

Academic Structure Guide for What-If reports

Three levels in Student Record: Program/Plan Stack:

- Academic Career (UGRD or GRAD)
 - With Requirement Term
- Academic Program (College plus more!)
 - With Requirement Term
- Academic Plan (Major or Minor)
 - With Requirement Term

These drive rules on the advisement report:

- Career:** Undergrad General Ed (2133 and earlier = 2004 LAC; 2141 – 2213 = 2014 LAC; 2221 + UNIFI); Graduate recency rules; University Requirements for Graduation; anything above Plan rules
- Program:** no real rules, but needs to match declared major plans, and for transfer credit posting
- Plan:** Indicates the major, minor, certificate AND which catalog rules they will follow.
- Sub-Plan:** We don't use at UNI so these fields are left blank

How to decode Programs:

- Character 1-3 indicates college (COE, CBA, HFN, INT, SBS...)
- Additional characters indicate type of program
 - UG = non-teaching undergrad
 - T = teaching undergrad
 - GR = graduate program
 - P and TP = postbac undergrads (non-teaching and teaching)
 - SPUG = special undergraduate (exploratory, pre-professional if no other program)
 - NONUG/NONGR = non-degree students (dual enrolled, transient)

How to decode Plans:

- Character 1-3*** is the core plan code (carryover from old legacy major codes)
- Additional Characters** indicate type of degree. Some examples:
 - BA = Bachelor of Arts (non-teaching)
 - BS = Bachelor of Science (non-teaching)
 - MA = Master of Arts
 - EdD = Doctorate of Education
- as well as **teaching or non-teaching:**
 - BAT = Bachelor of Arts (teaching)
 - BST = Bachelor of Science (teaching)
 - MIN = Minor (non-teaching)
 - MINT = Minor (teaching)
- as well as certificates. These use 1 or 2 characters followed by:
 - UCERT or GCERT (indicating whether it is declared on an undergrad or grad student)
 - FIUCERT = UNIFI specific Certificate
- as well as formally **declared** major or **prospective:**
 - PRE = undergraduate non-teaching major, not yet declared
 - PRET = undergraduate teaching major, not yet declared
 - GPRE = graduate major not yet accepted in to program (no major rules display)
- as well as post-bac students: (postbac codes do not yet have advisement rules)
 - P = post-bac non-teaching major
 - TP = post-bac teaching major

**Combined UGRD/GRAD major plan codes use a fourth leading character C **

How to decode Requirement Terms:

Digits 1-3 indicate Catalog Year start/ dropping digit 2:

2022 = 2022 = 222 2023 = 2023 = 223

Digit 4 indicates semester term. UNI catalog years start with summer and goes through spring.

1 = Summer 2 = Fall 3 = Spring

Examples:

2231 = Summer 2023 (First term of the catalog)

2232 = Fall 2023 (Second term of the catalog)

2233 = Spring 2024 (Third term of the catalog)

Tip: ** When selecting *Plan Requirement Term* on What-If reports, typically use current term**

Tip: ** When entering undergraduate *major* plan code on What-If reports, typically use PRE or PRET**

Tip: ** Minor and Certificate plan codes can be used on ANY program code**

Overview of what-if Career Simulation:

Academic Programs need to be set up to the **correct Career** (undergrad programs to UGRD; grad programs to GRAD).

Declared major plan codes need to be set up on the **correct Academic Program**.

*Business non-teaching majors need to be set up under CBAUG

*Social science teaching majors need to be set up under SBST

*Undergraduate pre-major plan codes (-TP or -P) can be added to ANY undergraduate program and does not need to align with the program code

Pre-major plan codes and **minor plan codes** can be set up to **any Academic Program**, but must be with the **correct Academic Career**.

Special Note for *Admission Advisement Report Types* for students not yet matriculated (ADMWH, ADNOT):

Most advisement report types use student data from the ***Student Record***, which is created once a student has been **matriculated**. Student records include career, program, plan, requirement terms as well as UNI enrollment, posted *transfer / test* credit, grades, etc. Prior to matriculation, the student has an ***Admission Record***. Only the specific advisement reports for Admissions can access the transfer/test credit entered on the admission record prior to it being re-posted to the student record. To generate these report types WITH entered coursework, you will need to do the following:

*Enter the *Academic Program* used on any entered transfer or test credit, regardless of plan code used.

*Enter **pre-plan** codes only in this type of advisement report.

*Use Career, Program and Plan requirement terms equal to the term entering UNI.