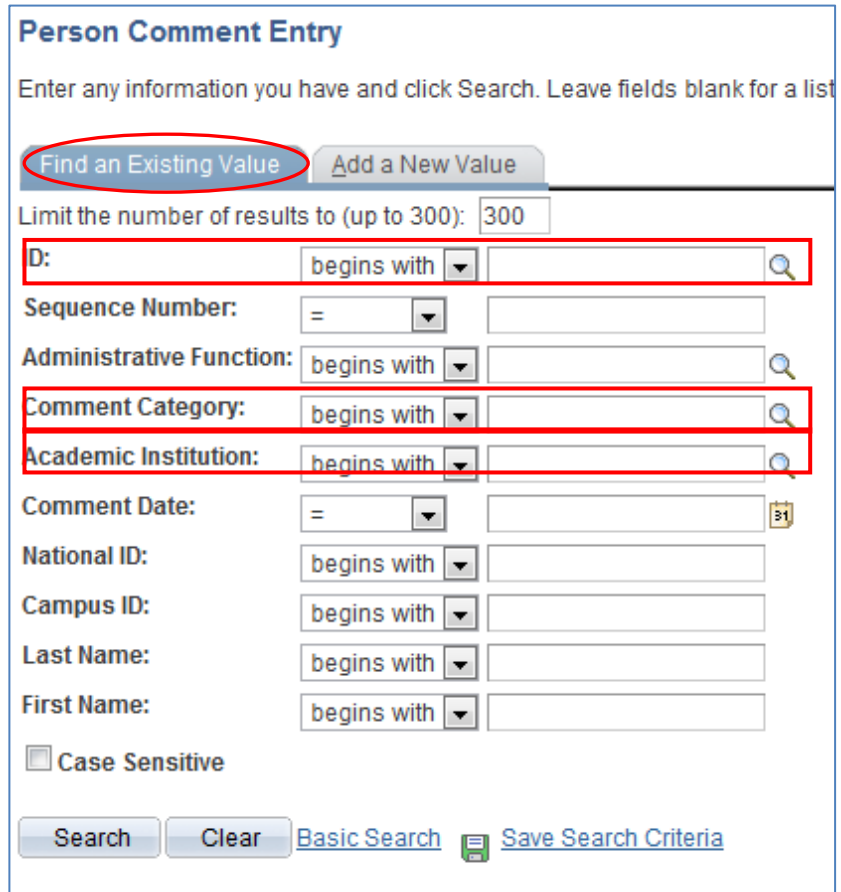
- **SASS – Advisor Comments from SASS.** SASS type will be used as “View Only.” Comments made on SASS were uploaded to PantherSoft. This type cannot be modified or add a new value.
- **ADV – Advisor Comments.** This is a similar function as “Advisor Comments” in SASS. Any Comment added in this section 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 .



**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):


**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

[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:  General

\*Academic Institution:

\*Comment Category:  Advisor Comments from SASS Variable Data

**Comment Data**

Comment ID:

Department:

Comment Date:

**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. ADV – ADVISOR COMMENTS

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 fields blank if you are not sure.

Limit the number of results to (up to 300):

2. Enter Student’s Panther ID and click .

**Person Comment Entry**

ID:

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

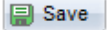
Comments

Append Comments:

5. Enter your comments.

6. Click .

Please Note: Students do not have access to view these comments.

Once you click  and exit the screen, you will not be able to

Comment Data

Comment ID: 2222222

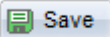











Advisor's Name

Department:

Comment Date: 01/06/2012

Comments

Append Comments:

change or delete the comment.																										
<p>7. To search for an “ADV Comment,” enter the Student’s Panther ID, “Administrative Function” (GEN), and “Comment Category” (ADV).</p> <p>8. Click .</p>	<div><div>Person Comment Entry</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values</div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div><div>ID:</div><div>begins with</div><div>2222204</div><div></div></div><div><div>Sequence Number:</div><div>=</div><div></div></div><div><div>Administrative Function:</div><div>begins with</div><div>GEN</div><div></div></div><div><div>Comment Category:</div><div>begins with</div><div>ADV</div><div></div></div><div><div>Academic Institution:</div><div>begins with</div><div></div><div></div></div></div>																									
<p>9. All ADV comments for that Student will display.</p>	<div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div>Limit the number of results to (up to 300): <input type="text" value="300"/></div><div><div>ID:</div><div>begins with</div><div>2222204</div><div></div></div><div><div>Sequence Number:</div><div>=</div><div></div></div><div><div>Administrative Function:</div><div>begins with</div><div>GEN</div><div></div></div><div><div>Comment Category:</div><div>begins with</div><div>ADV</div><div></div></div><div><div>Academic Institution:</div><div>begins with</div><div></div><div></div></div><div><div>Comment Date:</div><div>=</div><div></div><div></div></div><div><div>National ID:</div><div>begins with</div><div></div></div><div><div>Campus ID:</div><div>begins with</div><div></div></div><div><div>Last Name:</div><div>begins with</div><div></div></div><div><div>First Name:</div><div>begins with</div><div></div></div><div><input type="checkbox"/> Case Sensitive</div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div> Save Search Criteria</div></div></div> <div><div>Search Results</div><div><a href="#">View All</a></div><div><table><tr><th>ID</th><th>Sequence Number</th><th>Administrative Function</th><th>Comment Category</th><th>Academic Institution</th></tr><tr><td><a href="#">2222204 4</a></td><td></td><td>GEN</td><td>ADV</td><td>FIU01</td></tr><tr><td><a href="#">2222204 3</a></td><td></td><td>GEN</td><td>ADV</td><td>FIU01</td></tr><tr><td><a href="#">2222204 2</a></td><td></td><td>GEN</td><td>ADV</td><td>FIU01</td></tr><tr><td><a href="#">2222204 1</a></td><td></td><td>GEN</td><td>ADV</td><td>FIU01</td></tr></table></div></div>	ID	Sequence Number	Administrative Function	Comment Category	Academic Institution	<a href="#">2222204 4</a>		GEN	ADV	FIU01	<a href="#">2222204 3</a>		GEN	ADV	FIU01	<a href="#">2222204 2</a>		GEN	ADV	FIU01	<a href="#">2222204 1</a>		GEN	ADV	FIU01
ID	Sequence Number	Administrative Function	Comment Category	Academic Institution																						
<a href="#">2222204 4</a>		GEN	ADV	FIU01																						
<a href="#">2222204 3</a>		GEN	ADV	FIU01																						
<a href="#">2222204 2</a>		GEN	ADV	FIU01																						
<a href="#">2222204 1</a>		GEN	ADV	FIU01																						
<p>10. Click on “Sequence Number.”</p>																										

