



ADVISOR CENTER OVERVIEW

Navigating to the Advisor Center

- From www.sonoma.edu click Login





Login into SSU Online Services

Log into SSU Online Services

Username: SONOMA

Password:

[Forgot Your Password?](#) **LOGIN**

Note: This login screen only works if you already have SSU Seawolf credentials, and have an account on the supported system(s). Students can obtain their username and password with the [Online PIN Master](#). Faculty and staff must visit the IT Helpdesk to obtain or reset a username and password.

Security Notice Please logout and exit/quit the browser if you are using a public computer.

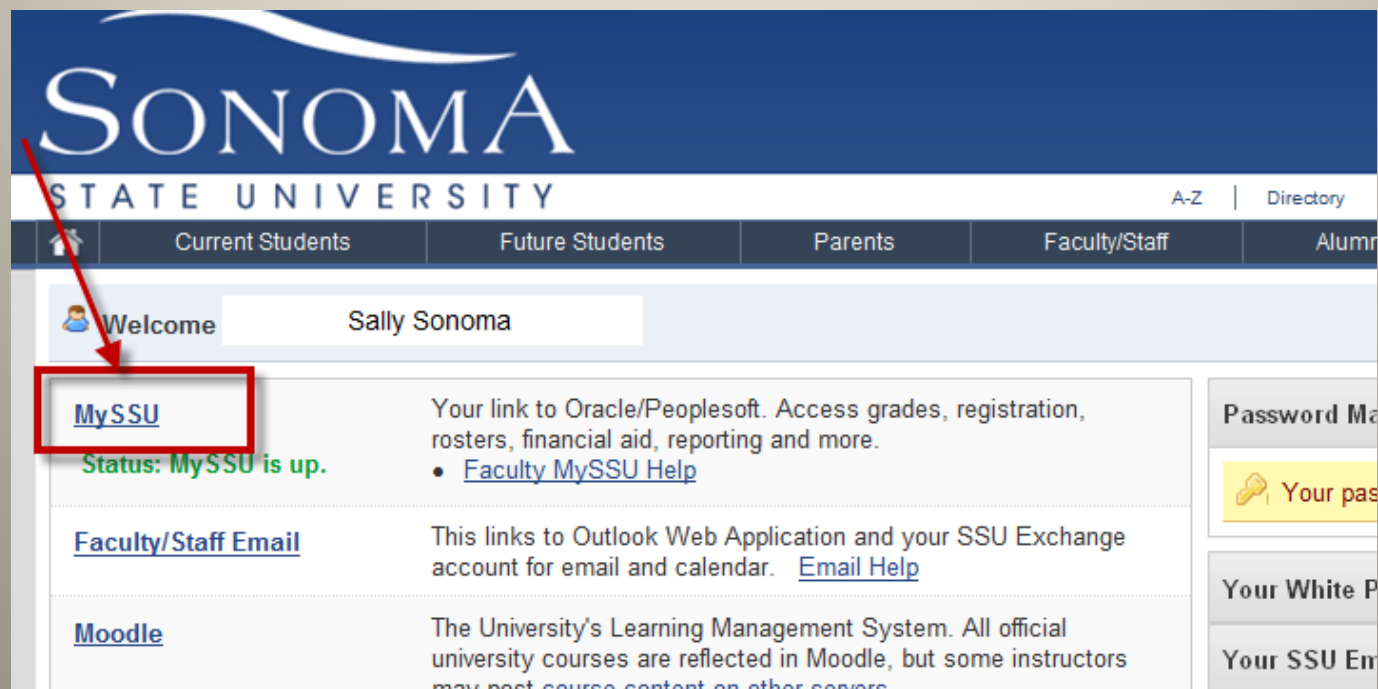
With Online Services
you can access...

- Seawolf Mail
- Parking Services
- Moodle
- Payments
- Exchange
- LDAP Search
- One Card Search
- Finance
- Classes
- MySSU



Click on MySSU

To access PeopleSoft, click on MySSU

A screenshot of the Sonoma State University MySSU portal. The header features the Sonoma State University logo and navigation links for "Current Students", "Future Students", "Parents", "Faculty/Staff", and "Alumni". A red arrow points to the "MySSU" link in the left sidebar, which is highlighted with a red box. The main content area shows a welcome message for "Sally Sonoma" and a status message "Status: MySSU is up." Below this are links for "Faculty/Staff Email" and "Moodle". The right sidebar contains links for "Password Management", "Your White Paper", and "Your SSU Email".

SONOMA
STATE UNIVERSITY

A-Z | Directory

Current Students | Future Students | Parents | Faculty/Staff | Alumni

Welcome Sally Sonoma

MySSU
Status: MySSU is up.

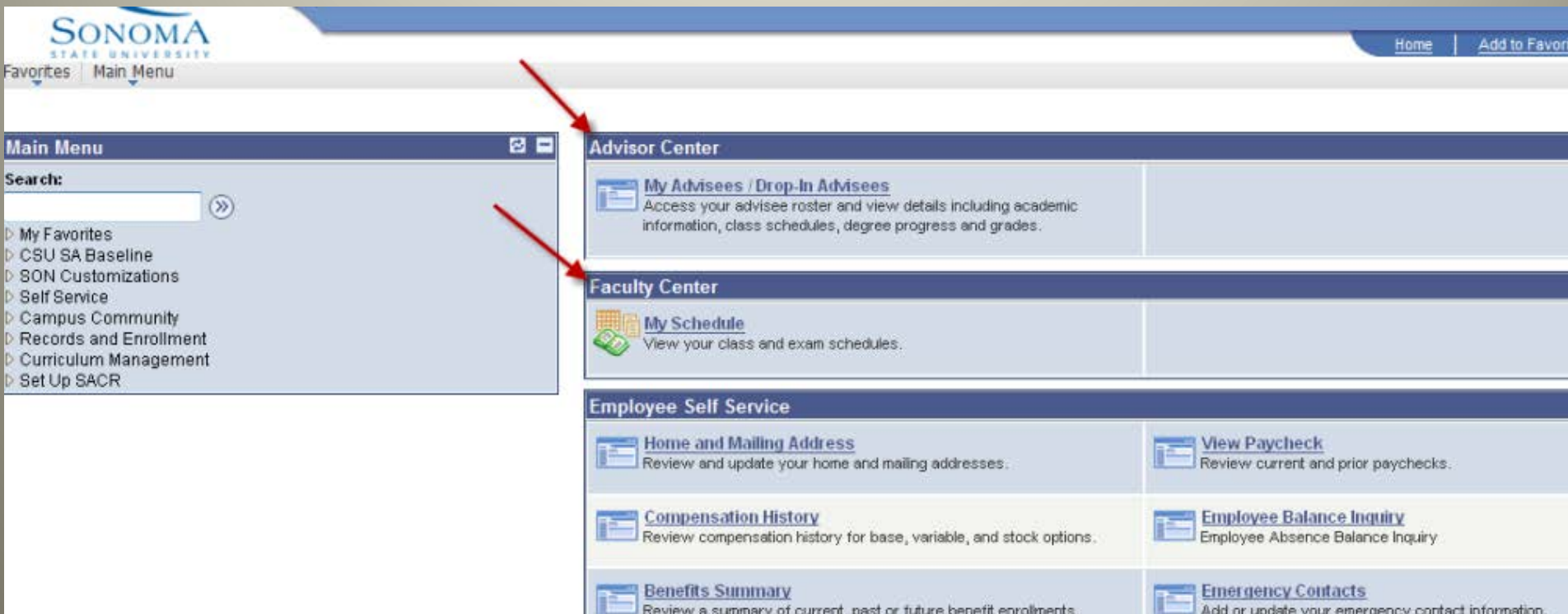
[Faculty/Staff Email](#)
This links to Outlook Web Application and your SSU Exchange account for email and calendar. [Email Help](#)

