UNIVERSITY of WISCONSIN
UWMILWAUKEE

PAWS

9.0 TRAINING

View & Print

Degree Progress and

Academic Advisement Reports

Modified: October, 2009

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OVERVIEW

Academic Advisement in PAWS
Academic Advisement is part of the PAWS system for students and staff. It is designed to create a report for all undergraduate degree-seeking students indicating the status of their primary degree requirements. This report is directly accessible to all degree-seeking undergraduate students and many staff on PAWS.

Degree Progress Report (DPR) vs. Academic Advisement Report (AAR)

There are two different types of reports that are generated through Academic Advisement. The differences between the two reports are in presentation and functionality only; the requirements and student data on the two reports are the same.

1. Degree Progress Report (DPR) is a transcript-based report that is primarily designed for administrative usage. The Degree Progress Report is available to advisors/staff on PAWS. Students and faculty advisors do not have access to the Degree Progress Report on PAWS.
2. Academic Advisement Report (AAR) is an interactive report that is primarily designed for student usage. The Academic Advisement Report is available on PAWS for students, advisors/staff, and faculty advisors.

Course Materials Overview

In this manual you will learn how to do the following:

- Set-up user defaults for running a Degree Progress Report (DPR) and an Academic Advisement Report (AAR)
- Run a single Degree Progress Report (DPR)
- Run Multiple Degree Progress Reports (DPR)
- Run a Quick What-If Degree Progress Report (DPR)
- Print Degree Progress Reports and Quick What-If Degree Progress Reports (DPR)
- Run an Academic Advisement Report (AAR)
- Print an Academic Advisement Report (AAR)
- Run a Program What-If Academic Advisement Report (AAR)
- Run a Course What-If Academic Advisement Report (AAR)

For more information, please visit the Academic Advisement website:

http://advisement.uwm.edu

NOTES

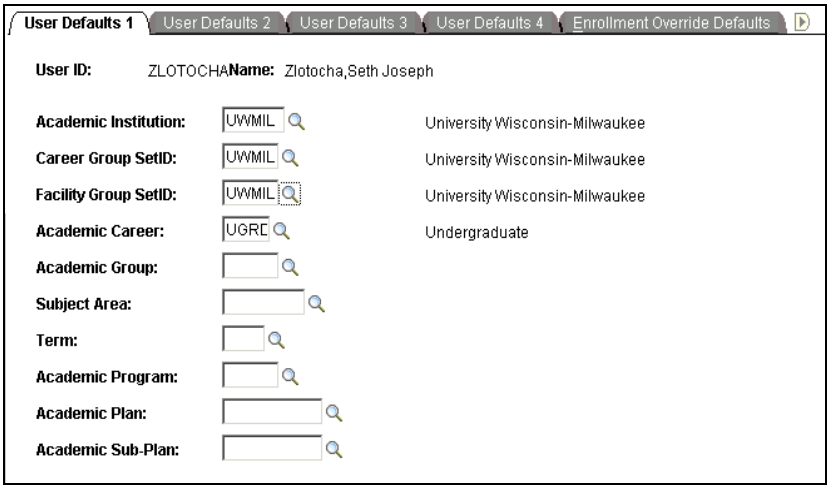
SETTING-UP USER DEFAULTS

OVERVIEW

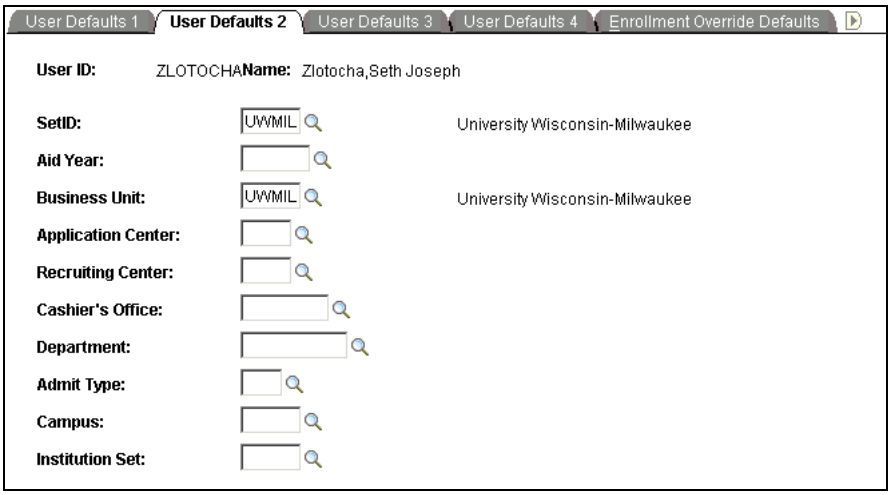
User defaults are optional, but they will allow you to run a Degree Progress Report and an Academic Advisement Report more quickly.

Navigation: Home >Set Up SACR >User Defaults

Step 1: Enter the following values on the User Defaults 1 tab
Academic Institution: Enter "UWMIL"
Career Group SetID: Enter "UWMIL"
Facility Group SetID: Enter "UWMIL"
Academic Career: Enter "UGRD"

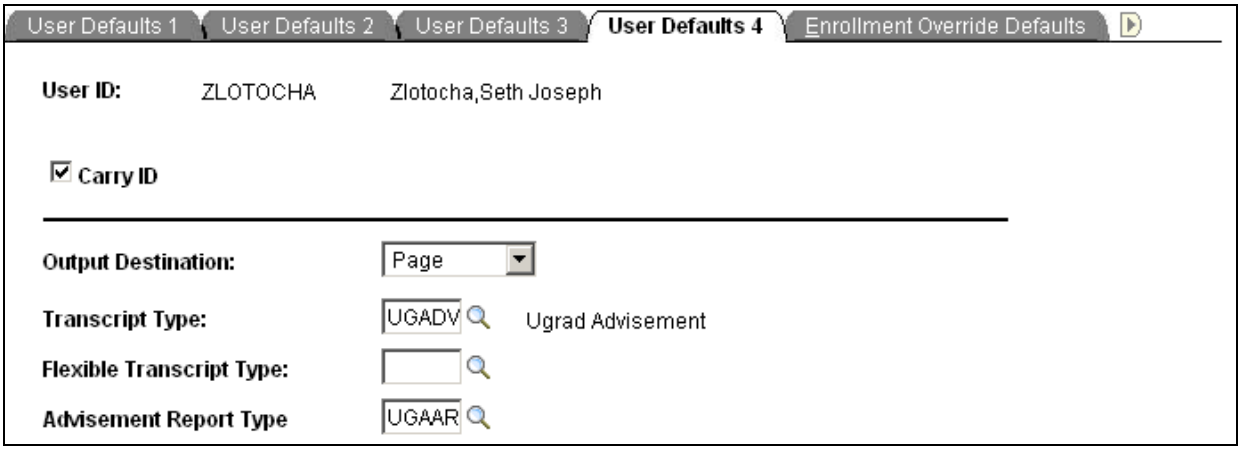


Step 2: Enter the following values on the User Defaults 2 tab
SetID: Enter "UWMIL"
Business Unit: Enter "UWMIL"



Step 3: Enter the following values on the User Defaults 4 tab

Carry ID: Check box (allows IDs to be carried between pages)
Output Destination: Select "Page" from drop-down list
Transcript Type: Enter "UGADV"
Flexible Transcript Type: Leave blank
Advisement Report Type: Enter "UGAAR"



Note: Defaults on other tabs are either not recommended or not associated with viewing or printing Degree Progress Reports.

Step 4: Click the Save button

Note: Setting user defaults does not preclude you from accessing other options while using PAWS. They simply serve as the default values when you first view a page.

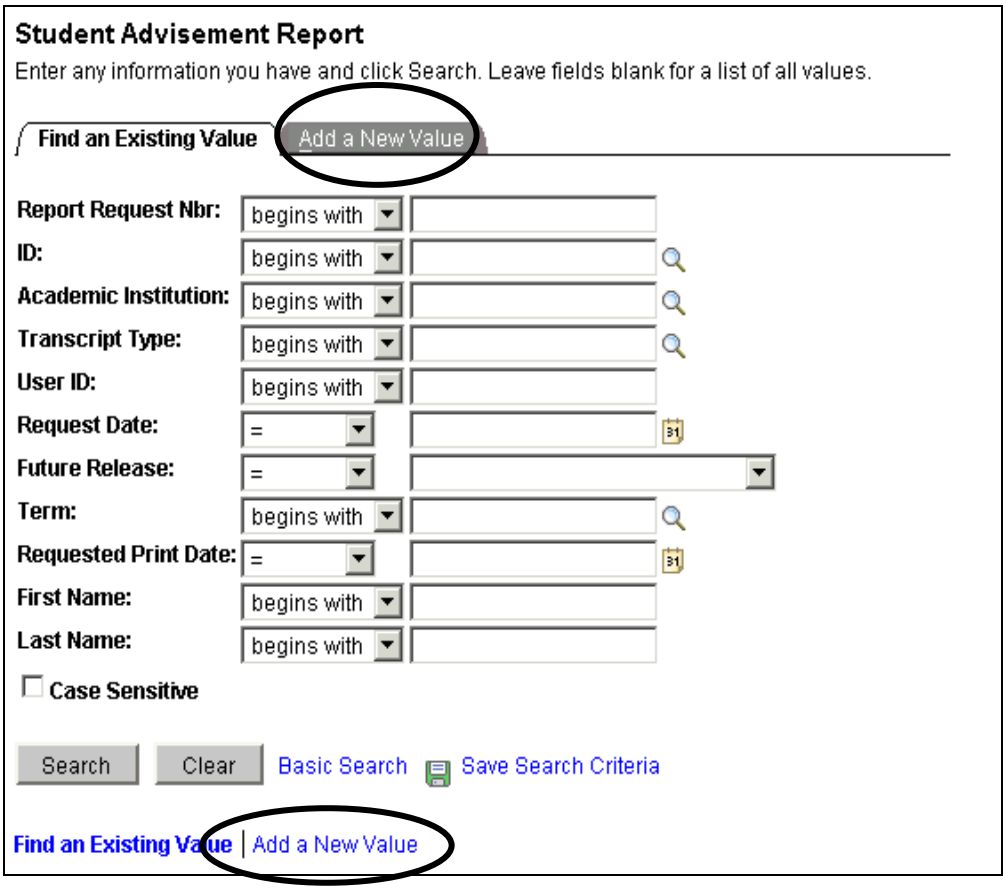
REQUESTING A SINGLE DEGREE PROGRESS REPORT

OVERVIEW

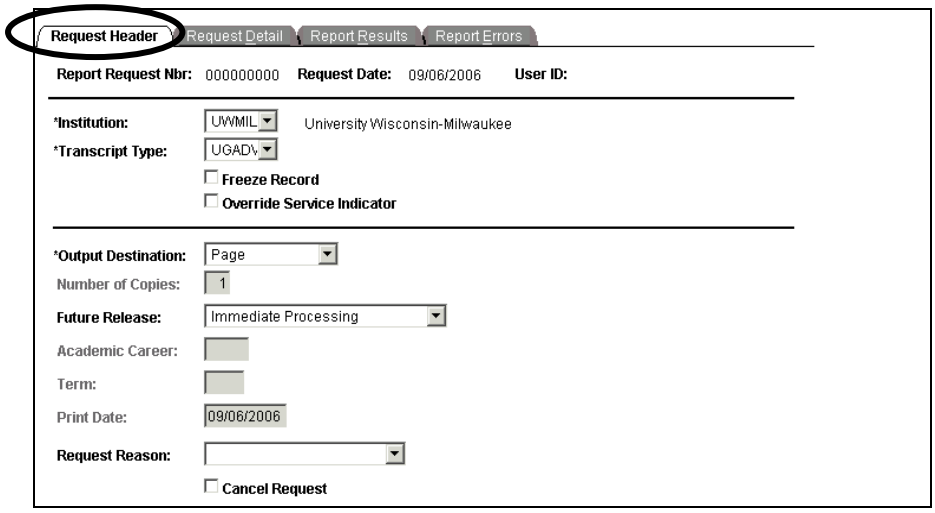
Follow these steps to run a single Degree Progress Report.

Navigation: Home > Academic Advisement / Student Advisement / Student Advisement Report

Step 1: Click the "Add a New Value" tab or link.

