PANTHER DEGREE AUDIT (PDA)
UNDERGRADUATE ADVISORS TRAINING MANUAL
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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.

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 with your Panther ID and Password. |

| 1. From the Advisor homepage, click on the Degree Audit tile. |

---
2. The Request Advisement Report form will generate.

3. Next click on the Add a New Value tab.
4. After clicking the Add a New Value tab, you may enter the student’s Panther ID in the ID box.
5. Next, click on the **search** to select the **Report Type**.

![Request Advisement Report](image)

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.
7. After inputting the PID and report type, then click on the Add button.

8. This will take you to a new screen where you will then click on the Process Request button.
9. This will generate an updated version of the student’s Panther Degree Audit.
WH-IF: What-If Advisement Report

1. Click on “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”
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 .

Please Note: “Advisement Status” should always be changed to “include” for each populated section.

8. You will return to the previous page. Click .
1. Click on “Add a New Value.”

2. Enter the Student’s Panther ID.


4. Click:
   - Process Request
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

2. Click on “Add a New Value.”

4. Enter the Student’s Panther ID.

5. Under “Report Type,” enter “NACT,” then click Add.

7. Click

   ![Image of the NACT: Inactive Student Report form]

   **Request Advisement Report**

   - **ID**: 1234567
   - **Academic Institution**: FIU01
   - **Report Type**: NACT

   **Actions**

   - **Process Request**
8. The Student’s “Inactive Student Report” is generated.

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.
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.

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.
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]

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]

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

1. The first section displays the Student’s name, Panther ID, and any positive or negative indicator ( if applicable).

2. Next, it will include the type of report, such as “Panther Degree Audit.”

3. Lastly, the university’s name and Student’s career will appear at the end.

4. The report will display the date the report was last generated. This should reflect the current date.
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. “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**: Student will satisfy requirement upon successful completion of currently enrolled courses.

<table>
<thead>
<tr>
<th>Requirement Status Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Satisfied</strong></td>
</tr>
<tr>
<td>You have successfully completed all the coursework needed to satisfy this requirement.</td>
</tr>
<tr>
<td><strong>In Progress</strong></td>
</tr>
<tr>
<td>This requirement will be satisfied upon successful completion of courses in which you are currently enrolled.</td>
</tr>
<tr>
<td><strong>Not Satisfied</strong></td>
</tr>
<tr>
<td>You must complete all outstanding coursework as outlined in your Degree Audit Report in order to satisfy this requirement.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Year Experience [RQ4001]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 1 course.</td>
</tr>
<tr>
<td>First Year Experience [RQ4001/LN10]</td>
</tr>
<tr>
<td>High-school-earned college credit does not exempt FTIC students from this requirement.</td>
</tr>
<tr>
<td>Status: Satisfied</td>
</tr>
</tbody>
</table>

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>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS1501</td>
<td>First Year Exper</td>
<td>1.00</td>
<td>Spring 2017</td>
<td>A</td>
<td>✔️</td>
<td>TR</td>
<td></td>
</tr>
</tbody>
</table>
• 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.
- TR: “Transfer” - Transfer courses from another institution.
- TE: “Test Credit” - Credits from exams,
such as AP, CLEP, etc.

- **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.)

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.” |   |
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:

<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>ENC1101</td>
<td>Writing and Rhetoric I</td>
<td>3.00</td>
<td>Spring Term 2017</td>
<td>A</td>
<td>✔️</td>
<td>TR</td>
<td></td>
</tr>
<tr>
<td>ENC1102</td>
<td>Writing and Rhetoric II</td>
<td>3.00</td>
<td>Spring Term 2017</td>
<td>A</td>
<td>✔️</td>
<td>TR</td>
<td></td>
</tr>
</tbody>
</table>

### 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:

<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>ENC3213</td>
<td>Prof and Tech Writing</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENC3334</td>
<td>Intro Writing Studies</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENC3371</td>
<td>Rhetorical Theory/Practice</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:
  - Sorting: Click twice on any header titles. The most common header sort is “When.”
  - “View All”: All courses listed will be displayed.
  - Arrows:

    ![1-10 of 16](image)

    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.

<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>ENL3112</td>
<td>Dev Of Novel: 18 Cent</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL3122</td>
<td>Dev Of Novel: 19 Cent</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL3201</td>
<td>19C Women Novelists</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL3206</td>
<td>Eng Lit Since 1660</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL4144</td>
<td>Eighteenth-Century Poetry</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL4171</td>
<td>Restor &amp; 18C Drama</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL4230</td>
<td>Rest &amp; 18-Cent Lit</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL4241</td>
<td>Romanticism I</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL4242</td>
<td>Romanticism II</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL4243</td>
<td>Studies Romanticism</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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.
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.

![Image of Planner and Shopping Cart Feature]

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.

![Image of Course Detail]

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.

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>AFH2000</td>
<td>African Civ</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMH2041</td>
<td>Origins Amer Civ</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMH2042</td>
<td>Med Amer Civ</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARC2701</td>
<td>Des Hist Ant To Me</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG2012</td>
<td>Approaches To Lit</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EUH2011</td>
<td>West Civ: Early Eur</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EUH2021</td>
<td>West Civ: Med/Mod</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EUH2030</td>
<td>West Civ: Mod/Eur</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM3214</td>
<td>Ancient Class Cult</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM3306</td>
<td>History Of Ideas</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click “Add a New Value.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Enter the Student’s Panther ID, choose their Academic Career, and click Add.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 3.   | You will be directed to “Request Student Exception” form.  

Please Note: You can add as many requests as needed by clicking +.
4. 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.

5. 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 🕵 to select from a list.

- Enter “Requirement (RQ)” number or click on 🕵 to select from a list.

- Enter “Line Nbr (LN)” or click on 🕵 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.

**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 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.”

<table>
<thead>
<tr>
<th>Requirement Change Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Units:</strong></td>
</tr>
<tr>
<td><strong>Minimum Courses:</strong></td>
</tr>
</tbody>
</table>

- **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

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

11. Select Course.

12. Click **Save** at the bottom of the page.
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.
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 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 Search.
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.

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.”

2. Enter Student’s Panther ID and click Add.
3. Enter “GEN” in the “Administrative Function” and “ADV” in the “Comment Category.”

4. “Comment ID” is auto-populated by default with your Panther ID and name. Do Not Change.

   “Department” is not a requirement. Leave Blank.

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 change or delete the comment.

7. To search for an “ADV Comment,” enter the Student’s Panther ID, “Administrative Function” (GEN), and “Comment Category” (ADV).

8. Click .

9. All ADV comments for that Student will display.
10. Click on “Sequence Number.”

11. “Sequence 1” Should appear on the top. Click on the first “Comment” to read.

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.
MAINTAINING STUDENT GROUPS

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

1. Enter Student’s Panther ID and then click Search.

2. Enter Student Group “Code” and then click Save.

   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.

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.