

# 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

Category	Benefit
Financial	<ul style="list-style-type: none"><li>Reduce costs by replacing manual with automated degree audit</li><li>Avoid added cost of purchase of add-on degree audit module</li><li>Make use of already purchased, existing, integrated degree audit module</li></ul>
Student	<ul style="list-style-type: none"><li>Improve service to students through self-service functionality</li><li>Increase student retention by improving quality and efficiency of academic advising</li><li>Decrease time to graduation by improving access to degree requirements</li></ul>
Staff	<ul style="list-style-type: none"><li>Access to automated and on-line functionality</li><li>Free business analysts from replicating functionality</li><li>Increase staff satisfaction by adding value to work</li></ul>
Operational	<ul style="list-style-type: none"><li>Improve efficiency by using automated graduation and degree audit checks</li><li>Improve quality of service by eliminating manual errors and conflicting interpretations</li><li>Uphold quality of academic requirements through centralized maintenance</li><li>Provide opportunity to review and simplify existing program/plan requirements</li></ul>
Market	<ul style="list-style-type: none"><li>Become leader in web-based technology</li><li>Remain competitive with other institutions</li></ul>

# 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 Progress Report

- **“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**

# Analysis is Top Down

University Requirements

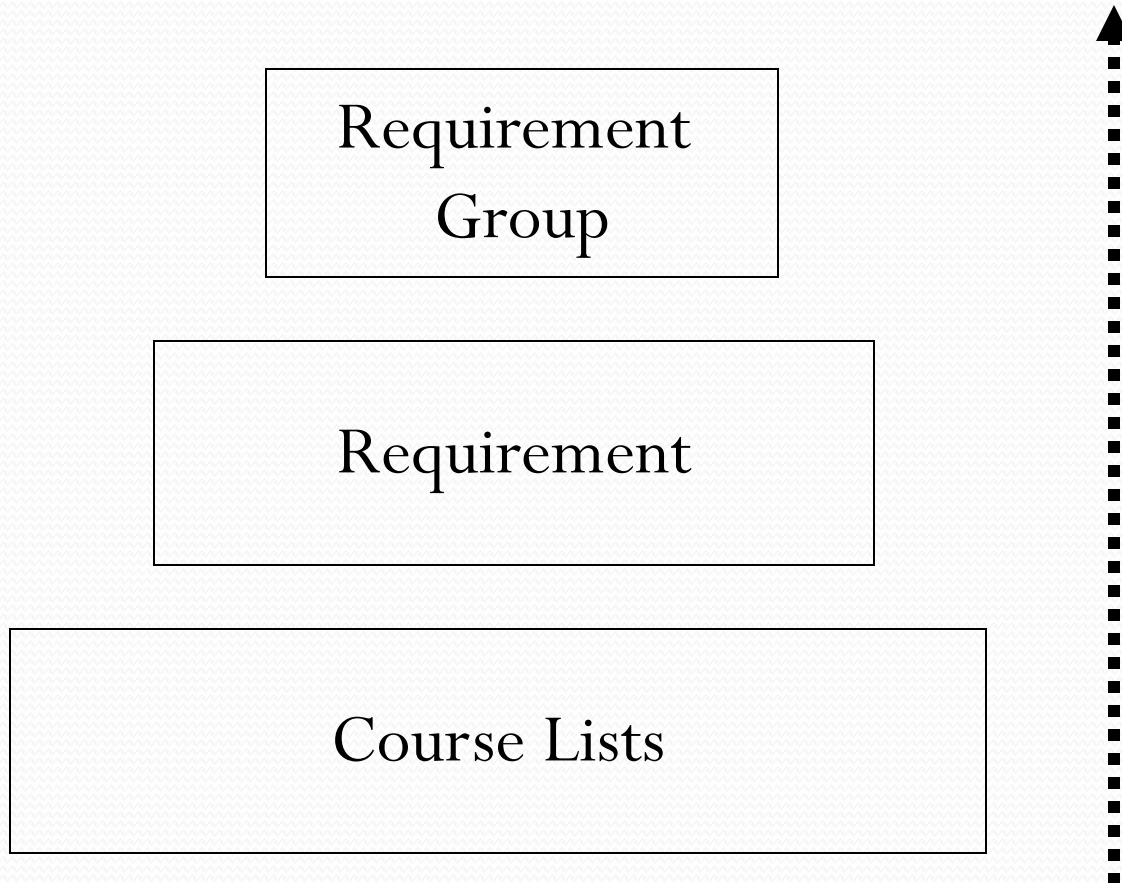
Faculty Requirements

Major (Dept) Requirements

Electives



# Building is Bottom Up



# 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