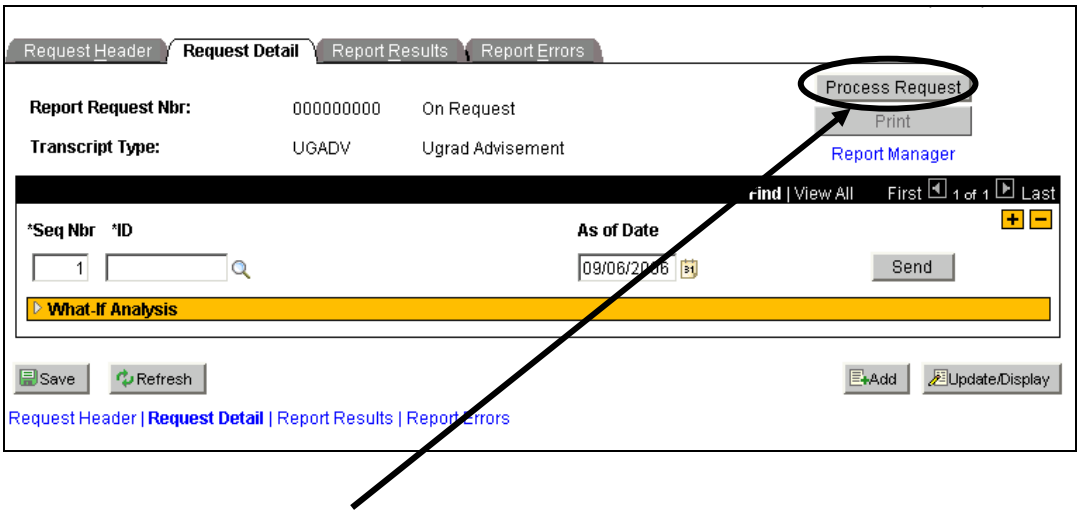


Step 2: Enter the following values on the Request Header tab
Institution: Select "UWMIL" from the drop-down list
Transcript Type: Select "UGADV" from the drop-down list
Output Destination: Select "Page" from the drop-down list
Future Release: Leave as "Immediate Processing"
Request Reason: Leave blank
Report Format: Leave as "Standard Report Format"



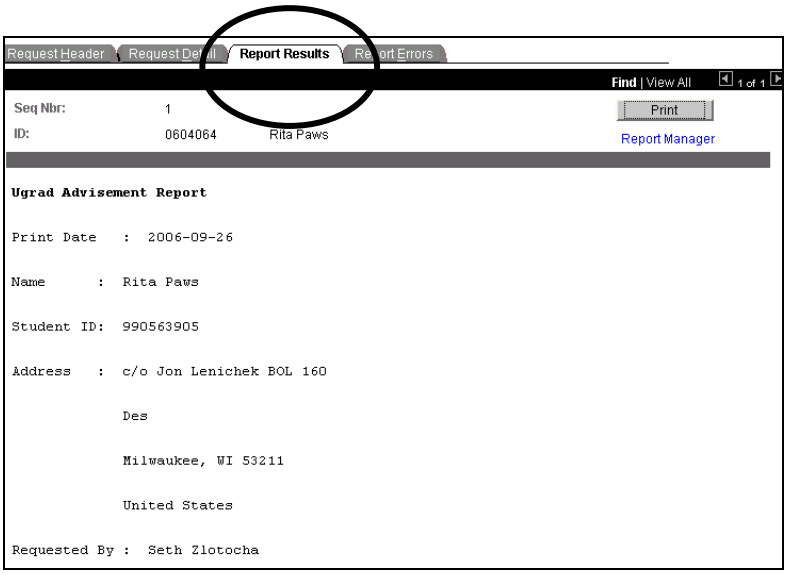
Step 3: Go to the Request Detail tab

Step 4: Enter the following values on the Request Detail tab
ID: Enter student's Empl ID (or search using spyglass)
As of Date: Leave as default (current date) or back-date if necessary

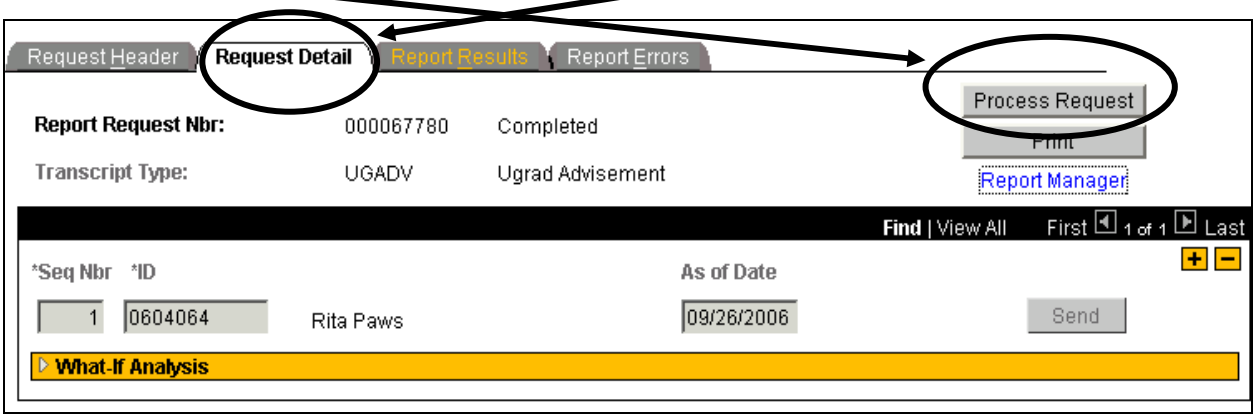


Step 5: Click the Process Request button.

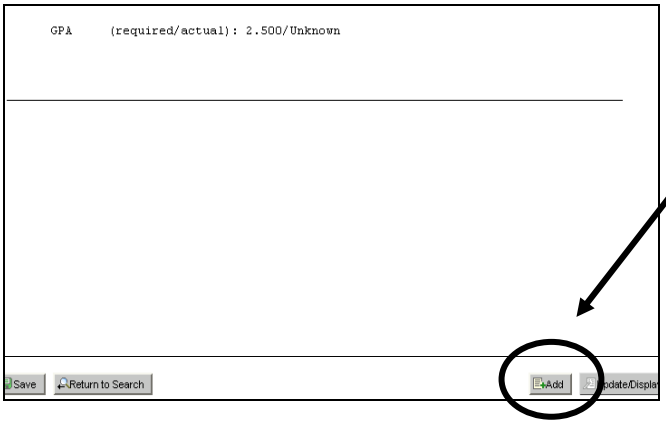
The Degree Progress Report will appear automatically in the “Report Results” tab.



To re-run **the same student’s** AA report, simply return to the “Request Detail” tab and click Process Request again.



To request an Advisement Report for **a different student**, click the Add button at the bottom of the Advisement Report and re-start the steps above.



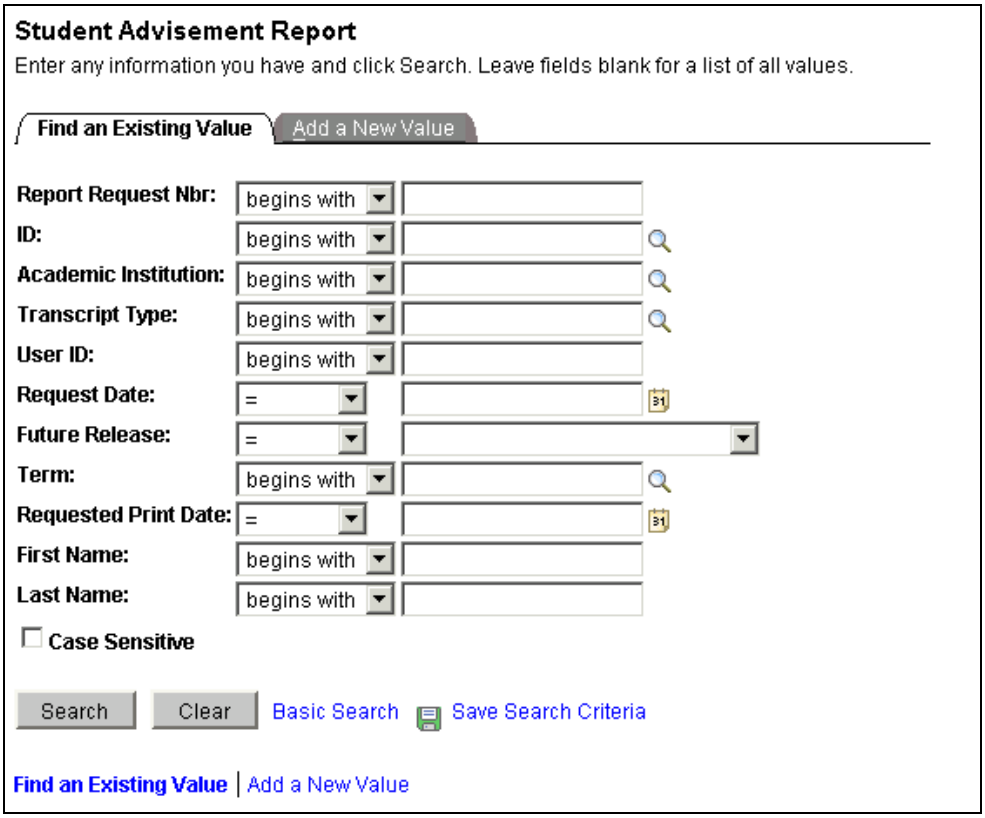
REQUESTING MULTIPLE DEGREE PROGRESS REPORTS

OVERVIEW

Follow these steps to run multiple Degree Progress Reports at one time.

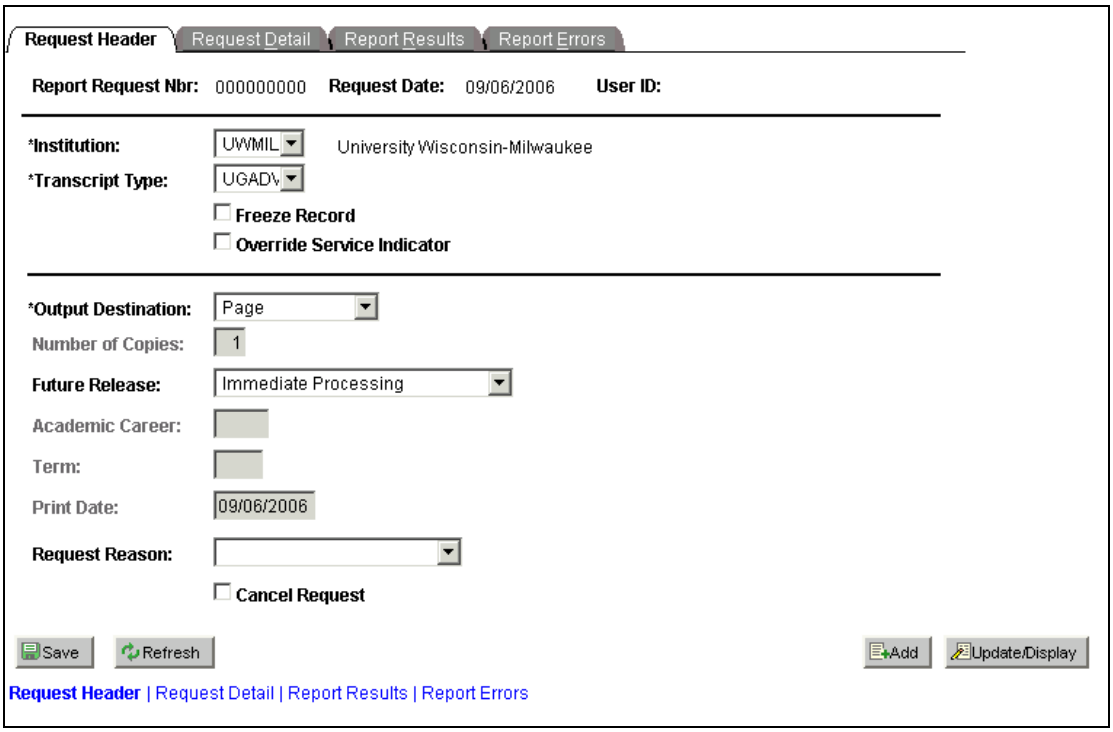
Navigation: Home > Academic Advisement / Student Advisement / Student Advisement Report

Step 1: Click the "Add a New Value" tab or link.



