



Academic Advising Handbook

As of 7/23/2025

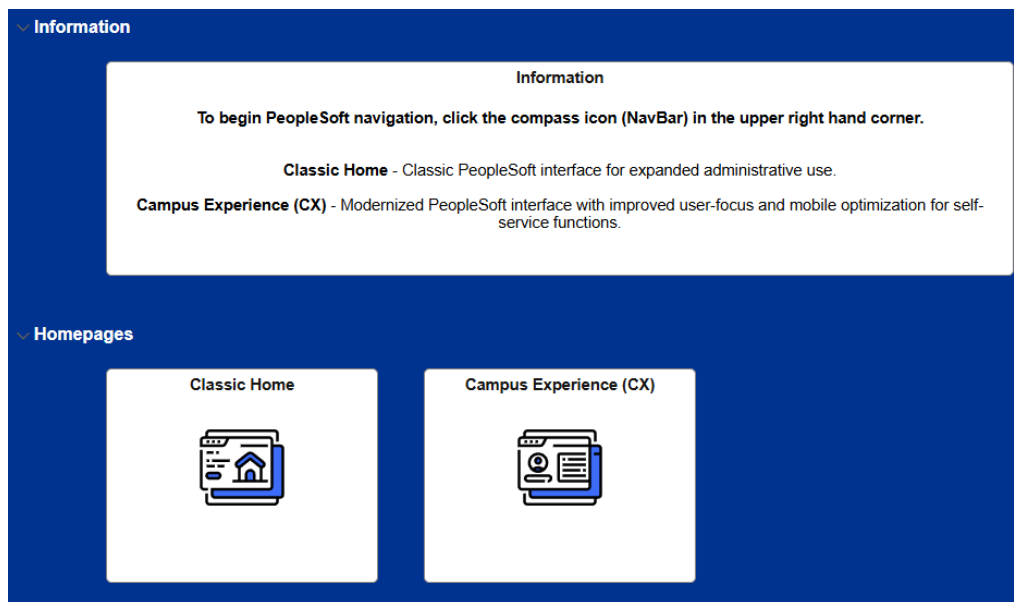
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Requesting an Academic Advisement Report

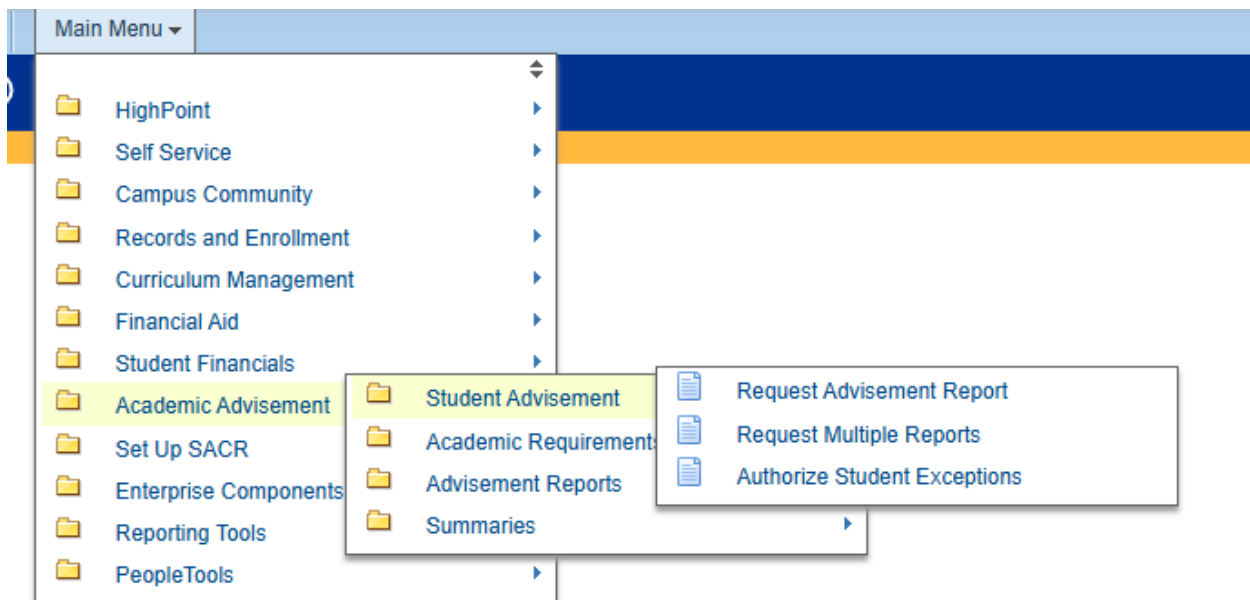
Generating an Academic Advisement Report through PeopleSoft Classic

Begin by signing into Peoplesoft classic.



Drop down the Main Menu list and select “**Academic Advising,**” then “**Student Advising.**”

Click “**Request Advisement Report**”



“Request Advisement Report” takes you to a search page under the tab “Find an Existing Report.” To ensure that you view the most updated version of a student’s report, you should click the “Add New Value” button.

Find an Existing Value + Add a New Value

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

*ID =

*Academic Institution =

Report Type =

Report Date =

Report Sequence =

Report Identifier begins with

User ID begins with

Date Processed =

Report Status =

[^ Show fewer options](#)

☐ Case Sensitive

Note: Searching under the “Find Existing Report” tab retrieves **the most recently requested report** for this student. A report retrieved this way will be a saved copy of the report when it was originally run. **Any recent changes to plans, requirements, courses, etc will not be reflected.** If you would like to use this tab to view a recently generated report again, enter the student’s Peoplesoft ID number or other relevant information and click “Search,” then select a report to view from the results.

Add a New Value



*ID 

*Academic Institution 

*Report Type 

To generate a new, updated report, switch to the “Add New Value” screen and enter the student’s Peoplesoft ID number in the “ID” box.

“Academic Institution” will always be “UPITT”.

In “**Report Type,**” enter the code for the type of advising report you want to run. If you don’t know it, **click on the magnifying glass to open a search box, then click the “Look Up” button.** There is no need to enter anything in the Transcript Type or Description fields. Peoplesoft will display all of the Advising Reports available to you. Click the one you want to use.

Anytime you see a magnifying glass, you can click on it to get a list of all the acceptable entries for that field.

Academic Institution

Transcript Type

Description

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Transcript Type	Description
AAADM	ACADEMIC ADVISEMENT ADMIN
AADSC	ACADEMIC ADVISEMENT DISCONTINU
AAPLN	ACADEMIC ADVISEMENT PLANNER
AASTD	ACADEMIC ADVISEMENT STUDENT
AAWIF	ACADEMIC ADVISEMENT WHAT-IF

You will likely be using one of three Report Types:

- Admin Advisement Report (AAADM)
- Student Advisement Report (AASTD)
- Academic Advisement What-If (AAWIF) (page 12)

We recommend using AASTD in most cases. This report type will generate the same report that students are able to view.

Once you have filled in the student's ID and the Report Type, **click "Add"**. This will bring you to the Report Request page.

ID/Name

Academic Institution University of Pittsburgh

Report Type ACADEMIC ADVISEMENT STUDENT

Date Processed

Report Status

*Report Date ☐ Use This Request Report Date

*As of Date ☐ Use This Request As of Date

*Report Identifier Administrative Request

Actions

[Advisement Report Request](#) | [Advisement Report Request Log](#)

ACADEMIC ADVISEMENT

If needed, you can use the **“As of Date”** to generate past- or future-term advisement reports for students who are adding or changing plans.

If no change is needed, click **“Process Request”** when you are ready to generate the advisement report.

University of Pittsburgh | Undergraduate

This report last generated on 02/13/2024 3:45PM

[Collapse All](#)
[Expand All](#)
[View Report as PDF](#)

Taken
 In Progress
 Planned

ANNOUNCEMENT REGARDING THE ACADEMIC ADVISEMENT REPORT

This Academic Advisement Report will indicate the degree requirements for each academic program (schools) and plan (majors, minors, etc.) you are currently enrolled in. Students that have declared two or more majors will have all degree requirements presented in this advisement report. Students should contact their advisor(s) for details regarding how courses are counted towards each major.

