Using the Student Center: Understanding My Advisement Report

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to view your advisement report.

My Academics
In the Academics section of the Student Center click the My Academics link. The My Academics tab contains links to:

- View your Advisement Reports
- Create a What-if Scenario
- Transfer Credit Evaluation
- View my Course History
- Request a Transcript
- Request Enrollment Verification
- Apply for graduation
- View my graduation status

In this tutorial, we'll cover how to View your Advisement Reports, View my Course History, and Request Enrollment Verification. The other areas are covered in other tutorials. Click the hyperlink to view those tutorials.

Viewing your Advisement Reports
To view your advisement reports, click on the View Your Advisement Reports link in the Academic Requirements Group.

Once you've clicked the link you have the option of viewing your report on the web, or by printing it. If you would like to print the report, click the “Printable Version” link.

Use the collapse all and expand all buttons to shorten or lengthen your report. You will also see the Course Status icons (Taken, In Progress, Planned) that are used throughout the report.
When you collapse all areas of the report, you’ll notice that the major sections of the report are:

- Course History
- University Requirements for Graduation
- General Education
- Courses Not Allocated
- Acceptance Criteria for Major or Minor
- Requirements for Major

Click the expand all button to expand all sections to view detail for all the sections and subsections in the report.

**Course History**
The first section of the report will be Course History. This section displays a list of all coursework taken in your Undergraduate career.

Throughout the report you see tables. The default setting will only display 10 records. Click the View All link to view all of the courses. If you have more than 10 records you will now see the entire list of courses. Scroll up to the top of the Course History table.

The Course History table has six columns:

- Course
- Description (Course Title)
- Units (Credit Hours)
- When (Semester and Year)
- Grade
- Status

The table is initially arranged alphabetically by Course. You can click on any column to arrange the data. The arrangement of, and column names is different than what appears on the Printable Version.

When you click the **When** column header, the course listings will be listed chronologically. All course will be listed (UB, Transfer, and any other courses/credits completed).

The Grade column displays Course grades as follows:
UB courses will display a letter grade
Transfer courses will display a prefix of “T” before the actual grade, for example “TA.”
Alternative Credit (AP, IB, CLEP, etc.) will display a prefix of “P” before the grade, for example “P3”. The grade listed for alternative credit is equivalent to the test score. Alternative credit hours are not used in the calculation of a Grade Point Average.

**University Requirements for Graduation**

The University Requirements for Graduation section contains important information about the Advisement Report and its use. Review this information on your report. It is your responsibility to manage your Academic Plan. If you have questions about your major, satisfying requirements, etc., contact your Academic Advisor.

**University Undergraduate Limits**

A subsection of the University Requirements for Graduation is University Undergraduate Limits. This section displays the maximum number of Units (Credit Hours) that can count toward a degree for:

- S/U Coursework
- Tutorial Coursework
- Athletic Activity Coursework
- ESL/ULC Coursework
- UE 141 Coursework

The University GPA (Grade Point Average) Requirements for Graduation section displays a student’s:

- Overall GPA
- UB GPA
- Transfer GPA

Note that after the Transfer GPA, you will see a listing of Transfer Courses.
University Unit Requirements for Graduation
The University Unit Requirements for Graduation section has two subsections: Overall Units Completed, and Residency Units Completed.

Overall Units Completed section – To earn a baccalaureate degree (BA or BS) a student must complete a minimum of 120 units (credit hours).

Residency Units Completed section – At least 30 of the 120 credit hours must be taken at UB. Note: Individual schools and departments may have additional residency requirement as part of their transfer policies.

General Education
The General Education section includes all the General Education areas, plus Writing Skills Placement, Library Skills, and Mathematical Sciences Skills Placement information.

This section states that S/U grading cannot be used for General Education courses. It also details which courses cannot be used to satisfy General Education requirements. All Undergraduates are required to complete the General Education Program*.

*Subsequent Degree students – If you have earned a previous degree (and Official Transcripts from each of your previous institutions have been sent to UB), you will not have to complete the General Education program. However you will need to complete a minimum of 30 credit hours at UB along with all requirements for your Academic Program.
Note the Writing Skills Placement section. Your placement for Writing Skills is based upon your SAT or ACT test score.

For any section or subsection you will see the Status indicator of Satisfied or Not Satisfied.