[Moodle](#)
The University's Learning Management System. All official university courses are reflected in Moodle, but some instructors may post course content on other servers.

Password Management
Your pas
Your White Paper
Your SSU Email

Choose a “Center”

- From this page, you can access the Advisor Center.
- Depending on your role at SSU, you might have other “Centers” available.



The screenshot displays the Sonoma State University portal interface. At the top, the Sonoma State University logo is visible on the left, and navigation links for "Home" and "Add to Favorites" are on the right. Below the header, there are links for "Favorites" and "Main Menu". The "Main Menu" is expanded, showing a search bar and a list of links: "My Favorites", "CSU SA Baseline", "SON Customizations", "Self Service", "Campus Community", "Records and Enrollment", "Curriculum Management", and "Set Up SACR". To the right of the Main Menu, there are three main sections: "Advisor Center", "Faculty Center", and "Employee Self Service". The "Advisor Center" section includes a link for "My Advisees / Drop-In Advisees" with a description: "Access your advisee roster and view details including academic information, class schedules, degree progress and grades." The "Faculty Center" section includes a link for "My Schedule" with a description: "View your class and exam schedules." The "Employee Self Service" section includes several links: "Home and Mailing Address" (Review and update your home and mailing addresses), "View Paycheck" (Review current and prior paychecks), "Compensation History" (Review compensation history for base, variable, and stock options), "Employee Balance Inquiry" (Employee Absence Balance Inquiry), "Benefits Summary" (Review a summary of current, past or future benefit enrollments), and "Emergency Contacts" (Add or update your emergency contact information). Two red arrows point from the "Main Menu" section to the "Advisor Center" and "Faculty Center" sections.

Sonoma State University

Home | Add to Favorites

Favorites | Main Menu

Main Menu

Search:

- My Favorites
- CSU SA Baseline
- SON Customizations
- Self Service
- Campus Community
- Records and Enrollment
- Curriculum Management
- Set Up SACR

Advisor Center

- My Advisees / Drop-In Advisees**
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

Faculty Center

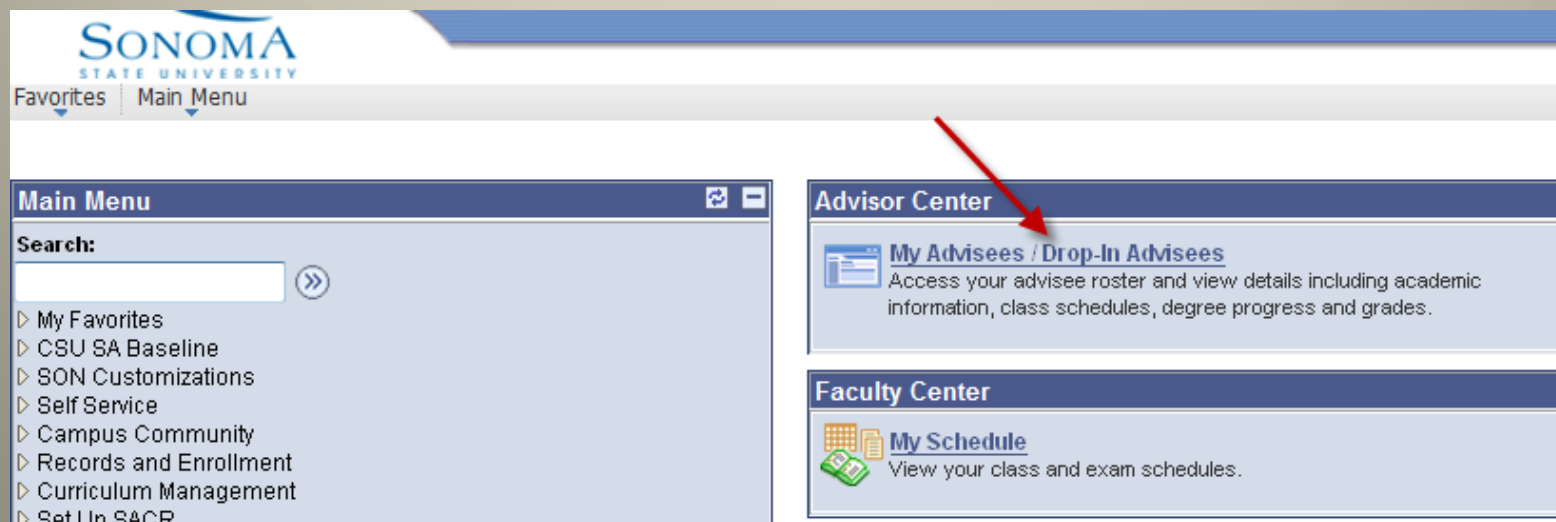
- My Schedule**
View your class and exam schedules.

Employee Self Service

- Home and Mailing Address**
Review and update your home and mailing addresses.
- View Paycheck**
Review current and prior paychecks.
- Compensation History**
Review compensation history for base, variable, and stock options.
- Employee Balance Inquiry**
Employee Absence Balance Inquiry
- Benefits Summary**
Review a summary of current, past or future benefit enrollments.
- Emergency Contacts**
Add or update your emergency contact information.

