Academic Advisement Overview
Project Goal

- To evaluate and implement PeopleSoft Campus Solutions 8.9 Academic Advising module
Benefits of Academic Advising Module

- **Decrease** line-ups, phone calls, emails to advisors
- **Increase** time for academic advising focused on retention
- **Track** student degree requirements
- **Simplify** student degree and graduation auditing
- **Establish & Formalize** degree requirements
- **Establish Consistency** in advising
- **Create & Track Exceptions** for student, program, plan, group
- **Create Queries & Reports** by individual, career, program, plan, Analysis Database
- **Track** requirement setup
## Benefits for PERALTA

<table>
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<tr>
<th>Category</th>
<th>Benefit</th>
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| **Financial** | Reduce costs by replacing manual with automated degree audit  
Avoid added cost of purchase of add-on degree audit module  
Make use of already purchased, existing, integrated degree audit module |
| **Student**  | Improve service to students through self-service functionality  
Increase student retention by improving quality and efficiency of academic advising  
Decrease time to graduation by improving access to degree requirements |
| **Staff**    | Access to automated and on-line functionality  
Free business analysts from replicating functionality  
Increase staff satisfaction by adding value to work |
| **Operational** | Improve efficiency by using automated graduation and degree audit checks  
Improve quality of service by eliminating manual errors and conflicting interpretations  
Uphold quality of academic requirements through centralized maintenance  
Provide opportunity to review and simplify existing program/plan requirements |
| **Market**   | Become leader in web-based technology  
Remain competitive with other institutions |
Deliverables

- Initial Scoping document
- Setting up academic requirements
- Documentation, development and implementation of PS Academic advisement module out of box solution
- Identify GAP’s
- Setup additional academic requirements for other plans
- Documentation of user manuals and Training
Features Overview

- Degree Progress Report
- Special Advising Report, e.g., Athletics
- Program/Plan What-If
- Course What-If
- Stored What-If
- Quick What-If
- Student Exceptions
- Analysis Database
- Setup Reports
- Setup Summaries
- Course List
3 major components of Academic Advisement Module

- Course Lists ‘Leaf’: identifies the courses
- Requirements ‘Branch’: finds the course and holds the rules
- Requirement Groups ‘Tree’: matches students to requirements
“Degree Audit.”

Tracks the requirements and regulations that a student must satisfy in order to graduate.

Analyzes courses student has completed both successfully and unsuccessfully and determines what requirements are outstanding.

Tool to help advisors advise students

Tool to help students track their requirements as outlined in the Calendar.
Degree Progress Report

- Who – Students, Consular Faculty, A&R Staff
- What – On-line report or PDF format
- Why – Graduation check, program and course planning
- When – Anytime
- Where – Access via Web
- How - On-line, Self Services
Student Exceptions

- Can be applied to
  - Student
  - Program
  - Plan
  - Student Group

- Handles
  - Course Directives
  - Requirement Waivers, Overrides, Changes
Building is Bottom Up

Course Lists

Requirement
  Group

Requirement
Outlining the Academic Structure of an Institution

All institutions

All careers associated with each institution

All programs of study associated with each career

All plans associated with each program.
Recommendations for a Successful Implementation

- Recommend full implementation using BA Team Lead and student Services team members and faculty/departmental advisors as needed
- Garner support from Administration and Staff
- Spend time analyzing requirements top to bottom to determine the best fit
- Keep it simple
- Set standards
- Review/revise/enhance business processes
- Provide training and demonstrations to staff and students in person and online
Questions/ Comments