The Hong Kong University of Science and Technology

Student Information System

Reference Materials

# Introduction to Advisement Report

# (4-Year UG Programs)

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Maintained by: SIS Helpdesk, ARRO

File: SIS website (http://arr.ust.hk/sis/)

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## Abstract

Students can access information of their study progress towards their curriculum requirements online in SIS (Student Center). The function is called "Academic Requirements" in the Student Center and the result is known as "Advisement Report". This online report provides real-time information on student's study progress against the academic requirements of the program(s) the student officially registered and information on approved deviations from curriculum, transfer credits from courses taken elsewhere or previous programs taken in HKUST.

## Contents

Generate Online Advisement Report ..... 3
Structure of Advisement Report ..... 4
Interpretation of Advisement Report ..... 10
Credit Transfer and Deviation from Curriculum ..... 11
Hints and Tricks on viewing the Advisement Report ..... 13
Important Information on the Advisement Report ..... 15
Sample Advisement Reports ..... 16

## Change Log

| Date | Version | Author | Changes |
|---|---|---|---|
| 19th Oct. 2012 | 1.00 | Irene Wong / Tony C. Lau | • The document was initially launched |
| 26th Oct. 2012 | 1.01 | Tony C. Lau | • Editorial Changes |
| 27th Jan 2014 | 1.02 | Tony C. Lau | • Course Typically Offered |

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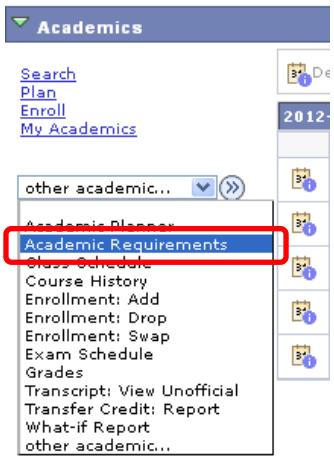
# Generate Online Advisement Report

1. Students may login to Student Center via the SIS website (http://arr.ust.hk/sis/student) or HKUST Portal (http://my.ust.hk).

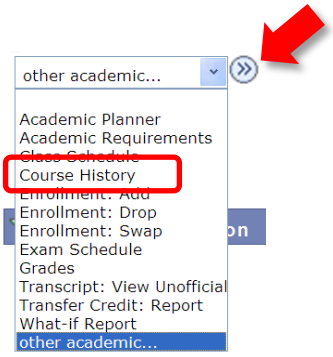
   For administration staff, please login SIS and choose Student Service Center.

   For advisors, please login Advisor Center and choose Student Center of their advisees.

2. In Student Center / Student Services Center, under the Academics section, select the item "**Academic Requirements**" from the pull-down menu and click the ">>" button to generate the Advisement Report online. It will take a while to generate the online report. In the process, the system retrieves the personalized academic requirements of the student and tries to use the courses taken to fulfill the requirements. The advisement report is a result of this process.




3. In a similar way, the full history of all the courses studied (including transferred credits) can be viewed online in the "**Course History**" option in the Academics section.