My Advisees/Drop-In Advisees

Click here to access assigned advisees, or to search for any student

A screenshot of the Sonoma State University web portal. The top header features the Sonoma State University logo and navigation links for "Favorites" and "Main Menu". Below the header, the "Main Menu" section on the left contains a search bar and a list of links: "My Favorites", "CSU SA Baseline", "SON Customizations", "Self Service", "Campus Community", "Records and Enrollment", "Curriculum Management", and "Set Up SACB". On the right, the "Advisor Center" section is highlighted with a red arrow pointing to the "My Advisees / Drop-In Advisees" link. Below the "Advisor Center" is the "Faculty Center" section, which includes a "My Schedule" link. The "My Advisees / Drop-In Advisees" link is accompanied by a small icon of a document with a list and a description: "Access your advisee roster and view details including academic information, class schedules, degree progress and grades." The "My Schedule" link is accompanied by a small icon of a calendar and a description: "View your class and exam schedules."



My Advisees

If your department assigns advisees, you will see students listed on the My Advisees page and you can view their details from this page

The screenshot shows the 'My Advisees' page for Sam Seawolf. It includes a search bar with the name 'Sam Seawolf' and tabs for 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. Below the tabs is a green button labeled 'VIEW DATA FOR OTHER STUDENTS'. A table lists 14 students with columns for 'Notify', 'Name', 'ID', 'Committee', and 'View Student Details'. The first student is Abel, and the last is Alcott.

Notify	Name	ID	Committee	View Student Details
1	Abel, A	00		View Student Details
2	Abram, A	00		View Student Details
3	Adams, A	00		View Student Details
4	Adler, A	00		View Student Details
5	Affatos, A	00		View Student Details
6	Aggio, A	00		View Student Details
7	Aiello, J	00		View Student Details
8	Aizena, A	00		View Student Details
9	Al Mas, A	00		View Student Details
10	Al-Kay, A	00		View Student Details
11	Alberts, A	00		View Student Details
12	Alcanti, A	00		View Student Details
13	Aldrich, A	00		View Student Details
14	Alcott, A	00		View Student Details

OR

If your department does not assign advisees in PeopleSoft, or if you are with a new “drop-in” student, then you can use the **View Data for other students** green button to search for any student

The screenshot shows the 'My Advisees' page for Sam Seawolf. It includes a search bar with the name 'Sam Seawolf' and tabs for 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. Below the tabs is a green button labeled 'VIEW DATA FOR OTHER STUDENTS'. A red arrow points to this button. Below the button is a message box that says 'There is no information for the transaction you requested.'



The screenshot shows the "Adviser's Student Center" page on the Sonoma State University website. At the top, there is a navigation bar with links for "Home", "Add to Favorites", and "Sign out". Below this is a breadcrumb trail: "Favorites > Main Menu > Self Service > Advisor Center > My Advisees". The main heading is "Adviser's Student Center". A paragraph of text reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a button labeled "Find an Existing Value". Under the button, there is a text input field for "Limit the number of results to (up to 300):" with the value "300" entered. Below this are five search criteria, each with a dropdown menu and a text input field: "ID:" (dropdown: "begins with"), "Campus ID:" (dropdown: "begins with"), "National ID:" (dropdown: "begins with"), "Last Name:" (dropdown: "begins with", text: "sonoma"), and "First Name:" (dropdown: "begins with", text: "s"). A magnifying glass icon is to the right of the "ID:" field. At the bottom, there is a checkbox labeled "Case Sensitive".

SONOMA
STATE UNIVERSITY

[Home](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Advisor Center](#) > [My Advisees](#)

Adviser's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

ID:

Campus ID:

National ID:

Last Name:

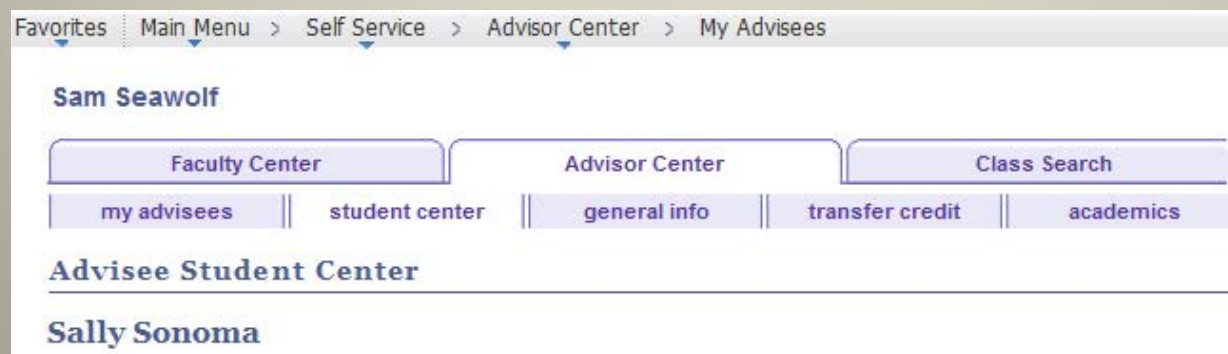
First Name:

☐ Case Sensitive

After clicking on “View Data for Other Students”, you can search for any student using their SSU ID or their name



ADVISOR CENTER -STUDENT CENTER TAB



Once you are on the “My Advisees” page, notice the tabs and subtabs at the top of the page. This is the new look and feel of the Advisor Center. You will see mostly the same thing the student sees in their own “Student Center”.



ADVISOR CENTER

– GENERAL INFO TAB

Sam Seawolf

Faculty Center	Advisor Center	Class Search
my advisees	student center	general info
transfer credit	academics	

Advisee General Info

Sally Sonoma

<u>Service Indicators</u>	<u>Initiated Checklists</u>
<u>National ID</u>	<u>Personal Data</u>
<u>Addresses</u>	<u>Names</u>
<u>Email Addresses</u>	<u>Phones</u>

COLLAPSE ALL

EXPAND ALL

The General Info tab is another way to view personal information about your student



ADVISOR CENTER

– TRANSFER CREDIT TAB

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Faculty Center | Advisor Center | Class Search

my advisees || student center || general info || transfer credit || academics

Advisee Transfer Credit

Sally Sonoma 001643283

Summary of External Units

Transfer Credit		
Institution	Units	GPA
Santa Rosa Junior Col	36.000	2.889
Mendocino Comm Col	4.000	4.000
Adjustments	0.000	
Total Units	40.000	3.000

