TABLE OF CONTENTS

INTRODUCTION .......................................................................................................................... 3

RUNNING A DEGREE AUDIT REPORT ..................................................................................... 4
  1. HOW TO RUN A DEGREE AUDIT REPORT ..................................................................... 4
  2. HOW TO RUN THE ADVISEMENT REPORT ................................................................. 8

USING THE DEGREE AUDIT REPORT ...................................................................................... 17
  1. STRUCTURE OF PANTHER DEGREE AUDIT ............................................................... 17
  2. IMPORTANT COMPONENTS OF THE PANTHER DEGREE AUDIT (PDA) .............. 20

PLANNER AND SHOPPING CART FEATURE .......................................................................... 28

REQUESTING STUDENT EXCEPTIONS .................................................................................... 32

INCLUSION FORMS & TRANSFER COURSES ....................................................................... 41

MAINTAINING STUDENT GROUPS ......................................................................................... 42
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 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.

Graduate students will also be able to review and plan ongoing course-work related to their degree program.

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 student academic transcripts and degree audits in through one source via PantherSoft Campus Solutions. Graduate and Law 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 to 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.

There are two ways to request your student’s Panther Degree Audit reports:

1. Using your Advisor Center – My Advisees o This is the most common and easiest method to request degree audit reports (ADV) and to access the student’s ‘My Planner’ and ‘Shopping Cart’.

2. Using the Academic Advisement Module o This method allows advisors and units to run different types of reports.

1. HOW TO RUN A DEGREE AUDIT REPORT
   (Advisor Center - My Advisees)

Log into PantherSoft Campus Solutions with your FIU credentials.
1. At the Advisor homepage, click on the “Degree Audit” tile.

2. Click on “My Advisees” and enter the Student’s Panther ID and click Search.

Please Note: You can also search by the Student’s first and last name.
3. The Student’s “Student Center” appears. Click on the dropdown menu under “Academics.”
4. Select “Panther Degree Audit” and click ➤.

5. Student’s Panther Degree Audit Report will display.

Please Note: Click “Cancel” at the bottom of the audit to return to the “Student Center.”
6. Using the “Student Center,” advisors can also access the student’s “Shopping Cart” and “My Planner.”

7. Click the “Shopping Cart” link to display courses the student has selected for enrollment for current and/or next term.

Please Note: Click “Cancel” at the bottom of the audit to return to the “Student Center.”

8. Click the “My Planner” link to display courses the student is considering taking for future terms.

Please Note: Click “Cancel” at the bottom of the audit to return to the “Student Center.”
2. HOW TO RUN THE ADVISEMENT REPORT  
(Academic Advisement Module)

Navigation: Academic Advisement ⇒ Student Advisement ⇒ Request Advisement Report

There are three main Reports you will use:

- ADV – Academic Advisement Report  o 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  o 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  o The Planning Advisement Report allows advisors to see planned courses by the students.

- NACT – Inactive Student Report  o The Inactive Student Report allows advisors to view the PDA for students who were previously degree-seeking and are now inactive.

**ADV – Academic Advisement Report**
1. On the Advisor Homepage, click on the “Degree Audit” tile.

2. Click “Add a New Value.”

3. Enter the Student’s Panther ID.

4. Under “Report Type,” enter “ADV” (to run an Advisement Report), then click Add.
5. Click **Process Request**.

Please Note: “Report Date” and “As of Dates” displays defaults values. Do Not Change.

6. The Student's advisement's report is generated.
WH-IF – What-If Advisement Report

Navigation: Academic Advisement ⇒ Student Advisement ⇒ Request Advisement Report

1. Click “Add a New Value.”

2. Enter the Student’s Panther ID.


4. Check the “Use Career Simulation Box.”

   This box only appears when a What-If report type has been selected.
5. Click on the "View/Change the Career Simulation."

6. Fill in the information as needed.
   
   If the page is blank, use the 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 .
8. You will return to the previous page. Click Process Request.

