



Understanding the Advising Module

Session One

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AIMS

- An AIM is defined as any Institutional Program a student is Aiming to complete.
- Aims can be Majors, Minors or Concentrations.
- Aims contain Requirements that must be met in order to complete the Aim.



Requirements

- There are several types of Requirements.
 - Groups
 - Courses
 - Cumulative Courses



Groups

- Groups are requirements that can contain specific courses, other groups, or cumulative courses.
- In order for Groups to be met, 2 things must happen.
 1. All Group required hours or count must be met.
 2. All Group requirements within the group, such as courses, must be met.

Courses

- Courses are the base level requirements.
- There are two sets of Course definitions, NOT ATTACHED TO STUDENTS, in the Jenzabar EX database.
 - The ARC'S or Advising Requirement Codes
 - Advising Requirement Codes in Registration Module
- ARC's have a requirement code assigned to them, also they have a minimum hours set to them.
- Courses are shown as met when either:
 - Minimum hours is met
 - Count is met



Cumulative Courses

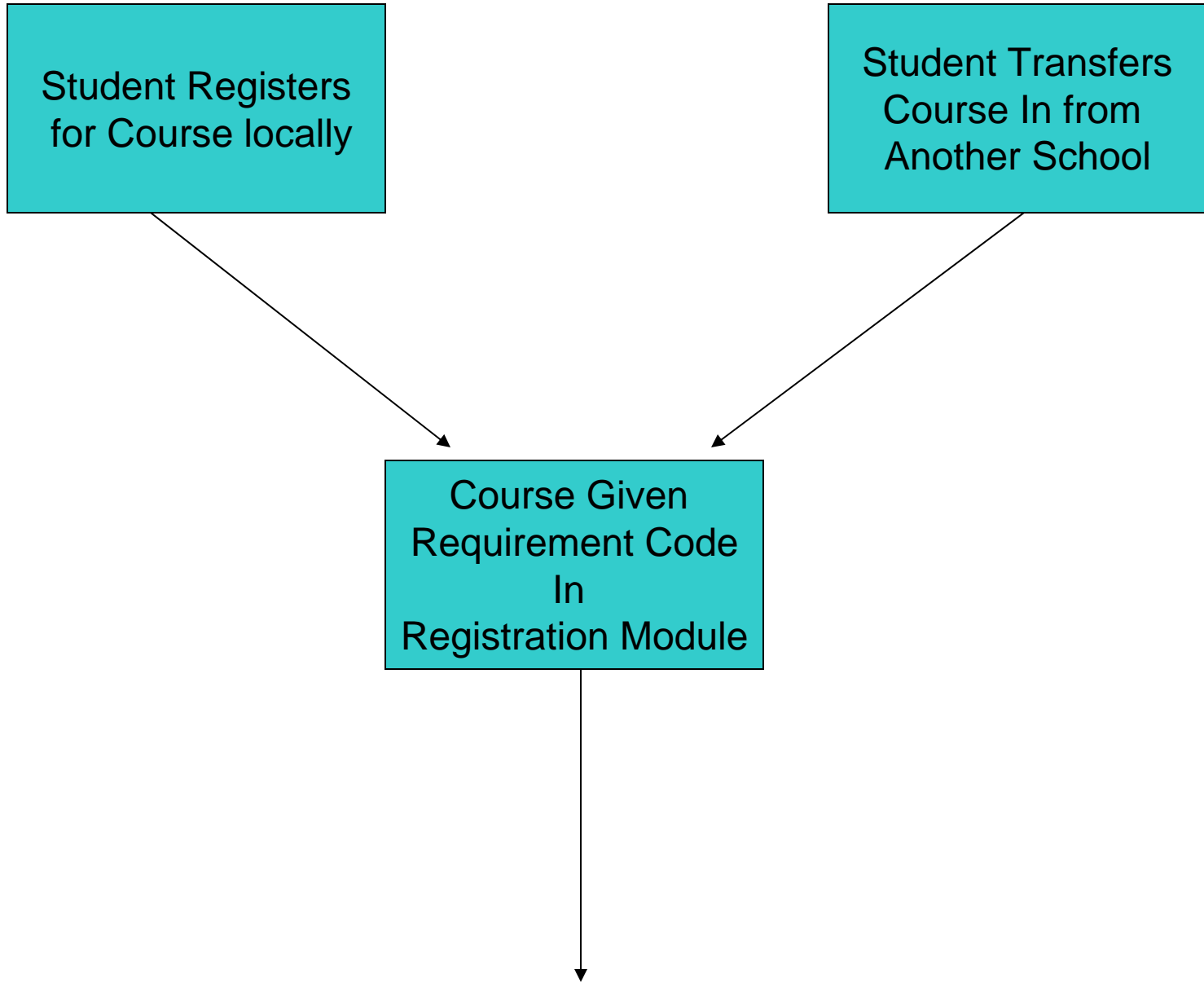
- Cumulative Courses a.k.a. CCRS
- CCRS are the same as Courses, however, they are cumulative.
- For example, Voice Applied Lesson is a CCRS.
- This course can be taken more than once, with the same ARC (Advising Requirement Code) and the hours compound.

