

9.2 Placeholder Academic Advisement Report (AAR)

Purpose: Use this document as a reference for how to create a placeholder academic advisement report (AAR).

Audience: Degree Audit builders.

! You must have at least one of these local college managed security roles:

- ZC AA ADVISEMENT REQUIRE
- ZD AA ADVISEMENT REQUIRE
- ZD AA Super User
- ZZ AA ADVISEMENT REQUIRE

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [CS 9.2 SACR Security - Academic Program Security](#)
- [Academic Plan Security](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access.

Placeholder Academic Advisement Report (AAR)

Navigation: NavBar > Navigator > Academic Advisement > Academic Requirements > Define Requirement Groups

1. We will be creating a Requirement (RQ) Group that mainly conveys information to students.
 - You will be building this in Production (PRD). The Academic Plan field connects this AAR to the students' reports. I used Plan Code: CSSCUAAS.
 - Visit the QRG [9.2 Defining Requirement Groups](#). Add a new value and effective date (EFFDT) to 1/1/1901.
 - In the **Display of Status** section, select the **Hide Status** checkbox.

Contributor Relations Homepage **Define Requirement Groups**

Requirement Groups | Parameters | Detail | Detail Parameters | Plans Required | Plans Appended

Basic Data Find | View All 1 of 1

Requirement Group 013638
 *Effective Date 01/01/1901 *Status Active *Reporting Sequence 1
 *Requirement Usage ADV

Academic Structure

*Academic Institution WA250 Bellingham Technical College
 Academic Career UGRD Academic Career
 Academic Program PRFTC Professional Technical
 Academic Plan CSSCUAPT Computer Support Special AAS
 Academic Sub-Plan

Description Fields

*Search Description Computer Support Special AAS *Short Search Description CompSu AAS
 *Long Description Placeholder
 *Report Description Computer Support Special AAS
 *Report Long Description Academic Advising Reports will be coming soon.
 We are currently transitioning from Degree Audit to Academic Advising Reports (AAR). Please go to myBTC > Degree Audit to review your classes completed prior to Fall 2021.
 For assistance in determining your required program classes please make an appointment with your

Display of Status
 Hide Status

Using Report Long Description in Course Catalog
 Enable Catalog Print Override Report Long Description

Pre-Condition
 Condition Code None

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Requirement Groups | Parameters | Detail | Detail Parameters | Plans Required | Plans Appended

2. In the Detail tab, we will have the RQ Group look for the Condition equal to the Academic Plan. This RQ Group will be satisfied for every student. Select **SAVE**.

Contributor Relations Homepage **Define Requirement Groups**

Requirement Groups | Parameters | **Detail** | Detail Parameters | Plans Required | Plans Appended

Find | View All First 1 of 1 Last

Requirement Group 013638 Computer Support Special AAS
 Effective Date 01/01/1901 Status Active

Group Line Type Find | View All 1 of 1

*Line 0010

*Group Line Type Condition

Academic Institution Bellingham Technical College
 Condition Code Academic Plan
 Condition Operator Equal
 Condition Data CSSCUAPT Computer Support Special AAS

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Requirement Groups | Parameters | Detail | Detail Parameters | Plans Required | Plans Appended

3. Then add a 1/2/1901 EFFDT'd row. All the information carries forward. Select **SAVE**.
- The 1/2/1901 row will be the version that displays to staff/students. Meanwhile, you will be building on the 1/1/1901 row in PRD. You will develop your Course Lists and Academic RQs with an EFFDT of 1/1/1901. As soon as you are ready to release the AAR, you will delete the 1/2/1901 row.
 - Keep in mind that the [PCD](#) Test Environment refreshes from PRD once a month. Whatever you have built will get copied to PCD during the refresh. You could wait for the refresh to occur, then test your AAR build in PCD with actual student data.

Contributor Relations Homepage Define Requirement Groups

Requirement Groups | Parameters | Detail | Detail Parameters | Plans Required | Plans Appended

Basic Data Find | View 1 | 1.2 of 2

Requirement Group: 013638 + -

*Effective Date: 01/01/1901 *Status: Active *Reporting Sequence: 1

*Requirement Usage: ADV

Academic Structure

*Academic Institution: W250 Bellingham Technical College

Academic Career: UGRD Undergraduate

Academic Program: PRFTC Professional Technical

Academic Plan: CSSCUAPT Computer Support Special AAS

Academic Sub-Plan: []

Description Fields

*Search Description: Computer Support Special AAS *Short Search Description: CompSu AAS

*Long Description: Placeholder

*Report Description: Computer Support Special AAS

*Report Long Description: Academic Advising Reports will be coming soon.
We are currently transitioning from Degree Audit to Academic Advising Reports (AAR). Please go to myBTC > Degree Audit to review your classes completed prior to Fall 2021.
For assistance in determining your required program classes please make an appointment with your

Display of Status

Hide Status

Using Report Long Description in Course Catalog

Enable Catalog Print Override Report Long Description

Pre-Condition

Condition Code: (None)

Requirement Group: 013638 + -

*Effective Date: 01/01/1901 *Status: Active *Reporting Sequence: 1

*Requirement Usage: ADV

Academic Structure

*Academic Institution: W250 Bellingham Technical College

Academic Career: UGRD Academic Career

Staff/Advisor and Student View

- Now you can **Request an Advisement Report** for a student in this Plan Code. Visit the QRG: [9.2 Request an Advisement Report](#).

Bellingham Technical College | Undergraduate

This report last generated on 10/27/2021 8:34AM

Taken In Progress Planned

Computer Support Special AAS-T

---Currently Under Construction---

Academic Requirements information coming soon.

We encourage you to go to our website, www.btc.edu. In the search field, type Catalog. You will be directed to our 21-22 Catalog where you will find information on this degree's requirements.

You may also contact your Academic Advisor for assistance in determining the required courses. In your ctcLink Student Homepage, click on the Academic Progress tile to see your Advisor's information.

If you have not been assigned an advisor, contact our Advising Department at email@btc.edu or call xxx-xxx-xxxx.

- Process complete.