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

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.

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.
Requirements that are Not Met

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

![Image of Advisement Report]

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.
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
**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 though 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.

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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.