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
- UB Curriculum
- 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.

UB Curriculum

The UB Curriculum section includes all of the UB Curriculum requirements.

This section states that S/U grading cannot be used for UB Curriculum courses. It also details which courses may not be used to satisfy UB Curriculum requirements. All Undergraduates are required to complete the UB Curriculum 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 UB Curriculum program. However you will need to complete a minimum of 30 credit hours at UB along with all requirements for your Academic Program.

For students who entered prior to Fall 2016, this section will list the General Education requirements that were in place at your time of entry.
For any section or subsection you will see the Status indicator of Satisfied or 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 this example we would click the Writing and Rhetoric 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.

UB Seminar
All students are required to complete a UB Seminar during their entry term at UB.

All entering freshmen and transfer students (domestic and international) coming to UB with under 45 credits take a three-credit UB Seminar. These courses have 199 in their catalog number.

All domestic students transferring to UB with 45 or more credits take a one-credit UB Seminar. These seminars are designed to quickly connect our more advanced transfer students with their academic department and with the expectations of UB. These courses have 198 in their catalog number.

Your academic advisement report will display which UB seminar to complete: either 1 or 3 credits.
Communication Literacy Sequence

Students are required to complete a two course writing sequence.* Communication Literacy 1 must be taken first, it is satisfied by successfully completing ENG 105.

Communication Literacy 2 may be satisfied by successfully completing any of the courses listed in this requirement. Click on 'View All' to expand the list and show all possible courses.

*Students with certain test scores may place out of Communication Literacy 1, your academic advisement report will indicate if you are placed out of Communication Literacy 1, and therefore must only complete Communication Literacy 2.

Math and Quantitative Reasoning

Students are required to complete one Math and Quantitative Reasoning course.

Math and Quantitative Reasoning may be satisfied by successfully completing any of the courses listed in this requirement. Click on 'View All' to expand the list and show all possible courses.

Students will find a recommended placement under the 'Math and Quantitative Reasoning Placement' header.
Diversity Learning Requirement
Students are required to complete one Diversity Learning Requirement course.

Diversity Learning courses may be satisfied through one of your other UB Curriculum courses, as a major requirement, or through elective coursework.

To find a listing of courses that satisfy the Diversity Learning Requirement, visit the Undergraduate Catalog through the link on your academic advisement report.

Scientific Literacy and Inquiry
Students are required to complete seven credits to satisfy Scientific Literacy and Inquiry, including one semester of laboratory.

Options are listed on your academic advisement report, to view the full listing of options click on the link to the Undergraduate Catalog on your academic advisement report.
**Thematic Pathway**

Students are required to select and complete a Thematic Pathway. Thematic pathways contain three course sequences.

To select your Thematic Pathway, visit the UB Path Finder tool through the link on your academic advisement report.

**Global Pathway**

Students are required to select and complete a Global Pathway. Global pathways contain either two or three course sequences.

To select your Global Pathway, visit the UB Path Finder tool through the link on your academic advisement report.
Capstone
The Capstone requirement may be satisfied by successfully completing UBC 399: UB Capstone.

Courses Not Allocated to Major, Minor, or UB Curriculum Requirements
Courses not allocated to Major, Minor, or UB Curriculum 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 majors 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.