Student Advisement Report (STAR)
Training Guide for Students

Contents

Introduction

PeopleSoft's Student Advisement Report (STAR) will enable you to track the requirements and policies that you must satisfy to graduate from New York Institute of Technology. As you progress towards graduation, the Student Advisement Report analyzes all courses that have been taken (both successfully and unsuccessfully). The application then uses this information to determine the requirements that are still outstanding.

Accessing the Student Advisement Report

The Student Advisement Report is accessible via NYITConnect:

1. To access an STAR Report via NYITConnect, select "Academic Requirements" from the "other academic…" drop-down menu and click the arrow to generate the report:

Understanding the Student Advisement Report

Reading the STAR report step-by-step:

1. Below is a sample "Student Advisement Report":

2. Please note that if you have more than one career, a drop-down will be displayed above the report to toggle between each one:

3. The first box under "Student Advisement Report " will display your academic career (Undergraduate or Graduate), major, concentration (if applicable), and Catalog year. PLEASE NOTE: STAR reports have been built from the 2008 Catalog year to the present. If your Catalog year is prior to 2008, you must consult with your advisor. The advisor must then notify the Office of the Registrar that a report needs to be generated.

4. The following three selections are displayed underneath the first box:

5. Each of these selections are defined as the following:

- **Collapse All**: Hides all of the information within any of the Requirement Group boxes
- **Expand All**: Displays all the information within the Requirement Group boxes
- **Print**: Allows you to print the document. PLEASE NOTE: For best results, be sure to print the document from Mozilla Firefox.

6. Below these three selections is where the Legend for the STAR report is displayed:
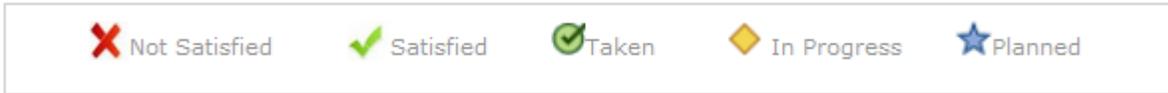
7. Each of these icons are defined as the following:

- **Not Satisfied**: The requirement has yet to be completed.
- **Satisfied**: The requirement has either been completed or is pending completion.
- **Taken**: You have taken the course and a grade has been assigned. PLEASE NOTE: If you have earned an unsatisfactory grade for a course, the Taken icon will still appear. However, it will be listed in the "Courses Not Used" grouping at the end of the report. If a course is not calculated into the GPA, there will be no Taken icon displayed.
- **In Progress**: A final grade has not been assigned for the course.
- **Planned**: You have added this course to your Planner. This notes your intention of registering for the course. You are NOT officially registered.

8. To view the full audit, select "Expand All":

9. After selecting "Expand All", the top portion of the report will list the "NYIT Degree Audit" section. This explains what the report is and includes important notes:

NYIT Degree Audit (RG-3273)

The degree audit identifies:

1. Requirements for the curriculum for which you are being evaluated;
2. NYIT coursework (graded and in-progress); and,
3. Transfer and Prior Learning coursework (where applicable).

Important Notes:

1. Some credits may not be applicable to your program requirements. Please review your credit requirements with a faculty advisor each semester.
2. Please review this document carefully. Any discrepancies must be reported to the Office of the Registrar immediately.
3. Students who wish to be considered as candidates for graduation must file an online "Application for Graduation" at the beginning of their final semester. Please see the Academic Calendar for application deadlines.
4. Students are responsible for adhering to all college regulations and completing curriculum requirements.

10. After the introductory section of the report, the "Cumulative Units, Cumulative GPA and Residency Requirements" portion is displayed.
   - In this example, you'll see that the Cumulative Units requirement is marked as "Not Satisfied" since the student has not completed 18 credits. PLEASE NOTE: This area includes all completed credits including those that do not apply toward degree completion.
   - The GPA requirement is currently marked as "Satisfied" since the student has an overall GPA above a 3.0. This requirement can change to "Not Satisfied" if the student's GPA falls below this mark.
   - The Residency Requirement is currently marked as "Not Satisfied" since the student has only completed 18 credits at NYIT. He or she still has to complete 12 more credits.

Cumulative Units, Cumulative GPA and Residency Requirements (RG-3398)

✖ **Not Satisfied:** -

Cum Credits (Includes NYIT and Transfer) (R-4014)

✖ **Not Satisfied:** This area includes all completed credits including those that do not apply toward degree completion.

▽ Complete a minimum of 60 credits (R-4011, L-10)

✖ **Not Satisfied:** -

- Units: 60.00 required, 0.00 taken, 60.00 needed

Cumulative GPA and Residency Requirement (R-4015)

✖ **Not Satisfied:** -

▽ GR Cumulative Grade Point Average (R-4015, L-10)

✔ **Satisfied:** -

- GPA: 3.00 required, 0.00 actual

▽ Complete a minimum of 60 units (credits) at NYIT (R-4015, L-20)

✖ **Not Satisfied:** This program requires a minimum of 60 credits taken within residence at NYIT.

- Units: 60.00 required, 0.00 taken, 60.00 needed

11. From there, the "Curriculum Requirements" will be listed:

- In this example, you'll first see that the Total Credit requirement (listed directly under Curriculum Requirements) is marked as "Not Satisfied" since this student has only completed 18 credits. PLEASE NOTE: This credit total will only include those that are applying toward the academic plan.
- This student's Major Requirements are listed as "Not Satisfied" since he or she has yet to register for ENGY-890. PLEASE NOTE: If ENGY-890 were listed as In Progress, the requirement would be marked as "Satisfied" even though the courses have yet to be completed. If the requirement is pending completion, the "Satisfied" status will always be displayed.
- The Electives are marked as "Not Satisfied" since the student has not completed any of the requirements listed.
- The Courses Not Applied Towards Degree requirement group is displayed below the Curriculum Requirements. All of the courses taken by the student in this example are applying towards degree requirements.

