How to read a CSU Academic Advisement Report

CSU Academic Advisement Report (CAAR)

CAAR is the campus resource to track student's progress towards completion of degree requirements. *It is important to note that the report assumes IN PROGRESS work will be completed. If at the end of the term the student does not achieve a passing grade, credit will not be given.*

Report Layout

The CAAR has three main sections:

- Academic objective and summary
- General Information
- Report Results

Academic Objective and Summary

This section gives an overview of the student's matriculation, academic standing and graduation application status.

Matriculation information:

Career = GE Catalog Term
Program = Career
Plan = Major/Major Catalog Term
Sub-Plan = Option

Cal State L.A.

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student center	transfer credit

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Advisee Requirements   Print Report

Current Academic Objective		1 of 1
		Requirement (Catalog) Term
Career:	Undergraduate	Fall Quarter 2002
Program:	Business & Economics	Spring Quarter 2010
Plan(MAJ):	Business Administration-BS	Spring Quarter 2010
Sub-Plan:	Opt in Human Resource Mgmt	Spring Quarter 2010
Degree:	BS	Spring Quarter 2010

Expected Grad Term: Fall Quarter 2011
Graduation Status: Initial Grad Check Reviewed

Current Academic Summary	
Last Term Registered:	Fall Quarter 2011
Academic Standing:	Good Standing
Overall GPA:	2.390
CSULA GPA:	2.809

Graduation Application Status

General Information

The legends for icons used in the Report are listed here. There are two sets of icons, one for Degree Audit (Requirements) and another set for Courses.

These icons show the status of individual requirements

These icons give information regarding individual courses

Report Results

The Report is divided into five sections:

- University Requirements
- Lower Division General Education Requirements
- Upper Division Theme Requirements
- Major Requirements
- Free Electives
-

Requirements that are Met

The ✅ icon displays next to a requirement that is completed. The default view of completed requirements is collapsed view. This means the details of how the requirement was met do not display. To expand the view either click the ▷ icon to expand the one requirement or click the **expand all** button to expand all requirements.

UNIV UNIT REQUIREMENTS

UNIT REQUIREMENTS [RQ 14]

▷ **60 UD DEGREE UNIT REQUIREMENT**

▷ **45 OVERALL RESIDENCE**

▷ **36 UD RESIDENCE RQMNT**

Requirements that are Not Met

The ■ icon displays next to a requirement that is not met. The default view of unmet requirements is expanded view so that requirement details are visable.

Requirement Groups, Requirements and Lines

Codes are displayed after requirement titles. These codes assist with maintenance/troubleshooting as well as giving advisors the information needed when directing electives to a specific requirement line. The codes present on the report are:

- [RG ###] – Requirement Group number
- [RQ ###] – Requirement number

Requirement Groups [RG] are typically displayed at the overall Major Program level. Sometimes Sub-Plan (options) are coded at the Requirement Group level.

Requirements [RQ] correspond to the individual requirements within a major such as **Lower Division Core** or **Adviser Approved Electives**. Within a Requirement are line(s) which hold the course detail. Below each Requirement are separate lines numbered 10, 20, 30, etc. Though requirement lines are not numbered on the report, they can be identified by the layout of the Advisement Report.

GE BLOCK A BASIC SUBJECTS ■

GE BLOCK A BASIC SUBJECTS - A GRADE OF "C" OR BETTER IS REQUIRED FOR EACH BASIC SUBJECTS COURSE [RQ 32]

- Units: 16.00 required, 10.00 taken, 6.00 needed

▽ GE BLOCK A1 ⟵ **Line 10** ■

GE BLOCK "A1" - WRITTEN COMMUNICATION

- Units: 4.00 required, 3.00 taken, 1.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
GE A1E	WRITTEN COMM EQUIVALENT	3.00	Fall Quarter 2009	B+	⟵

View All | 🔲   First ◀ 1 of 1 ▶ Last

▷ GE BLOCK A2 ⟵ **Line 20** ✓

▽ GE BLOCK A3 ⟵ **Line 30** ■

GE BLOCK "A3" - CRITICAL THINKING

- Units: 4.00 required, 3.00 taken, 1.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
GE A3E	CRIT THINKING EQUIVALENT	3.00	Fall Quarter 2009	A	⟵

View All | 🔲   First ◀ 1 of 1 ▶ Last

Adviser Approved Electives

By knowing where requirements are located on the advisement report, electives can be directed to a specific line. To do this, take note of the RG and RQ numbers that the electives are housed within.

