



# PERALTA COMMUNITY COLLEGE DISTRICT

## Academic Advising & Planner Requirements

### **Staff Requirements for the Academic Advising:**

- Need test environment for staff to “play” prior to implementation to ensure that they have everything that is needed
- Ability to determine college graduation residency requirements for the campus where the student is applying for a degree (district wide)
- Only populate degree applicable course work (do not show non-degree applicable and basic skill courses)
- Ability to equate external course work\_ to PCCD courses – district wide
- District wide capability to run statistical reports (i.e. ethnicity, specific program, honors)
- Quarter unit conversion capability must be available (district wide)
- Ability to create and save multiple academic advisement reports, need to see prior academic advisement reports completed at any campus in the district
- Academic advising must show multiple GPAs (i.e. overall, transfer, major, etc.)
- Ability to enter course waivers and test credits received from AP, IB, or CLEP exams and military units
- Link curriculum to the Academic Advising module so that inactive programs cannot be viewed or selected
- Need the ability to upload articulated transfer course work district wide. Ability to group and print a transfer work report

### **Student requirements for the Academic Advising:**

- Ability for students to save and print academic advisement reports district wide of “what if” scenarios

### **Staff Requirements for My Planner module in PS:**

- Need test environment for staff to “play” prior to implementation to ensure that they have everything that is needed
- The planner must be counselor driven not student driven – need the ability to lock the planner so that students can view planner but not make changes

- Need two separate Indicators for the planner to distinguish abbreviated from comprehensive education plans. The two must be reported separately for MIS
- Ability to see district wide who created and approved the student education plan in the planner
- Option to view (district wide) previous education plans completed in the planner – ability to have and view district wide student planner history. Define if when counselors update the student plan will it save a new version so there will be multiple versions
- Ability to connect the Degree Audit Report that's generated and link it to the planner so that counselors district wide can know what influenced the specific courses in an education plan
- Need the ability to include transfer work that a student intends to take elsewhere (i.e. during the summer)
- Ability to identify in the education plan an Area of GE requirements rather than specific classes. (Due to not knowing which classes will be offered in future semesters).
- Curriculum changes must be linked with the planner and maintained on a timely, ongoing basis. Need a trigger to know if courses in the planner are deactivated.
- Ability to integrate external course work for example if student has taken courses elsewhere before coming to PCCD
- Remove Basic Skills courses from the transcript query
- The planner needs to clearly identify which campus the plan was completed at
- Full interaction of PeopleSoft, academic advising, curriculum and the planner is essential
- Ability for counselor to write and view comments on the student district wide that includes the college, user and date stamp on the planner

### **Student Requirements for My Planner**

- Add the student ability to approve the education plan to indicate their acknowledgement and intent to follow the plan
- Option to view (district wide) previous education plans completed in the planner – ability to have and view student planner history
- Ability to run district wide “What IF” scenarios