Transfer (External) Credit
At the left is a summary of all applicable transfer credit. All sources of college, test, and other transfer credit are listed.
Adjustments: A maximum of 70 semester (105 quarter) units earned at all

The Transfer Credit tab is your new place to view the Transfer credit report, which is now separate from the Academic Requirements Report (formerly the DPR)



ADVISOR CENTER

– ACADEMICS TAB

FavoritesMain Menu > Self Service > Advisor Center > My Advisees

Sam Seawolf

Faculty Center

Advisor Center

Class Search

my advisees

student center

general info

transfer credit

academics

Advisee Academics

Sally Sonoma

Institution / Career / Program

edit program data

SOCMP - Sonoma State University

UGRD - Undergraduate

UGRD - Undergraduate

Program:

Student Career Nbr:

Status:

Admit Term:

Expected Graduation:

Approved Load:

Load Determination:

Level Determination:

UGRD

0

Active

2037

2133

Full-Time

Base On Units

Base On Units

Undergraduate

as of 09/14/2010

Fall 2003

Spring 2013

The Academics tab provides student academic history



ADVISOR CENTER

– CLASS SEARCH TAB

Navigation: Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Sam Seawolf

Faculty Center | Advisor Center | **Class Search**

search for classes | browse course catalog

Search for Classes

Enter Search Criteria

Institution: Sonoma State University

Term: Fall 2008

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: select subject

Course Number: is exactly

Course Career:

☒ Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

Click on the Class Search tab to access the Search for Classes which is the current term schedule, or Browse course catalog for all courses



ADVISOR CENTER – STUDENT CENTER TAB

Let's return to the Advisor Center Tab → Student Center sub-tab, or the Advisee Student Center.

Click the yellow “Return to Search” if the wrong student name is displaying.

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Sam Seawolf

Faculty Center | **Advisor Center** | my advisees | **student center** | general info | transfer cred

Advisee Student Center

Sally Sonoma

Academics

[My Class Schedule](#)
[Shopping Cart](#)

other academic... >>

You are not enrolled in classes.

Personal Information

[Emergency Contact](#)

Contact Information

My Home Address 1784 East 83rd St San Jose, CA 94954	My Mailing Address 1900 Forest through Trees Drive Rohnert Park, CA 9
My Home Phone 707/576-1000	My Seawolf Email sonoma@seawolf.s ma.edu

Return to Search



ADVISEE STUDENT CENTER

my advisees || student center || general info || transfer credit || academics

Advisee Student Center

Sherrie Sonoma

Academics

[My Class Schedule](#)
[Shopping Cart](#)

other academic... >>

Deadlines

URL

This Week's Schedule

	Class	Schedule
	MATH 165-001 DIS (2679)	TuTh 1:00PM - 2:50PM Charles Darwin Hall 37

weekly schedule ▶

Holds

No Holds.

To Do List

No To Do's.

Advisor

Program Advisor

None Assigned

Personal Information

[Emergency Contact](#)

Contact Information

My Home Address

1403Roman Ave
Rohnert Park, CA 94928

My Home Phone

None

My Mailing Address

1403Roman Ave
Rohnert Park, CA 94928

My Seawolf Email

linan@seawolf.sonoma.edu

In the Advisee Student Center, most student information is available at your fingertips and is similar to what students see in their Student Center.



ADVISEE STUDENT CENTER

Advisee Student Center

Sherrie Sonoma

Academics

[My Class Schedule](#)
[Shopping Cart](#)

other academic... >>

Deadlines

URL

This Week's Schedule

Class	Schedule
MATH 165-001 DIS (2679)	TuTh 1:00PM - 2:50PM Charles Darwin Hall 37

weekly schedule >

Personal Information

[Emergency Contact](#)

Contact Information

My Home Address

1403Roman Ave
Rohnert Park, CA 94928

My Home Phone

None

My Mailing Address

1403Roman Ave
Rohnert Park, CA 94928

My Seawolf Email

linan@seawolf.sonoma.
edu

Holds

Missing Document

details >

To Do List

Residency Questionnaire

details >

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

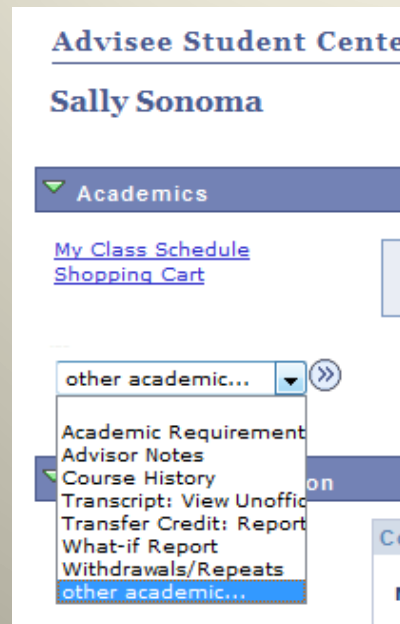
Program Advisor

None Assigned

You can see the student's class schedule for this week, holds, to-do lists, enrollment appointments (if we are close to enrollment time), and student contact information



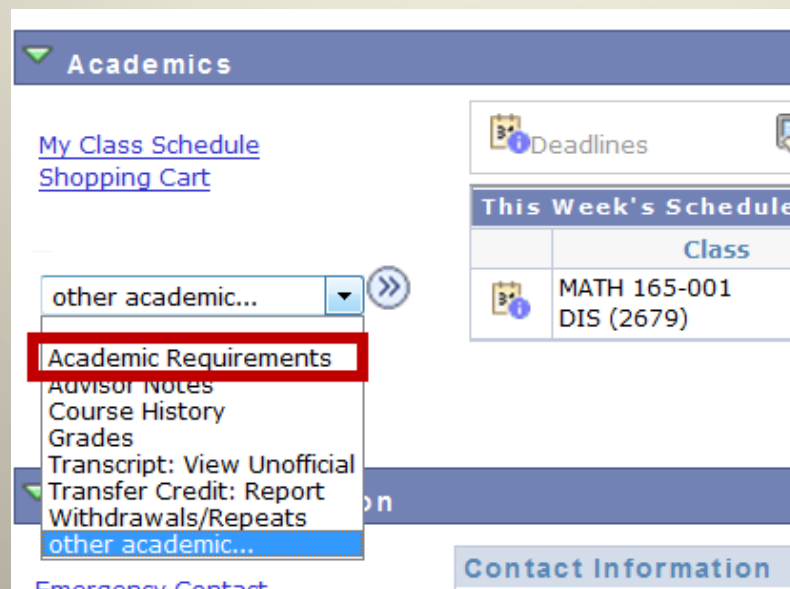
ADVISING TOOLS



The “other academic” pull-down menu contains various tools for your advising needs.