In this example, Advisor Approved Electives will be directed to:

RG 23
RQ 127
Line 20

▽ **BADM BS OPT: MANAGEMENT** ■

OPTION: MANAGEMENT [RG 23]

- Units: 28.00 required, 0.00 taken, 28.00 needed

BADM BS OMGM REQ'D COURSES ■

OPTION REQUIREMENTS FOR MANAGEMENT [RQ 127]

▽ REQUIRED OPTION COURSES ⟵ **Line 10** ■

REQUIRED OPTION COURSES

- Units: 16.00 required, 0.00 taken, 16.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MGMT 460	CASE STUDIES IN OPER MANAGEMEN	4.00			
MGMT 462	COMPARATIVE MGMT	4.00			
MGMT 479	SEMINAR:BUS SOC SETTING	4.00			
MGMT 489	HIGH PERFORMANCE MANAGEMENT	4.00			

View All | 🔲   First ◀ 1-4 of 4 ▶ Last

▽ ELECTIVES W/ ADVISER APPROVAL ⟵ **Line 20** ■

SELECT FROM ELECTIVES LISTED IN CONSULTATION WITH YOUR ADVISER.

- Units: 12.00 required, 0.00 taken, 12.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
FIN 434	CASES IN FINANCIAL	4.00			

Requirement Units

Because many students transfer courses from other colleges, the unit values of those courses may not equate exactly to CSULA equivalents. Many courses from semester schools convert to a higher unit value. Therefore, most requirements are programmed to accept only a maximum number of units. This is so that excess transfer units will not be used toward a higher level requirement or requirement group. Courses are used chronologically and excess units beyond the requirement maximum automatically display in the free elective area.

If a student transfers in a series of high unit value courses from a semester community college that apply toward a requirement, the report may show the unit value as met even thought the specific course work is not yet met. In such a case, the requirement will continue to display as unmet until all the specific courses are completed.

In Progress

If a student is currently enrolled in coursework that will satisfy a requirement upon successful completion of the course(s); the ◇ icon will display.

Transfer Courses

For individual course requirements the CAAR can only utilize courses that are equated to specific CSULA courses. What appears on the report is the CSULA equivalent (not the number the course was identified by at the other institution). For example, if The ⇐ icon next to an individual course indicates that the course was transferred from another institution.

BUSINESS LD CORE ■

LOWER DIVISION REQUIRED COURSES [RQ 3]

▽ **LOWER DIVISION REQ'D COURSES** ■

REQUIRED LOWER DIVISION COURSES

- Courses: 7 required, 6 taken, 1 needed

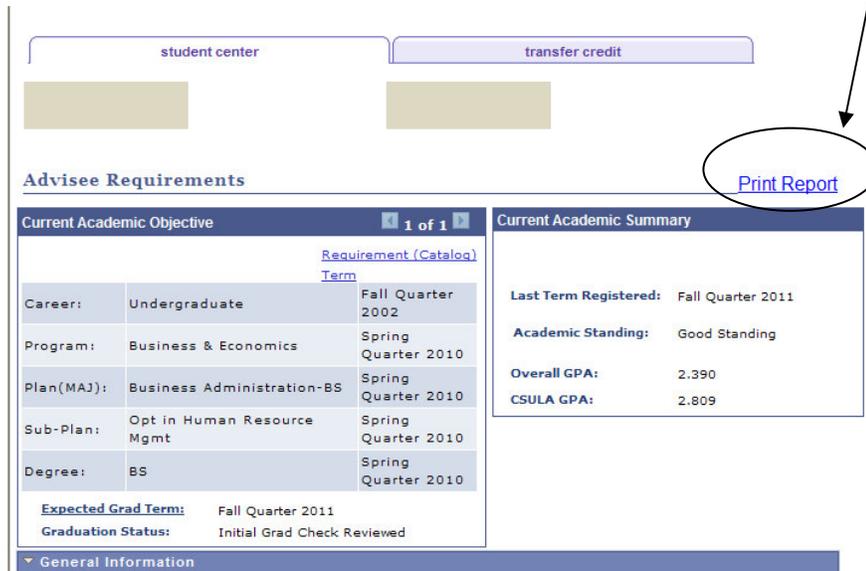The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Requirement Designation	Status
ACCT 211	PRINCIPLES OF MANAGERIAL ACCT	4.00	Summer Quarter 2011	C			✓
ACCT 200A	PRIN OF ACCOUNTNG I	6.00	Spring Quarter 2008	C	01		⇐
ECON 201	PRIN OF ECONOMICS I: MICRO	4.50	Spring Quarter 2008	C			⇐
ECON 209	APPLIED BUS AND ECON STATISTIC	6.00	Spring Quarter 2008	C		GE Math (A4) course	⇐
FIN 205	LEGAL+REGULAT ENVIRONMENT BUS	4.00	Fall Quarter 2009	B-			✓
CIS 100	BUSINESS COMPUTER SYSTEMS	4.00	Fall Quarter 2011	A-			✓
ECON 202	PRIN OF ECONOMICS II MACRO	4.00					

View All | ▦   First ◀ 1-7 of 7 ▶ Last

Note: The CSULA equivalent appears on the Report; not the transfer course number.
In this example, ACCT 200A, ECON 201 & 209 are met by transfer courses.

Printing Report

A copy of the CAAR can be sent to a printer by clicking the "Print Report" link at the top of the report.