Curriculum Requirements for MS Human Res Mgmt & Labor Relations (RG-3269)

❌ **Not Satisfied:** This section of the degree audit includes total credits applied toward the academic plan. Credits not counting toward the academic plan are not included in credit totals. Refer to online transcript for cumulative credit totals.

• Units: 36.00 required, 13.00 taken, 23.00 needed

Human Resources Management & Labor Relations Major Requ. (R-3368)

❌ **Not Satisfied:** -

▽ **Non-Waivable Program Core (R-3368, L-10)**

❌ **Not Satisfied:** Complete: HRMT-703, HRMT-708, HRMT-714, HRMT-722, HRMT-733, HRMT-737, HRMT-744

• Units: 24.00 required, 13.00 taken, 11.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HRMT 703	Str Hum Res Mgt	4.00	Fall 2016		🔶
HRMT 708	Emp Law Pol	4.00			
HRMT 714	Org Psych	3.00	Spring 2016	A	✅
HRMT 722	Fin Dec HR Mgr	3.00	Fall 2016		🔶
HRMT 733	Lab Mgt Rels	4.00			
HRMT 737	Meth Res Orgs	3.00	Spring 2016	A	✅
HRMT 744	Glb Workfrc	3.00			

Human Resources Management Electives (R-3375)

❌ **Not Satisfied:** -

▽ **HR Electives (R-3375,L-10)**

❌ **Not Satisfied:** Complete 9 units from: HRMT-802, HRMT-803, HRMT-807, HRMT-812, HRMT-817, HRMT-822, HRMT-842, HRMT-874, HRMT-875, HRMT-882, LLAW-832, MGMT-740, MIST-804, MGMT-827

• Units: 9.00 required, 0.00 taken, 9.00 needed
• Courses: 3 required, 0 taken, 3 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HRMT 802	Talent Mgt	3.00			
HRMT 803	Org Dev Chg Mgt	3.00			
HRMT 807	Train Dev of HR	3.00			
HRMT 812	Mgt Comp	3.00			
HRMT 817	Mgmt Empl Ben	3.00			
HRMT 822	Alt Disp Res	3.00			
HRMT 842	Col Barg Proces	3.00			

Courses Not Applied Towards Degree (RG-3270)

-

Not Used (R-3321)

-

▽ **Courses Not Used (R-3321, L-10)**

-

Substitutions

Your department may occasionally request that a change is made to your degree requirements. This is referred to as a course substitution. If a course substitution has been applied on an STAR report, you will see a Notes column added to the list of courses. Within the column, it will list the new course(s) and a number with a blue link. That number represents the order in which the substitution was applied. When clicking the blue link, it will display a description of the substitution.

▽ **Math (R-3986, L-10)**

✓ **Satisfied:** Take MATH-115.

• Units: 3.00 required, 3.00 taken, 0.00 needed
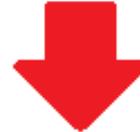
The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MATH 141	Precalculus	3.00	Spring 2013	C-	01	✓

First ◀ 1 of 1 ▶ Last

In the example above, you can see that MATH- 141 was substituted in lieu of MATH- 115.

Split Courses

In addition to substitutions, departments previously would approve use of extra credits from a requirement so that another could be satisfied. For example, if a student took CHEM-107 (a 4-credit course) to satisfy a 3-credit Science Choice requirement, the department may have requested to use the additional credit to satisfy the Electives requirement. This process will now be automated on the STAR by a feature called Split Courses. On the report, CHEM-107 would be listed in BOTH the Science Choice and Electives area. The Science Choice area would list CHEM-107 with 3 credits displayed, while the Electives are would list CHEM-107 with 1 credit, as highlighted below:

▽ Science Choice (R-3986, L-20)

✔ **Satisfied:** Take 3 credits from subjects PHYS, BIOL, or CHEM.

• Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CHEM 107	Engrng Chem I	3.00	Fall 2013	B-	✔

Electives (R-3987)

✘ **Not Satisfied:** -

▽ Electives (R-3987, L-10)

✘ **Not Satisfied:** Take 15 credits of Electives.

• Units: 15.00 required, 14.00 taken, 1.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
CHEM 107	Engrng Chem I	1.00	Fall 2013	B-		✔
CRIM 335	Policing	3.00	Spring 2013	A-		✔
CSCI 125	Computer Prog I	3.00	Spring 2013	C-		✔
EENG 125	Digital Logic	3.00	Fall 2012	TC		✔
LAEL ELEC	Liberal Arts Elective	3.00	Fall 2012	TC		✔
MATH 141	Precalculus	1.00	Spring 2013	C-		✔

First 1-6 of 6 Last

Graduation

The "Graduation" section will be listed on the bottom of each report. When you apply for graduation, your department must send an STAR report to the Graduation Office with a graduation status marked and at least the Program Chairperson's signature included. In addition, all substitutions that still need to be applied must be listed in this section.

Only the department is able to submit an STAR report to the Graduation Office for an applicant. Students cannot hand this in themselves. However, it is YOUR responsibility to ensure that your department has forwarded.