Step 2: Enter the following values on the Request Header tab

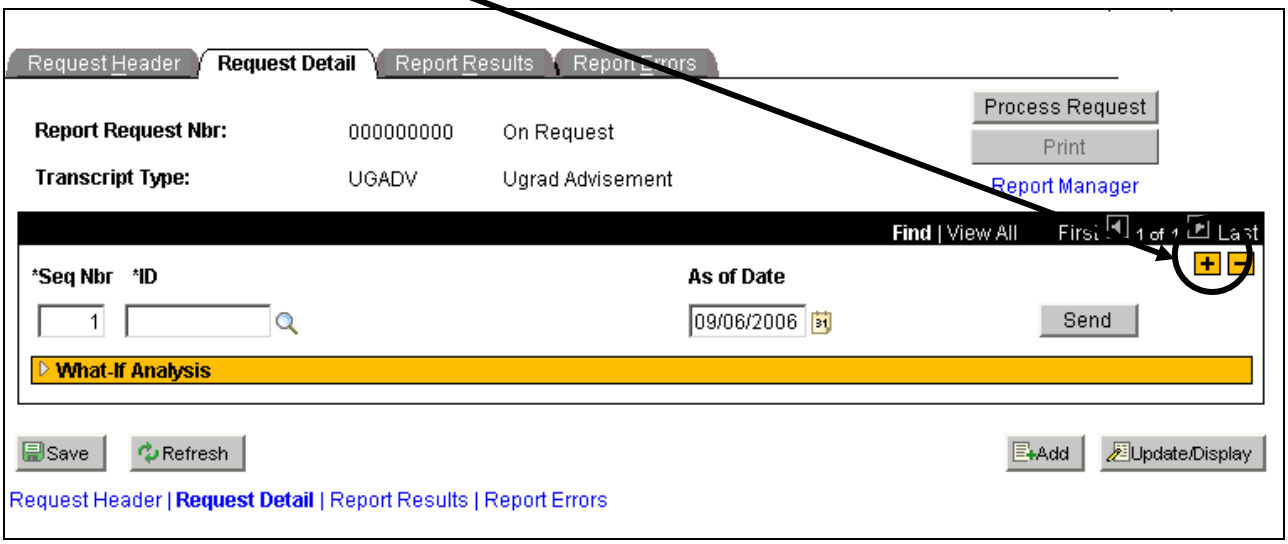
Institution: Select "UWMIL" from the drop-down list
Transcript Type: Select "UGADV" from the drop-down list
Output Destination: Select "Page" from the drop-down list
Future Release: Leave as "Immediate Processing"
Request Reason: Leave blank
Report Format: Leave as "Standard Report Format"



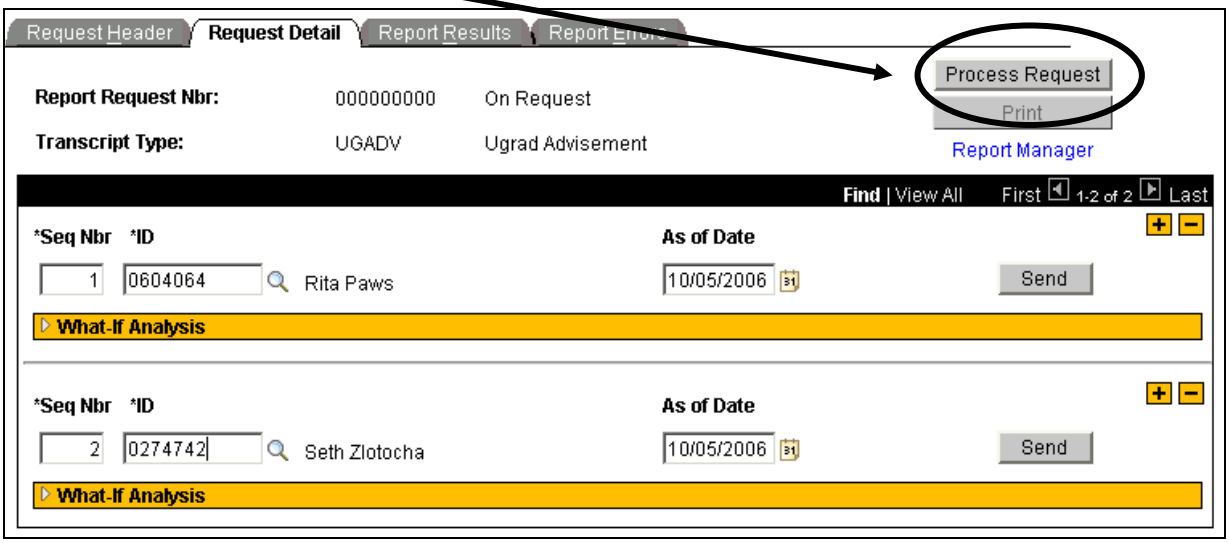
Step 3: Go to the Request Detail tab

Step 4: Enter the following values on the Request Detail tab
ID: Enter student's Empl ID (or search using spyglass)
As of Date: Leave as default (current date) or back-date if necessary

Step 5: Click on the button to add subsequent rows. Follow Step 4 outlined above to input the "ID" and "As of Date" for the new row(s).

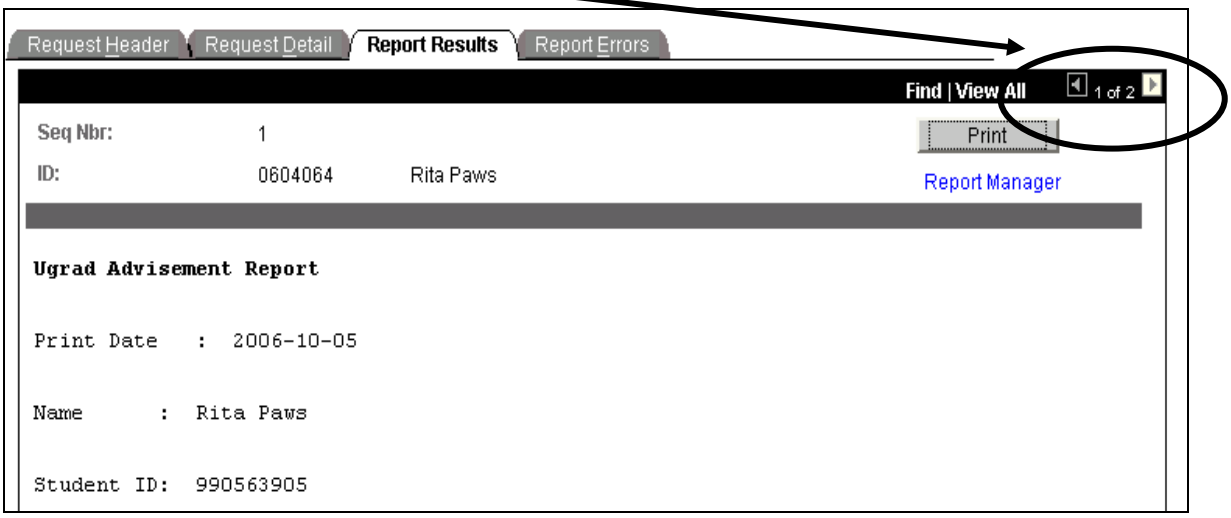


Step 6: Click the Process Request button.



The Degree Progress Reports will appear automatically in the “Report Results” tab.

The reports are separated by rows in the order you entered the requests on the “Request Detail” tab. Use the ▶ and ◀ buttons to move between the reports.



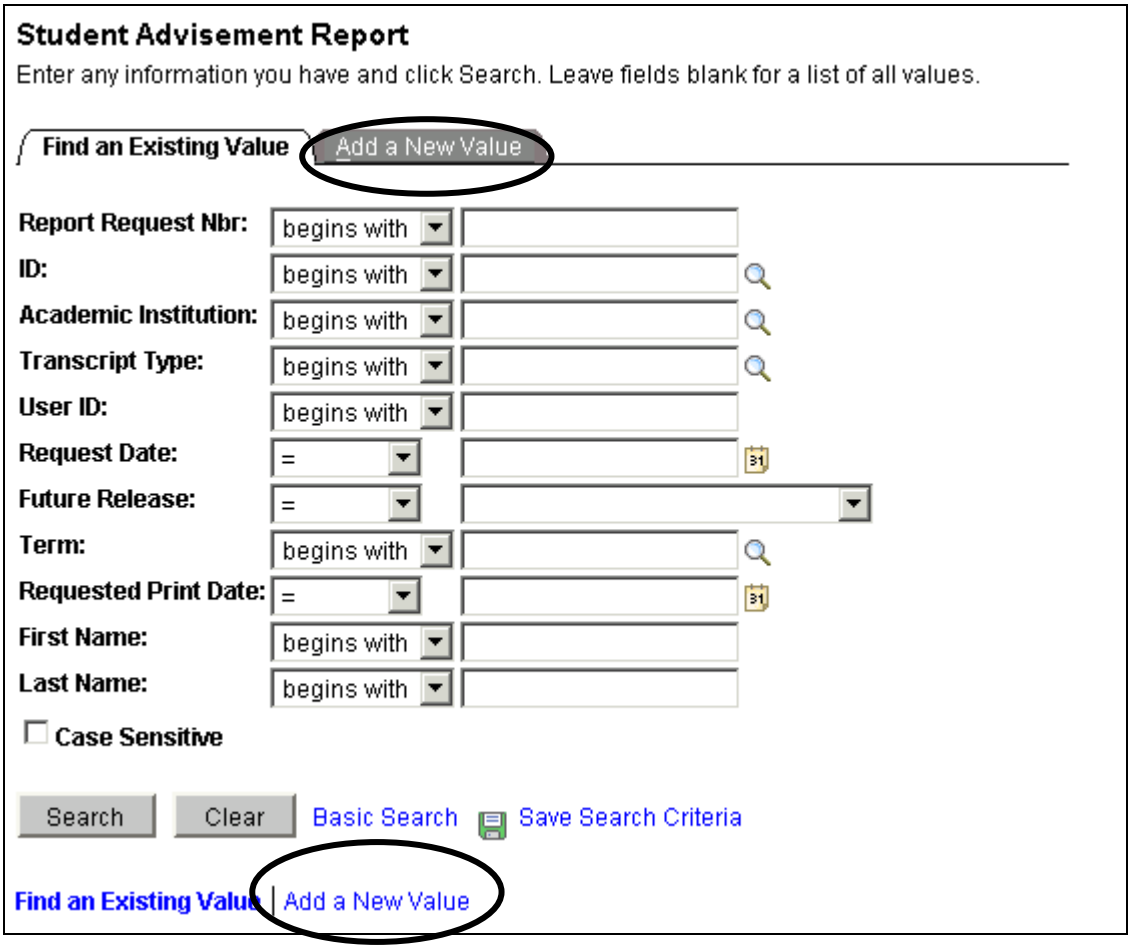
REQUESTING A QUICK WHAT-IF DEGREE PROGRESS REPORT

OVERVIEW

A Quick What-If Degree Progress Report allows you to place students into a program that is not their own to see how they meet the program requirements. Only administrative staff are authorized to run a What-If Degree Progress Report; students do not have this access.

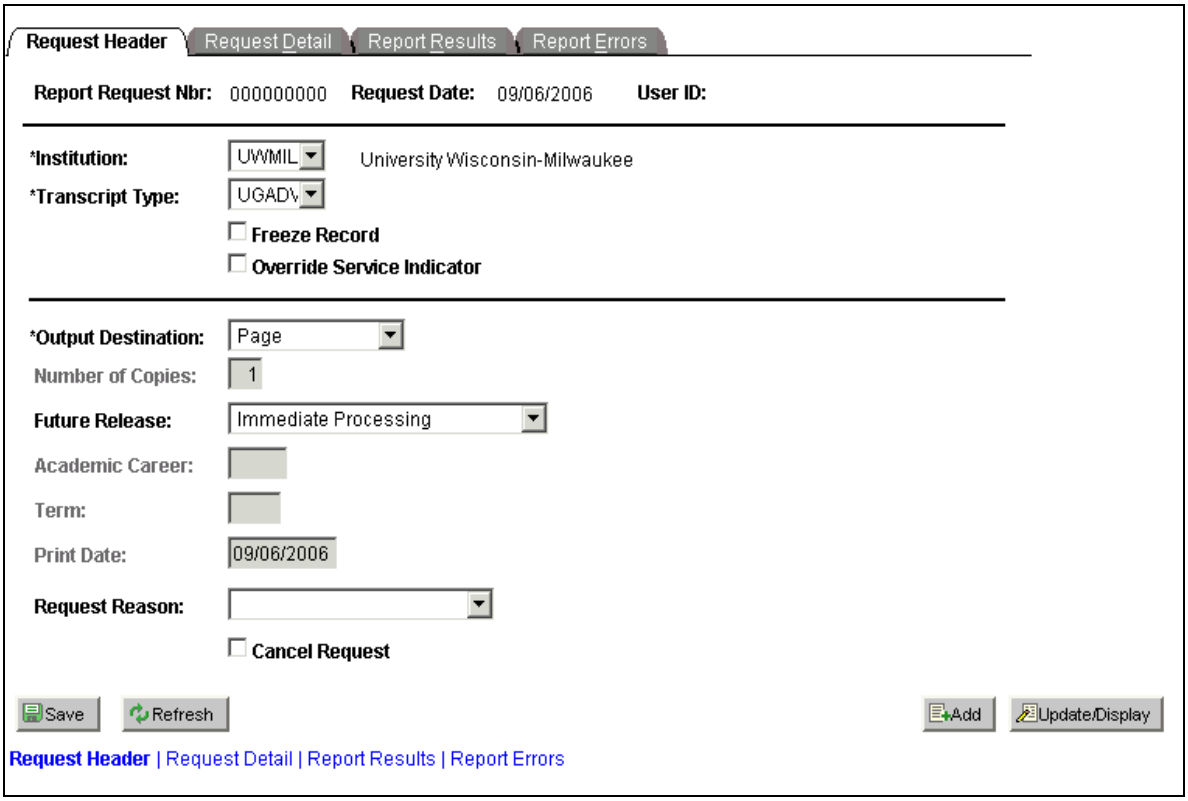
Navigation: Home > Academic Advisement / Student Advisement / Student Advisement Report

Step 1: Click the "Add a New Value" tab or link.