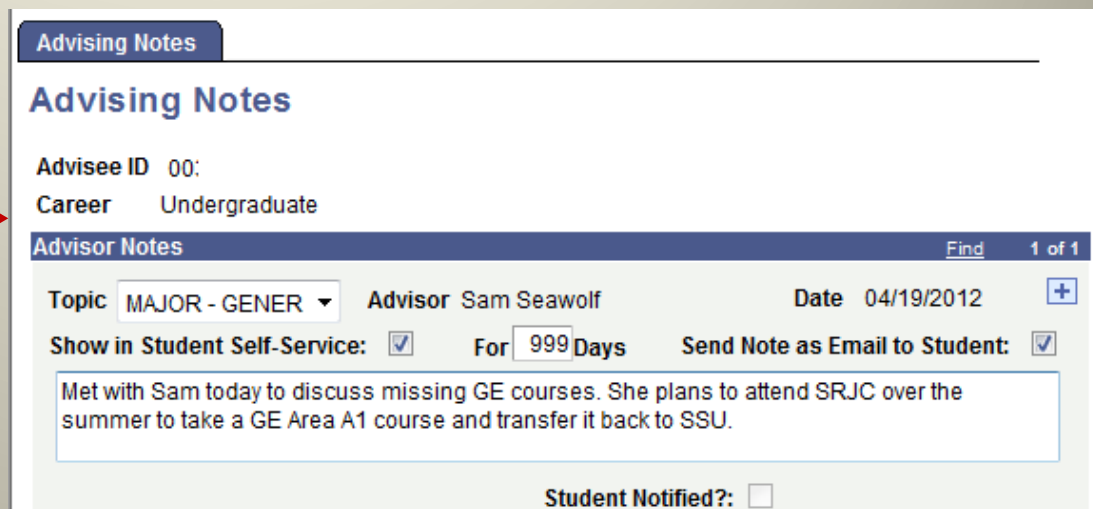
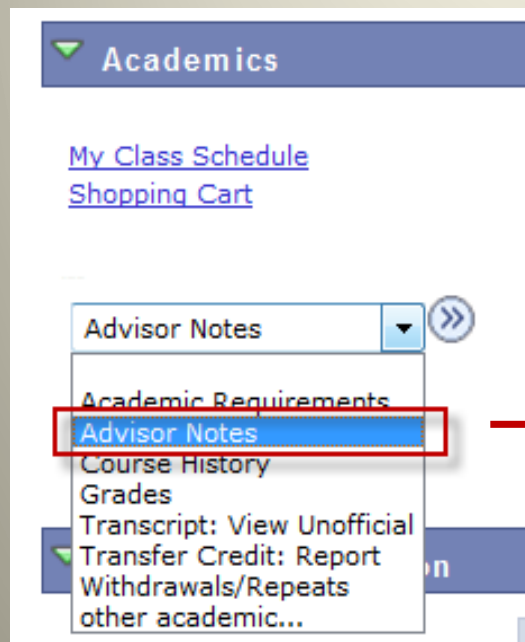


ADVISING TOOLS -ARR



“Academic Requirements”(ARR) is the new name for the Degree Progress report or DPR.

ADVISING TOOLS – ADVISOR NOTES



A screenshot of the Sonoma State University Advising Notes page. The page is titled "Advising Notes" and includes fields for "Advisee ID" (00), "Career" (Undergraduate), and "Advisor" (Sam Seawolf). The "Date" is 04/19/2012. The "Topic" is MAJOR - GENER. The "Show in Student Self-Service" checkbox is checked. The "For" field is 999 Days. The "Send Note as Email to Student" checkbox is checked. The "Student Notified?" checkbox is unchecked. The main content area contains a text box with the following text: "Met with Sam today to discuss missing GE courses. She plans to attend SRJC over the summer to take a GE Area A1 course and transfer it back to SSU."

You can review or add advising notes from the Advisee Student Center.

ADVISING TOOLS – COURSE HISTORY

Academics

[My Class Schedule](#)
[Shopping Cart](#)

other academic...

Academic Requirements
Advisor Notes
Course History
Grades
Transcript: View Unofficial
Transfer Credit: Report
Withdrawals/Repeats
other academic...

Advisee Course History

Sherrie Sonoma

00

Below is a list of your coursework taken at Sonoma State University and Transfer course work. To find more detail on transfer work, run your Transfer Credit Report from the Student Center.

Sort results

by

Then

by

sort



Taken



Transferred



In Progress

Course	Description	Term	Units	Grade	Grd Points	Repeat Code	Reqmnt Desig	Status
CS 115	Programming I	Fall 2011	4.00				GE Area B3 Specific Emphasis	◆
ECON 204	Intro to Macroeconomics	Fall 2011	4.00				GE Area D5 Cont Intl Perspectv	◆
ELECT TR COURSE	Transfer Elect Credit - Course	Fall 2011	20.00	ERN				←

“Course History” displays all courses completed, including transfer credit, SSU courses, and test credit.

You can Sort Results by grade, term, etc.

ADVISING TOOLS

– TRANSFER CREDIT REPORT

Academics

[My Class Schedule](#)
[Shopping Cart](#)

other academic...

Academic Requirements
Advisor Notes
Course History
Grades
Transcript: View Unofficial
Transfer Credit: Report
Withdrawals/Repeats
other academic...



Advisee Transfer Credit

Sherrie Sonoma

999999999

Summary of External Units

Transfer Credit		
Institution	Units	GPA
Peoples Rep Of China	30.000	
Adjustments	0.000	
Total Units	30.000	

Test Credit	
Test ID	Units

Other Credit	
Credit ID	Units

Transfer (External) Credit

At the left is a summary of all applicable transfer credit. All sources of college, test, and other transfer credit are listed.

Adjustments: A maximum of 70 semester (105 quarter) units earned at all community colleges may be transferred to SSU. Community College coursework completed above the 70 units may be used to meet GE and major preparation requirements even if the units will not count toward the baccalaureate degree. The units listed as Adjustments (if any indicated) are those in excess of the unit limit allowed towards the degree.

Total Units: Indicates those units, minus the Adjustments, allowed towards the degree.