1. Click “Add a New Value.”

2. Enter the Student’s Panther ID.

3. Under “Report Type,” enter “PLAN” (to run a Planning Advisement Report), then click .

Request Advisement Report

Find an Existing Value  Add a New Value

ID 1111111

Academic Institution FIU01

Report Type PLAN

Add
4. Click
   ![Process Request Button]

5. The Student’s “Planning Advisement Report” is generated.

6. Any course planned by the Student appears as ⭐.

   Please Note: In the “PLAN” report, a requirement could be satisfied by a planned course.
NACT: Inactive Student Report

1. Click on “Add a New Value.”

2. Enter the Student’s Panther ID.

4. Click .

5. The Student’s “Inactive Student Report” is generated.

Please Note: The dropdown box will only appear if the student did their Undergraduate degree at FIU.
6. 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.

**USING THE DEGREE AUDIT REPORT**

This section will walk you through each component of the online 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.

Each milestone in the Student’s career is divided into Requirement Groups (RG).

Please Note: Certificates are not displayed on the degree audit.
Each RG is formed by Requirements (RQ):

In the example, the “PhD for Public Health [RG4364]” has Requirements (RQ) that need to be satisfied. In this case, those requirements are:

- Advance to Candidacy [RQ5120]
- Completion of Dissertation [RQ4956]
Each RQ contains Lines (LN).
To view each Line, click to expand:

- In the example, the “Advance to Candidacy” requirement “[RQ5120]” has six Lines (LN) that need to be satisfied:
  - Shared Core Courses [RQ5120/LN10]
  - Method Courses [RQ5120/LN20]
  - Content Courses [RQ5120/LN30]
  - Secondary Field Courses [RQ5124/LN20]
  - 7000 Level Courses [RQ5022/LN20]
  - Qualifying Examination [RQ4955/LN10]

Remember the Panther Degree Audit Report (PDA) is formed by RGs, RQs, and LNs.
2. IMPORTANT COMPONENTS OF THE PANTHER DEGREE AUDIT (PDA)

<table>
<thead>
<tr>
<th>1. The first section displays the Student’s name, Panther ID, and any positive or negative indicator (if applicable).</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Next, it will include the type of report, such as “Panther Degree Audit.”</td>
</tr>
<tr>
<td>3. Lastly, the university’s name and Student’s career will appear at the end.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. The report will display the date the report was last generated. This should reflect the current date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This report last generated on 01/25/2019 9:31AM</td>
</tr>
</tbody>
</table>
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.

6. “View Report as PDF” will allow you to view a PDF version of the PDA.

The PDF version is not interactive.
7. “View Status Legend” will bring you to a new page. Each RG, RQ, and LN has a displayed status.

- **Satisfied**: Student has successfully completed all the coursework 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.

**COMPUTER SCIENCE REQUIRED [RQ4385]**

Complete 15 units. Courses must be completed with an average of 'B' or higher, and only 1 course may receive a grade less than 'B-'.

**Status**: Satisfied

**Required Courses [RQ4385/LH16]**

Complete the Following:

**Status**: Satisfied

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENG011</td>
<td>Adv Software Eng</td>
<td>3.00</td>
<td>Fall Term 2017</td>
<td>A</td>
<td>✔️</td>
<td>EN</td>
</tr>
<tr>
<td>CENG514</td>
<td>Operating Systems</td>
<td>3.00</td>
<td>Fall Term 2018</td>
<td>A</td>
<td>✔️</td>
<td>EN</td>
</tr>
<tr>
<td>CENG5310</td>
<td>Thry Computation I</td>
<td>3.00</td>
<td>Spring Term 2018</td>
<td>A</td>
<td>✔️</td>
<td>EN</td>
</tr>
</tbody>
</table>
- **In Progress**: Student will satisfy requirement upon successful completion of currently enrolled courses.