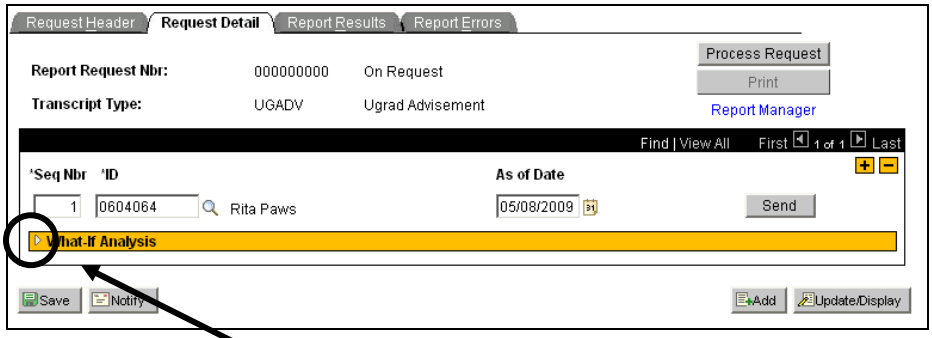
Step 2: Enter the following values on the Request Header tab

Institution: Select "UWMIL" from the drop-down list
Transcript Type: Select "UGADV" from the drop-down list
Output Destination: Select "Page" from the drop-down list
Future Release: Leave as "Immediate Processing"
Request Reason: Leave blank
Report Format: Leave as "Standard Report Format"



Step 3: Go to the Request Detail tab

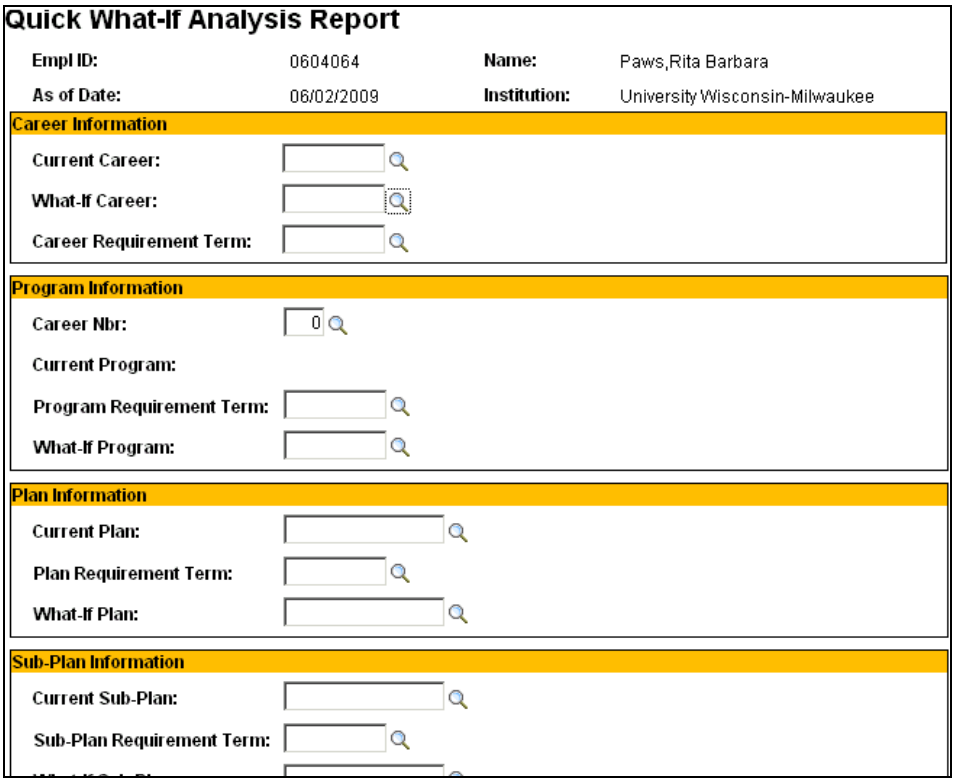
Step 4: Enter the following values on the Request Detail tab
ID: Enter student's Empl ID (or search using spyglass)
As of Date: Leave as default (current date) or back-date if necessary



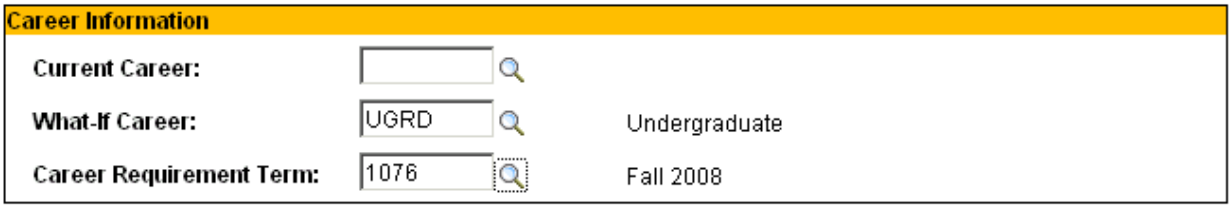
Step 5: Click on the ▶ symbol next to "What-If Analysis"

Step 6: Click on the "Quick What-If" link in the box that appears.

Opens the 'Quick What-If Analysis Report' page with sections for Career, Program, Plan, and Sub-Plan Information.



Step 7: Enter the values below in the Career Information section.
Current Career: Leave blank
What-If Career: Enter 'UGRD'
Career Requirement Term: Enter appropriate value for requirement term of what-if report (value will drive requirements written at the career level)



Step 8: Enter the values below in the Program Information section.
Career Nbr: Leave as default ('0')
Program Requirement Term: Enter appropriate value for requirement term of what-if report (value will drive requirements written at the program level)
What-If Program: Enter appropriate value for program of what-if report

Step 9: Enter the values below in the Plan Information section.
Current Plan: Leave blank
Plan Requirement Term: Enter appropriate value for requirement term of what-if report (value will drive requirements written at the plan level)
What-If Plan: Enter appropriate value for plan of what-if report

Step 10: (if applicable) Enter the values below in the Sub-Plan Information section.

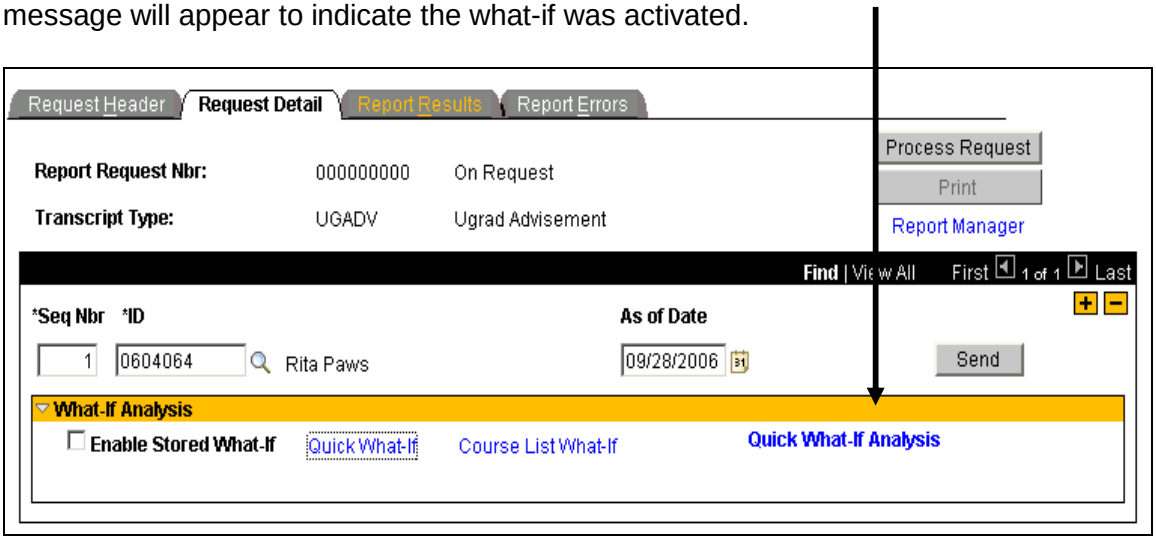
Current Sub-Plan: Leave blank

Sub-Plan Requirement Term: Enter appropriate value for requirement term of what-if report (value will drive requirements written at the sub-plan level)

What-If Sub-Plan: Enter appropriate value for sub-plan of what-if report

Step 11: Click the OK button.

You will be automatically returned to "Request Detail" tab. The 'Quick What-If Analysis' message will appear to indicate the what-if was activated.



Step 12: Click Process Request button.

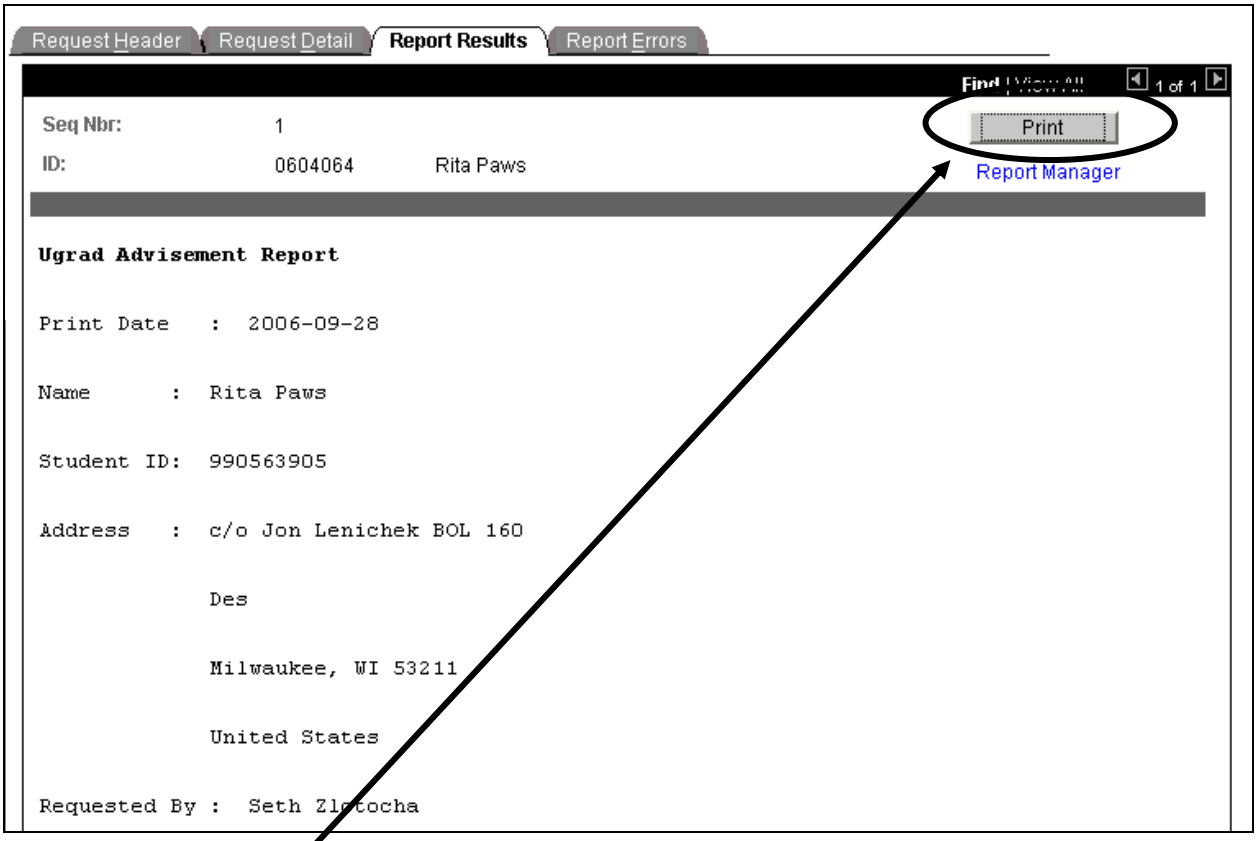
The What-If Degree Progress Report will appear automatically in the "Report Results" tab. The report will display the following verbiage to indicate it is a What-If Degree Progress Report:

```
- - - - A C A D E M I C   A D V I S E M E N T   R E P O R T - - - -

Career Simulation -  Simulating Undergraduate Career

                     Health Sciences Undergraduate Program

                     Kinesiology Plan

                     Athletic Training Subplan
```

