

Faculty-Staff Guide for Viewing Academic Advisement Report (AAR) via NYITConnect

Via NYITConnect:

- To access an AAR Report via NYITConnect, start by clicking on Advisor Center tab after logging in. From there, select the “View Data for Other Students” button and type in the student’s ID number:

The screenshot shows the NYIT Connect interface. At the top, there's a blue header with the NYIT logo and "NEW YORK INSTITUTE OF TECHNOLOGY". Below it is a yellow navigation bar with tabs for "STUDENT CENTER", "FACULTY CENTER", and "ADVISOR CENTER". Under "ADVISOR CENTER", there are sub-tabs: "Faculty Center", "Advisor Center", "Search", and "Learning Management". Below these are links for "my advisees", "student center", "general info", "transfer credit", and "academics". A link labeled "My Advisees" is underlined. A message box says "There is no information for the transaction you requested." Below this, a green button is circled in red and labeled "VIEW DATA FOR OTHER STUDENTS". At the bottom, there are more navigation links: "Faculty Center", "Advisor Center", "Search", "Learning Management", "My Advisees", "Student Center", "General Info", "Transfer Credit", and "Academics".

- On the next page, select “Academic Requirements” from the “other academic...” drop-down menu and click the arrow to generate the report:

This screenshot shows the "Advisee Student Center" page. It has a yellow header with "STUDENT CENTER", "FACULTY CENTER", and "ADVISOR CENTER" tabs. Below is a navigation bar with "Faculty Center", "Advisor Center", "Search", and "Learning Management" tabs, and links for "my advisees", "student center", "general info", "transfer credit", and "academics". A sidebar on the left titled "Academics" includes links for "My Class Schedule", "Shopping Cart", "My Planner", "other academic...", "Academic Requirements" (which is highlighted and circled in red), "Assignments", "Course History", "Exam Schedule", "Grades", "Transcript: View Unofficial Transfer Credit: Report What-if Report", "other academic...", and "Emergency Contact". The main content area shows "This Week's Schedule" for MATH 101-W01 LEC (1072) on TuWeTh 9:00AM - 1:35PM in AARH 305. It also includes sections for "Contact Information" (Home Address, Mailing Address, Cell Phone, NYIT Email) and "To Do List" items like "Stafford Loan Ent. Counseling", "Notarized Affidavit of Support", "Notarized Bank Statement", "Proof of Passport", "Proof of Visa", "TOEFL/IELTS Test Score", "Visa Waiver Form", "Official Final HS trans w/ POD", and "UG \$400 Enrollment Deposit".

Understanding the Academic Advisement Report

The Academic Advisement Report has a simple structure:

- On the report, you will see Requirement Groups (RG) displayed. Requirement Groups are listed in the larger, darker-shaded boxes on the report.
- Within these Requirement Groups, Requirements (R) will be listed. Requirements are displayed in the smaller, lighter-shaded boxes on the report.
- Within these Requirements, you will then see Lines (L-10, L-20, etc.) displayed. These Lines will be listed underneath the Requirement boxes in a heading.
- Please note: You will see numbers next to RG, R, and L throughout the evaluation. These are only for internal use within the Office of the Registrar.

Reading the AAR report step-by-step:

1. Below is a sample “Advisement Report”:

Advisement Report 1

Graduate Description MS Couns/School Counseling	Major	Catalog Year 2013
School Counseling	Concentration	2013

Buttons: Collapse All | Expand All | Print

Status Filter: Not Satisfied | Satisfied | Taken | In Progress | Planned

Links: NYIT Degree Audit (RG-3221) | Cumulative Units, Cumulative GPA and Residency Requirements (RG-3333) | Curriculum Requirements for Master of Science in School Counseling | Courses NOT Applicable Towards Degree (RG-3334) | Graduation (Check One)

2. Please note that if a student has more than one career, a drop-down will be displayed above the report to toggle between each one:

Advisement Report 1

Select Institution / Career NY Institute of Technology > Undergraduate change

Graduate Description MS Occupational Therapy	Major	Catalog Year
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Buttons: Collapse All | Expand All | Print

Status Filter: Not Satisfied | Satisfied | Taken | In Progress | Planned

Links: NYIT Degree Audit (RG-3221) | Cumulative Units, Cumulative GPA and Residency Requirements (RG-3259) | Curriculum Requirements (RG-3149) | Courses NOT Applicable Towards Degree | Graduation (Check One)

3. The first box under "Advisement Report 1" will display the student's academic career (Undergraduate or Graduate), major, concentration (if applicable), and their Catalog year. PLEASE NOTE: AAR reports have been built from the 2008 Catalog year to the present. If a student's Catalog year is prior to 2008, he or she must consult with his or her advisor. The advisor must then notify the Office of the Registrar that a report needs to be generated.