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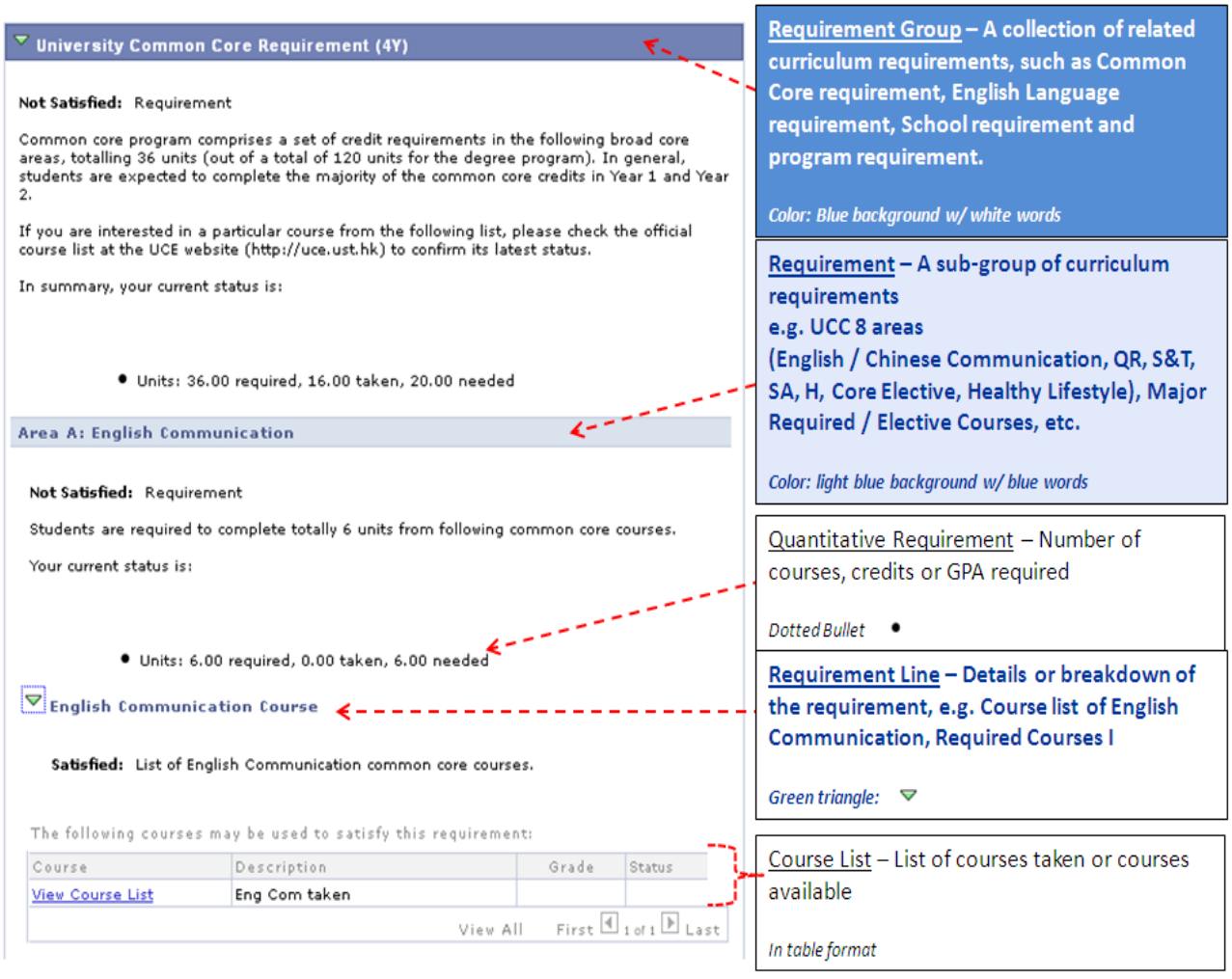
## Structure of Advisement Report

4. The advisement report consists of components at different levels:

   - Requirement Group;
   - Requirement;
   - Requirement Line; and
   - Course List




5. If students have not yet declared any major program, there will be 4 to 5 requirement groups in the advisement reports. The first three requirement groups are all University requirements which are common to all 4-year UG program students. Following those, there are requirement groups specific to schools and programs. At the moment, we only focus on the requirements groups per school. Some schools (e.g. SBM, SENG and SHSS) have one common requirement group and some schools (e.g. SSCI) have two. We will go through them one by one in further details.

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6. The first requirement group – **University Total Credit Requirement**.

   There are four requirement lines in this group (Figure 1). They are:

   - Courses Enrolled
   - Course Used
   - Other Courses
   - Course EXCLUDED from GGA Calculation