Completed degree requirements will show courses used and credits earned. It is important to note that this report includes In Progress courses (currently enrolled or those with O or I grades) in its calculations. The report assumes the successful completion of all In Progress courses and indicates the degree requirements they are applied to as satisfied. Please note that In Progress courses may include repeated courses, and In Progress courses may not be counted as new credits.

This report may require manual adjustments to reflect approved exceptions to requirements, credit earned while studying abroad, and other unique circumstances. If you have any questions about this report, please contact your academic advisor. This report is not an official transcript and is subject to changes, updates, and corrections as needed. (RG 6678)

The following courses are considered 'In Progress'.

....

These courses are included in all calculations.

This report assumes the successful completion of the following (3113-10).

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
BIOSC1000	BIOCHEMISTRY	3.00	Spring Term 2023-2024		
BIOSC1280	MICROBIAL GENETICS	3.00	Spring Term 2023-2024		
BIOSC1901	INDEPENDENT STUDY	3.00	Spring Term 2023-2024		
MATH0220	ANALYTIC GEOMETRY & CALCULUS 1	4.00	Spring Term 2023-2024		

A&S Graduation Requirements

Graduation Requirements for the Dietrich School of Arts and Sciences. (RG 124)

Arts and Sciences Minimum Units and GPA Requirement

The generated page is the Academic Advisement Report. The report lists all of the requirements that a student needs to complete their general education requirements, majors, minors, and certificates.

Larger grouping of requirements, such as majors, certificates, and gen-eds are housed together in **Requirement Groups**. Within Requirement Groups, smaller subsets of requirements, such as core courses, electives, or GPA and Unit requirements, are grouped together in **Academic Requirements**. Within these Requirements, specific, individual requirements are housed in **Requirement Lines**. All three levels of requirements have identifying numbers within their text. These numbers are important for navigation.

Satisfied requirements will show as satisfied when the student has all the necessary courses/parameters either **completed or in-progress**. Satisfied requirements default to the **collapsed display**.

Unsatisfied requirements will list all courses that can be used to complete that requirement (where applicable) and will list all of the courses that have been used so far. Unsatisfied requirements default to the **expanded display**.

The report is easier to view as a PDF. At the top of the report there is a button labeled “View report as PDF.” Click this button to create the PDF version.

ACADEMIC ADVISEMENT

Below is an example page of an AAR PDF. All Requirement Groups included in the report are listed in order at the top right corner of the first page. Throughout the PDF, Requirement Groups are housed under large yellow headings. Within these groups, Academic Requirements are labeled with blue headings, with their individual Requirement Lines listed below.

Satisfied requirements say "Satisfied" in bold beside them and list all courses that were used. **Unsatisfied requirements** say "Not Satisfied" in red and list all courses that could be used to complete that requirement as well as all of the courses that have been used so far.

At the end of the PDF, the student's entire course history is listed.



ACADEMIC ADVISEMENT STUDENT REPORT

Program: Dietrich Sch Arts and Sciences Program
Plan: Microbiology Major

Term Declared
 Fall Term 2022-2023
 Spring Term 2022-2023

Status *
 Not Satisfied
 Not Satisfied

* Status pending verification from academic advisors/school.

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The following courses are considered 'In Progress'.

This report assumes the successful completion of the following (3113-10).

Term	Subject	Catalog Nbr	Units	Grade
2024Spring	BOSC	1000	3.00	In Progress
2024Spring	BOSC	1280	3.00	In Progress
2024Spring	BOSC	1901	3.00	In Progress
2024Spring	MATH	0220	4.00	In Progress

A&S Graduation Requirements

Graduation Requirements for the Dietrich School of Arts and Sciences. (RG 124)

Arts and Sciences Minimum Units and GPA Requirement

120 units and a cumulative GPA of 2.0 are required to graduate from A&S. Students must earn at least half of the units for the A&S major (and official minor) and the final 30 units toward the A&S degree while enrolled as an A&S student. (RG 6)

A maximum of 4 PEDC units may be used toward the 120 units required for graduation.

A&S 120 Unit Requirement - **Satisfied**
 ? Units: 120.00 required, 129.00 used

A&S GPA Requirement - **Satisfied**
 ? GPA: 2.000 required, 3.226 completed

General Education Requirements

Overall Requirement Not Satisfied: The Dietrich School of Arts and Sciences is committed to providing the best possible education for its

undergraduate students. This is best served through a clear and innovative curriculum that provides students with the skills, knowledge, and analytical skills, disciplinary understanding, intellectual curiosity, and creative opportunities that will allow them to engage and adapt in an increasingly diverse and rapidly changing world. Diversity and inclusion are part of the core mission of our school and the university and are key matters for our students and society. Of allied importance is the understanding of complex global issues and different cultures. (RG 47)

Workshop in Composition - Satisfied

Term	Subject	Catalog Nbr	Units	Grade
2022Fall	ENGCOMP	0150	3.00	Transfer
2022Fall	ENGCOMP	0200	3.00	Transfer

Seminar in Composition - Satisfied

Term	Subject	Catalog Nbr	Units	Grade
2022Fall	ENGCOMP	0200	3.00	Transfer

Writing Intensive Course - Not Satisfied: Complete two courses designated as writing intensive, which includes one writing intensive course in the major.

Please Note: Not all sections of the courses on this list are offered as "Writing Intensive" courses. When checking the Class Detail page for the section you are registering for, please verify that "Writing Requirement Course" is listed under Class Attributes. You can consult your advisor if you have any questions about which courses fulfill this requirement (RQL 948-40)

? Courses: 2.00 required, 0.00 used, 2.00 needed

Algebra - Satisfied

Term	Subject	Catalog Nbr	Units	Grade
2022Fall	MATH	0031	3.00	Transfer

Quantitative Formal Reasoning - Satisfied

Term	Subject	Catalog Nbr	Units	Grade
2022Fall	STAT	0200	3.00	Transfer

Second Language - Satisfied

Term	Subject	Catalog Nbr	Units	Grade
2022Fall	FR	0102	3.00	A-

Diversity Course - Satisfied

Term	Subject	Catalog Nbr	Units	Grade
2023Spring	FR	0012	3.00	A
2022Fall	MUSIC	0311	3.00	A+

Division Requirements in the Humanities and Arts

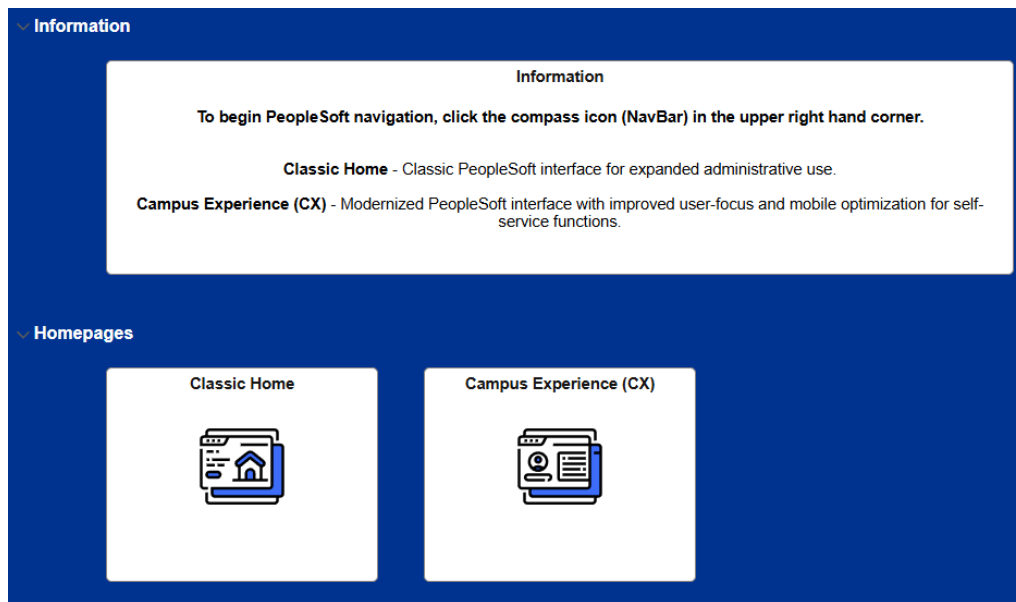
Satisfied: Complete requirements in the following areas: Humanities and the Arts. (RG 2)