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

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP5611</td>
<td>Multimedia Systems and Apps</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5510C</td>
<td>Bioinformatics</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5602</td>
<td>Intro To AI</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5610</td>
<td>Machine Learning</td>
<td>3.00</td>
<td>Fall Term 2018</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5627</td>
<td>Affect Intelligent Agent</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Notes</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>CID5970</td>
<td>Thesis</td>
<td>1.00</td>
<td>-10.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Notes</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR4144</td>
<td>Export Marketing</td>
<td>3.00</td>
<td>Fall Term 2017</td>
<td>B+</td>
<td></td>
<td></td>
<td>EN</td>
<td></td>
</tr>
<tr>
<td>TRA4721</td>
<td>Global Logistics</td>
<td>3.00</td>
<td>Spring Term 2018</td>
<td>B</td>
<td></td>
<td></td>
<td>EN</td>
<td></td>
</tr>
</tbody>
</table>
- TR: “Transfer” - Transfer courses from another institution.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR3023</td>
<td>Introduction to Marketing</td>
<td>3.00</td>
<td>Spring Term 2017</td>
<td>B</td>
<td>✔</td>
<td>TR</td>
<td></td>
</tr>
</tbody>
</table>

- IT: “Internal Transfer” - Credits that were taken before current Admit Term.

- : The Student is currently enrolled in the course.

- : The Student added the courses to his/her planner. (Planned courses only appear in the Planner Report.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW5934</td>
<td>Special Topics Cry</td>
<td>4.00</td>
<td>Fall Term 2009</td>
<td>A</td>
<td>✔</td>
<td>IT</td>
<td>M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW6971</td>
<td>Creative Thesis</td>
<td>3.00</td>
<td>Fall Term 2012</td>
<td></td>
<td></td>
<td>IP</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDH6543</td>
<td>Practicum HEA</td>
<td>3.00</td>
<td>Fall Term 2015</td>
<td></td>
<td></td>
<td>PL</td>
<td></td>
</tr>
</tbody>
</table>
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.
- **M**: Repeated for credit with advisor approval.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLY5754</td>
<td>Ap Remote Sensing</td>
<td>3.00</td>
<td>Spring Term 2005</td>
<td>A</td>
<td>✔</td>
<td>EN</td>
<td>EXC</td>
</tr>
<tr>
<td>EDH6047</td>
<td>College Stnt Life</td>
<td>3.00</td>
<td>Spring Term 2012</td>
<td>A</td>
<td>✔</td>
<td>EN</td>
<td>INCG</td>
</tr>
<tr>
<td>CRW3934</td>
<td>Special Topics Clny</td>
<td>4.00</td>
<td>Fall Term 2009</td>
<td>A</td>
<td>✔</td>
<td>IT</td>
<td>M</td>
</tr>
</tbody>
</table>

**Please Note**: The codes will always be corresponding to each other, such as “EXC” to “INCG.”
9. 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHC5091</td>
<td>Biostatistics 2</td>
<td>3.00</td>
<td>Spring 2017</td>
<td>A</td>
<td></td>
<td>EN</td>
<td></td>
</tr>
<tr>
<td>PHC6601</td>
<td>Emerging Is in PH</td>
<td>3.00</td>
<td>Fall 2017</td>
<td>A</td>
<td></td>
<td>EN</td>
<td></td>
</tr>
<tr>
<td>PHC7705</td>
<td>Meth in Evid Bas PH</td>
<td>3.00</td>
<td>Spring 2017</td>
<td>A</td>
<td></td>
<td>EN</td>
<td></td>
</tr>
<tr>
<td>PHC7981</td>
<td>Research Concepts</td>
<td>3.00</td>
<td>Fall 2018</td>
<td>A</td>
<td></td>
<td>EN</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHC6116</td>
<td>Pop Health Man I</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHC6155C</td>
<td>Health Policy Analysis</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHC6430C</td>
<td>Public Health Economics</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHC7908C</td>
<td>Hlth Sys Readings 1</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHC7909C</td>
<td>Hlth Sys Readings 2</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Clicking **Collapse All** or **Expand All** will collapse or expand all sections in the degree audit.

• 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:
  
  o **Sorting:** Click twice on any header titles. The most common header sort is “When.”

  o **“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.

Thesis Option: [604386/1.1161]

Complete 9 units. A maximum of 3 units of Non-SCS courses and a maximum of 3 units of Independent Study/Dissertation may be used.
Status: In Progress

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Type</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP5011</td>
<td>Multimedia Systems and Apps</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5510C</td>
<td>Bioinformatics</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5602</td>
<td>Intro To AI</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP56010</td>
<td>Machine Learning</td>
<td>3.00</td>
<td>Fall Term 2018</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5627</td>
<td>Affect Intelligent Agent</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5771</td>
<td>Princip Data Mining</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5770</td>
<td>Adv Info Retrieval</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP5778</td>
<td>Adv Data Mining</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDA6939</td>
<td>Adv Computer Arch</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN5064</td>
<td>Software Design</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. 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.

