

## Accessing the ARR: Dual Active program/plan stacks

**OBJECTIVE:** This quick lesson shows how to run an ARR for a student that is active in two programs at once, such as UGRD and a PBAC.

### CONTENTS:

**[LESSON 1: ACCESSING THE ARR FOR MULTIPLE CAREERS.....PG 2](#)**

### ***NEED ADDITIONAL INFORMATION?***

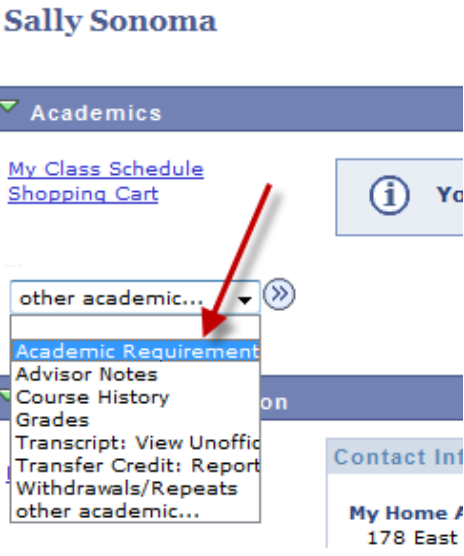
For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/it/cms/contact.html> to locate the **Academic Advising Functional Lead.**

**Navigation:** Campus Community > Student Services Ctr (Student) or Advisor Center > My Advisees/New Drop-In Advisees

**Introduction:**

A student can have two active Program/Plan Stacks at one time, which has caused problems with the DPR in the past. In PeopleSoft 9.0, the new ARR is able to handle this situation. For example, a student can be working on an Undergraduate Business degree in the Spring semester (UGRD program/plan stack), but has already applied and been accepted to the post baccalaureate MBA degree (PBAC program/plan stack).

This guide will show you how to run the ARR for the Career that you want to view.

Step	Directions	Screenshot
1	Run an ARR as you normally would, either through the Student Services Ctr (Student) or through the Advisor Center	 The screenshot shows the user interface for Sally Sonoma. At the top, the name 'Sally Sonoma' is displayed. Below it is a navigation bar with a dropdown menu labeled 'Academics'. The dropdown menu is open, showing several options: 'My Class Schedule', 'Shopping Cart', 'Academic Requirement' (which is highlighted in blue), 'Advisor Notes', 'Course History', 'Grades', 'Transcript: View Unofficial', 'Transfer Credit: Report', 'Withdrawals/Repeats', and 'other academic...'. A red arrow points to the 'Academic Requirement' option. Other elements visible include an information icon, a 'Contact Info' button, and a 'My Home / 178 East' button.

2

If a student is active in both a PBAC and a UGRD program, the PBAC ARR is going to display first.

Once on the ARR, if you are seeing a "PBAC" program but you were expecting to see a "UGRD" program, scroll down past the General Information box on the report.

Look for the Select Institution/ Career box. (This box only appears if the student is in more than one program)

Chrystalla ID: 0031

**Advisee Requirements** [Print Report](#)

Current Academic Objective		1 of 1	Current Academic Summary	
Career:	Postbaccalaureate	<a href="#">Requirement (Catalog)</a>	Last Term Registered: Fall 2012	
Program:	Graduate	Term	Academic Standing:	
Plan:	Business Administration (MBA)	Fall 2012	Overall GPA:	
Expected Grad Term:		Spring 2015	Sonoma GPA:	
Graduation Status:		Not Applied		

**General Information**

The Academic Requirements Report (ARR) lists and checks degree requirements. For information on the graduation evaluation process go to <http://www.sonoma.edu/registration/graduation/>

Plans (majors and/or minors) and Sub-Plans (concentrations, tracks, options, etc.) must be officially entered into a student's record via a Change of Major form for those requirements to display.

[HOW TO READ YOUR ACADEMIC REQUIREMENTS REPORT](#)

Course missing from your Major or Minor? [Major/Minor Course Substitution Form](#)

[Explore career options in your major](#)

[ARR Known Issues](#)

Degree Audit Icons		Course Icons	
✓	Requirement Met	✓	SSU Course Graded
◇	Met with In-Progress Work	◇	SSU Course In-Progress
☆	(symbol not used)	☆	(symbol not used)
■	Requirement Not Met	←	Transfer/Test Credit
⚠	Exception Made	?	What-if Course

Select Institution / Career: Sonoma State University > Postbaccalaureate [change](#)

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[collapse all](#) [expand all](#)

**BUSINESS ADMINISTRATION (MBA) (RG968-08)**

08-10 Catalog: Consult with a faculty advisor regarding these requirements.

- Units: 30.00 required, 9.00 taken, 21.00 needed

3 Click the green "Change" button. This will generate the UGRD ARR. Click Change again if you want to go back to review the PBAC report.

[Print Report](#)

Current Academic Objective		1 of 1
	<a href="#">Requirement (Catalog)</a>	
Career:	Undergraduate	Fall 2009
Program:	Undergraduate	Fall 2009
Plan:	Business Administration (BS)	Winter 2011
Sub-Plan:	Finance	Winter 2011
<b>Expected Grad Term:</b>	Spring 2012	
<b>Graduation Status:</b>	Applied for Graduation	

Current Academic Summary	
<b>Last Term Registered:</b>	Spring 2012
<b>Academic Standing:</b>	Good Standing
<b>Overall GPA:</b>	3.682
<b>Sonoma GPA:</b>	3.682

**General Information**

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Select Institution / Career    Sonoma State University > Undergraduate    change

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collapse all    expand all

**ACTIVE COURSES**

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▼ [In Progress and Ungraded Courses](#)

This list includes courses without a permanent grade (RP, RD, SP, etc). All courses must be permanently graded before a degree will be posted. Incomplete classes (Grade of I) are not considered In Progress work. (RQ671)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status