Literature - Satisfied

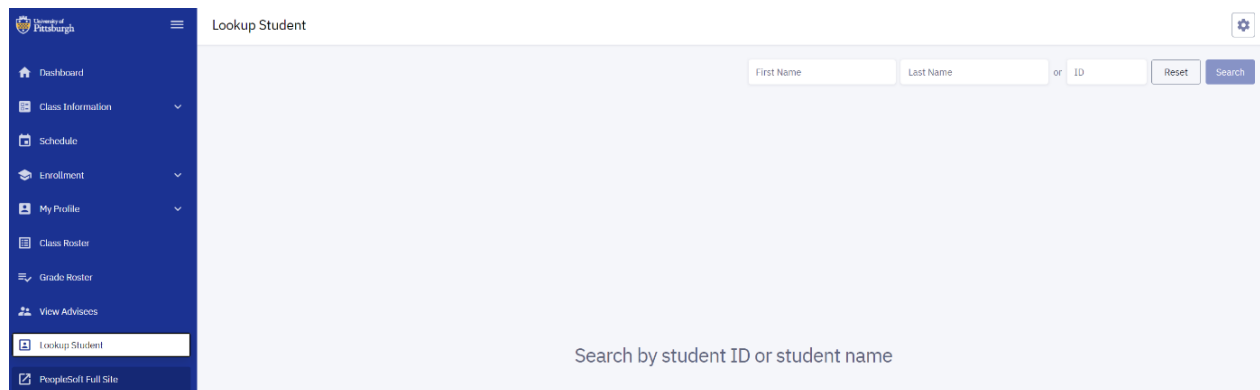
Term	Subject	Catalog Nbr	Units	Grade
2023Spring	FR	0012	3.00	A

The Arts - Satisfied

Generating an Academic Advisement Report through CX



Begin by signing into CX.





In the left-hand menu, select “**lookup student**” and enter either their **PeopleSoft ID number** in the “ID” box, or enter their first and last names into their respective boxes. Then **click search**.

ACADEMIC ADVISEMENT

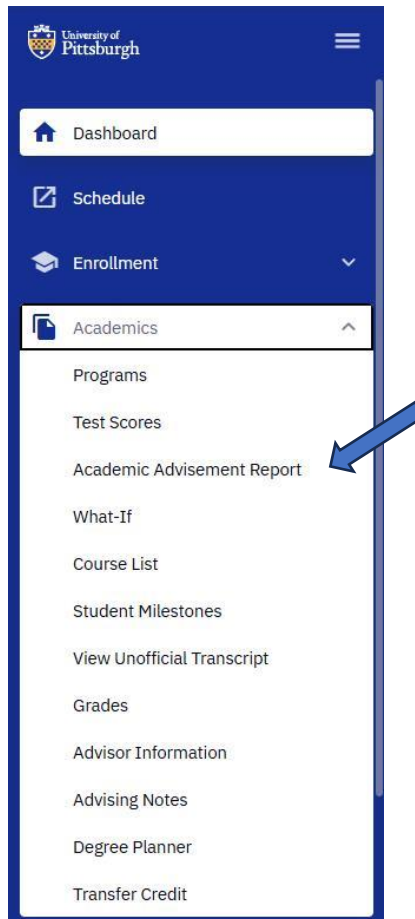
1 Students

First Name Last Name or ID:

STUDENT	USER ID	CAMPUS ID	
 Todd, Aaron	4513902	2P001506403	<input type="button" value="Act As User"/>



Select the student, click act as user, then continue.



After that, select **"Academic Advisement Report"** and you will be able to view the AAR via CX.

ACADEMIC ADVISEMENT

Degree Progress

Acting as Undergraduate View PDF Exit

8 of 13 Requirements Satisfied

Complete 79%

*Progress based on Units

☐ Hide Satisfied Requirements

[View All](#)

ANNOUNCEMENT REGARDING THE ACADEMIC ADVISEMENT REPORT

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Select an item to view details

At this point you can hit **“View PDF”** in the top right hand corner above the pie chart to view the PDF version as seen on page 11, or click on the arrows beside each requirement group to expand their details in CX as seen below.

USCI General Education Requirements Expand All

> USCI - Cumulative totals

> USCI - First-year Courses **NOT SATISFIED**

> USCI - SKILLS: Expression **NOT SATISFIED**

One course is required from each of the following categories: Introductory Composition, Technical/Business/Research Writing, and Communications. These courses must be completed with a grade of C or higher. (RQL 3683)

> **Introductory Composition** View Courses

NOT SATISFIED

Complete one of the required courses with a grade of C or higher. (RQL 3683 -10)

Technical/Business/ Research Writing View Courses

SATISFIED - IP

Complete one required course with a grade of C or higher. (RQL 3683-20)

Communications View Courses

SATISFIED

Complete one required course with a grade of C or higher. (RQL 3683-30)

USCI General Education Requirements **NOT SATISFIED**

In order to meet graduation eligibility, students are required to complete a minimum of 120 units and all degree requirements within 12 years of their term of graduation. All students must earn a minimum of 30 new credits in residency at the School of Computing and Information, including at least 15 credits within the major program. At least half of the major program credits must be earned at the University of Pittsburgh. A maximum combined total of 4 units of PEDC courses and AFROTC/MILS courses may be used towards the 120 units required for graduation. (RG 7540)

ddd

P

Generating a What-If report in PS Classic

Advisement Report Request | Advisement Report Request Log

ID/Name

Academic Institution UPITT University of Pittsburgh

Report Type AAWIF ACADEMIC ADVISEMENT WHAT-IF

Date Processed

Report Status Request Pending

*Report Date 11/29/2023 ☐ Use This Request Report Date

*As of Date 11/29/2023 ☐ Use This Request As of Date

*Report Identifier ADMIN Administrative Request

Actions

Process Request

What-If Information

☐ Use Career Simulation

Add a What-If Course

Save Add Update/Display

When you request an Academic Advisement report in PeopleSoft Classic (page 3-6), one of the available “Report Types” is the **AAWIF**. This “**What-if**” report can include plans and courses different than the ones in which the student is currently enrolled. This type of report is useful for students who are considering changing their plan or adding a new one, as it shows what additional coursework they would need to complete.

Advisement Report Request | Advisement Report Request Log

ID/Name

Academic Institution UPITT University of Pittsburgh

Report Type AAWIF ACADEMIC ADVISEMENT WHAT-IF

Date Processed

Report Status Request Pending

*Report Date 11/29/2023 ☐ Use This Request Report Date

*As of Date 11/29/2023 ☐ Use This Request As of Date

*Report Identifier ADMIN Administrative Request

Actions

Process Request

What-If Information

☒ Use Career Simulation View/Change the Career Simulation

Add a What-If Course

Save Add Update/Display

Advisement Report Request | Advisement Report Request Log

The request page for the AAWIF report has a check box labeled “**Use Career Simulation**” at the bottom. Clicking this box will reveal a link to the right called “**View/Change the Career Simulation**” where you can change the Career and Plan requirements used to generate the advisement report.

When you click the link, the following page will appear. **Fill out the page from top to bottom** with the new program, plan, and/or sub-plan you would like to see on the report. Additional instructions for each parameter can be found below.

The screenshot shows the 'ACADEMIC ADVISEMENT WHAT-IF' form. At the top, it displays 'ID/Name' as 'UPITT' and 'University of Pittsburgh', and 'Report Type' as 'AAWIF'. Below this are two buttons: 'Copy Current Program' and 'Clear What-If Values'. The form is divided into three main sections: 'Program What-If Data', 'Plan What-If Data', and 'Sub-plan What-If Data'. Each section has a 'View All' button and a '1 of 1' indicator. The 'Program What-If Data' section has fields for '*Academic Institution' (University of Pittsburgh), '*Academic Career' (dropdown), '*Career Requirement Term' (text), '*Requirement Term' (text), 'Student Career Nbr' (1), and '*Academic Program' (text). The 'Plan What-If Data' section has fields for '*Requirement Term' (text), '*Academic Plan' (text), and 'Plan Sequence' (10). The 'Sub-plan What-If Data' section has fields for '*Requirement Term' (text), '*Academic Sub-Plan' (text), and 'Plan Sequence' (10). A blue arrow points to the '+' button in the top right corner of the Program What-If Data section.