Graduate Description MS Couns/School Counseling	Major	Catalog Year 2013
School Counseling	Concentration	2013

4. The following three selections are displayed underneath the first box:

[Collapse All](#) [Expand All](#) [Print](#)

5. Each of these selections are defined as the following :

- **Collapse All**: Hides all of the information within any of the Requirement Group boxes
- **Expand All**: Displays all the information within the Requirement Group boxes
- **Print**: Allows you to print the document. PLEASE NOTE: For best results, be sure to print the document from Mozilla Firefox.

6. Below these three selections is where the Legend for the AAR report is displayed:



7. Each of these icons are defined as the following :

- **Not Satisfied**: The requirement has yet to be completed.
- **Satisfied**: The requirement has either been completed or is pending completion.
- **Taken**: The student has taken the course and a grade has been assigned. PLEASE NOTE: If a student has earned an unsatisfactory grade for a course, the Taken icon will still appear. However, it will be listed in the "Courses Not Used" grouping at the end of the report. If a course is not calculated into the GPA, there will be no Taken icon displayed.
- **In Progress**: A final grade has not been assigned for the course.
- **Planned**: The student has added this course to their Planner. This notes their intention of registering for the course. They are NOT officially registered.

8. To view the full audit, select “Expand All”:

Advisement Report 1

Graduate Description MS Energy Management	Major	Catalog Year Fall 2013
Collapse All Expand All Print		
X Not Satisfied ✓ Satisfied ✓ Taken ◆ In Progress ★ Planned		
▶ NYIT Degree Audit (RG-3221)		
▶ Cumulative Units, Cumulative GPA and Residency Requirements (RG-3276)		
▶ Curriculum Requirements (RG-3066)		
▶ Courses Not Applied Towards Degree (RG-3277)		
▶ Graduation (Check One)		

[Return to Report Request](#) [View Report Request Log](#)

9. After selecting “Expand All”, the top portion of the report will list the “NYIT Degree Audit” section. This explains what the report is and includes important notes:

▼ **NYIT Degree Audit (RG-3273)**

The degree audit identifies:

1. Requirements for the curriculum for which you are being evaluated;
2. NYIT coursework (graded and in-progress); and,
3. Transfer and Prior Learning coursework (where applicable).

Important Notes:

1. Some credits may not be applicable to your program requirements. Please review your credit requirements with a faculty advisor each semester.
2. Please review this document carefully. Any discrepancies must be reported to the Office of the Registrar immediately.
3. Students who wish to be considered as candidates for graduation must file an online "Application for Graduation" at the beginning of their final semester. Please see the Academic Calendar for application deadlines.
4. Students are responsible for adhering to all college regulations and completing curriculum requirements.

10. After the introductory section of the report, the “Cumulative Units, Cumulative GPA and Residency Requirements” portion is displayed.

- In this example, you'll see that the Cumulative Units requirement is marked as “Not Satisfied” since the student has not completed 18 credits. PLEASE NOTE: This area includes all completed credits including those that do not apply toward degree completion.
- The GPA requirement is currently marked as “Satisfied” since the student has an overall GPA above a 3.0. This requirement can change to “Not Satisfied” if the student's GPA falls below this mark.
- The Residency Requirement is currently marked as “Not Satisfied” since the student has only completed 18 credits at NYIT. He or she still has to complete 12 more credits.