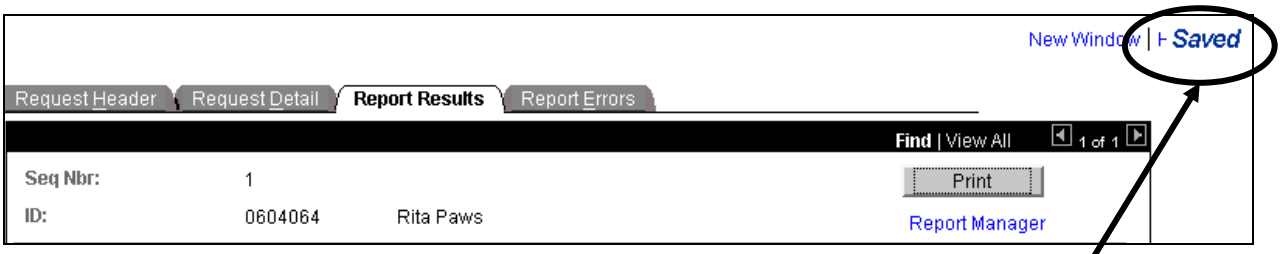
PRINTING A DEGREE PROGRESS REPORT

OVERVIEW

Once the Degree Progress Report or What-If Degree Progress Report is generated in the "Report Results" tab, you can re-format the report to print in .pdf format.

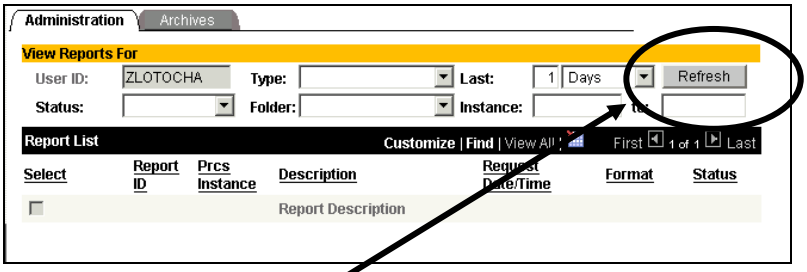


Step 1: Click the "Print" button.

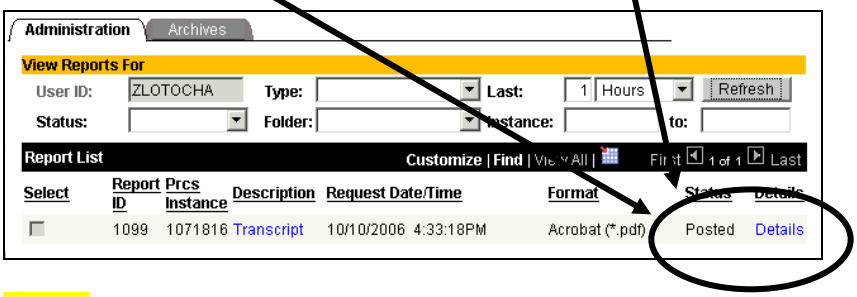


The print request will then be processed and saved to the Report Manager. A "Saved" indicator will appear in the upper right-hand portion of the screen to confirm the request has processed.

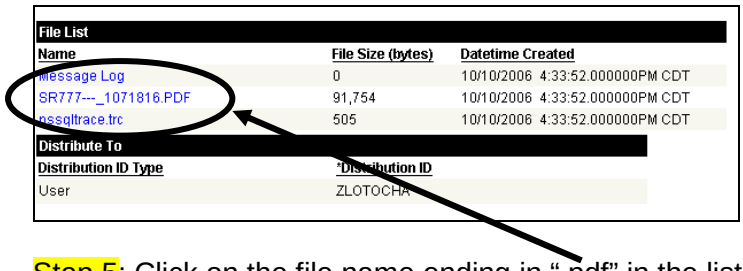
Step 2: After the "Saved" indicator appears, click on the "Report Manager" link.



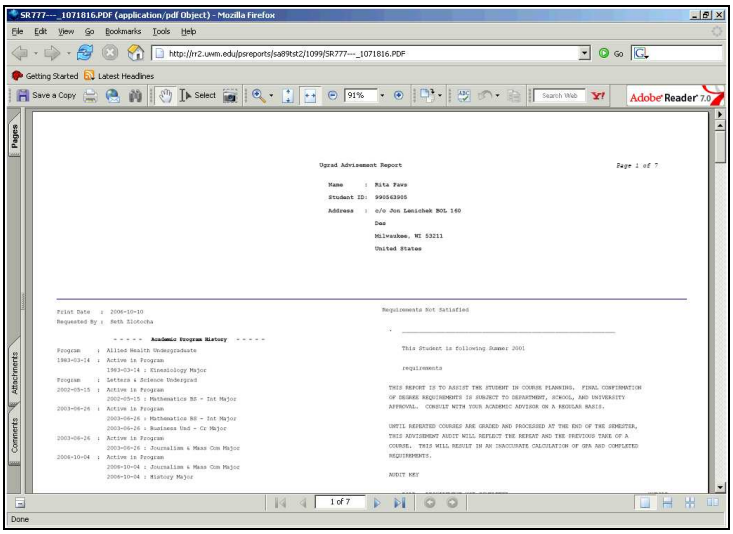
Step 3: Click the "Refresh" button until the "Posted" message appears under the "Status" column and a "Details" link appears next to it.



Step 4: Click on the "Details" link. A new screen will automatically appear.



Step 5: Click on the file name ending in ".pdf" in the list that appears. The report will open in a new window in .pdf format.



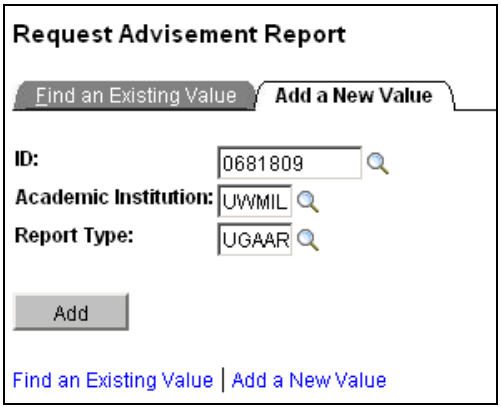
REQUESTING AN ACADEMIC ADVISEMENT REPORT

OVERVIEW

Follow these steps to process a single Academic Advisement Report (AAR). There is no option for running multiple AARs using these administrative request pages.

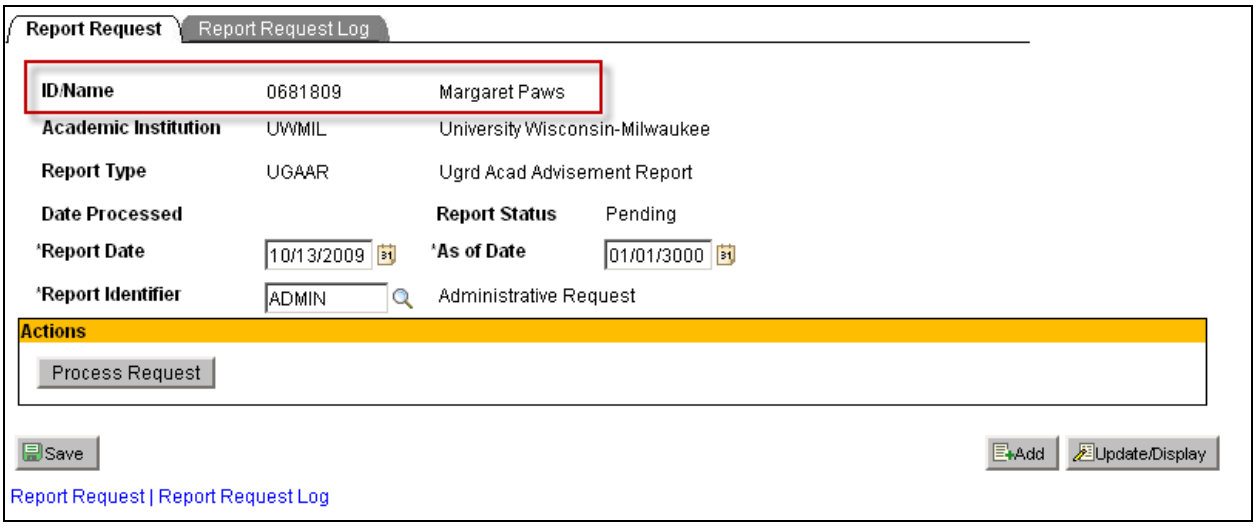
Navigation: Home >Academic Advisement >Student Advisement > Request Advisement Report

Step 1: Enter the following values in the "Add a New Value" fields that appear:
ID: Empl ID for the student
Academic Institution: "UWMIL"
Report Type: "UGAAR"

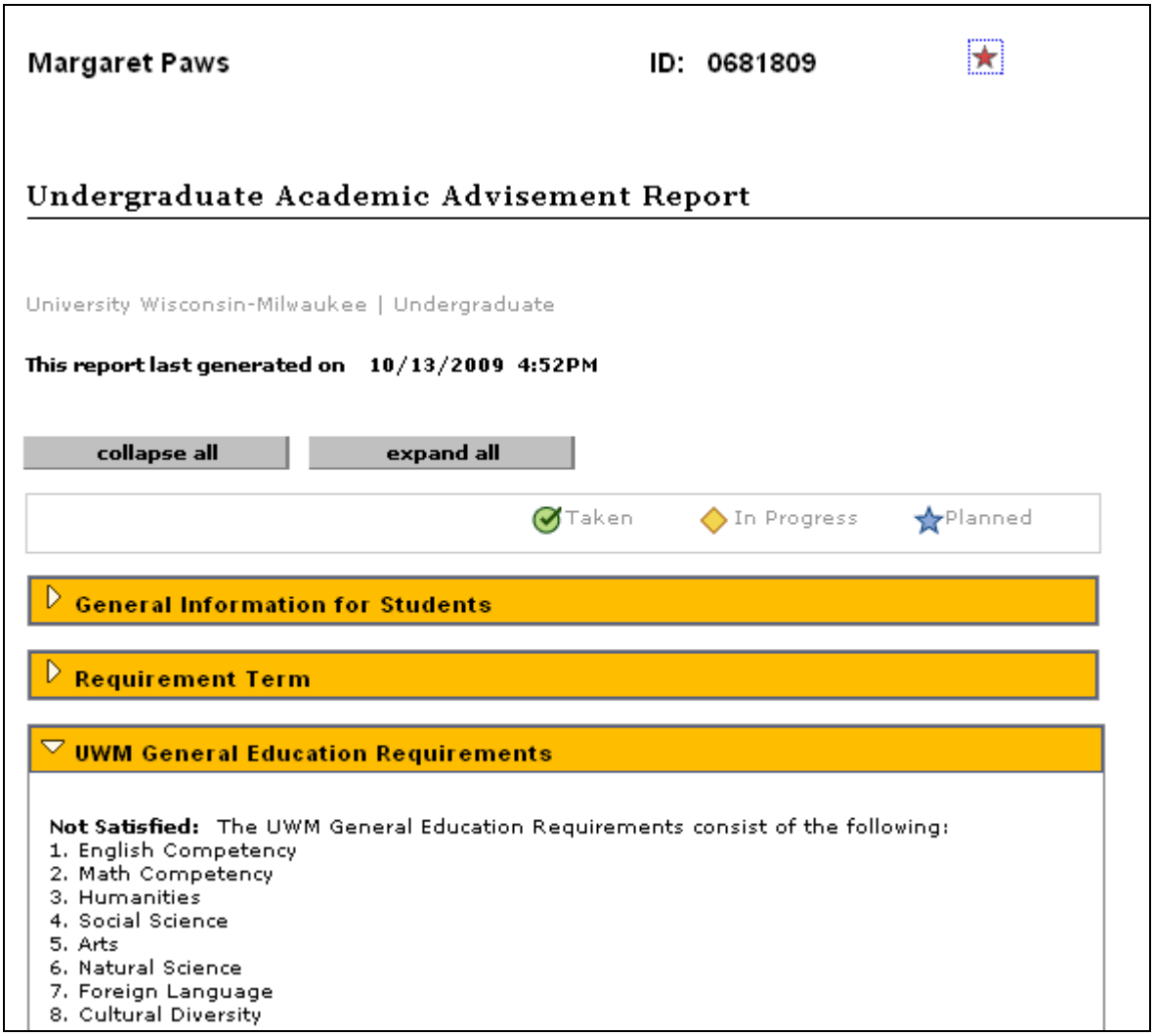


Step 2: Click the Add button.