- **Program What-If Data**
 - **Academic Career:** Select Undergraduate, Graduate, Continuing Education, etc.
 - **Career Requirement Term:** Enter the term code in which the student plans to begin that career (this will be the same as their current program unless they are changing careers).
 - **Requirement Term:** Enter the term code in which the student plans to begin the new program (this may be the same as their current program if they are staying in the same school).
- **Plan What-If Data**
 - **Academic Program:** Enter the code for the school that offers the new plan (Arts & Sciences, CBA, General Studies, etc). If you are unsure of the code, you can click the magnifying glass to search.
 - **Requirement Term:** Enter the term code in which the student plans to begin the new plan.
- **Sub-Plan What-If Data** (You may leave Sub-Plan data empty if none are being added)
 - **Academic Plan/Sub-plan:** Enter the code for the new plan. If you are unsure of the code, you can click the magnifying glass to search.
 - **Requirement Term:** Enter the term code in which the student plans to begin the new sub-plan

If you want to check multiple What-If scenarios at the same time, you can add additional programs, plan, and sub-plans by clicking the Plus Signs (+) in the top right corner of the appropriate sections.

You can also add additional coursework to the simulation by clicking the “**Add What-If Course**” link (located beneath the “Use Career Simulation” checkbox on the on the AAWIF’s “Advisement Report Request” page) and filling in the search fields. This can be done without the Career Simulation if you would like to only add What-If courses to a student’s current program and plan.

Advisement Report Request

Course Search

Select a valid career and term combination and then an academic subject. After selecting these three values, select the Execute the Search button to retrieve courses. Then, select a course or select Return to return to the Report Request page.

Career 

Term 

Subject 

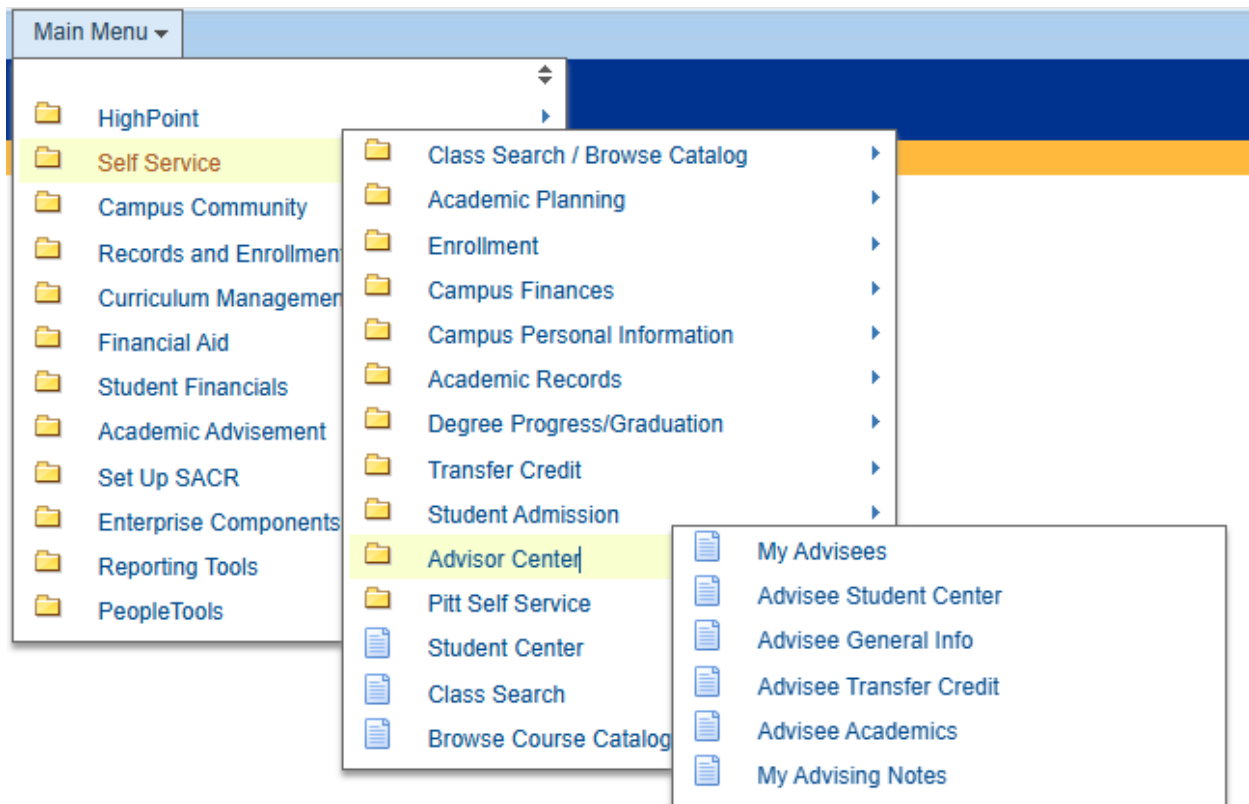
Execute the Search

Return

Click **OK** when you are finished making changes, which will return you to the “Report Request” page. Click “**Process Request**” to generate the What-If report.

Viewing Advisee Requirements

Viewing Advisee Requirements via Peoplesoft Classic



Begin by signing into Peoplesoft classic.

Drop down the Main Menu and select **“Self Service”** then **“Advisor Center.”**

Click **“My Advisees”**

Faculty Center | **Advisor Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees

Select display option
☒ Link to Photos ☐ Include photos in list

	Notify	Photo	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>		Test Student, AA	45	View Student Details	

Locate the student and click **“View Student Details”**

ACADEMIC ADVISEMENT

Academics

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

Deadlines

URL

This Week's Schedule

	Class	Schedule
	BIOSC 0150-1150 LEC (15338)	MoWeFr 9:00AM - 9:50AM L9 Clapp Hall
	BIOSC 0150-1190 REC (15342)	Th 12:00PM - 12:50PM G29 Benedum Hall
	PUBHLT 0300-1000 LEC (27796)	TuTh 1:00PM - 2:15PM 1501 Wesley W Posvar Hall
	PUBHLT 0340-1000 LEC (27685)	MoWe 3:00PM - 4:15PM A115 Public Health

Weekly Schedule ▶

Other Academic Information

Academic Requirements

➤

From the dropdown box under “Academics,” select “**Academic Requirements**” and click the “➤” button.

This will take you to the “**Advisee Academic Advisement Report.**”

Faculty Center

Advisor Center

Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

My Advisees

Select display option

☒ Link to Photos
 ☐ Include photos in list

Personalize | Find |

	Notify	Photo	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>		Test Student, AA		View Student Details	

Viewing a Student’s Academic Record

This can also be done using the dropdown box. Once you locate the student and click “**View Student Details**”, select “**Transcript: View Unofficial**”.

Academics

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

Other Academic Information

Transcript: View Unofficial

➤



The “Report Type” field should have “ACADEMIC RECORD” selected. Click the “**View Report**” button.

