Student AAR and Degree Planner Guide

7/23/25
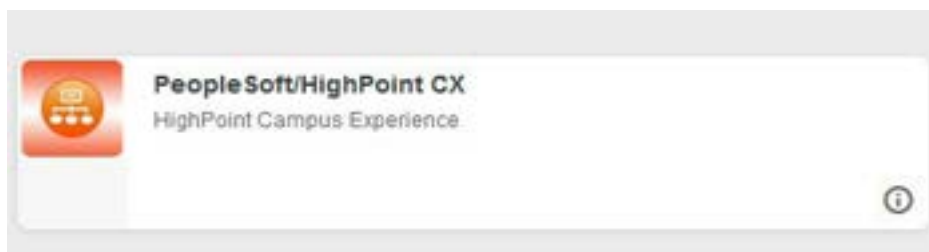
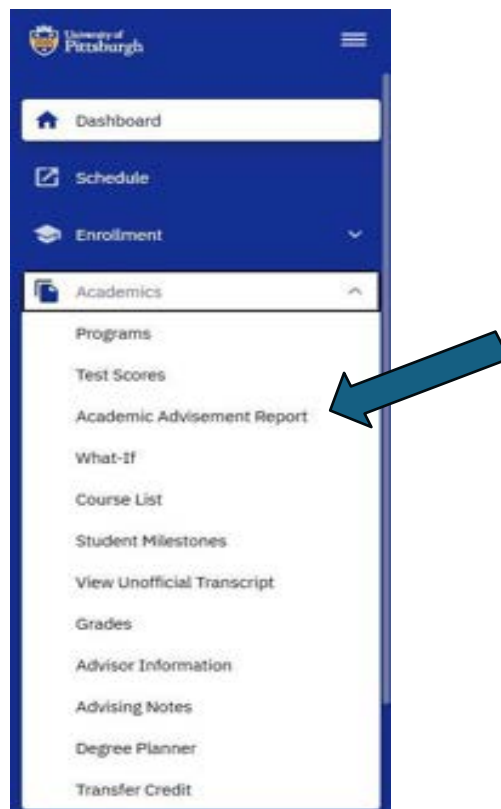# Generating an Academic Advisement Report through CX

The Academic Advisement Report lists all the requirements needed for a student to complete their degree. As a student completes their requirements, those requirements will fill into the report. Eventually the whole plan will show as **satisfied**, indicating that the degree is complete.

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

If you find errors or discrepancies in your AAR, please contact your advisor.

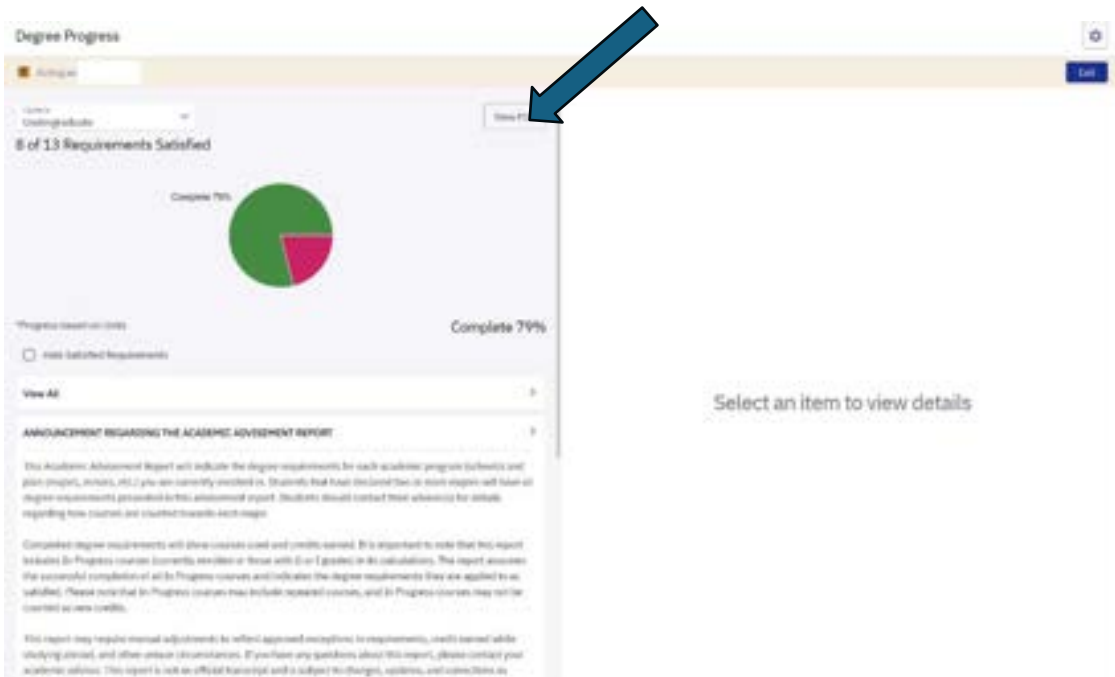Begin by signing into **HighPoint CX** in **My.Pitt.**