Step 3: Verify the student information in the request is correct. The Report Date will default to the current date. Click the Process Request button to generate the AAR.

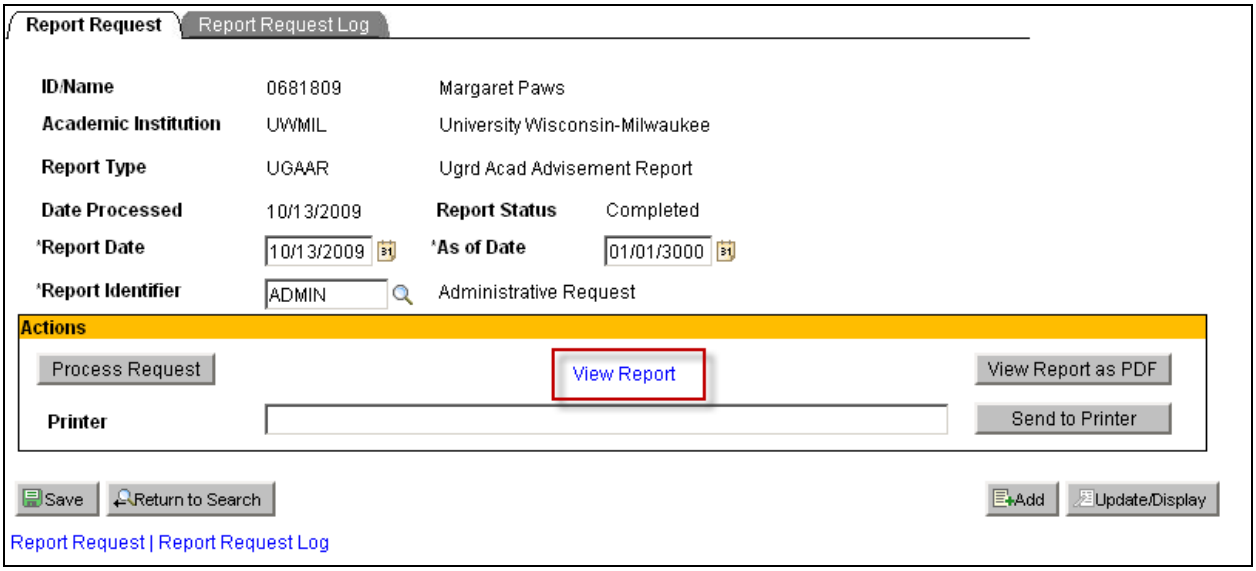


The AAR will automatically appear on the screen after processing is complete.



To re-process the same student's AAR or process a new student's AAR, click on the "Return to Report Request" link at the bottom of the screen.

You will be returned to the request screen in step 3.



Click the “View Report” link to view the previously processed report.

Click the Process Request button to re-process the same student’s AAR.

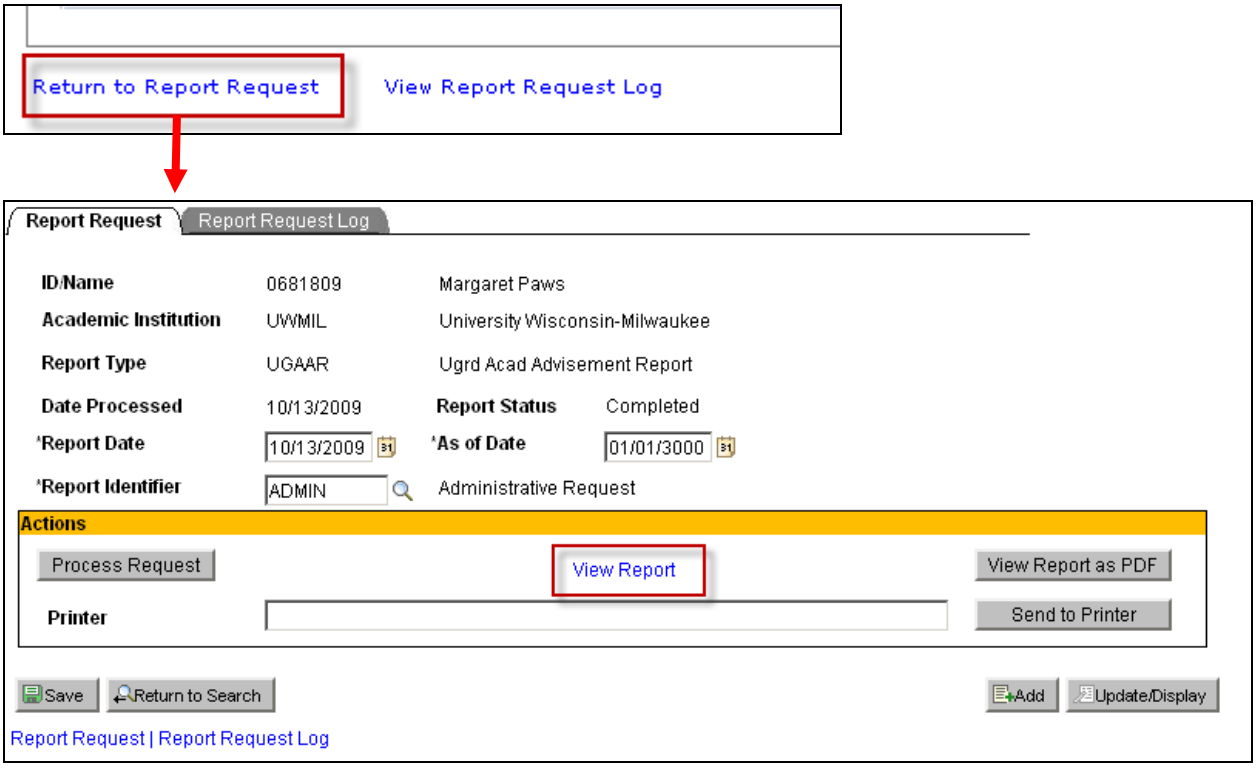
Click the Add button to process a different student’s AAR (this will automatically return you to step 1).

PRINTING AN ACADEMIC ADVISEMENT REPORT

OVERVIEW

Once the Academic Advisement Report is generated on the screen, you can re-format the report to print in .pdf format.

Step 1: With the report on the screen, click on the "Return to Report Request" link at the bottom of the screen to return to the request screen.



Step 2: Click on the

button to generate the report in .pdf format. The .pdf report will automatically appear in a new window or tab.

NOTE: Make sure pop-up blocker is disabled for the www.paws.uwm.edu site for the .pdf report to appear properly.

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Undergraduate Academic Advisement Report

For **Margaret Paws** prepared on **10/14/2009**
Requested by **Seth Zlotocha**

Program	Requirement Term	Requirement Status
Undergraduate Career	Summer 2005	Not Satisfied
Letters & Science Undergrad Program	Fall 2006	Not Satisfied
History Major	Fall 2006	Not Satisfied

General Information for Students

Satisfied: See below for general information to consider when reviewing the Academic Advisement Report.

Purpose of Advisement Report

Satisfied: This report is to assist the student in course planning. Final confirmation of degree requirements is subject to department, school, and university approval. Consult with your academic advisor on a regular basis.

Repeated Coursework on the Advisement Report

Satisfied: Until courses are graded and processed at the end of the semester, the Advisement Report will include the repeat and the previous take of the course. This will result in an inaccurate calculation of GPA and completed requirements.

Academic Advisement Website

Satisfied: Please visit the Academic Advisement website for more information on using the Academic Advisement Report.

REQUESTING A WHAT-IF ACADEMIC ADVISEMENT REPORT

OVERVIEW

There are two types of What-If Academic Advisement Reports:

1. **Program What-If Academic Advisement Report**: Allows a user to place students into a program that is not their own to see how they meet the program requirements.

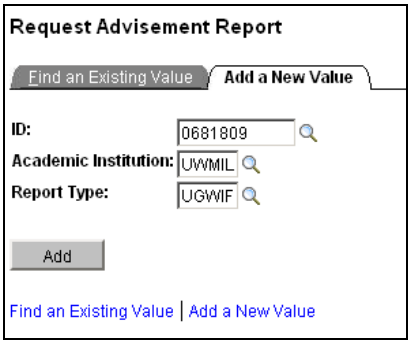
2. **Course What-If Academic Advisement Report**: Allows a user to view how coursework that students are not enrolled in would apply toward their degree requirements.

Only administrative staff are authorized to run What-If Academic Advisement Reports; students and faculty advisors do not have this access.

Program What-If Advisement Report

Navigation: Home > Academic Advisement > Student Advisement > Request Advisement Report

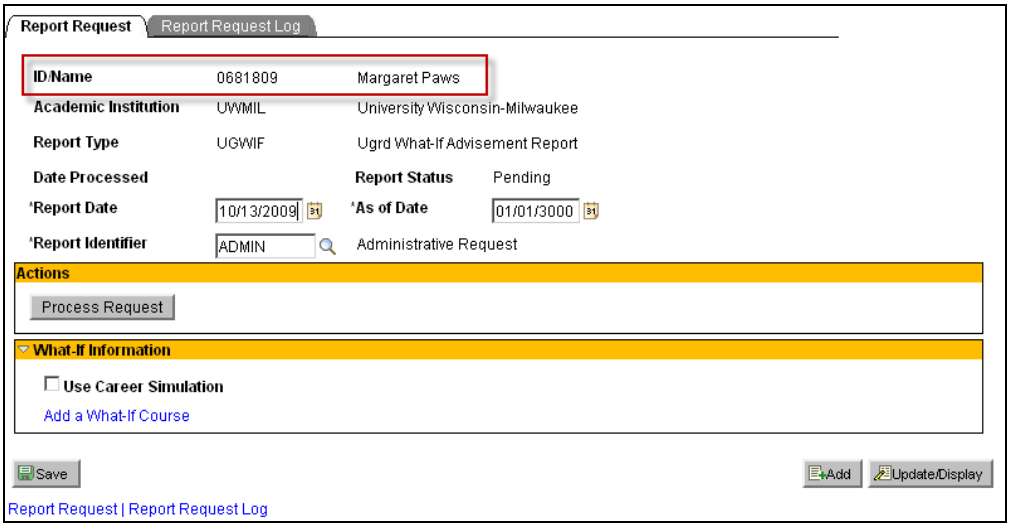
Step 1: Enter the following values in the "Add a New Value" fields that appear:
ID: Empl ID for the student
Academic Institution: "UWMIL"
Report Type: "UGWIF"



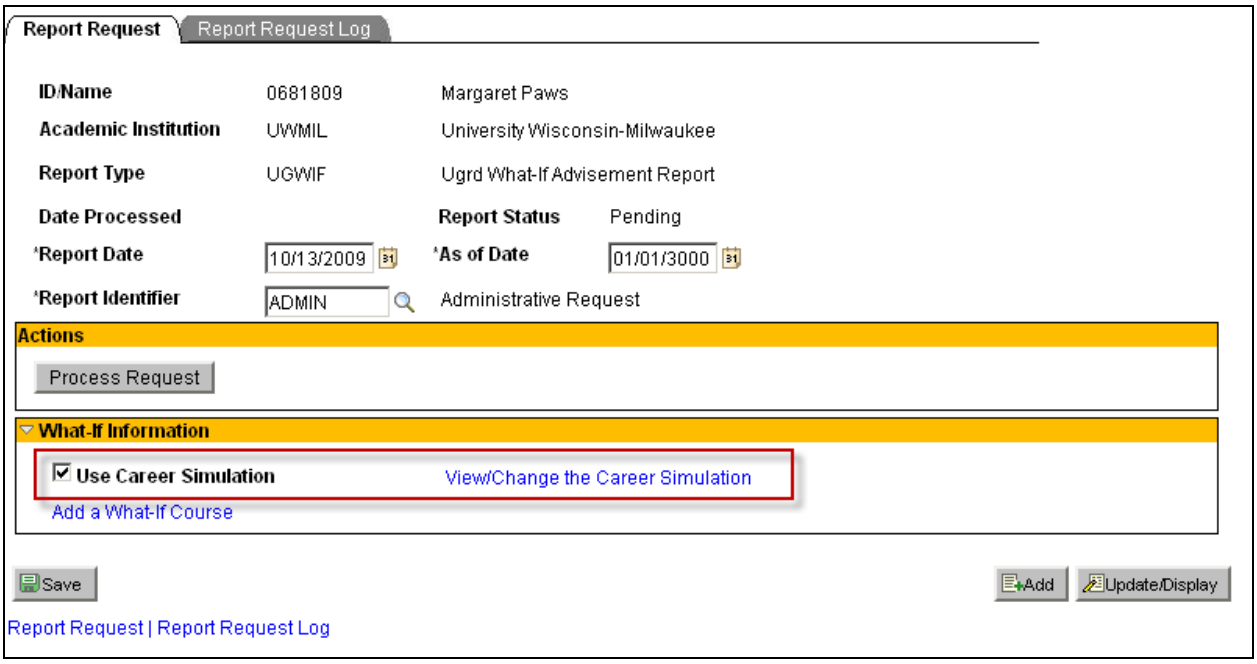
Step 2: Click the

button.