Advisee Unofficial Transcript

Test Student AA

Choose an institution and report type and press View Report

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

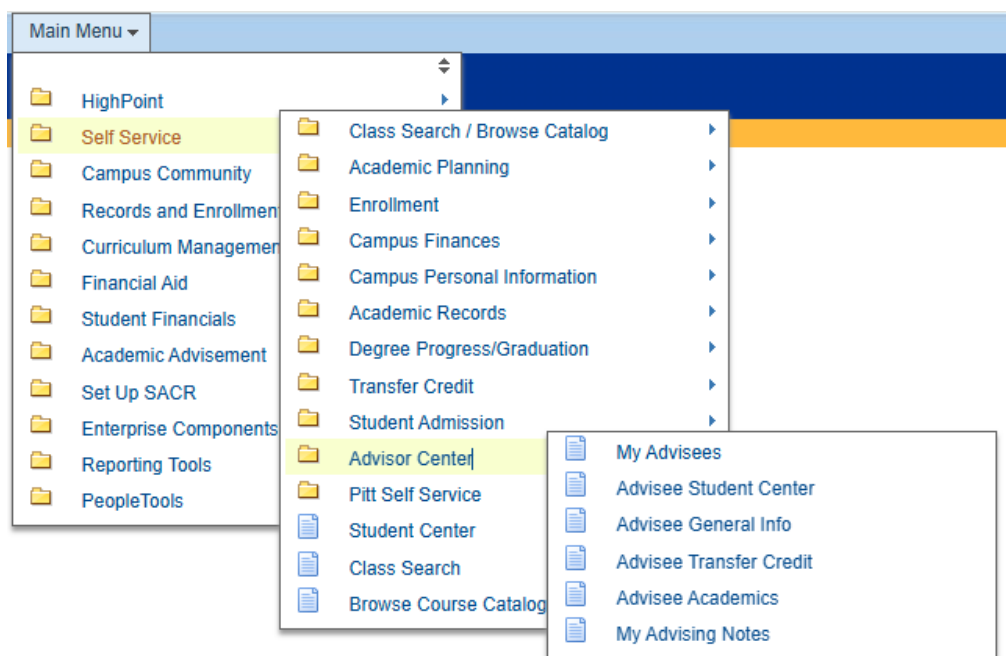
Academic Institution 
Report Type 

View Report

View All Requested Reports

The Academic Record will pop-up in a new tab. It can then be printed or downloaded.

Viewing an Academic Record

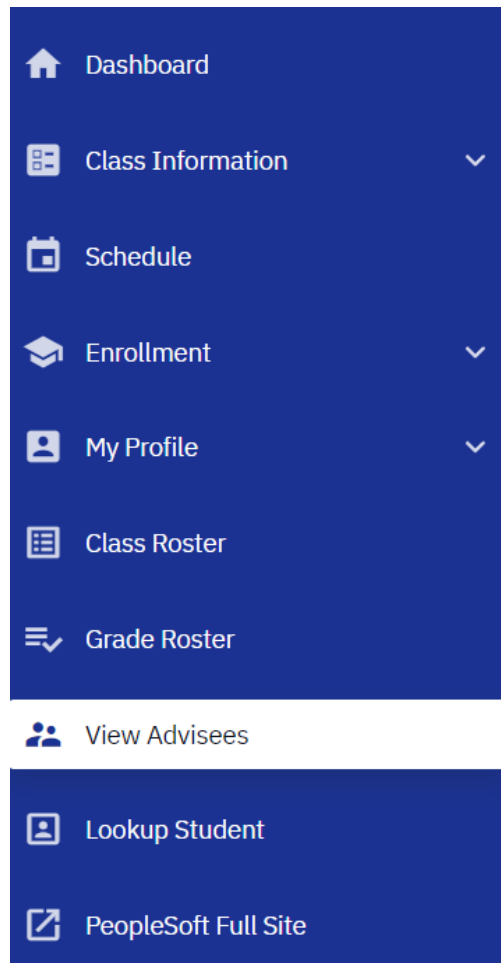


Begin by signing into Peoplesoft classic.

Drop down the Main Menu and select **“Self Service”** then **“Advisor Center.”**

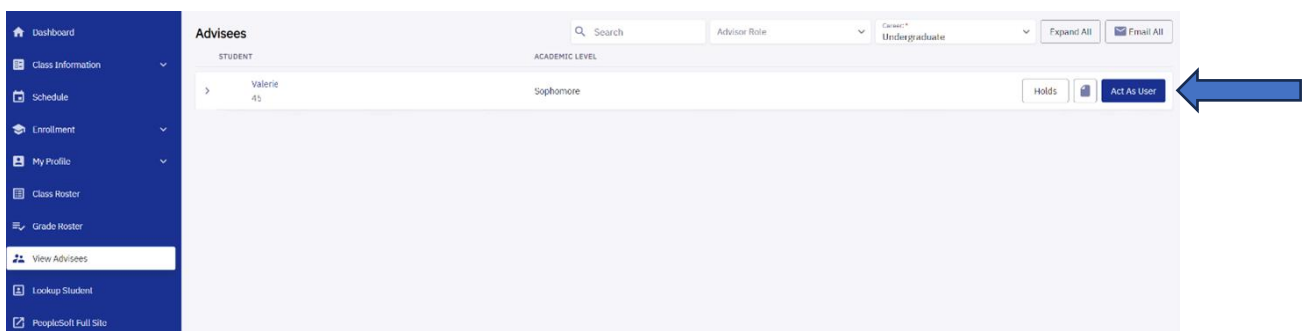
Click **“My Advisees”**

Viewing Advisee Requirements via CX



Begin by signing into CX.

Select “View Advisees” from the side menu.



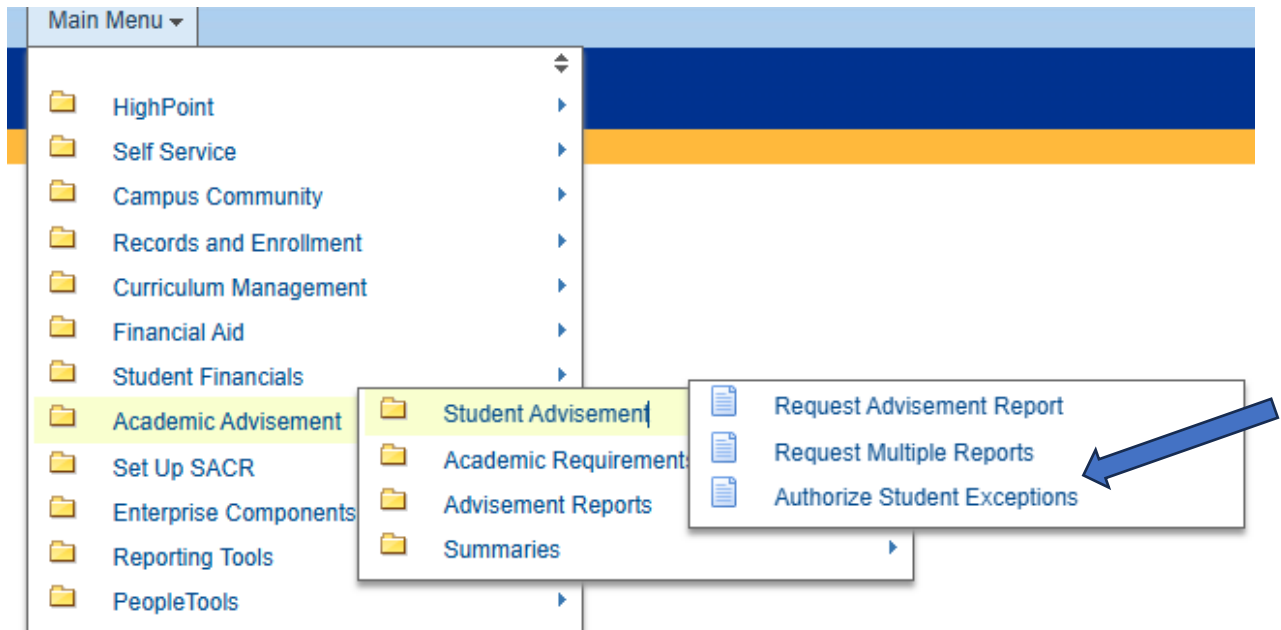
Click “Act As User” on the student whose report you would like to view, then click ‘continue’ on the following pop-up message.

How to Authorize a Student Exception

Exceptions for Peoplesoft Classic

Begin by signing into Peoplesoft classic.

Drop down the Main Menu and click **“Academic Advisement,”** then **“Student Advisement,”** then **“Authorize Student Exception.”**



On that page, click the **Add a New Value** tab and then click **“Add.”** (You do not need to fill in the “Advisement Override” box)

A screenshot of the 'Authorize Student Exceptions' page. At the top, the title 'Authorize Student Exceptions' is displayed. Below it, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected, and a blue arrow points to it. Below the tabs, there is a text input field labeled '*Advisement Override' with the value '000000000'. Below the input field, there is an 'Add' button. At the bottom of the page, there is a link that says 'Find an Existing Value | Add a New Value'.