[How to Read your Transfer Credit](#)

Details of External Units

Transfer Credit

Transfer Course Detail

Additional Info

III

Transfer Institution	Term Taken	Transfer Course	Transfer Course Title	Units	Grade	Term Posted	Sonoma Course	Sonoma Course Title	Units	Grade
Peoples Rep Of China	FALL 2006	MATH 1234	Linear Algebra/Advanced Math	5.00	CR	Fall 2011	GETRAN B4CRS	GE Area B4 Course Transfer	5.000	CR

The Transfer Credit: Report displays more of the details of the transferred courses, including test credits.

Find out where the student took the course on this page.

ADVISING TOOLS

– TRANSFER CREDIT REPORT

Advisee Transfer Credit

Sherrie Sonoma 999999999

▼ **Summary of External Units**

Transfer Credit		
Institution	Units	GPA
Peoples Rep Of China	30.000	
Adjustments	0.000	
Total Units	30.000	

Test Credit	
Test ID	Units

Other Credit	
Credit ID	Units

Transfer (External) Credit

At the left is a summary of all applicable transfer credit. All sources of college, test, and other transfer credit are listed.

Adjustments: A maximum of 70 semester (105 quarter) units earned at all community colleges may be transferred to SSU. Community College coursework completed above the 70 units may be used to meet GE and major preparation requirements even if the units will not count toward the baccalaureate degree. The units listed as Adjustments (if any indicated) are those in excess of the unit limit allowed towards the degree.

Total Units: Indicates those units, minus the Adjustments, allowed towards the degree.

[How to Read your Transfer Credit](#)

▼ **Details of External Units**

▼ **Transfer Credit**

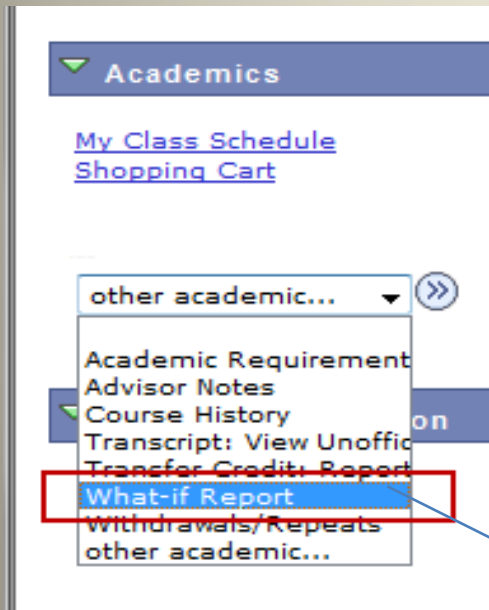
Transfer Course Detail Additional Info **Units**

Transfer Institution	Term Taken	Transfer Course	Transfer Course Title	Units	Grade	Term Posted	Sonoma Course	Sonoma Course Title	Units	Grade
Peoples Rep Of China	FALL 2006	MATH 1234	Linear Algebra/Advanced Math	5.00	CR	Fall 2011	GETRAN B4CRS	GE Area B4 Course Transfer	5.000	CR

Click to see even more detail, including GE Area and Repeat information

Transfer Institution	Term Taken	Transfer Course	Transfer Course Title	Units	Grade	Term Posted	Sonoma Course	Sonoma Course Title	Units	Grade	Grp #	Course	Term Posted	Sonoma Course	Transfer Status	Requirement Designation	Repeat Code
Peoples Rep Of China	FALL 2006	MATH 1234	Linear Algebra/Advanced Math	5.00	CR	Fall 2011	GETRAN B4CRS	GE Area B4 Course Transfer	5.000	CR	1	MATH 1234	Fall 2011	GETRAN B4CRS	Posted	GE Area B4 Math Concepts	
Peoples Rep Of China	FALL 2006	MATH 5678	Discrete and Advanced Math	5.00	CR	Fall 2011	GETRAN B4CRS	GE Area B4 Course Transfer	5.000	CR	2	MATH 5678	Fall 2011	GETRAN B4CRS	Posted	GE Area B4 Math Concepts	
Peoples Rep Of China	FALL 2006	TRNTOTAL EARNED	Transfer total Units Earned	20.00	ERN	Fall 2011	ELECT TR COURSE	Transfer Elect Credit - Course	20.000	ER	3	TRNTOTAL EARNED	Fall 2011	ELECT TR COURSE	Posted		

What-if Report



What-If Report

What-if Report Selection | Sally Sonoma

(Advisor) You may be working with someone who is considering a particular program of study or major. You can set up a what-if scenario based on different academic programs. You may also select what-if courses. Click the Create New Report button to set up your what-if scenario.

CREATE NEW REPORT

View a Saved What-if Report

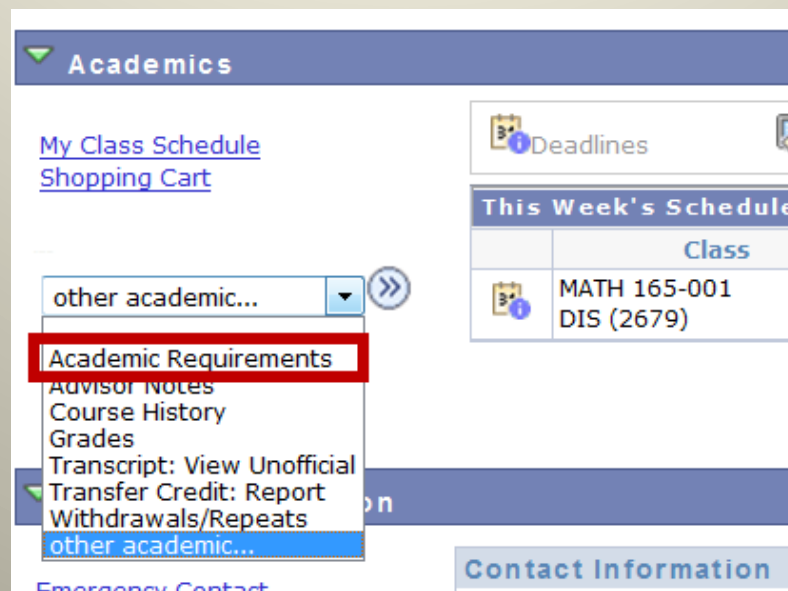
Requested on

07/13/2012

Use the “What-if Report” to see how a students’ courses would apply if they changed their major or added a minor.