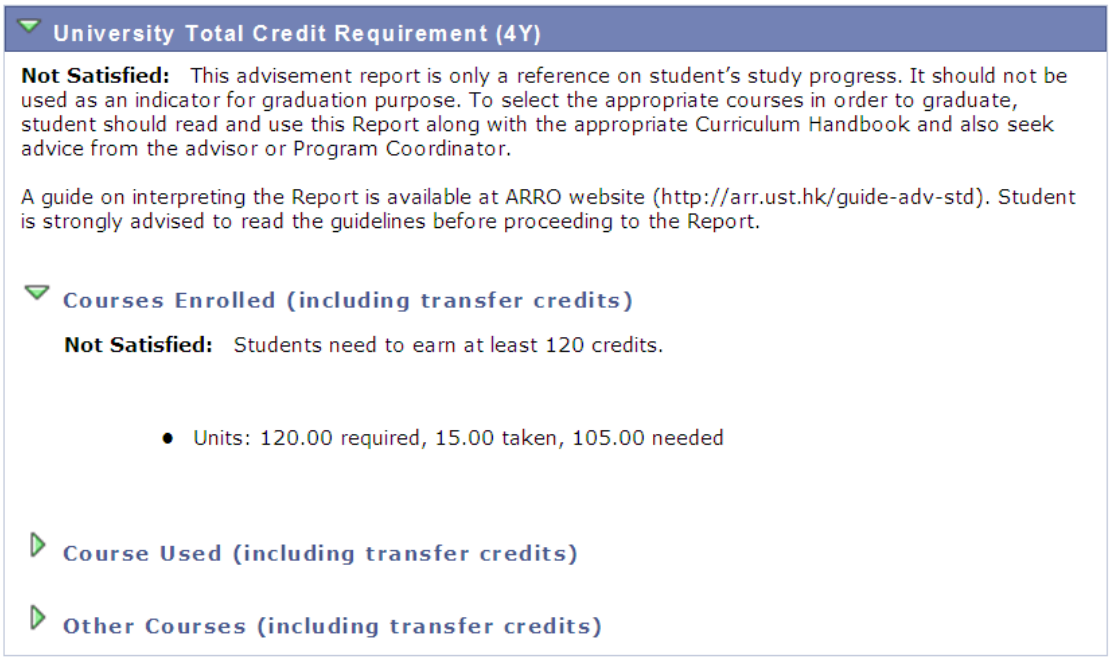


Figure 1 - Four requirement lines in University Total Credit Requirement

7. **Courses Enrolled**: Students must earn at least 120 credits (or units) to gain an award of a bachelor's degree (Figure 2).

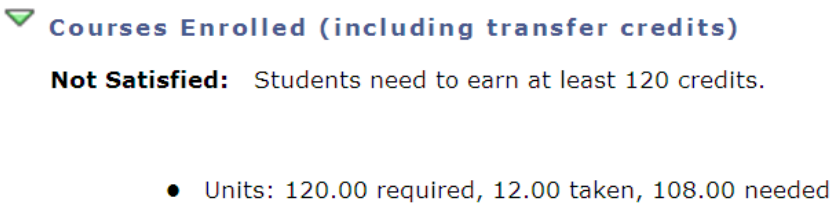


Figure 2 – Requirements of 120 credits (or units) by the University

8. **Course Used / Other Courses**: By default, courses taken and not used to fulfill any academic requirements of the current study program fall into "Other Courses". Usually, the sum of the numbers of credits (or units) taken in "Course Used" and "Other Courses" shall be the same as the number of credits (or units) taken in "Course Enrolled".

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9. **Course EXCLUDED from GGA Calculation**: Students may request that certain graded courses be excluded from the calculation of the Graduation CGA to improve their GGA, subject to the details in the Academic Regulations. Course approved to be excluded from GGA calculation will be displayed in the last requirement line "Course EXCLUDED from GGA Calculation". This line will NOT be displayed if there is no such excluded course.

10. The second requirement group – **University Common Core Requirement**.

    Students are required to complete 36 credits (or units) and other requirements in this category. For details, please refer to University Common Core Education (UCE) website (http://uce.ust.hk). This requirement group is organized in eight areas (Area A to H). Please note that 9 credits (or units) requirement on School-Sponsored Courses (SSC) is distributed in the individual requirements of S&T, SA, and H.

    Area A: English Communications
    Area B: Chinese Communications
    Area C: Quantitative Reasoning (QR)
    Area D: Science and Technology (S&T)
    Area E: Social Analysis (SA)
    Area F: Humanities (H)
    Area G: Core Elective (Arts / H / QR / SA / S&T)
    Area H: Healthy Lifestyle

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11. Typically, there are multiple requirement lines in each of the areas mentioned above. Let's go through different types of requirement lines by taking Area D: S&T as an example (Figure 3).

    **Course used to fulfill S&T Requirement**: shows the courses taken and used to fulfill S&T or S&T SSC requirements.

    **Verification: 3 units from S&T SSC**: is an indicator of whether S&T SSC (School Sponsored Course) requirement has been satisfied or not.