This will take you to the “Authorize Student Exceptions” page, seen below.

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000000000 User ID: Kat

*Effective Date: 02/13/2024 *Status: Active

*Description: Example: Waiving X Requirement Short Description: Example: W

Long Description

Override Details

*Academic Institution: UPITT University of Pittsburgh

*Academic Career: UGRD Undergraduate

Academic Program

Academic Plan

Academic Sub-Plan

*Selection Code: Student

*Selection Data

*Operation Code

Course Directive
Requirement Change
Requirement Override
Requirement Waiver

Create Exception

Save Notify Add Update/Display Include History Correct History

On this page, **give the exception a brief title** in the “Description” box, then another brief title in the “Long Description” box. It’s up to you what this says, but **the Long Description is the text that will appear on the advisement report.**

Then **select the student’s academic career** by typing the career code in the “**Academic Career**” box. If you don’t know the code, hit the magnifying glass beside the box and then “Look Up” for a menu of options.

Leave the “Selection Code” on “Student” and **fill in the student’s Peoplesoft ID number** in “Selection Data.”

Drop down the “**Operation Code**” menu and **select which type of exception you would like to do.** If you choose to do a Requirement Waiver, Change, or Override, another box titled “Level” will appear below the “Operation Code” field. Using the magnifying glass and “Look Up” button, choose the level of requirement (Requirement Group, Requirement, or Requirement Line) you would like to make the exception for. Be sure to be as specific as possible, because the exception will apply to everything under that level.

Once those fields are filled, **click on “Create Exception,”** located in small blue letters to the right of the fields you just entered.

- This will take you to the page where you fill in the exception. This page will look different depending on what Operation Code you chose, but in any case, **you’ll need to know the Group, Requirement, and Line number** of the requirement you’re doing the exception for. **You can find these numbers in the text within the student’s AAR.**

A&S Graduation Requirements

Graduation Requirements for the Dietrich School of Arts and Sciences.
(RG 124)

Arts and Sciences Minimum Units and GPA Requirement

120 units and a cumulative GPA of 2.0 are required to graduate from A&S. Students must earn at least half of the units for the A&S major (and official minor) and the final 30 units toward the A&S degree while enrolled as an A&S student. (RQ 6)

A maximum of 4 PEDC units may be used toward the 120 units required for graduation.

A&S 120 Unit Requirement - **Not Satisfied**: Minimum 120 Units Requirement (Actual number includes credits in progress) (RQL 6-10)
? Units: 120.00 required, 85.00 used, 35.00 needed

A&S GPA Requirement - **Satisfied**
Cumulative GPA of 2.0 Requirement (RQL 6-20)

- The **Group number** will be in the text under the main group's yellow header preceded by the letters "RG". The Requirement Group number for this requirement is 124.
- The **Requirement numbers** will be found in the text under the blue sub-headers preceded by "RQ". The Requirement number here is 6.
- **Line numbers** will be found in the text of each individual requirement, preceded by "RQL". Line numbers include the number of the Requirement they are housed in. The unit requirement within RQ 6 above has a Requirement Line number is 6-10 and the GPA requirement's Requirement Line number is 6-20.

Once you hit **Create Exception**, if you chose **Requirement Waiver** (Level LN), the page should look like this:

Authorize Student Exceptions

Requirement Line to Waive

Requirement Group

Requirement

Line Nbr

OK Cancel Apply

Enter the Group, Requirement, and Line numbers for the requirement you would like to waive, then hit "Apply," then "Save".

Requirement Change looks similar but includes fields that would allow you to change the number of units and/or courses required for that requirement.

If you chose to do a **Course Directive**, the page will look like this:

Authorize Student Exceptions

Direct Courses to

Requirement Group

Requirement

Line Nbr

Directed Courses 1 of 1

*Course Sequence *Directive Type

Course Source

Subject	Catalog
Course ID	Offer Nbr
Term <input type="text"/>	
Directed Units <input type="text"/>	Min Grade Points/Unit <input type="text"/>
Directed Courses <input type="text"/>	
Course Topic ID <input type="text"/>	
<input type="checkbox"/> Earned Credit Only	

Fill in the Group, Requirement, and Line numbers for the requirement you would like direct the course to. Then **hit “Search” and enter the directed course’s course code** into “Subject Area” and “Catalog Number” (see below).

Before you hit Search, you can change the “Course Source” (the dropdown menu to the left of the Search button) to enrollment to limit the search results to the student’s courses.

Student Course Directive Search

Academic Institution

Subject Area Biological Sciences

Catalog Nbr

Description

Once the course code or description is filled in, **click search and select the course you want to direct, then hit “Save”**. On the Advisement Report, **exceptions will display** within the relevant Requirement Line, and will include the exception’s title that was entered in the “Description” field, the date the exception was created, and the username of whoever created it.

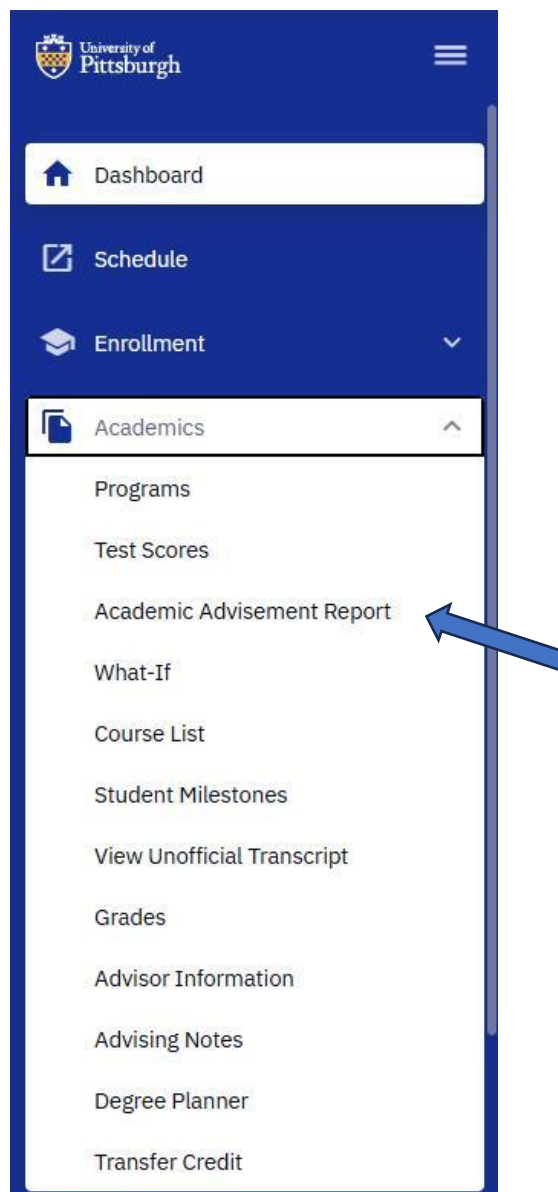
Authorizing Student Exceptions in CX (Recommended)

Doing exceptions in CX achieves the same results as in PeopleSoft classic, but it is an easier process that allows you to make the exceptions directly from the student's Degree Progress report.

Sign into Campus Experience (CX).

Go to "View Advisees" in the sidebar.

Select an advisee and click "Act As User," then in their sidebar menu, drop down the **"Academics" tab and select "Academic Advisement Report."** This will take you to a version of their Academic Advisement Report (AAR) within CX.



Scroll down and **select the Group (RG) in which you would like to make an exception**—for example, the student’s general education requirements or their major requirements. Once you select a Group, **that Group’s requirements will appear to the left.**

enrolled or those with C or F grades) in its calculations. The report assumes the successful completion of all In Progress courses and indicates the degree requirements they are applied to as satisfied. Please note that In Progress courses may include repeated courses, and In Progress courses may not be counted as new credits.