In the sidebar, drop down **"Academics"** and then select "**Academic Advisement Report.**"

A student's degrees and certificate etc. will be listed on the left-hand side. **Click on the arrow in the right-hand corner of each degree to see the requirements for the degree**. The requirements will open up on the right. Requirements will be grouped into sections together with other similar requirements (for instance "core courses" or "GPA and Total Credit Requirements"). You can **drop these lists down to view individual requirements**.

Individual requirements will be listed as "Not Satisfied", "Satisfied – IP" (in progress), or "Satisfied." If Unsatisfied, click the "**View Courses**" button in the right-hand corner to see which courses could be used to fill the requirement. If Satisfied, this button will show which courses are being used to fill the requirement.

The report can also be viewed as a PDF. Click "**View PDF**" in the top right-hand corner above the pie chart to view the PDF version as seen on page 5.

Below is an example page of an AAR PDF. Individual degrees are distinguished with **yellow banners**. Those smaller groupings of requirements are under **blue banners**.

Satisfied requirements say "Satisfied" in bold beside them, and list all courses that were used to fulfill the requirement. **Unsatisfied requirements** say "Not Satisfied" in red.

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

Degree Planner User Guide

Begin by signing into **HighPoint CX** in **My.Pitt.**
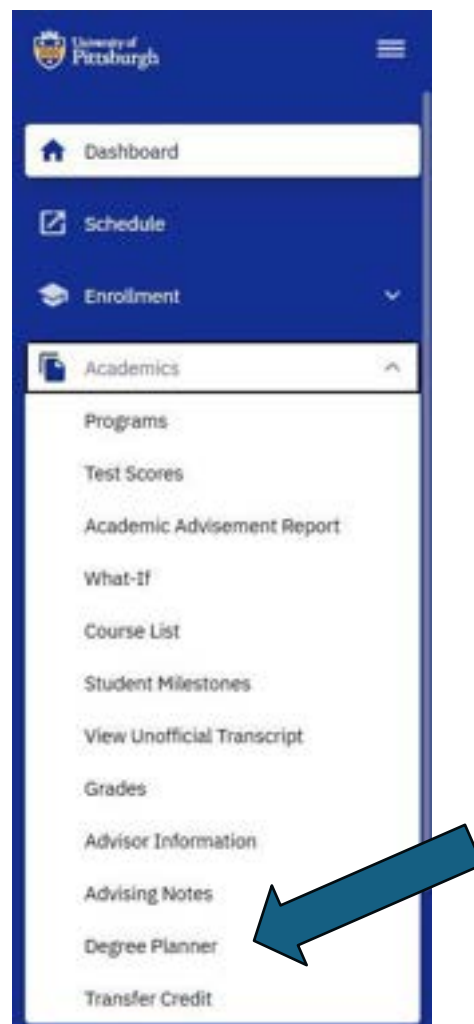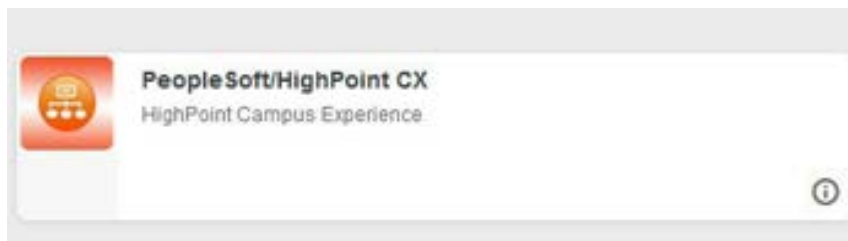
In the sidebar, drop down **"Academics"** and then select "**Degree Planner.**"

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Learn the Parts of the Degree Planner Screen

1. **The top-left of the Degree Planner screen** – Displays your 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 your 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

Review Any Options

3. **Review "Options", if present** – If there are requirements in your plan that give different choices for completion, you may see a box listing those requirements and the possible options you 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

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.