    **S&T SSC available:** If S&T SSC requirement has not been satisfied, students shall refer to this course list.

    **S&T Course available:** If S&T SSC requirement has already been satisfied but the overall S&T requirement has not, students shall refer to this course list Please also note that all S&T SSC can also be found in the course list in S&T Course available.

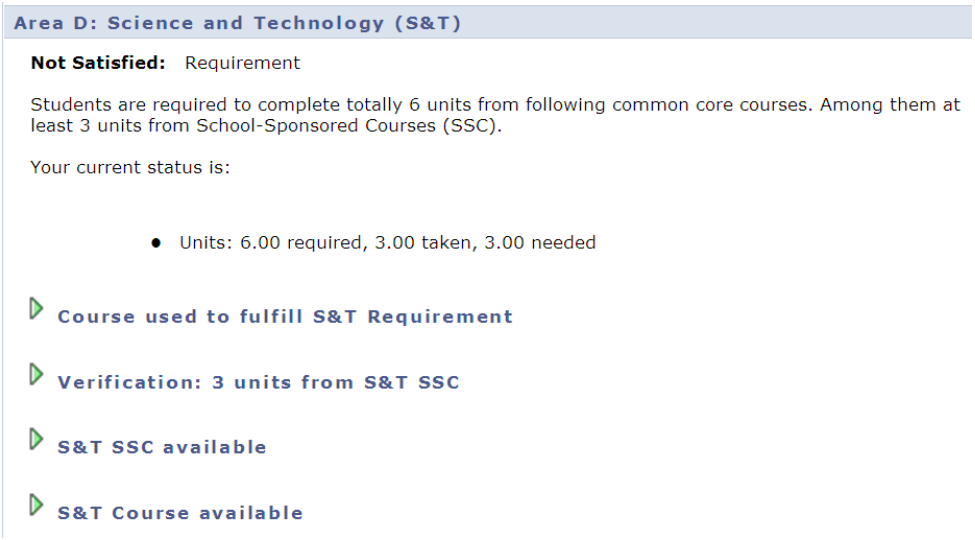


Figure 3 - Multiple requirement lines in Area D

12. Please note that the list of common core courses and school-sponsored courses may be changed from time to time. Whether a course taken in previous years can be used to satisfy the Common Core and/or School-sponsored Course requirements depends on whether the course appears on the corresponding course list of the respective year (term).

13. Extra credits (or units) studied in Area C, D, E and F can be used to fulfill the 6-credit requirement on Core Elective.

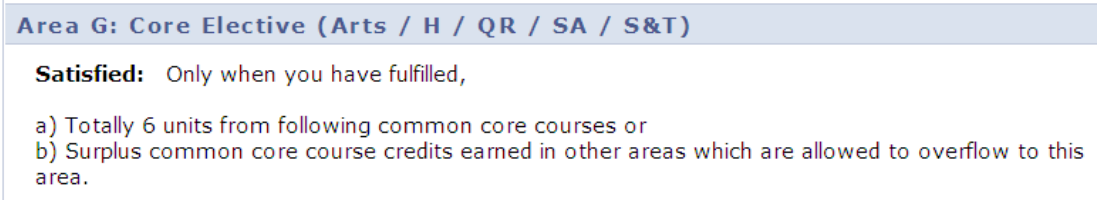


Figure 4 - "Overflow" credits (or units) from other common core areas will not be shown in Area G, but will be counted.

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14. The third requirement group – **University English Language Requirement**.

    Students must complete 12 credits (or units) in English Language requirement – six credits (or units) through required English Communications (Area A) courses in the **University Common Core Requirement** (*the first requirement line* in Figure 5), and other six credits (or units) through other courses approved for the English Language requirement.