This report may require manual adjustments to reflect approved exceptions to requirements, credit earned while studying abroad, and other unique circumstances. If you have any questions about this report, please contact your academic advisor. This report is not an official transcript and is subject to changes, updates, and corrections as needed. (RG 6678)

Public Health General Education Requirements NOT SATISFIED >

General Education Requirements for the Undergraduate School of Public Health. [RG 8508]

Undergraduate Major in Public Health NOT SATISFIED >

Requirements for the Bachelor of Science in Public Health (RG 8136)

Honors Degree Requirements NOT SATISFIED >

Honors Degree (RG 8217)

Undergraduate Major in Public Health

Exception ▾

Expand Lines

Expand All

> Foundational Courses SATISFIED

Exception ▾

> Core Courses SATISFIED

Exception ▾

> Major Elective Courses NOT SATISFIED

Exception ▾

> Capstone NOT SATISFIED

Exception ▾

> Major Credits and GPA NOT SATISFIED

Exception ▾

Users with the ability to do exceptions will now see a **box beside each requirement labeled “Exception.”** Click on that box to **waive or change that entire requirement.**

> Major Elective Courses NOT SATISFIED

Exception ▲

Requirement Waiver

Requirement Change

✕

Requirement Change

Do you want to change the 'Major Elective Courses' requirement ?

REQUIREMENT CHANGE VALUES

Min Courses: 0	Min Units: 0
Max Courses: 0	Max Units: 0

SHORT DESCRIPTION

Short Description *

LONG DESCRIPTION

Long Description

Cancel
Confirm

Above is the window that appears when the user chooses “Requirement Change.” It is rare for course and unit requirements to exist on the Requirement (RQ) level, but this is where you could change those specifications if they ever occurred. At this level, you are more likely to need to perform a **“Requirement Waiver.”** **The Waiver’s corresponding window is the same as above,** but without the “Requirement Change Value” fields. The Short Description is required, but **it is the Long Description that will appear on the report PDF**, so make sure to include whatever information you or your department would like to see on the report, such as who approved the waiver and/or why, in the Long Description. **The PITT username of whoever entered the exception will appear automatically.**

Major Elective Courses

Waived: Complete 18 credits of electives during the Third or Fourth Year with a 'C' or better. (RQL 4365)

This requirement has been waived

long description test

Entered by: [REDACTED]

To change or undo this exception once made, click this same “Exception” box, and select the exception.

▼ Major Elective Courses **WAIVED**

Exception ^

Complete 18 credits of electives during the Third or Fourth Year with a 'C' or better. (RQL 4365)

long description test

Requirement Waiver

In the window that pops up, you may edit the exception, or delete it by clicking the trash can in the upper right-hand corner.

×

✕

Waive Requirement

Do you want to waive the 'Major Elective Courses' requirement ?

SHORT DESCRIPTION

Short Description: *

Short description test

LONG DESCRIPTION

Long Description:

long description test

Cancel Confirm

Exceptions will most often be performed at the Requirement Line level. To make Line level exceptions, click on the Requirement to drop down the Lines, and then **click on the ellipses** button in the top right-hand corner to drop down the exceptions menu.

▼ Capstone **NOT SATISFIED**

Exception ▼

Complete one of the following Capstones in the fall or spring of the Fourth Year with a 'C' or better. (RQL 4366)

>

Capstone: Project Course

View Courses

...

! NOT SATISFIED

Complete PUBHLT 0910 Capstone Project. (R

Requirement Line Waiver

Requirement Line Change

Course Directive

The **Requirement Line Change** option can change the number of course or units required to fulfill that requirement. The **Requirement Line Waiver** option can waive that requirement. The

popup windows for both options work the same on the Line level as on the Requirement level (see pg 25), but **this level also allows you to direct specific courses to fill those requirements.**

Below is the popup window for the “Course Directive” exception. In the “Directive Type” dropdown menu, **choose “Substitute” to direct a specific course into that Requirement Line, or “Exclude” to remove a specific course from that requirement line.** In the “Course Source” dropdown menu, choose where you would like to pull the directed course from, such as the student’s enrollment, their transfer courses, or from a full list of course offerings. Then select the subject of the desired course and hit search to pull up relevant courses. You may include the course’s catalog number or description to narrow down the results further.

Course Directive | 'Major Electives' Course Line **NOT SATISFIED** - Step 1 ×

COURSE SEQUENCES

Course Sequence: 1 >

Substitute

CHEM 0110 - GENERAL CHEMISTRY 1

+ Add Course Sequence

Course Sequence: 1

1. SELECT DIRECTIVE TYPE AND COURSE SOURCE

Directive Type: *
Substitute

Course Source: *
Enrollment

2. SEARCH COURSE TO SUBSTITUTE

Subject: *
Chemistry

Catalog Nbr

Description

Search

Select a course from the list below: 4

	SUBJECT	CATALOG NBR	COURSE NAME	TERM	OFFICIAL GRADE	UNITS EARNED
> <input type="radio"/>	CHEM	0110	GENERAL CHEMISTRY 1	2231	F	4
> <input type="radio"/>	CHEM	0110	GENERAL CHEMISTRY 1	2241	F	4
> <input type="radio"/>	CHEM	0110	GENERAL CHEMISTRY 1	2244	B-	4
> <input type="radio"/>	CHEM	0120	GENERAL CHEMISTRY 2	2251		4

Cancel

Continue To Step 2

The example above searches for all the biological science courses that the student has enrolled in. **To select one, click the circle to the left of the subject code.**

If you would like to direct multiple courses to this requirement line, click “Add Course Sequence” in the left-hand sidebar and repeat the process.



When you have selected the courses you want, click “**Continue to Step 2**” where you will be prompted to write a Short Description and Long Description. Again, though the Long Description is not required, it is the one that will appear on the Academic Advisement Report.

Finally, click “Confirm” at the bottom of Step 2. This will complete the process.

Line-level exceptions can be deleted the same way as Requirement level exceptions. Go back to the ellipses button and click the type of exception that you would like to remove. You will see the exceptions that have already been made on that line and have the option to delete them.

Course Directive | 'Major Electives' Course Line **NOT SATISFIED** - Step 1 Delete Exception X

COURSE SEQUENCES


Course Sequence: 1  


Substitute
CHEM 0110 - GENERAL CHEMISTRY 1

+ Add Course Sequence


Course Sequence: 1

1. SELECT DIRECTIVE TYPE AND COURSE SOURCE

Directive Type:  Substitute

Course Source:  Enrollment

2. SEARCH COURSE TO SUBSTITUTE

Subject:  Chemistry

Catalog Nbr: 0110

Description: GENERAL CHEMISTRY 1

Search

Fill the Fields to Search Courses Cour

Cancel

Continue To Step 2

Advisors: Degree Planner User Guide

Log in to the PeopleSoft/HighPoint CX Dashboard

1. Access PeopleSoft/HighPoint CX by:

- a. Searching for “CX” in [myPitt](#)
- b. Using PeopleSoft Classic (Main Menu → HighPoint → Campus Experience → Dashboard)

2. You will now be on your personal dashboard. To view a student’s degree path:

- Click **View Advisees** and select the student you wish to view ○ If you do not have any advisees, click on **Lookup Student** and enter the student’s name or ID number
- Click “Act As User” and acknowledge the FERPA Notification before proceeding
□ From the left side navigation menu, select **Academics**, then **Degree Planner**.

Note: You can also view a student’s degree path without entering the CX Dashboard. Using PeopleSoft Classic, navigate to (Main Menu → HighPoint → Degree Planner → Degree Planner Student Search and enter the student’s name or ID number.

