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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.

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
   - 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
   - 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 MyFIU at my.fiu.edu with your Panther ID and Password.

1. Click My Advisees

Main Menu > Self Service >

Advisor Center

Use the Faculty center to manage all your advisee related activities.

Access your advisee roster and view details including academic information, class schedules, degree progress and grades.
2. 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 (assigned or unassigned.)

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**
  - 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.

---

**ADV – Academic Advisement Report**

1. **Click “Add a New Value.”**
2. **Enter the Student’s Panther ID.**
3. **Under “Report Type,” enter “ADV” (to run an Advisement Report), then click .**
4. Click **Process Request**.

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

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

Navigation: Academic Advisement ⇒ Student Advisement ⇒ Request Advisement Report

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click “Add a New Value.”</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the Student’s Panther ID.</td>
</tr>
</tbody>
</table>

![Request Advisement Report](image)

4. Check the “Use Career Simulation Box.”

This box only appears when a What-If report type has been selected.

![Actions](image)

5. Click on the “View/Change the Career Simulation.”

![Actions](image)
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.

8. You will return to the previous page. Click Process Request.
### PLAN – Planning Advisement Report

1. **Click “Add a New Value.”**
2. **Enter the Student’s Panther ID.**
3. **Under “Report Type,” enter “ADV” (to run an Advisement Report), then click [Add](#).**

   ![Request Advisement Report](image)

4. **Click [Process Request](#).**

   ![Report Request](image)

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

   ![Planning Advisement Report](image)
6. Any course planned by the Student appears as 🌟.

Please Note: In the “PLAN” report, a requirement could be satisfied by a planned course.
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 “Masters of Music [RG4086]” has Requirements (RQ) that need to be satisfied. In this case, those requirements are:
  - Required Courses [RQ4213]
  - Graduate Music Electives [RQ5334]

Each RQ contains Lines (LN).
To view each Line, click to expand:

- In the example, the “Required Courses” requirement “[RQ4213]” has seven Lines (LN) that need to be satisfied:
  - Applied Music [RQ4213/LN10]
  - Music History or Jazz History [RQ4213/LN20]
  - Ensembles [RQ4213/LN30]
  - Jazz Piano [RQ4213/LN40]
  - Music Bibliography [RQ4213/LN60]
  - Music Technology Elective [RQ4213/LN70]
  - Advanced Jazz [RQ4213/LN80]
Remember the Panther Degree Audit Report (PDA) is formed by RGs, RQs, and LNs.
## 2. IMPORTANT COMPONENTS OF THE PANTHER DEGREE AUDIT (PDA)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The first section displays the Student’s name, Panther ID, and any positive or negative indicator (if applicable).</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Image of Panther Degree Audit" /></td>
</tr>
<tr>
<td>2.</td>
<td>Next, it will include the type of report, such as “Panther Degree Audit.”</td>
</tr>
<tr>
<td>3.</td>
<td>Lastly, the university’s name and Student’s career will appear at the end.</td>
</tr>
<tr>
<td>4.</td>
<td>The report will display the date the report was last generated. This should reflect the current date.</td>
</tr>
<tr>
<td></td>
<td><img src="image2" alt="Image of report date" /></td>
</tr>
<tr>
<td>5.</td>
<td>Click on <a href="#">View Student’s Academics</a>. This will direct you to the Student’s “Advisee Academics” page.</td>
</tr>
<tr>
<td></td>
<td><img src="image3" alt="Image of Student's Academics" /></td>
</tr>
<tr>
<td></td>
<td><strong>Please Note:</strong> Clicking on “View Student’s Academics” will open a new tab or window in your internet browser.</td>
</tr>
</tbody>
</table>
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.

### Requirement Status Legend

<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>

### GRADUATE MUSIC ELECTIVES [RQ5334]

<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>View Course List</td>
<td>Graduate Music Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS5554</td>
<td>Prin App Dble Bass</td>
<td>2.00</td>
<td>Spring Term 2011</td>
<td>A</td>
<td>Satisfied</td>
<td>EN</td>
</tr>
<tr>
<td>MUS5554</td>
<td>Prin App Dble Bass</td>
<td>2.00</td>
<td>Fall Term 2011</td>
<td>A</td>
<td>Satisfied</td>
<td>EN</td>
</tr>
</tbody>
</table>

### THESIS [RQ4214]

**Complete the following:**

**Status**: **In Progress**

- **Master’s Thesis/Recital [RQ4214/LN10]**
  
  Complete the following course:
  
  **Status**: **In Progress**
  
  - Units: 6.00 required. 6.00 taken. 0.00 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>
</tr>
</thead>
<tbody>
<tr>
<td>MUS5456</td>
<td>Thesis/Recital</td>
<td>6.00</td>
<td>Spring Term 2012</td>
<td></td>
<td></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.

![PROFESSIONAL STUDIES [RQ4535]](image)

**Professional Studies [RQ4535/LN10]**

Complete 9 units: either EDF 6508 or EDF 6636 may be used, but not both.

**Status**: Not Satisfied

- Units: 9.00 required, 0.00 taken, 9.00 needed

<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>EDF5481</td>
<td>Foundations Ed Res</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDF6608</td>
<td>Soc Phil Hist Found</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDF6636</td>
<td>Intercultural Studie</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **♦ In Progress**: The Student is currently enrolled in the course.

![Course Status](image)

<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>LEI5510</td>
<td>Pro Adm Parks &amp; Rec</td>
<td>3.00</td>
<td>Fall Term 2008</td>
<td>B+</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>ADE6180</td>
<td>Org &amp; Comm Ae/Hrd</td>
<td>3.00</td>
<td>Fall Term 2011</td>
<td>A</td>
<td></td>
<td>TR</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>CRW5934</td>
<td>Special Topics Csw</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>CRW5971</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>
- **Planned**: 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>EDH6943</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></td>
<td></td>
<td>EXC</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>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>
</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>CRW5934</td>
<td>Special Topics Crn</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.
• 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**:
    - 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.
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 bottom 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 appear with a ★ in the “PLAN” Report.

PROFESSIONAL STUDIES [RQ4535]

Complete the following:
Status: Not Satisfied

Professional Studies [RQ4535/LN10]

Complete 9 units; either EDF 6608 or EDF 6636 may be used, but not both.
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 Code</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>EDF5481</td>
<td>Foundations Ed Res</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDF5608</td>
<td>Soc Phil Hist Found</td>
<td>3.00</td>
<td></td>
<td></td>
<td>★</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDF5635</td>
<td>Intercultural Studie</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDF6045</td>
<td>College Stud Dev</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 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 “Add a New Value.”

   ![Add a New Value](image1)

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

   ![Add](image2)

3. You will be directed to “Request Student Exception” form.

   ![Menu](image3)

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

---

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Academic Advising Technology
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 \(\text{select from a list.}\)
- Enter “Requirement (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:**
  
  o **Course Offerings:** Courses offered by the institution. It will show active courses currently being offered from the course catalog.

  o **Enrollment:** Courses that the Student took at FIU.

  o **Other Credit:** Course Waiver processed by TCPC.

  o **Test credit:** Credits from test, such as AP, CLEP, etc.

  o **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.

  o **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.

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8. **Click** ![Save](https://example.com/save.png).

  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.
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 Non-Degree 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.

![Inclusion Form Image]

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:
Estrella Espinosa, Office of the Registrar, Estrella.Espinosa@fiu.edu.
MAINTAINING ADVISOR COMMENTS

Any Comment added in this section to the Student’s file will only be available for advisors.

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

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