In our example the Writing Skills Placement dictates that the student must complete ENG 101 and then ENG 201. The Writing Skills area is Not Satisfied because the Writing 1 subsection is Satisfied, but the Writing 2 subsection is Not Satisfied.

Important Note: The status of Satisfied will display for courses In Progress as well as those completed.

In most cases if a section or subsection is Not Satisfied, you will see a table that contains a link to a list of courses that will meet the requirement. You access this by clicking the course link in the Description column. In our example we would click the Adv Writing 1 link.

Upon clicking the link, you are brought to the Course Detail page. After you have reviewed the Course Detail, Enrollment Information, and Description; click the view class sections link to see if and when the course is offered.

In the Course Schedule section of the page, select the Term Offered (Semester and Year). This is the Term for which you want to view Class Sections. After you've made your selection, click “Show Sections”
Use the link “Return to My Academic Requirements” to go back to the requirements page.

You will now see the search results. If you wanted to add one of these sections to your schedule, you would click the appropriate select button.

### Libraries Skills

Note the Library and Mathematical Sciences sections. **Library Skills** can be completed by taking the Library Skills Course (ULC 257) or successfully finishing the Library Skills workbook.

Mathematical Sciences Recommended Placement information is displayed in the Mathematical Sciences section along with a listing of courses that can be used to satisfy this area. Click a Course Description link, and you will be taken to the Course Detail page for that course. In our example, the student was waived of this requirement because they completed a Mathematical Sciences course at another SUNY Institution.
World Civilization
Students are required to complete World Civilization 1 (UGC 111) and World Civilizations 2 (UGC 112)*. World Civilizations 1 should be completed first.

*Note: Students who entered UB with 24 or more transferable credit hours from an institution of higher education other than UB are exempted from the World Civilizations, American Pluralism, and Arts requirements. These credits must have been earned prior to enrollment at UB.

Natural Sciences
To satisfy the Natural Sciences requirement students must complete a two-course sequence, including at least one semester of laboratory. Allowable two-course sequences are listed in this section.

American Pluralism
Students are required to complete American Pluralism or an approved equivalent course*. To complete the Social and Behavioral Sciences requirement complete one 3-credit course offered by the listed departments. Courses to meet both requirements are listed in the respective sections on the report.

*Note: Students who entered UB with 24 or more transferable credit hours from an institution of higher education other than UB are exempted from the World Civilizations, American Pluralism, and Arts requirements. These credits must have been earned prior to enrollment at UB.
**Language Requirement**
To satisfy the Language Requirement, students must complete a second semester first-year sequence of a foreign language course or demonstrate proficiency.

Note: Majors in some programs are not required to complete language study while some majors and minors require additional semesters of language study. For further information about how this requirement impacts your General Education requirements see your Academic Advisor.

Students completing ENG 101 and ENG 201 have met the Humanities requirement. Students completing ENG 102 must complete one 3-credit course offered by the departments listed in this section. To satisfy the Arts requirement, students must complete one 3-credit course offered by the departments listed*. Courses used to satisfy any other general education requirement are excluded from completing both the Humanities and Arts requirement.

*Note: Students who entered UB with 24 or more transferable credit hours from an institution of higher education other than UB are exempted from the World Civilizations, American Pluralism, and Arts requirements. These credits must have been earned prior to enrollment at UB.
Depth
To satisfy the Depth requirement complete one of the five Depth areas. The courses used to satisfy this requirement are listed.

Courses Not Allocated to Major, Minor, or General Education Requirements
Courses not allocated to Major, Minor, or General Education are listed.
**Acceptance Criteria for your Major**

The Acceptance Criteria (for your major) section will have at least two parts: The first subsection (Acceptance Criteria) will outline what courses are required (must be completed). The second subsection (Acceptance Criteria GPA) will specify what Grade Point Average needs to be attained in the required courses; and also what overall Grade Point Average needs to be attained.

The Major Requirements section lists the Major that you are pursuing and the requirements (Courses, GPA, etc.) for the Major.
Elective Areas
Notice the Elective Areas section.

Major GPA
The Major GPA section contains the Grade Point Average required in the Major Courses. Some major might also have a Departmental Residency Requirement which would display after the Major GPA section. The contents of the Major Requirements section of the Advisement Report will be dependent on the Major you have chosen.

To return back to the “My Academics” page, select the link “My Academic” located at the bottom of your report.

This concludes this tutorial.