Overview

The student’s Academic Advisement Report (AAR) is an important tool used by students and advisors to track progress toward a degree and to assist in planning. The AAR can be run from the Student Center as well as the Administrative Center.

Steps

Running and Viewing an Academic Advisement Report

1. Navigate to: Self Service > Administrative Center, enter the student’s ID in View Data For Students then click Academics 2.
   Students Navigate to: Student Center > Academics > My Academics & Grades
2. Click on View My Advisement Report.
3. Select the Institution. Only campuses on which the student is active will display as an option. We'll discuss Academic Program later.
4. Select the appropriate Report Type. Students have four report types available.

- **AAR & Planner** includes in the report any courses that the student has placed into his/her Planner.
- **AAR & Shopping Cart** includes in the report any courses that the student has placed into his/her Shopping Cart.
- **AAR & Transcript** includes the advising transcript at the top.
- **Academic Advisement Report (AAR)** is the Advisement Report only, with no transcript.

5. Click **Process Request**. If you select **AAR & Transcript** this process will take longer to complete.

The selected Advisement Report is displayed.

When the report first appears, **Requirement Groups** and **Requirements** that are complete are collapsed, while those that are incomplete are expanded. Individual requirements and requirement groups in the Advisement Report can be expanded or collapsed as desired.

All requirements and requirement groups within the Advisement Report will collapse when you click **collapse all**.

All requirements and requirement groups will expand when you click **expand all**.

To return all requirements and requirement groups to their original state, click **restore**.

At the top of the Academic Advisement Report is a list of icons used in the report. These icons show that a course has either been taken, was satisfied with test, transfer, or other credit, is in progress or is in the planner or shopping cart.
Requirement Groups are displayed in dark blue while individual requirements are displayed in light blue and are indented.

If a requirement has not been completed, the words "Not Satisfied" will appear in red. The text that describes this requirement as well as the courses that apply will be displayed if appropriate.
When a requirement is satisfied, the requirement will collapse.

6. Click on the to the left of the requirement to expand a "satisfied" requirement. The word "Satisfied" will display within the requirement.

When all requirements in a requirement group are satisfied, the requirement group will collapse.

Courses that may be taken for a requirement are shown in a grid.

Exceptions such as Course Directives, Requirement Waivers and Requirement Changes appear in the Additional Information of the Requirement.
Academic Advisement Report (AAR)

The content of the AAR can vary widely depending upon programming techniques and print settings made by individual AAR programmers. Also, some schools are still in the process of building AARs.

The AAR is made up of:

- **Requirement Groups**
  - Requirements logically grouped together.
  - Each Requirement Group is indicated by a dark blue bar.
  - Most B.A. or B.S. AARs contain between 5 and 10 Requirement Groups.
  - An example could be a Requirement Group that holds all “General Education” requirements.

- **Requirements**
  - Individual course requirements are grouped together under Requirements.
  - Examples: A Requirement that holds all Communication course requirements. A second Requirement that holds all MATH course requirements.
  - Both Requirements would be attached to the General Education Requirement Group.

- **Course Grids**
  - Individual courses display in grids.
    - Always display if the course has been completed
    - Can display prior to completion if programmed to do so

If all requirements within a Requirement Group are completely satisfied, the Requirement Group is collapsed when the AAR is first created.

- It may be expanded manually by clicking on the green arrow.
A completed degree will look like this.

If even a single requirement within the **Requirement Group** has a single missing course then the **Requirement Group** will be expanded displaying the individual requirements contained therein.

A Requirement contains one or more course requirements.

- These may be in a grid format or a non-grid format depending upon the programming technique used.

Each course requirement also collapses once it is satisfied.
The course requirement may also be manually expanded by clicking on the green arrow.

If in-progress coursework will satisfy a requirement line or a requirement group, the requirement line or requirement group will collapse.

The In-Progress icon ◈ will display next to the requirement line or requirement group.

NOTE: This also works for “In Progress” courses that are Incomplete and Deferred as well.

Course Displays:

- A course grid may display that contains courses that may/should be taken to satisfy the requirement.
  - The display of this grid is dependent upon how the AAR has been programmed.
  - The following is a grid with one course completed.
Academic Advisement Report (AAR)

- Course requirements may also display without a grid.
  - In this case, the AAR programmer has entered the text to indicate which courses are required.

- If a course has a “Repeat Flag” attached to it, the course displays as follows.
  - Other information also displays in this location; for example Course Designations.

Viewing AARs for a student who has multiple Programs

Some students have multiple programs like this.

If a student is currently active in multiple Programs, an AAR can be run for each program.
1. Select the **Institution**, then select the appropriate **Academic Program**. The primary program displays by default.

2. Continue using the steps above to view the AAR.

If the non-primary program has different repeat rules from the primary program and the student has repeated classes, you will receive this message when you select that program.

You can continue running the AAR, but be aware that the AAR will not process the repeated courses correctly. Repeat rules are applied to a student’s record once each semester after grades are final.
They may also be applied nightly when a student’s program changes. **Repeat rules are not run when you run a What-If report.**

A student may also have multiple programs and/or dual majors.

If the AAR has been programmed to accommodate dual majors, both majors will display within the AAR for that program.

A student may also have the same program listed multiple times with a different major for each occurrence of the program. This seems confusing, but it works the same as when running the AAR for multiple programs that are different.

**Printing**

If a hard-copy of the AAR is needed:

1. Click **EXPAND ALL** at the top of the AAR to expand all requirements.
2. Click your mouse pointer anywhere in the Academic Advisement Report. **DO NOT** click in the menu.
3. From the Internet Explorer menu bar, select File>Print.
4. Click the **Options** tab and select “Only the selected frame”.

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5. If you want to print multiple pages on one sheet of paper, click the General tab and click Preferences. Otherwise go to step 9.

6. Click on the Page Layout or Finishing tab (depending on your printer).

7. Select the appropriate number of Pages per Sheet.

8. Click OK.

9. Click Print.

**Archive**

Administrative users can store and archive an AAR. In order to store a snapshot of that particular moment in time, the archived AAR will use the Printer Friendly version. Access to these reports will be available for as long as the student is active, for 1 year after graduation. If the student is a stop-out (inactive), the archived report will be available ten years from the data of archive. If the student is inactivated and reactivated, the archived AARs will again become available upon reactivation, up to ten years from the data of archive.

1. Click Archive at the bottom of the AAR.

If there are archived AARs for this student, a new link will display on the academics page in the Administrative Center.

2. Click the Archived AAR link.

You can sort by Institution, AAR Report Type, What-If Flag, User ID, and Date and Time Processed.

You may view any archived AAR regardless of who saved it.

3. Click View AAR. The archived AAR will display as a PDF.
You should delete any archived AARs that you don’t need. This will save storage space and make retrieval quicker. You can only delete an archived AAR that you have saved.

4. Click Delete. You cannot delete an AAR archived by another user and no one can delete one that you have archived.

There is a note stating how many (if any) archived AARs already exist for the student and when the most recent one was saved.