ACADEMIC REQUIREMENTS REPORT (ARR) (formerly DPR)



Let's review in more detail the ARR advising tool



ACADEMIC ADVISEMENT REPORT = ARR

- The ARR is a report that tracks the completion of ALL degree requirements in one place
- Lists all courses completed at SSU, uses courses in-progress, and any transfer or test credit courses that have been submitted on official documents
- The ARR is dynamic and displays new information:
 - After registration
 - After grades are posted and Records runs their repeat checking process
 - After a major or minor is declared/changed



ACADEMIC ADVISEMENT REPORT (ARR)

- This report is available to both students and advisors in the same format. Students see exactly what you see.

Let's take a look at the report in more detail...



ACADEMIC ADVISEMENT REPORT (ARR)

Sherrie Sonoma ID:

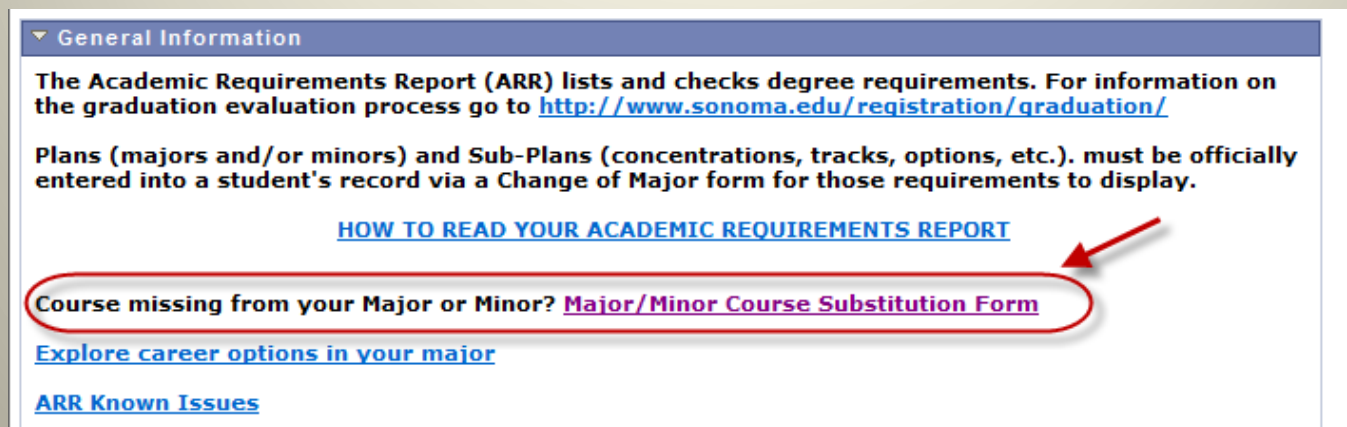
Advisee Requirements [Print Report](#)

Current Academic Objective		
1 of 1		
Requirement (Catalog)		
Term		
Career:	Undergraduate	Fall 2011
Program:	Undergraduate	Fall 2011
Plan:	Computer Science (BS)	Spring 2011
Expected Grad Term:		Spring 2016
Graduation Status:		Not Applied

Current Academic Summary	
Last Term Registered:	Spring 2012
Academic Standing:	
Overall GPA:	
Sonoma GPA:	

- As in the old report, the students Program and officially declared Majors/Minors display at the top of the report
- “Requirement Term” refers to Catalog requirements. In this example, the student would be following the Fall 2011-2012 catalog requirements for the Computer Science (BS)
- To change or declare a new major/minor, or change the Catalog year requirements they want to follow for a major/minor, a student must file a Change of Major form with Admissions & Records

ARR OVERVIEW - SUBSTITUTIONS

A screenshot of the "General Information" section of the Academic Requirements Report (ARR). The section has a blue header with a downward arrow. The text explains that the ARR lists and checks degree requirements and provides a link to the graduation evaluation process. It also states that plans and sub-plans must be officially entered into a student's record via a Change of Major form. A link to "HOW TO READ YOUR ACADEMIC REQUIREMENTS REPORT" is provided. A red oval highlights the text "Course missing from your Major or Minor? Major/Minor Course Substitution Form", with a red arrow pointing to it from the right. Below this, there are links for "Explore career options in your major" and "ARR Known Issues".

▼ General Information

The Academic Requirements Report (ARR) lists and checks degree requirements. For information on the graduation evaluation process go to <http://www.sonoma.edu/registration/graduation/>

Plans (majors and/or minors) and Sub-Plans (concentrations, tracks, options, etc.). must be officially entered into a student's record via a Change of Major form for those requirements to display.

[HOW TO READ YOUR ACADEMIC REQUIREMENTS REPORT](#)

Course missing from your Major or Minor? [Major/Minor Course Substitution Form](#)

[Explore career options in your major](#)

[ARR Known Issues](#)

- Exceptions and Substitutions should be submitted to A&R on the Major/Minor substitution form, signed off by an advisor. This will update the ARR so it is accurate. Some Examples of substitutions/exceptions are:
 - Transfer credit course not already articulated to an SSU course
 - Lower grade received in a course that usually has a minimum GPA requirement
 - SSU course being substituted for another SSU course
 - SSU or transfer course being accepted towards the Electives area of a major/minor

***NOTE: Always run a new ARR before filing a substitution form to confirm that one is required.*



ARR OVERVIEW - SUBSTITUTIONS

✓ COMPLETE PHYS 114

COMPLETE PHYS 114

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Requirement Designation	Status
GETRAN B1CRS	GE Area B1 Course Transfer	4.00	Spring 2012	300	01	GE 1 Physical Sciences	✓

View All | First 1 of 1 Last

Click on the blue 01 to see more details about this substitution

Note	Description
01	COURSE SUBSTITUTION: PHYS 4A substituted for PHYS 114, advised by M Perri 04/04/12.

[Return to](#)

Look in the “notes” column and click on the blue hyperlink to see the details of the substitution.



ARR – Major/Minor Substitutions

- Substitutions are only posted to the ARR if they are submitted on the official Major/Minor substitution form, signed by an Advisor. This form is located at http://www.sonoma.edu/regISTRATION/records/pdf/major_minor_substitution.pdf
- Completed substitution forms should be submitted to the Records Office
- A link to this form is always at the top of the ARR in the “General Information box”.
- Substitutions do not clear course pre-requisites. If the ARR has been updated with a course substitution, it is up to the department to decide if they will issue a permission number for that substitution.
- Substitutions are not posted to the ARR until the student has completed the course (SSU or transfer)



ARR OVERVIEW – ADVISOR NOTES

Advisee Requirements [Print Report](#)

Current Academic Objective 1 of 1

[Requirement \(Catalog\)](#)
[Term](#)

Career:	Undergraduate	Fall 2003
Program:	Undergraduate	Fall 2003
Plan:	Biology (BS)	Fall 2009
Plan:	International Studies Minor	Fall 2003

Expected Grad Term: Spring 2013
Graduation Status: Not Applied

Current Academic Summary

Last Term Registered:	Fall 2006
Academic Standing:	Academic Probation
Overall GPA:	3.571
Sonoma GPA:	3.000

[Advisor Notes](#)

General Information











These pages provide a one-stop location for valuable information to assist with academic advising. The Degree Progress Report lists and checks degree requirements.