Learn the Parts of the Degree Planner Screen

Frederick Honors College Stdnt, Neuro... (Primary) **1** Path Actions ▾ ... 🔔 ¹⁷

Past courses **2** Open

42 All Courses	34 Pass
1 Failed	0 Repeated

Expand All / Collapse All Hide Empty Terms ⁰ Preview Plan Mass Edit Max Units

Option - 0/2 **3**

OPTION

Capstone	+ Select Option
Official Minor in Neuroscience	+ Select Option

Unplanned Requirements - 8 **4** Open

REQUIREMENT	COURSE	UNITS			
Honors Outside the Classroom Curriculum	-	-	🔒	+ Select Term	📄
Literature	-	3	🔒	+ Select Term	📄
Morality and Medicine	-	3	🔒	+ Select Term	📄
Philosophical Thinking or Ethics	-	3	🔒	+ Select Term	📄
PUBHLT 0120	-	3	🔒	+ Select Term	📄
PUBHLT 0300	-	3	🔒	+ Select Term	📄
Public Health Major Elective - Public Health Elective	-	3	🔒	+ Select Term	📄
Writing Intensive Course - Course 2	-	3	🔒	+ Select Term	📄

> Summer Term 2023-2024 **CURRENT**
1/1 Courses
3/3 Units
Max Units 0
🔗
Open

> Fall Term 2024-2025 **5**
6/6 Courses
16/16 Units
Max Units 15
🔗
Open

1. **The top-left of the Degree Planner screen** – Displays the student’s name, ID photo, and a list of their currently declared majors, minors, and certificates.
 - a. Click the drop-down arrow to create options for alternative or what-if paths.
 - b. Navigate back or around using the “breadcrumbs” next to the student name.
2. **Past Courses** – Click **Open** to display a sortable section list (via filter boxes and columns) of all student information for completed or registered courses, including:
 - a. Course Titles
 - b. Requirements the course satisfies
 - c. Grades
 - d. Terms when completed
 - e. Number of units/credits
 - f. Passed/Failed/Enrolled status
 - g. Transfer courses denoted by a blue box and the abbreviation TC

Getting Started – Review Any Options

3. **Review “Options”, if present** – If there are requirements in the student plan that give different choices for completion, you may see a box listing those requirements and the possible options a student can choose. To review these options:
 - a. Click **Select Option** to see the available tracks.
 - b. Choose each option from the left column to see the list of courses required for that option, and if they have completed any of the courses.
 - c. Select each course to open a list containing course titles, units, pre-requisites, and typically offered terms, then
 - i. Expand each course to see its description and any additional information.
 - ii. Use the drop-down list filters to sort by **campus, academic career, prerequisites, and typically offered term.**
 - iii. Search for specific courses.
 - iv. Keep some preferred “options” in mind and to consider where they may best fit in the Degree Path. You will be moving these to a specific term as you design a personalized path.

Plan a Degree Path

Once you have considered any possible options, you can begin designing a path.

4. **Terms** – Terms are grouped by year and divided into Fall, Spring, and Summer sections. The dashboard view allows you to quickly see the number of courses and units needed for the requirements that have been assigned to that term. The **Selected Courses/Units** counts shows how many courses have been selected for the requirements of that term.
 - a. Click **Mass Edit Max Units** to change the credit load for each semester
 - ☐ Undergraduate defaults to 15; Graduate to 12

Tip: The minimum fulltime credit load is 12 per semester and 15 credits per semester is the minimum credit load needed to reach 120 credits in 4 years.

- b. Click a term to expand it. Requirements will appear on the left and courses that fulfill those requirements are on the right. Expand the arrow for more details on the course.

Selecting Courses to for a Requirement

1. Requirements will be listed on the left hand side, or an elective can be added.
 2. Click **Select a Course** to review which ones will fulfill the requirement.
 - i. Expand the arrow to view details on the course
 - ii. Click **Select** to add that course to your Degree Planner
5. **Unplanned Requirements** – If there are requirements in your plan that have not been assigned to a term for completion, you may see a box listing those requirements.
- a. Click **Select a term** to see the unplanned requirements list, and the courses that would fulfill them.
 - b. View the unplanned requirements in the left-hand column.
 - c. View the courses that are available to fill the highlighted requirement in the right-hand column.
 - d. Expand each course using the arrow icon to view its description and any additional information.
 - e. Use the drop-down filters to sort the list by **campus**, **academic career**, **pre-requisites**, and **typically offered term**, or use the search field to search for specific courses.
 - f. Once you have reviewed a option(s), the click the “...” icon, then **Move**, and pick a term to assign the requirement
6. **Options** – Plan to fit the requirements from your chosen options you considered earlier into the terms where they best fit

Move Requirements to a Term (or Another Term)

To move requirements from their assigned term:

1. Open the term or the “Unplanned Requirements” list.
2. Select a requirement.
3. **Drag and drop the requirement into the desired term.** When moving requirements in “Unplanned requirements, you may also click the “+ Select Term” button on the right-hand side of the requirement and select a term.

Literature	-	3		+ Select Term	
Morality and Medicine	-	3		+ Select Term	

Deeper Look: Adding a Course to a Requirement

Geographic Region Requirement ⓘ

Campus Prerequisite Offered Subject Min Units

Max Units

Select a course from the list below

COURSE	COURSE TITLE	UNITS	PRE-REQ	OFFERED	
> AFRCA 0127	INTRODUCTION TO AFRICA	3	No	Fall, Summer	<input type="button" value="Select"/>
> AFRCA 0212	WEST AFRICAN DANCE	3	No	Spring	<input type="button" value="Select"/>
> AFRCA 0318	HISTORY OF AFRICA BEFORE 1800	3	No	Fall	<input type="button" value="Select"/>
> AFRCA 0318	HISTORY OF AFRICA BEFORE 1800	3	No		<input type="button" value="Select"/>
> AFRCA 0385	CARIBBEAN HISTORY	3	No	Fall	<input type="button" value="Select"/>
> AFRCA 0586	EARLY AFRICAN CIVILIZATIONS	3	No	Spring	<input type="button" value="Select"/>
> AFRCA 0628	AFRO-LATIN AMERICA	3	No	Fall	<input type="button" value="Select"/>
> AFRCA 1024	WEST AFRICAN CULTURES AND SOCI	3	No	Summer	<input type="button" value="Select"/>
> AFRCA 1030	INTRO TO AFRICAN POLITICS	3	No	Spring	<input type="button" value="Select"/>

1. Scroll to desired term.
2. Click "Select Course" to view courses that can fill the requirement:
 - a. View **course titles, units, pre-requisites, and typically offered terms.**
 - b. Expand each course listed to show its description and additional information.
 - c. Use the top drop-down lists to filter the list by **campus, academic career, prerequisites, and typically offered terms.**
 - d. Use the **Search** box to search for specific courses.
3. Once you and the student have evaluated their options, they can add the course to their plan by clicking the blue select button next to the course.

Note: This does not register them for the course!

4. Use the filter drop-downs to eliminate courses not offered on their campus, not offered in the term, or that require additional pre-requisites they may not have satisfied.

Note: If the course is not currently being offered in the term selected, a notification appears onscreen prompting them to select a different course or move the requirement to a term

when the course is offered. A similar error message appears if a selected course is not offered on their campus.

Plan an Elective Course with a Student

An elective course does not fulfill a specific requirement. To plan an elective course:

1. Click the **Add an elective** button at the bottom of each term.
2. This generates an extensive list of courses that you and the student can browse, filter, and search to find an elective course.

What-If Reports

What-If Reports are useful for exploring alternate degree options. To create a report:

1. Click the drop-down at the top of the screen next to the student's major.
2. Select **New What-If Path** and answer the 4 questions:
 - a. **Select a Career** – Are you considering an undergraduate or graduate degree?
 - b. **Start Term** – When do you plan to begin this major?
 - c. **Academic Program** – Which University of Pittsburgh school and degree plan are you considering? If there is an optional concentration for the major you select, you can choose it here as well.
 - d. **Path Name** – This is the path title that appears in your drop-down menu. Provide a relevant, concise title.
3. Allow a few minutes for the new path to load and update. Once it does, you can use it the same way as your Primary path, assigning requirements and courses to terms, then building a plan for degree completion.

Differences between Degree Planner Paths and Advising Reports

Degree Planner paths use the requirement data from Advisement Reports to create a more interactive planning tool. Degree Planner is most useful for new students (freshmen and transfers) and for recently declared students to understand and visualize the time and term schedules needed to graduate in a given amount of time. These paths may also have pre-programmed suggestions for courses and requirement order that are based on department input and general student outcomes.

Advising Reports are most useful for students nearing the end of their degree to identify what requirements they still must complete.

Get Help

Please contact the [Office of the Registrar](#) at [412-624-7608](tel:412-624-7608) if you have any questions regarding this information.