

Welcome to the College of Arts and Sciences!

The College uses a computerized degree audit system to produce an Academic Advisement Report. Now that you are a student in the College, these reports will be an important source of information for you because they indicate which degree requirements you've completed and which ones you still need to complete in order to graduate. College general education and major requirements are outlined in-depth in the College of Arts and Sciences Bulletin at <http://www.indiana.edu/~bulletin/iub/>. Your Academic Advisement Report personalizes this information for you by explaining *your* progress towards meeting degree requirements.

You can access your Academic Advisement Report over the World Wide Web through the student center in OneStart (<http://onestart.iu.edu>). Under the "My Academics and Grades" tab click on the "View My Academic Advisement Report" link. **Be sure to speak with your advisor or consult the Bulletin if you have any questions or concerns about your College degree requirements or the information contained in the AAR.**

Here are some guidelines for reading your Academic Advisement Report. If you need further assistance, consult the College Recorder's Office in Kirkwood Hall 001 or at coasrecd@indiana.edu:

- Your Academic Advisement Report is organized into "requirement groups", which are made up of multiple requirements.*
 - For example, the "requirement group" for "Fundamental Skills" includes the individual requirements for English Composition, Intensive Writing, Mathematics and Foreign Language.
- Every "requirement group" has a main heading, and each course is listed by course number, description, term taken, grade, status and additional information.*
 - If the heading is printed in red, with the phrase "Not Satisfied," then you have not yet completed one or more requirements within that "requirement group."
 - If an individual requirement itself is printed in red, with the phrase "Not Satisfied," then you have not yet completed that particular requirement.
 - If the heading is not printed in black, with the word "Satisfied," then you have completed all of the requirements within that "requirement group."
 - If any requirements are completed using in-progress coursework, this is indicated with an "(IP)." In progress coursework includes any course with a grade of "I" (Incomplete).
- Certain requirements on your Academic Advisement Report indicate your progress in earning credit hours toward your degree.*

For example, near the beginning of your report, there is a requirement heading "**122 hours required for a College degree.**"

 - The heading will remain in red until completed, and specify the number of hours required (listed first), the number of hours taken so far (listed second), as well as the number of hours still needed (listed last).
 - Once the minimum number of hours has been completed, the heading will show "Satisfied" in black.

Example: Units: 122.00 required, 9.00 taken, 13.00 needed
- Other requirements on your Academic Advisement Report look for specific courses.*

For instance, the "Foreign Language" requirement will list the course(s) you've taken toward completion of the Requirement (i.e. FRIT-F 100). It will also show the grade that you earned in the course.

 - The heading will remain in red until all courses needed to fulfill the requirement have been completed with the appropriate grades, or until the courses are in your current or future enrollment.
- Each course on your Academic Advisement Report is assigned a course code, and eventually a grade.*
 - When there is no grade recorded, the course is in your current or future enrollment.
 - For a full description of codes, see the "Key" at the beginning of your Academic Advisement report as well as on the back of this letter.

Last updated: 5/10/11

Key to PeopleSoft Academic Advisement Report

Status Indicators:

Red Typeface Heading – Requirement is not complete.

Credit type or status icons for a given class:  = Test  = Transfer  = Other  = Taken  = In Progress

“(IP)” – An in-progress course (one in current or future enrollment) is being used in the requirement. In progress coursework includes any course with a grade of “I” (Incomplete).

Course or Credit Codes:

“EN” – Past/Present/Future enrollment on any IU campus

Caution: This includes current semester coursework for which the student will receive a “W” or “WX.”

“TR” – Transfer course

“TE” – Credit awarded from a test score

Grade Codes:

“T” – Transfer course with no specified grade recorded for it.

“T” followed by a letter grade – Transfer course with the specified grade (does not count in GPA). i.e. TA = transfer course with a grade of A

“NT” – Transfer course that has not been accepted (usually due to an unacceptable grade below a C)

“NR” – Grades that have not been reported by a professor or instructor after the deadline to report them has passed

“NY” – Grade that cannot be reported until completion of an extended course. i.e. an Overseas Study course

“R” – Deferred. This is a special kind of “expected incomplete” grade used for only a few classes such as individual research courses.

“S” - Satisfactory. This grade is sometimes used for special credit. Some courses are graded only S/F (Satisfactory/Fail). An “S” grade does not affect the GPA, although an “F” does. In addition, the Intensive Writing requirement now uses a grade designation of “S/N” (Satisfied/Not Satisfied). Neither of these designations affects the GPA.

Blank field – no grade available because course is either current or future enrollment

Other Notes:

“Units” = Credit Hours

Last updated: 5/10/11