



Advisors

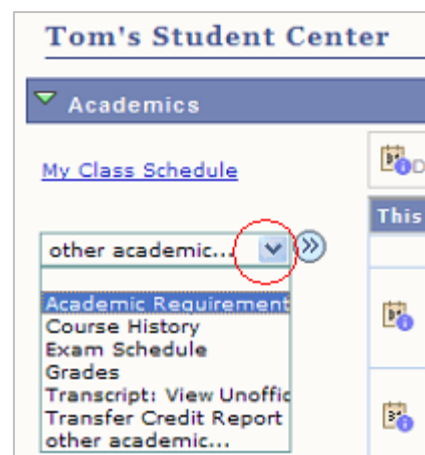
What's New After the 2009 Upgrade?

Quick Links:

- [Report Comparison Chart –Academic Requirements vs. Degree Progress/Audit](#)
- [Need More Help?](#)

Here's what's new:

- **View My Advisees:** The navigation to view information about your advisees is now **Advisee Information > View My Advisees**. Instructors also now have an **Advisor Center** tab at the top of the *Faculty Center* page. On the *My Advisees* page, any advisees assigned to you appear in a roster table. If you do not have advisees specifically assigned to you, you will not see the advisee roster table. If you work with drop-in advisees, use the **VIEW DATA FOR OTHER STUDENTS** button to search for students.
- **New options for working with advisee information:** For Advisors with assigned advisees, the advisee roster table has changed. Some new options in the advisee roster table include a **Notify** feature for emailing students within SPIRE, the option to view advisee photos, and a **View Student Details** link in place of the drop-down box used in previous SPIRE versions. **View Student Details** opens the *Student Services Center* page for the associated advisee.
- **Student Services Center (SSC):** Advisors will use the *Student Services Center* page to access contact and academic information needed to support the advising process. This page will open automatically when you either search for a drop-in advisee's record or view assigned advisees' details, as described above.
 - Use the **Student Services Center** to access the new ARR (Academic Requirements Report) and Course History page.
 - Navigate using the **"other academic..."** drop-down list under the "Academics" heading, shown at right, and the double-headed arrow to the right of the list.
 - Also under the "Academics" heading, use the links **My Class Schedule** to view a list of student's classes or **weekly schedule** (not shown) to view a typical week's schedule in calendar format.
 - If a student has Holds or To Do items, click the **details** links in the *Holds* or *To Do* boxes (not shown) for more information.



"other academic..." menu items on SSC

- **Academic Requirements Report (ARR):** The new interactive ARR allows you to expand and collapse requirement-defined sections and to drill down to more detailed course information.
- **Course History Page:** *Course History* is a new interactive page that lists courses a student has completed, is taking, or will take in the next term. Sort course history information by course, grade, term, or number of units, with an option for a secondary sort. Click a course title to drill down to more detailed course information.
- **Academic Requirements Report (ARR) & Course History PDF:** The ARR & Course History PDF contains the ARR followed by the course history information sorted by term and course. Find the **"View Report as PDF"** button at the top of the interactive ARR page.

- Service Indicators (a.k.a. holds):** The pages for working with student Service Indicators have changed. The new navigation is **Service Indicators > Student > Manage Service Indicators**. The *Manage Service Indicators* page allows you to search for a student and then view, add, remove or update Service Indicators for that student, as your SPIRE security permissions allow. Navigating from the “hold” symbol or “star” symbol on any page also leads to the same *Manage Service Indicators* page

Note: Under the **Service Indicators** menu item there appear to be two options, **Person** and **Student**. Academic department staff can access only the **Student** option.
- Browse Course Catalog:** The search pages to browse the Course Catalog have changed. You will select a letter to see a list of department names starting with that letter. Next you select a department from the search results returned. Then you can select from a list of courses for that department. Click any **Course** link to open the *Course Detail* page. Click the **View class sections** link to display any sections offered in the current term. The **Term selection** drop-down list allows you to search for sections offered in other terms if you wish. If any section results display for a given term, click the **Section** link to open the *Class Detail* page for the selected section.