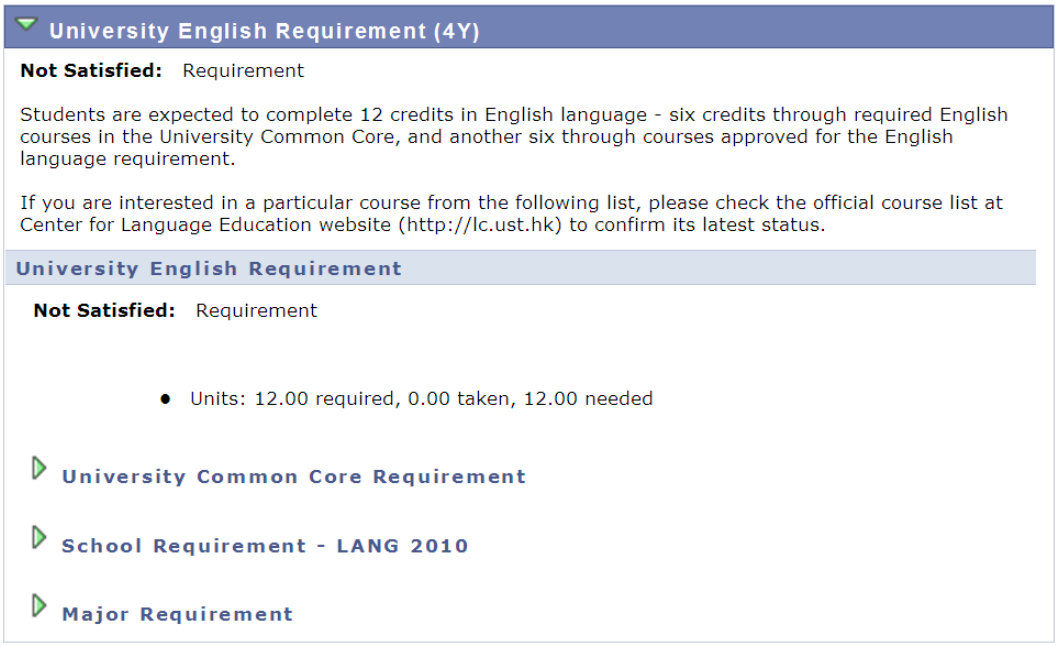


Figure 5 - Different types of requirements to fulfill University English Requirement (12 credits / units) – Example of SSCI

15. Students should complete the 6 credits (or units) of University Common Core English Communications courses in the first year of study, and the others in subsequent years. Different schools may have different approaches to satisfy the other 6 credits (or units) of English Language requirements. Please consult the school advisors for further details.

16. The last type of requirement groups – **School / Program Specific Requirements**.

    **Before a major program is declared and officially registered:**

    Each school requires courses that provide a common foundation for its major and an introduction to the specialist area under each school. The advisement report will be displayed according to the School / Program students have registered in. Following are the list of respective requirement groups for pre-major students of various schools.

| | |
|---|---|
| SBM: | SBM School Requirement (4Y) |
| SENG: | SENG Engineering fundamental (4Y) * For Advisement Only * |
| SHSS: | SHSS School Requirement (4Y) |
| SSCI: | SSCI School Requirement (4Y) |
| | SSCI Major Pre-requisite / IPO Fundamental Course (4Y) * For Advisement Only * |

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The two SENG and SSCI * For Advisement Only * items serve as references to students BEFORE they declare a major program. Students need NOT to fulfill all the requirements in these requirement groups. Irrelevant requirements will be removed after the student are officially registered into any of the major programs.