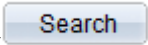
	<div> <div>Search Results</div> <div>View All</div> <table> <tr> <th>ID</th><th>Sequence Number</th><th>Administrative Function</th><th>Comment Category</th><th>Academic Institution</th></tr> <tr> <td><a href="#">2222204 4</a></td><td></td><td><a href="#">GEN</a></td><td><a href="#">ADV</a></td><td><a href="#">FIU01</a></td></tr> <tr> <td><a href="#">2222204 3</a></td><td></td><td><a href="#">GEN</a></td><td><a href="#">ADV</a></td><td><a href="#">FIU01</a></td></tr> <tr> <td><a href="#">2222204 2</a></td><td></td><td><a href="#">GEN</a></td><td><a href="#">ADV</a></td><td><a href="#">FIU01</a></td></tr> <tr> <td><a href="#">2222204 1</a></td><td></td><td><a href="#">GEN</a></td><td><a href="#">ADV</a></td><td><a href="#">FIU01</a></td></tr> </table> </div>	ID	Sequence Number	Administrative Function	Comment Category	Academic Institution	<a href="#">2222204 4</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>	<a href="#">2222204 3</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>	<a href="#">2222204 2</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>	<a href="#">2222204 1</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>
ID	Sequence Number	Administrative Function	Comment Category	Academic Institution																						
<a href="#">2222204 4</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>																						
<a href="#">2222204 3</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>																						
<a href="#">2222204 2</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>																						
<a href="#">2222204 1</a>		<a href="#">GEN</a>	<a href="#">ADV</a>	<a href="#">FIU01</a>																						
<p>11. “Sequence 1” Should appear on the top. Click on the first “Comment” to read.</p>	<div> <div>Search Results</div> <div>View All</div> <table> <tr> <th>ID</th><th>Sequence Number</th></tr> <tr> <td><a href="#">2222204 1</a></td><td></td></tr> <tr> <td><a href="#">2222204 2</a></td><td></td></tr> <tr> <td><a href="#">2222204 3</a></td><td></td></tr> <tr> <td><a href="#">2222204 4</a></td><td></td></tr> </table> </div>	ID	Sequence Number	<a href="#">2222204 1</a>		<a href="#">2222204 2</a>		<a href="#">2222204 3</a>		<a href="#">2222204 4</a>																
ID	Sequence Number																									
<a href="#">2222204 1</a>																										
<a href="#">2222204 2</a>																										
<a href="#">2222204 3</a>																										
<a href="#">2222204 4</a>																										
<p>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.</p>	<div> <div>Person Comment Entry</div> <div> <div>ID:</div> <div>Comment DateTime: 12/22/2010 3:08:09PM</div> <div>*Administrative Function: <input type="text" value="GEN"/> General</div> <div>*Academic Institution: <input type="text" value="Florida International Univ"/></div> <div>*Comment Category: <input type="text" value="ADV"/> Advisor Comments <span>Variable Data</span></div> <div> <div>Comment Data</div> <div> <div>Comment ID: <input type="text"/></div> <div>Department: <input type="text"/></div> <div>Comment Date: <input type="text" value="12/22/2010"/></div> <div>Comments <input type="text" value="Test Comment"/></div> <div>Append Comments: <input type="text"/></div> </div> </div> <div> <div>Save</div> <div>Return to Search</div> <div>Previous in List</div> <div>Next in List</div> <div>Notify</div> <div>Add</div> </div> </div> </div>																									



# MAINTAINING STUDENT GROUPS

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

## 1. Enter Student's Panther ID and then

click .

### 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):

ID:

Campus ID:

National ID:

Last Name:


First Name:

☐ Include History ☐ Correct History ☐ Case Sensitive

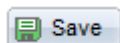
 Search

 Clear


[Basic Search](#)

 [Save Search Criteria](#)

## 2. Enter Student Group "Code" and then click

.



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:   Florida International Univ

\*Student Group:  

\*Effective Date:   \*Status:

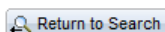
Comments

Last Update Date/Time:

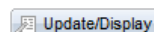
Updated By:

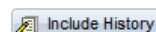
Type:

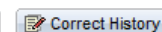
 Save

 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](mailto:psda@fiu.edu).