[HOW TO READ YOUR DEGREE PROGRESS REPORT](#)

NOTE: The Degree Progress Report is not the official graduation evaluation that is conducted by the Office of











- If a student has advisor notes that are set to “display in self service” the student and the advisor can access them directly from the ARR

ARR OVERVIEW – ICONS

Degree Audit Icons		Course Icons	
	Requirement Met		SSU Course Graded
	Met with In-Progress Work		SSU Course In-Progress
	(symbol not used)		(symbol not used)
	Requirement Not Met		Transfer/Test Credit
	Exception Made		What-if Course

The icons on the ARR are slightly different than they were on the DPR. In addition to icons that indicate if the Requirement is met, there are now Course icons that indicate what kind of course satisfied the requirement.






ARR OVERVIEW – ICONS

Degree Audit Icons		Course Icons	
	Requirement Met		SSU Course Graded
	Met with In-Progress Work		SSU Course In-Progress
	(symbol not used)		(symbol not used)
	Requirement Not Met		Transfer/Test Credit
	Exception Made		What-if Course






The “Degree Audit icons” will indicate completion status of requirements throughout the report.

ARR OVERVIEW – ICONS

Degree Audit Icons

	Requirement Met
	Met with In-Progress Work
	(symbol not used)
	Requirement Not Met
	Exception Made

Course Icons

	SSU Course Graded
	SSU Course In-Progress
	(symbol not used)
	Transfer/Test Credit
	What-if Course

The “Course Icons” indicate what kind of course was used towards that requirement.

ARR OVERVIEW – LAYOUT

Advisee Requirements [Print Report](#)

Current Academic Objective 1 of 1

[Requirement \(Catalog\) Term](#)

Career:	Undergraduate	Fall 2003
Program:	Undergraduate	Fall 2003
Plan:	Biology (BS)	Fall 2009
Plan:	International Studies Minor	Fall 2003

[Expected Grad Term:](#) Spring 2013

[Graduation Status:](#) Not Applied

Current Academic Summary

[Last Term Registered:](#) Fall 2012

[Academic Standing:](#) Academic Probation

[Overall GPA:](#) 2.667

[Sonoma GPA:](#) 3.000

[Advisor Notes](#)

General Information

The Academic Requirements Report (ARR) lists and checks degree requirements. For information on the graduation evaluation process go to <http://www.sonoma.edu/registration/graduation/>

Plans (majors and/or minors) and Sub-Plans (concentrations, tracks, options, etc.) must be officially entered into a student's record via a Change of Major form for those requirements to display.

[HOW TO READ YOUR ACADEMIC REQUIREMENTS REPORT](#)

Course missing from your Major or Minor? [Major/Minor Course Substitution Form](#)

[Explore career options in your major](#)

[ARR Known Issues](#)

Degree Audit Icons

✓	Requirement Met
◊	Met with In-Progress Work
★	(symbol not used)
✗	Requirement Not Met
⚠	Exception Made

Course Icons

✓	SSU Course Graded
◊	SSU Course In-Progress
★	(symbol not used)
↔	Transfer/Test Credit
?	What-if Course

Sonoma State University | Undergraduate

This report last generated on 06/22/2012 3:05PM

[collapse all](#) [expand all](#)

- ▶ ACTIVE COURSES
- ▶ GENERAL REQUIREMENTS (RG321)
- ▶ SSU 51 UNIT GE PATTERN (RG1)
- ▶ ADDITIONAL GE REQUIREMENTS (RG928)
- ▶ 9 UNITS UPPER DIVISION GE (RG1059)
- ▶ BIOLOGY (BS) (RG369-09)

Academic Objective
and Academic
Summary



General Information
about the ARR



Report Legend



Graduation
Requirements

(Use the green arrows to
expand or collapse
information.)





ARR OVERVIEW

▼ SSU 51 UNIT GE PATTERN (RG1)

UNDERGRADUATE 51 UNIT GENERAL EDUCATION PATTERN: Continuing students prior to Fall 2011

- Units: 51.00 required, 46.00 taken, 5.00 needed

GE AREA A1 (RQ 1)

A. Communication & Critical Thinking

- Units: 9.00 required, 6.00 taken, 3.00 needed

▶ **A1. Written & Oral Analysis**

The report now uses dark blue and light blue bars to separate requirement categories, making it easier to quickly focus on areas needing the student's attention.

ARR OVERVIEW- REQUIREMENT ICONS

collapse all

expand all

▶ GENERAL REQUIREMENTS	■
▶ SSU 51 UNIT GE PATTERN (RG1)	◆
▶ ADDITIONAL GE REQUIREMENTS (RG928)	✓
▶ 9 UNITS UPPER DIVISION GE (RG1059)	✓
▶ MATHEMATICS MAJOR (BA) (RG9-06)	■

One or more courses
are still **NEEDED**

One or more
courses used for
this requirement is
IN-PROGRESS

All requirements have
been **COMPLETED**



ARR OVERVIEW

Courses used to meet a requirement are displayed in a grid format.

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Requirement Designation	Status
GETRAN B4CRS	GE Area B4 Course Transfer	5.00	Fall 2011	CR		GE Area B4 Math Concepts	←
MATH 165	Elementary Applied Statistics	4.00	Spring 2012	A		GE Area B4 Math Concepts	✓
CS 115	Programming I	4.00	Fall 2011			GE Area B3 Specific Emphasis	◇

View All | First 1-3 of 3 Last

Requirement Designation (GE Area)

Transfer course or Test Credit

In-progress course

Click on the course description to be taken to the SSU catalog description, which will include any pre-requisite information



SECURITY ACCESS REQUESTS

- If after viewing this presentation you find that you cannot view certain pages, please complete the PeopleSoft Security Access Request Form located at <http://www.sonoma.edu/it/cms/forms>
- If you have questions about the ARR report, please contact the Advising Lead, located at <http://www.sonoma.edu/it/cms/contact.html>