▼ Cumulative Units, Cumulative GPA and Residency Requirements (RG-3276)

 **Not Satisfied:** RG-3276

Cumulative Credits Completed (Includes NYIT and Transfer) (R-3380)

 **Not Satisfied:** This area includes all completed credits including those that do not apply toward degree completion.

▼ Complete a minimum of 30 units (R-3380, L-10)

 **Not Satisfied:** -

- Units: 30.00 required, 18.00 taken, 12.00 needed

Cumulative GPA and Residency Requirement (R-3379)

 **Not Satisfied:** -

▼ Graduate Cumulative Grade Point Average (R-3379, L-10)

 **Satisfied:** -

- GPA: 3.00 required, 3.43 actual

▼ Complete a Minimum of 30 Units (credits) at NYIT (R-3379, L-20)

 **Not Satisfied:** This program requires a minimum of 30 credits taken within residence at NYIT.

- Units: 30.00 required, 18.00 taken, 12.00 needed

11. From there, the “Curriculum Requirements” will be listed:

- In this example, you’ll first see that the Total Credit requirement (listed directly under Curriculum Requirements) is marked as “Not Satisfied” since this student has only completed 18 credits. PLEASE NOTE: This credit total will only include those that are applying toward the academic plan.
- This student’s Major Requirements are listed as “Not Satisfied” since he or she has yet to register for ENGY-890. PLEASE NOTE: If ENGY-890 were listed as In Progress, the requirement would be marked as “Satisfied” even though the courses have yet to be completed. If the requirement is pending completion, the “Satisfied” status will always be displayed.
- The Electives are marked as “Not Satisfied” since the student has not completed any of the requirements listed.
- The Courses Not Applied Towards Degree requirement group is displayed below the curriculum requirements. All of the courses taken by the student in this example are applying towards degree requirements.

Curriculum Requirements (RG-3066)

X Not Satisfied: This section of the degree audit includes total credits applied toward the academic plan. Credits not counting toward the academic plan are not included in credit totals. Refer to online transcript for cumulative credit totals.

- Units: 30.00 required, 18.00 taken, 12.00 needed

Major Requirements

X Not Satisfied: R-3118

Required Core Courses for all Energy Management Options

X Not Satisfied: Complete ENGY 610, ENGY 670, ENGY 695, ENGY 710,M ENGY 775, ENGY 890 and ENVT 601
R-3118 L-10

- Units: 21.00 required, 18.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ENGY 610	Energ Management	3.00	Fall 2013	A	✓
ENGY 670	Energy Technology	3.00	Spring 2014		◊
ENGY 695	Systems Eng Mgmt	3.00	Spring 2014		◊
ENGY 710	Power Plnt Sys	3.00	Summer 2014		◊
ENGY 775	Alt Energy Syst	3.00	Fall 2013	A	✓
ENGY 890	Terminal Project	3.00			
ENVT 601	Intro Envir Tech	3.00	Summer 2014		◊

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Elective Courses (R-3119)

X Not Satisfied:

Electives

X Not Satisfied: Complete 9 graduate credits from ENGY, ENVT, and MBA courses (except ENVT-765). Course selections must be approved by the Director of the Energy Management program.

- Units: 9.00 required, 0.00 taken, 9.00 needed

Courses Not Applied Towards Degree (RG-3277)

Not Used (R-3321)

Courses Not Used

R-3321, L-10

- Units: 0.00 required, 0.00 taken, 0.00 needed

Substitutions

If a course substitution has been applied on an AAR report, you will see a Notes column added to the list of courses. Within the column, it will list the new course(s) and a number with a blue link. That number represents the order in which the substitution was applied. This will help departments keep track of the number of substitutions that have already been applied. When clicking the blue link, it will display a description of the substitution.

Major Requirements

✓ **Satisfied:** R-3118

▼ **Required Core Courses**

✓ **Satisfied:** Complete ENGY-610, ENGY-670 , ENGY-690, ENGY-890, ENVT-601, ENGY-695

- Units: 18.00 required, 18.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ACCT 601	Managerial Accts	3.00	Fall 2011	A	02	✓
ENGY 610	Energ Management	3.00	Fall 2002	A		✓
ENGY 670	Energy Technology	3.00	Fall 2012	I		◊
ENGY 690	Eq Pol/Eco/Tech	3.00	Spring 2002	B+		✓
ENGY 890	Terminal Project	3.00	Spring 2004	S		◊
ENVT 601	Intro Envir Tech	3.00	Fall 2002	A		✓

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Elective Courses (R-3119)

✓ **Satisfied:** Complete: 18 graduate credits chosen ENGY, ENVT, and MBA courses.
Course selections must be approved by the Director of the Energy Management prog

In the example above, you can see that ACCT-601 was substituted in lieu of ENGY-695.