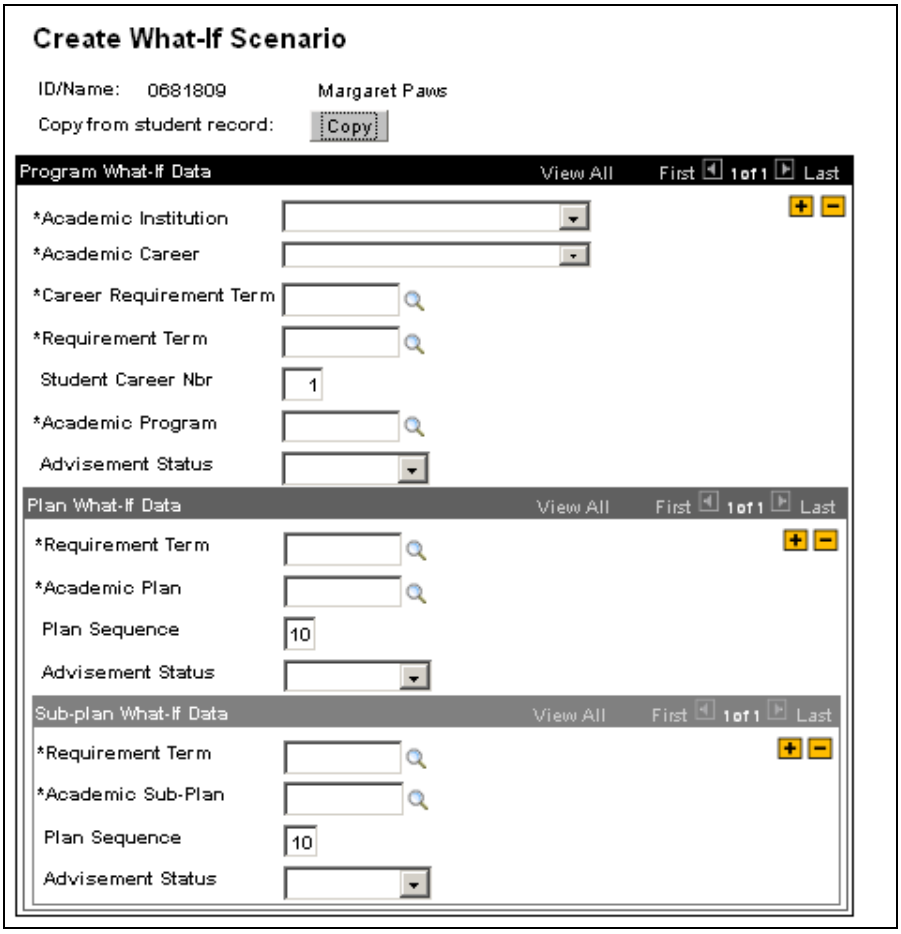
Step 3: Verify the student information in the request is correct. The Report Date will default to the current date.



Step 4: Check the "Use Career Simulation" field in the What-If Information section. This will automatically generate a "View/Change the Career Simulation" link next to the check box field.

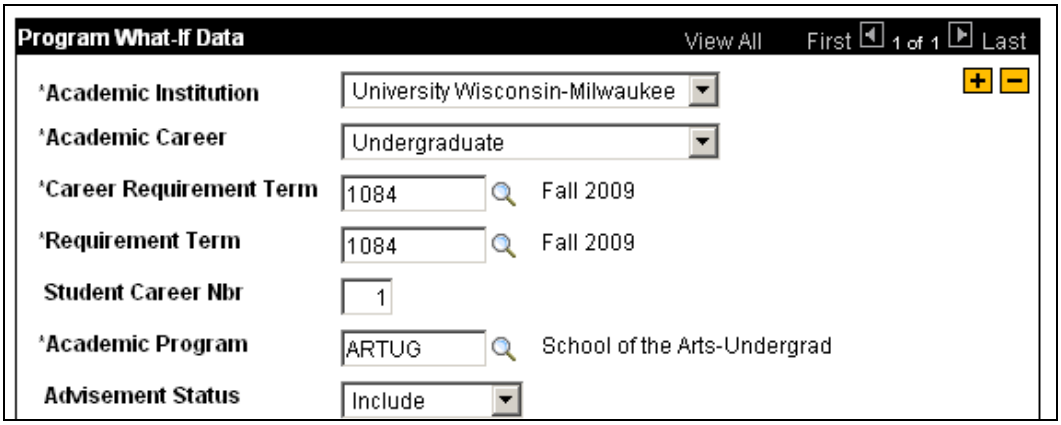


Step 5: Click on the "View/Change the Career Simulation" link. The Create What-If Scenario page will automatically appear.

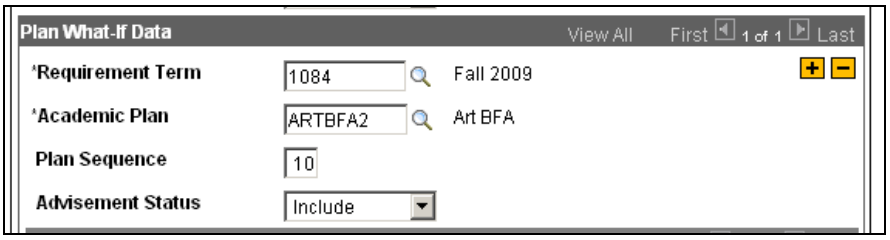


Step 6: Enter the following information in the Program What-If Data section:

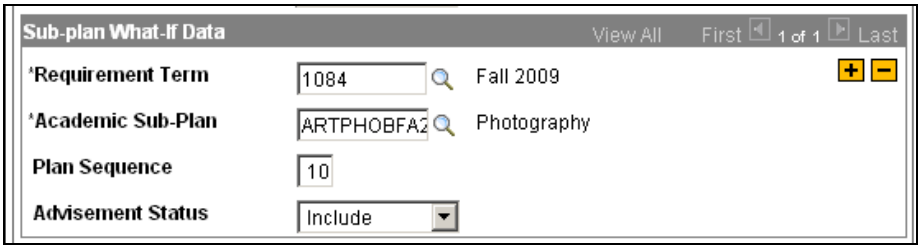
Academic Institution: Select "University of Wisconsin – Milwaukee" from the drop-down
Academic Career: Select "Undergraduate" from the drop-down
Career Requirement Term: Enter the appropriate value
Requirement Term: Enter the appropriate value
Student Career Nbr: Leave as default
Academic Program: Enter program code for what-if program
Advisement Status: Select "Include" from the drop-down



Step 7: Enter the following information in the Plan What-If Data section:
Requirement Term: Enter the appropriate value
Academic Plan: Enter plan code for what-if program
Plan Sequence: Leave as default
Advisement Status: Select "Include" from the drop-down



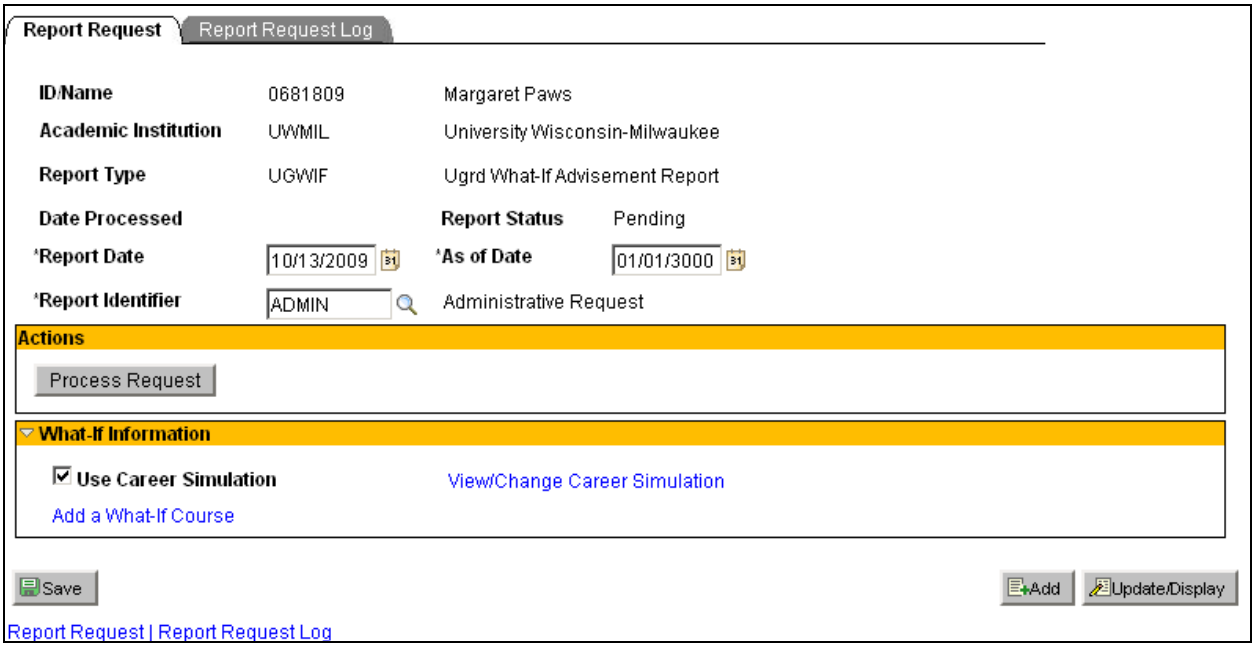
Step 8: Enter the following information in the Plan What-If Data section:
Requirement Term: Enter the appropriate value
Academic Sub-Plan: Enter sub-plan code for what-if program
Plan Sequence: Leave as default
Advisement Status: Select "Include" from the drop-down



NOTE: The button should be clicked for any section to include additional programs, plans, or sub-plans in the what-if report as needed.

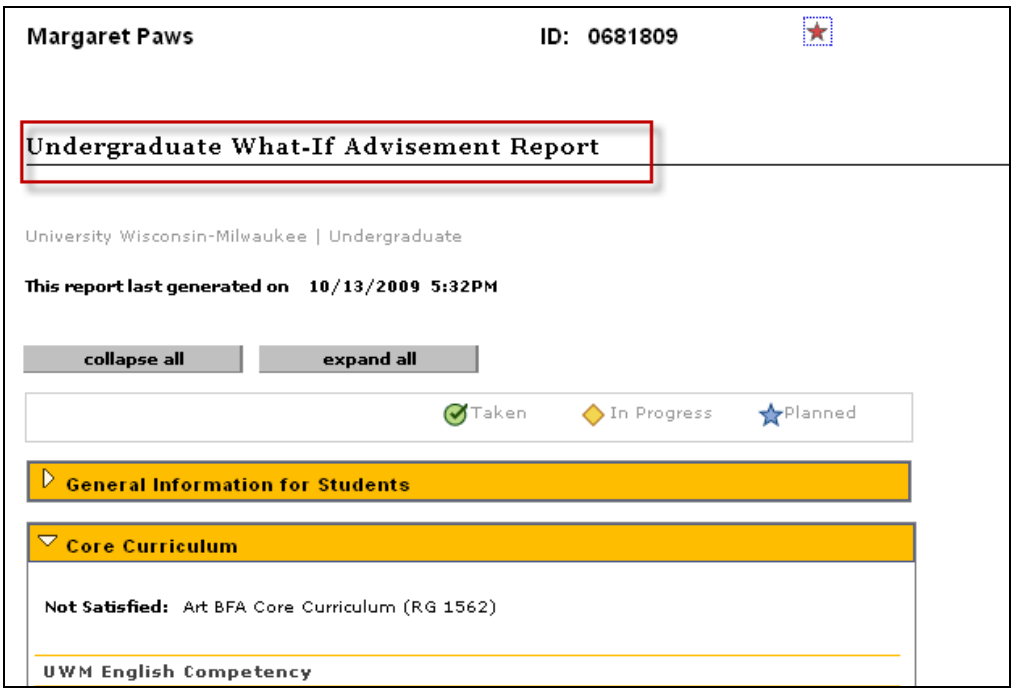
Step 9: Click the Apply button. A "Saved" message will appear in the upper right-hand corner of the screen.