Deeper Look: Adding a Course to a Requirement

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 have evaluated your options, they can add the course to their plan by clicking the blue select button next to the course.

   Note: This **does not register you** 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

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 can browse, filter, and search to find an elective course.
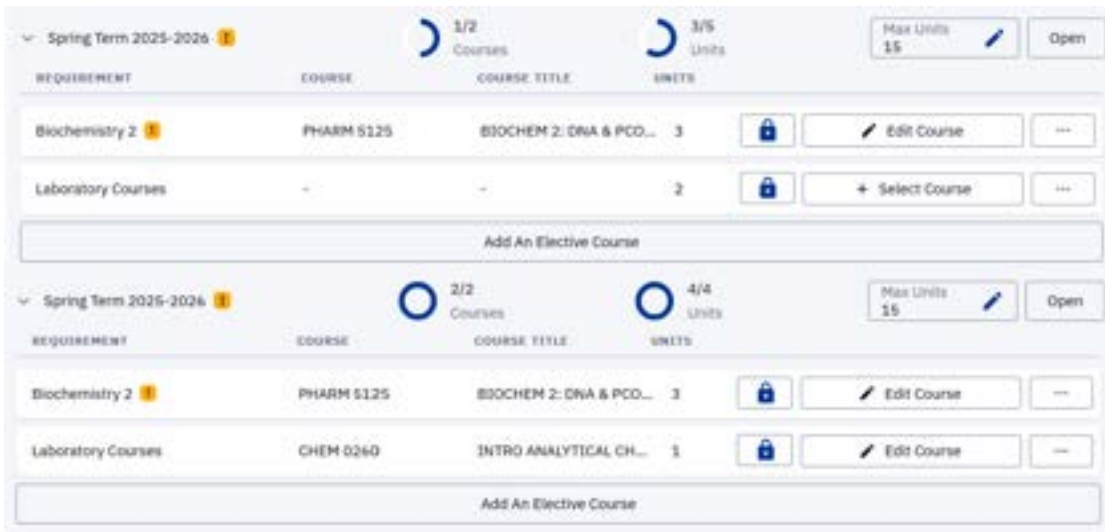
What-If Reports

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 your 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.
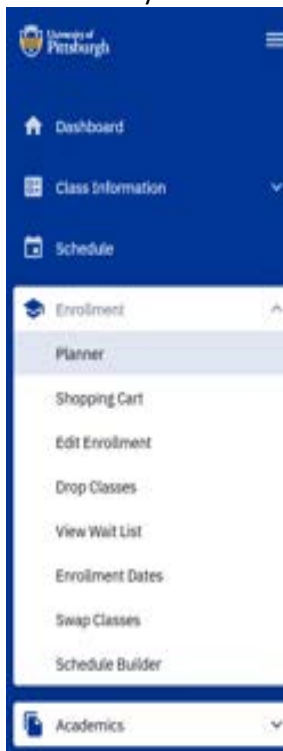
Other Tools

Enroll Using My Planner

Once a student moves requirements into terms in degree planner and selects courses, they can enroll in those courses from within High Point CX.

Make sure your courses are selected.

Leave Degree Planner go to "Planner" in the sidebar under "Enrollment".

Click **"Add Course"** to move add courses to terms in the Planner (courses will be added to this planner, not degree planner). Students can select courses using the check boxes on the left of each course to either move the selected courses between terms within the Planner or delete them from the Planner.

Click **"Add to Cart"** in the top right corner to enroll in courses.

Classes that are available for enrollment will appear in the "Add to Cart" pop-up window. **Click on "Select Sections."**

Select your desired section and click **"Enroll"** in the bottom right corner to enroll.

Click "OK."