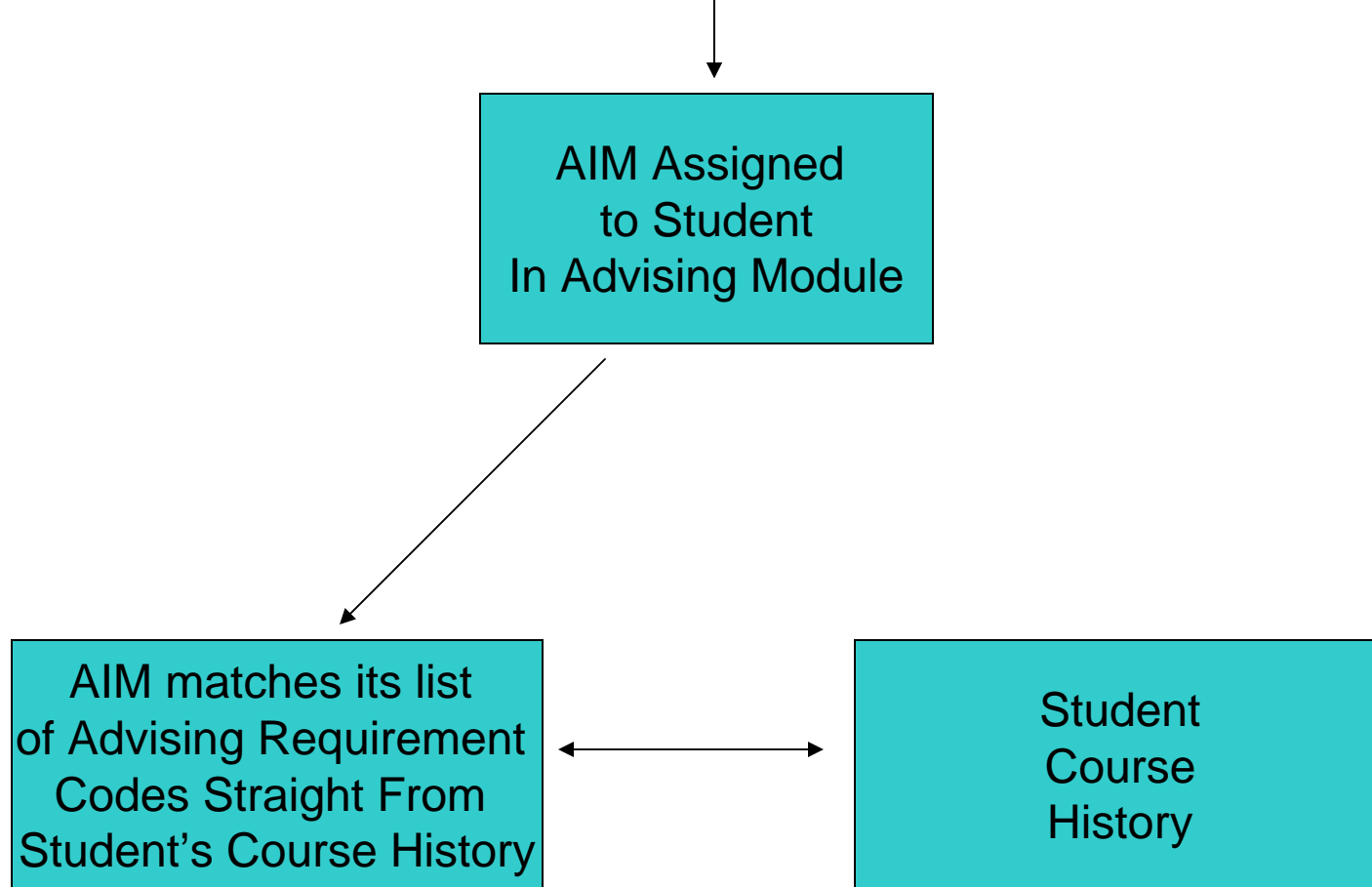



Alterations

- The system can handle several types of alterations.
 - Substitutions
 - Waivers
 - Alteration of Credit Hours
 - Military Course Transferal
 - Test (CLEP, AP, Assessment, Other)

The Process







This concludes our basic
Jenzabar EX 2.6 AV Module
session. Thanks you for your
attention.

Contact or visit us if you have
any questions. We look forward
to working with you this year.