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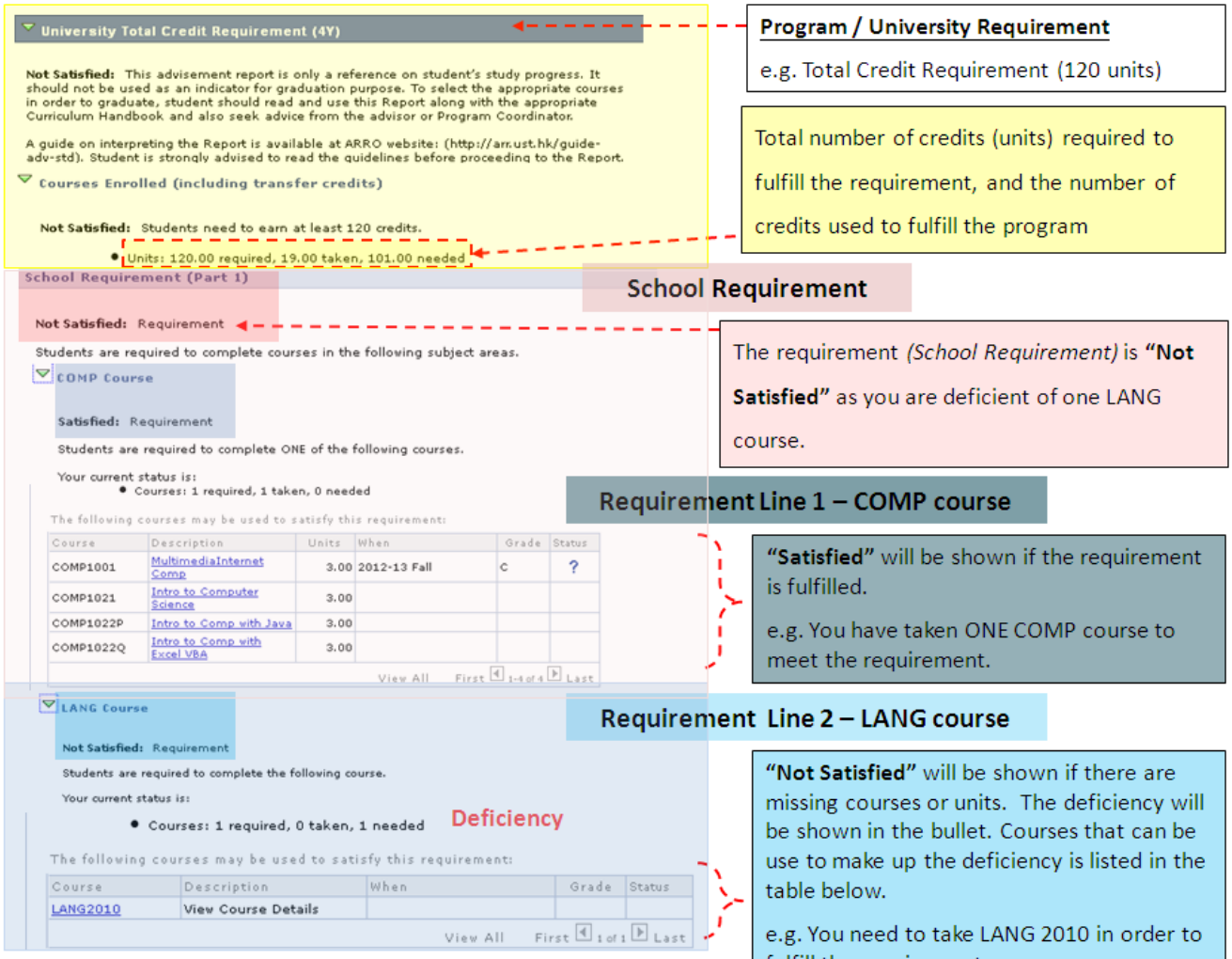
## Interpretation of Advisement Report

17. In advisement report, you may find the curriculum requirements and check whether students have already fulfilled them or not, such as the course / credit (or unit) required, taken and needed.