11. “Transfer Credit Report” at the top of the degree audit will open a new tab or window. This will show the Student’s transfer courses, test and other credits.
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.

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.
3. If the Student adds a course to their “Planner,” a message will appear, indicating that the course has been added.

Planned course will appears with a ⭐ in the “PLAN” Report.
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.
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.

Navigation: FIU Custom ➔ Academic Advising ➔ Use ➔ Request Student Exceptions
1. Click “Degree Audit” tile from the Advisor Homepage.
2. Select “Request Student Exceptions” from the left side.

3. Click on “Add a New Value.”

4. Enter the Student’s Panther ID, choose their Academic Career, and click .
5. You will be directed to “Request Student Exception” form.

Please Note: You can add as many requests as needed by clicking +.
6. If you click and you receive this message:

This means there is an existing record for the Student. Click on the Student’s Panther ID to continue.
7. You will be directed to “Request Student Exception” form.

Click `+` to add a new record.

6. Under “Operation Code.” Select the type of exception you will be requesting:
   - Course Directive
   - Requirement Change
   - Requirement Waiver
7. There are four fields that are always required regardless of the selected “Operation Code.”

- Enter “Requirement Group (RG)” number or click on \( \text{ } \) to select from a list.
- Enter “Requirement Number (RQ)” number or click on \( \text{ } \) to select from a list.
- Enter “Line Nbr (LN)” or click on \( \text{ } \) to select from a list.

Please Note: This field requires a four digit number. Please use 0 or 00 before your “Line Nbr.” For example, “0030” or “0110.”

- Enter description regarding request in “Reason for Exception” field.

Please Note: This information will be displayed on the Student’s PDA. Student will see this note once it has been processed.
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.
### 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.
Input or select the Subject & Catalog Number for the course(s).

Please Note: You can add as many course changes as needed for the RG, RQ, and LN by clicking +.

- Requirement Change: Indicates that the override acts as a

<table>
<thead>
<tr>
<th>Course Sequence: 0001</th>
<th>Directive Type: Substitute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source:</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td></td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td></td>
</tr>
</tbody>
</table>
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 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.

**Professional Studies Group II [RQ4535/LN20]**

Complete one course.
Status: Not Satisfied

- Units: 3.00 required, 0.00 taken, 3.00 needed

**Application Development [RQ4282/LN30]**

Choose from the following:
Status: Not Satisfied

- Courses: 2 required, 0 taken, 2 needed
8. Click **Save**.

**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” request, please e-mail psda@fiu.edu.

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**INCLUSION FORMS & TRANSFER COURSES**

1. **Inclusion Form**

The Inclusion Form is used for specific graduate courses taken at FIU. This form exists only as a hard copy and should be submitted to the Office of the Registrar. The Inclusion Form is used for multiple functions:

- Courses taken before the current plan admit term, such as courses completed by a NonDegree Seeking Student.
- Courses taken as a part of a certificate completed previous to admittance to current plan.
- Courses taken as a part of a previous completed FIU Masters or PhD program. This option requires an explanation memorandum to the Office of the Registrar.

Advisors need to be specific on what courses will be transferred by submitting a memorandum or highlighting the Student’s transcript.
2. Transfer Courses

Transfer Courses are courses taken at another institution. The number of course credits that may be transferred depends on the graduate degree. When requesting transfer courses, please provide one of the following:

- Lump Sum
- Equivalency to an FIU Course
- Lump Sum and FIU Equivalency

All transfer course request should be sent to:
Henry Cheng, Office of the Registrar, hkcheng@fiu.edu

MAINTAINING STUDENT GROUPS

Navigation: Records and Enrollment ⇒ Career and Program Information ⇒ Student Groups
1. Click on the “Degree Audit” tile and select “Student Groups.”

2. Enter Student’s Panther ID and then click Search.
3. 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

4. Run a PDA report to verify successful set up

If you have any questions after reviewing this tutorial, please contact psda@fiu.edu.