Viewing an Advisee’s Program Data

This guide will cover:

- Viewing an Advisee’s CPP stack in the Advisor Center

Step One

Navigate to the following breadcrumb:

[Image of breadcrumb]

OR

Select the Academics tab if you are already in the Advisor Center

Step Two

At the top of the page, select from the change advisee drop down menu the person who you wish to view their academic information.

Step Three

Select a CPP stack on the left hand side to view details about the advisee’s program.
Step Four

To the right of the page will be general academic information regarding the selected CPP stack.

The Requirement Term is the term that the degree audit is running for relative to the Program-Plan selected. This defaults to the admit term for the Program-Plan.

![Institution / Career / Program Table]

- **Program:** 238AC
- **Status:** Active
- **Admit Term:** 2128
- **Expected Graduation:** Fall Sem 2012
- **Plan:** FAA-BFA
- **Level Determination:** Base On Units
- **Load Determination:** Base On Units
- **Load:** Full-Time
- **Student Career Nbr:** 0
- **Requirement Term:** 2128
- **Requirement Description:** DAAP Baccalaureate

Step Five

Click **edit program data** button on the right.

This will allow you to view the history of the CPP stack being selected (e.g. Change in program/plan, graduation application etc.).
IMPORTANT: If a student has multiple program action’s on the selected CPP stack they can be viewed by viewing all or clicking through each action.

Step Six

On the Student Program tab, you will see the student’s academic standing in the status field. In addition you will see the following information about a student in reference to their program.

- **Academic Career:** Displays the Career associated with the CPP stack you are viewing.
- **Student Career Number (Car #):** Indicates the stack you are currently viewing. A student can have multiple CPP Stacks. Each are provided a Car # to
- **Status:** Indicates the student’s status on this particular CPP stack. Some of the status listings you may see include the following:
  - *Active in Program:* Student is actively seeking a degree in the associated CPP Stack
  - *Discontinuation:* Student is no longer seeking a degree in the associated CPP Stack
  - *Completed in Program:* Student has completed their degree in the associated CPP Stack
- **Effective Date:** Indicates when the action becomes effective.
- **Program Action:** Indicates what type of update was made. Student CPP stacks will start with an ACTV (Activate) program action and will be ended with either a program Action of DISC (Discontinued) or COMP (Completed). Other changes that users of this component may utilize include:
  - *PRGC:* When a program change is made
• **PLNC**: When a plan change is made  
• **DATA**: When a data change is made

- **Action Reason**: Dependent on the assigned value in the Program Action, indicates the reason for a modification. If the program action is ACTV (Activate), there will not be an action reason.
- **Academic Program**: College Number + degree the student is seeking.
- **Admit Term**: Indicates the term in which the student began the Academic program that is assigned.
- **Requirement Term**: Indicates the Degree Catalog Year requirement term.
- **Expected Grad Term**: Field will remain blank until the student has applied for graduation.

**Step Seven**

Click on the **Student Plan** tab. The Student Plan provides information about the Academic Plan that the student has declared.

The first section of the page will provide a summary of the Academic Program.

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Student Plan</th>
<th>Student Sub-Plan</th>
<th>Additional Information</th>
<th>Student Attributes</th>
<th>Student Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danny Fortson</td>
<td>10946433</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Academic Career**: Undergraduate  
**Student Career Nbr**: 0  
**Car Req Term**: 

<table>
<thead>
<tr>
<th>Status:</th>
<th>Active in Program</th>
<th>Admit Term:</th>
<th>2012 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>08/27/2012</td>
<td>Effective Sequence:</td>
<td>1</td>
</tr>
<tr>
<td>Program Action:</td>
<td>Activate</td>
<td>Action Date:</td>
<td>11/14/2015</td>
</tr>
<tr>
<td>Action Reason:</td>
<td></td>
<td>Requirement Term:</td>
<td>2012 Fall</td>
</tr>
<tr>
<td>Academic Program:</td>
<td>23 Bach</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The second section will provide a summary of the student’s plan that includes the name of the Academic Plan, when the student declared and Completion term (when applicable).
• **Academic Plan**: Indicates the student’s major, minor or certification

• **Declared Date**: When the student declared for their Academic Plan

• **Plan Sequence**: Indicates a student’s primary/secondary major. If a plan sequence is a value of 10 then that is the student’s primary major.

**NOTE**: If there were changes of a student’s Plan within a CPP stack, these would be housed on this tab. These could be within a program or if a student switches programs.

**Step Eight**

Click on the **Student Sub-Plan** tab.

In the first two sections a summary of the student’s Academic Program and Plan will be listed.

<table>
<thead>
<tr>
<th>Student Program</th>
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<th>Student Sub-Plan</th>
<th>Additional Information</th>
<th>Student Attributes</th>
<th>Student Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danny Fortson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Career</strong>: Undergraduate</td>
<td><strong>Student Career Nbr</strong>: 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status:</th>
<th>Effective Date:</th>
<th>Program Action:</th>
<th>Action Reason:</th>
<th>Academic Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active In Program</td>
<td>08/27/2012</td>
<td>Activate</td>
<td>DAAP Baccalaureate</td>
<td>University of Cincinnati</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admit Term:</th>
<th>Effective Sequence:</th>
<th>Action Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Fall</td>
<td>1</td>
<td>11/14/2015</td>
<td></td>
</tr>
</tbody>
</table>

In the third section of the page it will list the student’s academic sub-plan, type of sub-plan, declare date, and requirement term. Keep in mind not all Academic Plans have Sub-Plans.

• **Academic Sub-Plan**: Type of sub-plan that is associated with the student’s plan

• **Academic Sub-Plan Type**: Can either be track, concentration or distance learning.
In the picture above, the student doesn’t have a Sub-Plan.

NOTE: The distance learning data will appear on the first row if the student has more than one sub-plan that includes distance learning.

Step Nine

Click on the Student Degrees tab

Student Degrees will display the status of a student’s degree checkout status:

- **Applied**: Student has applied for graduation. The expected grad term will populate on the student program tab.

- **Approved**: Student has been approved for graduation.

- **Awarded**: Student has been awarded their degree. The completion term field will populate on the student degree tab.

- **Denied**: Student was not permitted to graduate.

In this case, the student has not made any action for degree checkout so it is blank.
Step Ten

Click OK to return to the Academics tab in the Advisor Center.

You have now completed the steps for viewing a student’s program data.