18. There are TWO course enrollment statuses.

*Taken*: courses enrolled and completed with grades

*In progress*: courses enrolled but yet to be completed

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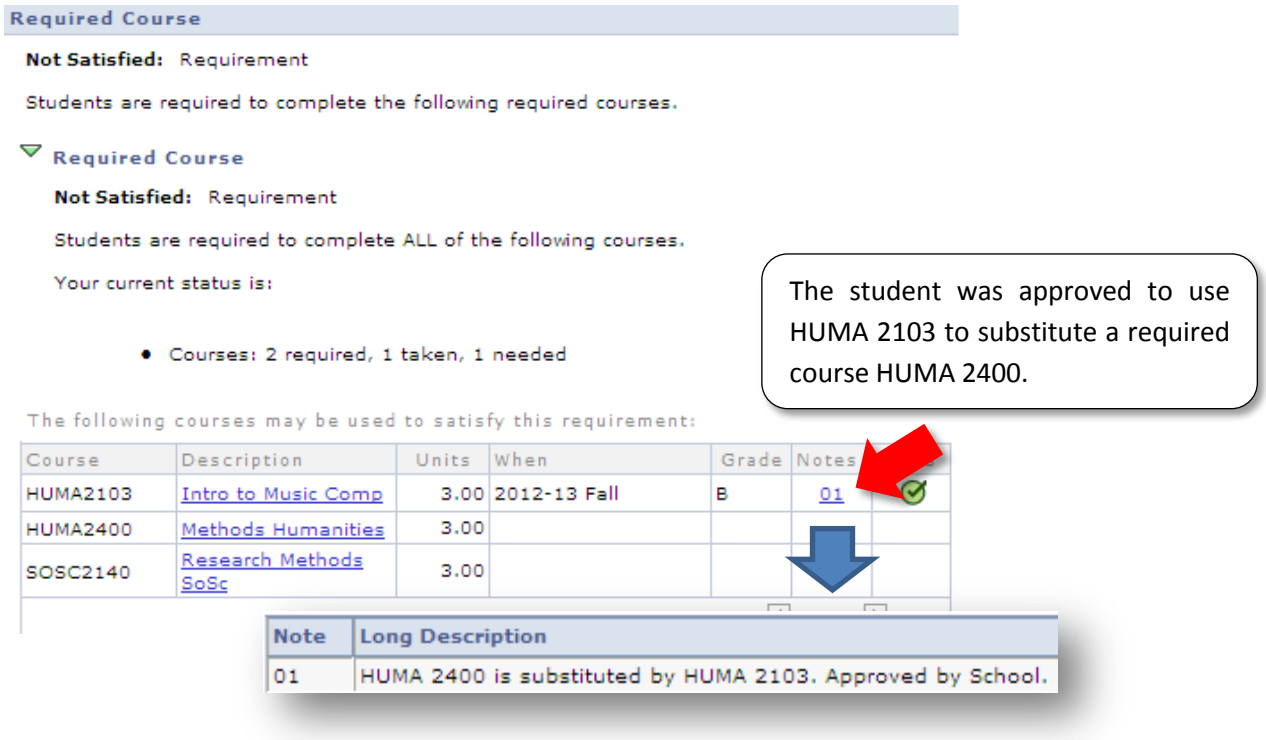
## Credit Transfer and Deviation from Curriculum

19. Transfer Credits from courses taken elsewhere are displayed on the advisement report with a "T" grade. When credits are transferred without an equivalent HKUST course, a dummy course will be used, e.g. HMCC UCORE is used for credits transferred to a non-specific Common Core Course in Humanities.

20. Curriculum deviation includes Course Substitution, Exemption of Curriculum Requirement and Requirement Change.

    a. Course Substitution: a specific course requirement is substituted by another.