Step 10: Click the OK button to return to the request screen.



Step 11: Click the Process Request button to run the Program What-If Academic Advisement Report.

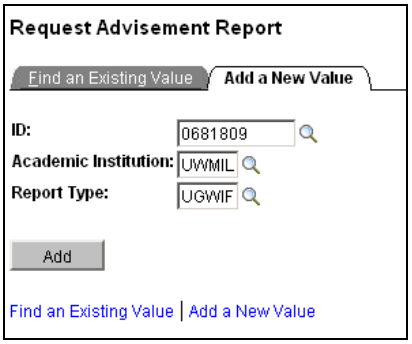
The Program What-If AAR will automatically appear with the title "Undergraduate What-If Advisement Report" on the screen after processing is complete. No other notation will exist to indicate the report is a program what-if rather than a regular AAR.



Course What-If Advisement Report

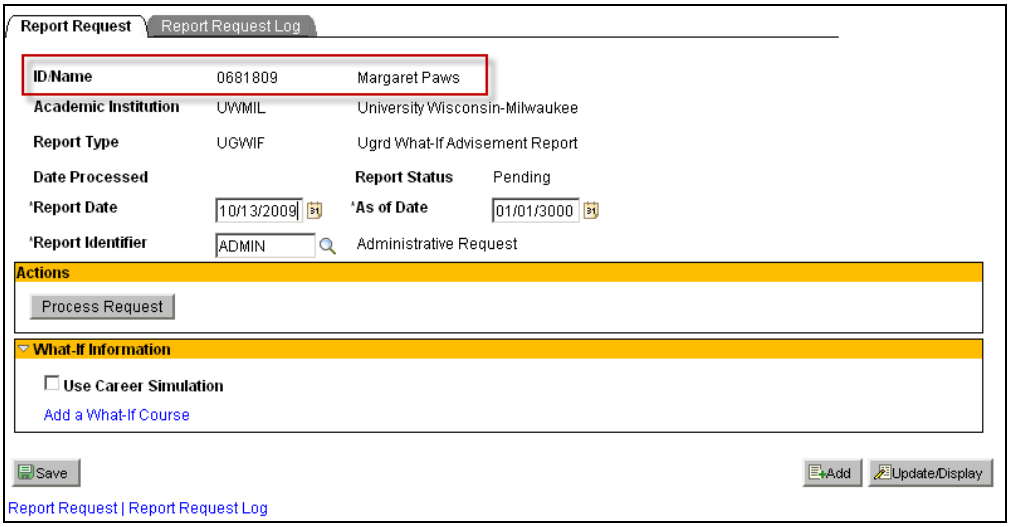
Navigation: Home > Academic Advisement > Student Advisement > Request Advisement Report

Step 1: Enter the following values in the "Add a New Value" fields that appear:
ID: Empl ID for the student
Academic Institution: "UWMIL"
Report Type: "UGWIF"



Step 2: Click the Add button.

Step 3: Verify the student information in the request is correct. The Report Date will default to the current date.

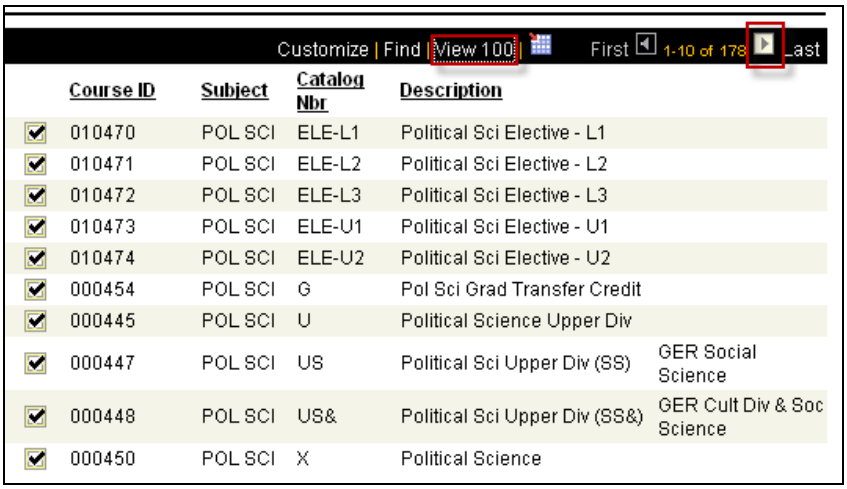


Step 4: Click the "Add a What-If Course" link.

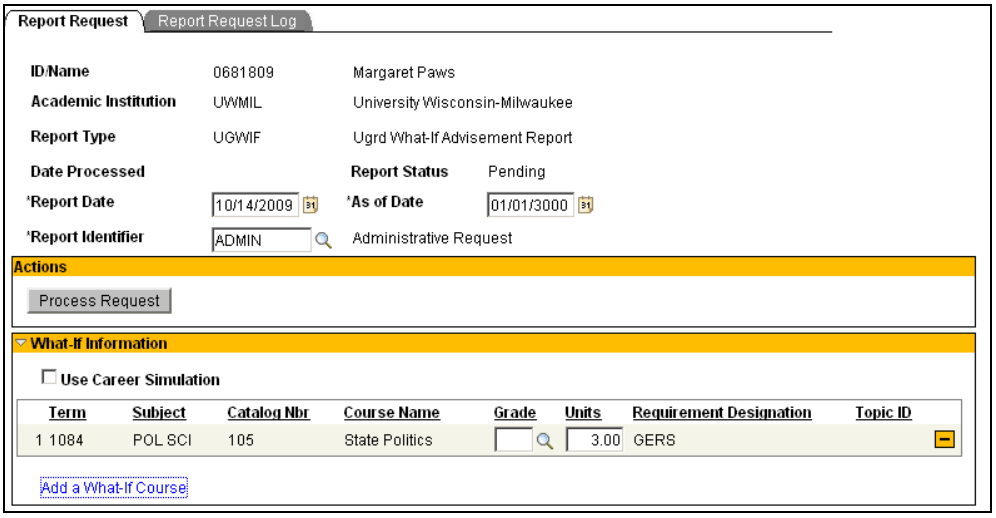
Step 5: Enter the following values in the Course Search fields:
Career: "UGRD"
Term: Appropriate term code (typically current or upcoming term)
Subject: Appropriate subject code

Step 6: Click the Execute the Search button.

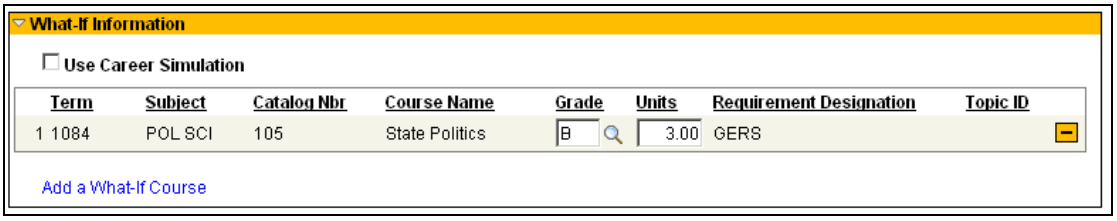
Step 7: Click the ☑ symbol next to the course to select it for the course what-if. You may need to select the ▶ button to scroll further in the list or the "View 100" link to find the desired course.



After selecting the course, you will be automatically returned to the request screen.

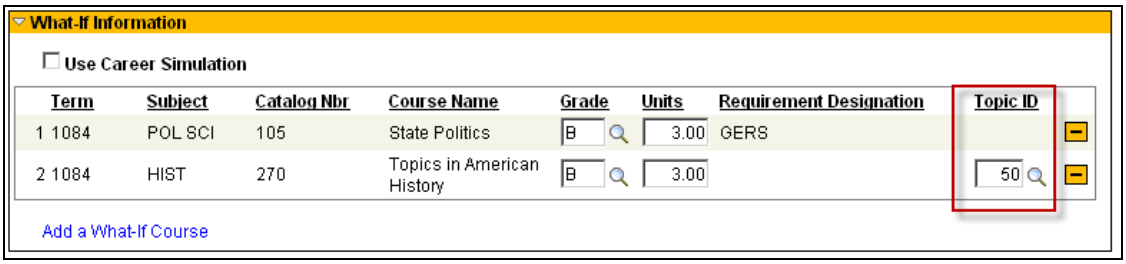


Step 8: (optional) If desired, enter a grade for each course that was selected.



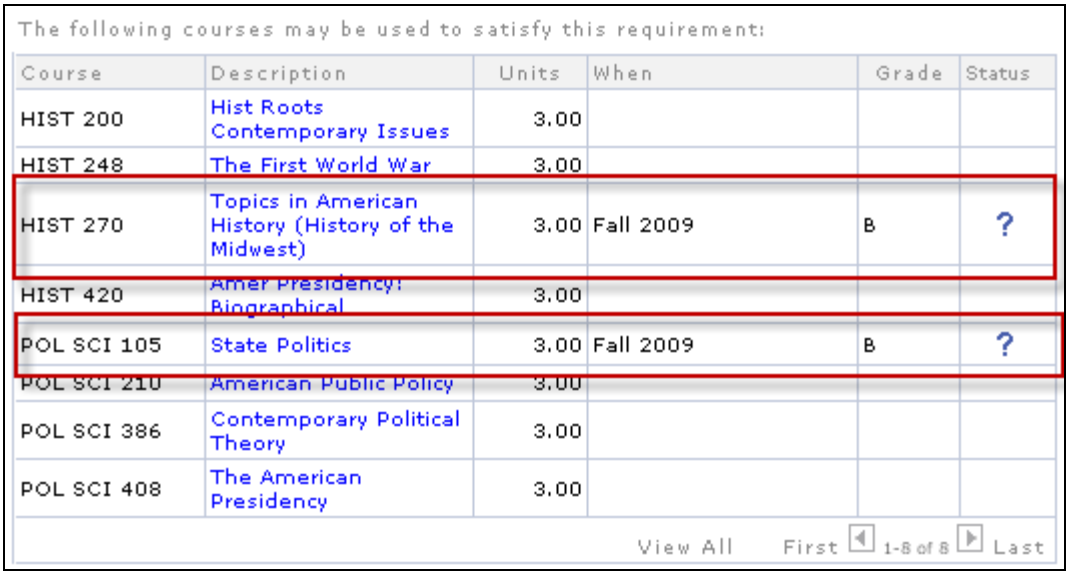
Step 9: (optional) To select more courses for the Course What-If Advisement Report, click the "Add a What-If Course" link again and repeat steps 5-7. To remove previously selected courses from the request, click the − button.

Step 10: (optional) If any of the selected courses are topics courses, you will be given the option to select a topic for the course.



Step 11: Once all of the desired courses are selected, click the Process Request button to generate the report.

The what-if courses will appear on the report in the appropriate requirements with a ? symbol in the status column.



On the printed AAR, the courses will appear with a “Type” of WH. Enrolled courses appear with a type of EN and transfer courses appear with a type of TR.

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
Fall 2009	POL SCI	105	State Politics	B	3.00	WH
Fall 2009	HIST	270	Topics in American History (History of the Midwest)	B	3.00	WH
Sum 2007	GEO SCI	100	Introduction to the Earth	A-	3.00	EN
Fall 2005	SOCIOL	101	Introduction to Sociology	B	3.00	TR

NOTE: See “Printing an Academic Advisement Report” section for information on creating a printed What-If Academic Advisement Report.