Notes on conversion issues:

Academic Requirements Report

Some headings are cut off, such as *1. Take two of the following c* instead of *1. Take two of the following courses*. If the requirement is not satisfied, the requirement below the heading includes the full text. This is a temporary conversion issue and will be corrected.

Requirements in the Academic Requirements Report are clearly labeled as either *Satisfied* or *Not Satisfied*. Due to changes in the software for the new version of SPIRE, explanatory text, such as the *Entry Date/Term Message* text, is also labeled as *Satisfied* or *Not Satisfied*, even though this does not always make sense.

In previous versions of SPIRE degree audits, plans and sub-plans that did not have active degree information coded showed as having *No Requirements*. In the upgraded SPIRE, a change in the underlying software resulted in uncoded plans and sub-plans always showing as *Satisfied*. The Registrar's Office has changed most uncoded plans and sub-plans to show as *Not Satisfied* on the interactive Academic Requirements Report and will continue to work with Oracle to correct any remaining issues. If you have questions about reviewing academic requirements for students with uncoded plans and sub-plans, contact the Undergraduate Registrar's Office for assistance.

Comparison Chart

[return to top](#)

This section consists of a chart highlighting the main features of the new, improved Academic Requirements Report, as compared to the Degree Audit from SPIRE 3.0.

Changes	New Academic Requirements Report, 2009 SPIRE upgrade	Old Degree Progress Report (a.k.a. Degree Audit), SPIRE 3.0
View of degree audit data and fulfillment of requirements	Interactive - Collapse and expand report, based on your preferences; drill down to more detailed course information.	Static
Readability	Initial view shows only requirements that have NOT been met.	One view of data, showing all requirements.

Changes	New Academic Requirements Report, 2009 SPIRE upgrade	Old Degree Progress Report (a.k.a. Degree Audit), SPIRE 3.0
	More explanatory text and labels, e.g., <i>Satisfied</i> appears explicitly for satisfied requirements; clearly labeled courses that may be used or were used.	Less explanatory text. Requirements not satisfied indicated by bold, red font.
	Distinctive icons for <i>In Progress</i> (◆) and <i>Taken</i> (✔).	Letter codes for <i>Enrolled (EN)</i> , <i>In Progress (IP)</i> , <i>Other Credit (OT)</i> , <i>Test Credit (TE)</i> , and <i>Transfer Credit (TR)</i>
<i>View Course List</i>	<i>View Course List</i> now appears as a link. You can view long lists of courses that can satisfy a requirement. Note that some course options still do not appear due to complexity of requirements.	Some course options do not appear due to length of list and/or complexity of requirements.
Handling of exceptions to requirements in the Course Table	Instances of exceptions are indicated by hyperlinked numbers in the <i>Notes</i> column. Clicking a number links to explanatory information about the exception, e.g., <i>Authorized as a required departmental course. AO12345.</i>	For a given numbered requirement, instances of exceptions and detailed explanatory information display following the Course Table, e.g., <i>Course directed to this line / FALL 2008 ENVIRSCI 101 Intro Environmental 3.00 A EN / Authorized as a required departmental course. AO12345 / Operator: ASTAFF01</i>
Handling of plans and sub-plans without coded requirements	Plan and sub-plan always appear as <i>Not Satisfied</i>	Plan or sub-plan appears at the end of the report, e.g., <i>Subplan No Requirements</i>

Need More Help?

[return to top](#)

This section provides information on where to go for further assistance.

- For technical help with the new Academic Requirements Report or *Course History* page, contact: SIS Training & Support at sis-train@oit.umass.edu.
- Also see more detailed documentation at http://www.oit.umass.edu/spire/for_advisors/index.html
- For help with the content of the new Academic Advisement Report or *Course History* page:
 - For undergraduates enrolled through Continuing & Professional Education, contact: Continuing & Professional Education at advising@contined.umass.edu, or see <http://www.umassulearn.net/about/contact> for more contact information.
 - For other undergraduates, contact the University Registrar's Office at (413) 545-0555, or see <http://www.umass.edu/registrar/contact.htm> for more contact information.