Split Courses

In addition to substitutions, departments previously would approve use of extra credits from a requirement so that another could be satisfied. For example, if a student took TMAT-135 (a 4-credit course) to satisfy a 3-credit Liberal Arts Electives requirement, the department may have requested to use the additional credit to satisfy the General Electives requirement. This process will now be automated on the AAR by a feature called Split Courses. On the report, TMAT-135 would be listed in BOTH the Liberal Arts Electives and General Electives area. The Liberal Arts Electives area would list TMAT-135 with 3 credits displayed, while the General Electives area would list TMAT-135 with 1 credit, as highlighted below:

▼ Liberal Arts Electives (R-3543, L-10)

✓ **Satisfied:** Take 3 credits of Liberal Arts Electives.

- Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
TMAT 135	Tech Math I	3.00	Fall 2008	A		✓

First | Last

College Success Seminar and Electives (R-3544)

✓ **Satisfied:** Complete NYIT-101 and 8 Elective credits or earn the College Success Waiver and complete 10 Elective credits.

- Units: 10.00 required, 10.00 taken, 0.00 needed

▼ College Success Seminar (R-3544, L-10)

✓ **Satisfied:** Take NYIT-101.

- Units: 2.00 required, 2.00 taken, 0.00 needed
- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
NYIT 101	Cla Success Sem	2.00	Fall 2008	B+	✓

First | Last

▼ Electives (R-3544, L-20)

✓ **Satisfied:** Take 8 Elective credits.

- Units: 8.00 required, 8.00 taken, 0.00 needed

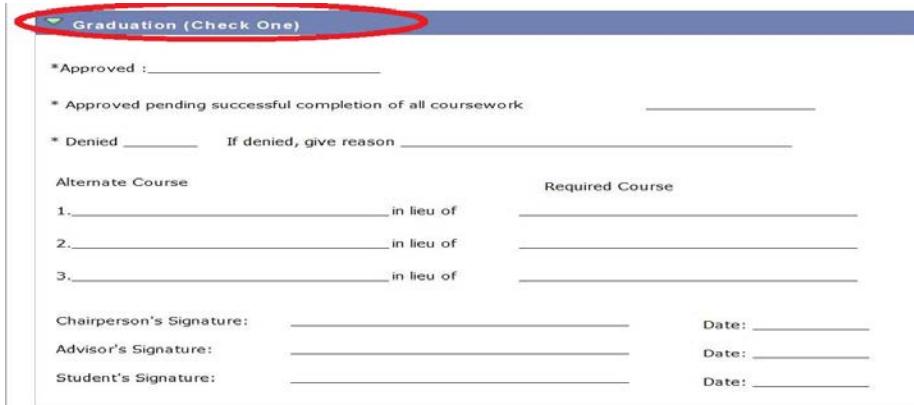
The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
CRIM 101	Intro to CJ	3.00	Fall 2012	B-		✓
ICBS 306	Real Numbers	3.00	Fall 2011	B-		✓
CR 301	Marriagefamily	3.00	Fall 2013	B+		✓
TMAT 135	Tech Math I	1.00	Fall 2008	A		✓

First | Last

Graduation

The "Graduation" section will be listed on the bottom of each AAR report. When a student applies for graduation, his or her department must send a program evaluation to the Graduation Office with a graduation status marked and at least the Program Chairperson's signature included. In addition, all substitutions that still need to be applied must be listed in this section.



The form contains the following fields:

- *Approved : _____
- * Approved pending successful completion of all coursework _____
- * Denied _____ If denied, give reason _____
- Alternate Course Required Course
- 1. _____ in lieu of _____
- 2. _____ in lieu of _____
- 3. _____ in lieu of _____
- Chairperson's Signature: _____ Date: _____
- Advisor's Signature: _____ Date: _____
- Student's Signature: _____ Date: _____