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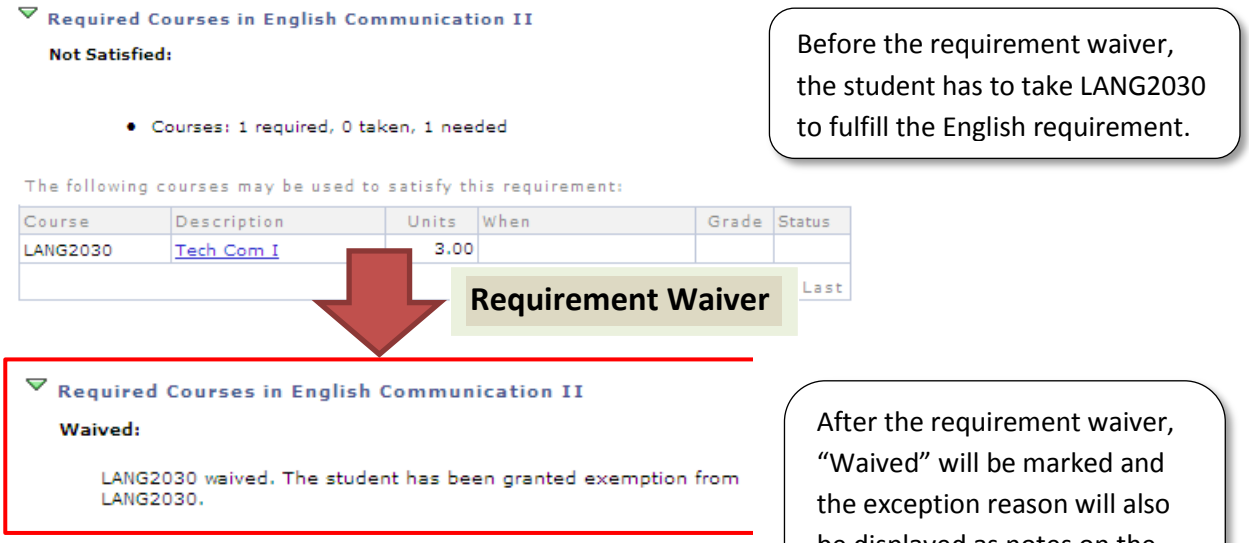
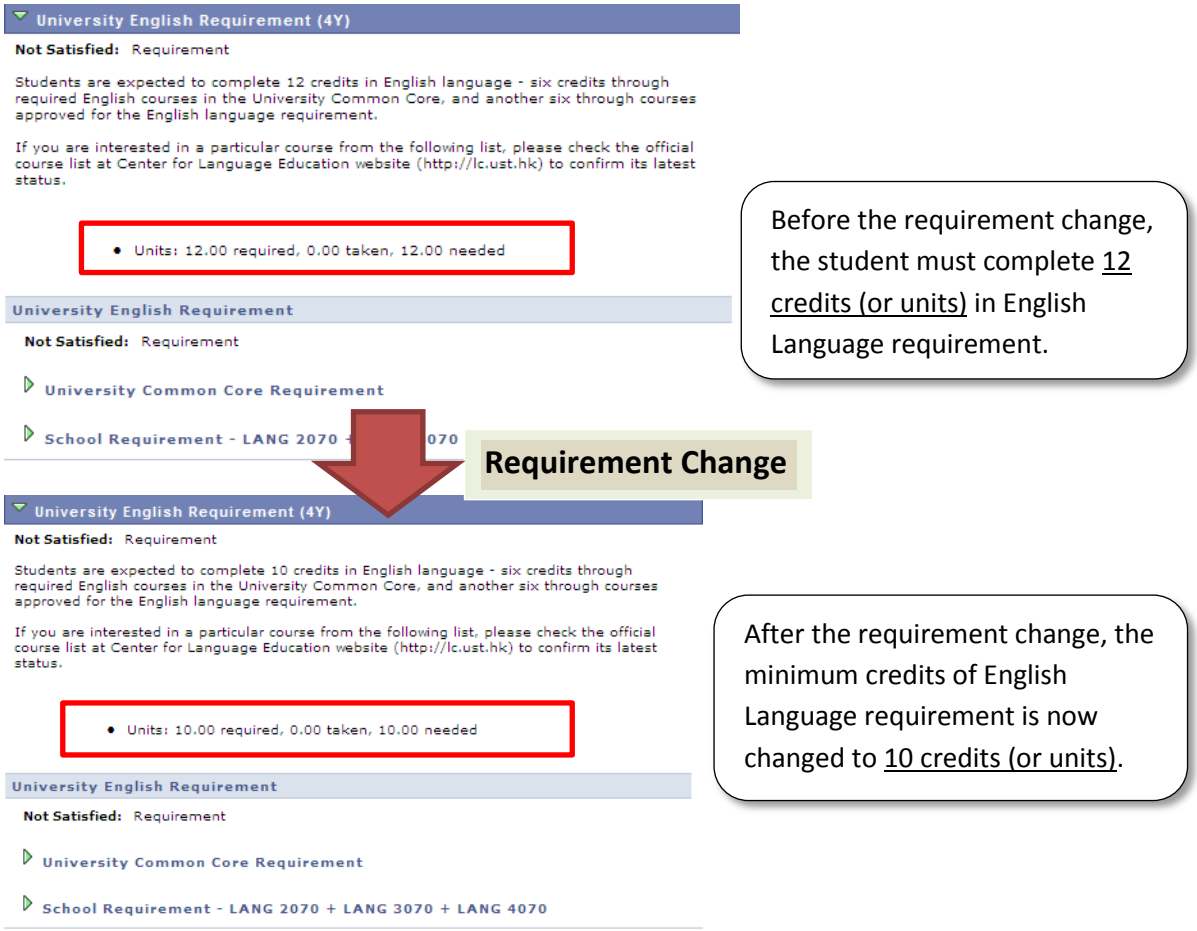
b. Exemption of Curriculum Requirement: the waived requirement or requirement line is removed from the advisement report.




Before the requirement waiver, the student has to take LANG2030 to fulfill the English requirement.

After the requirement waiver, "Waived" will be marked and the exception reason will also be displayed as notes on the advisement report.

a. Requirement Change: the change is reflected on the advisement report.




Before the requirement change, the student must complete 12 credits (or units) in English Language requirement.

After the requirement change, the minimum credits of English Language requirement is now changed to 10 credits (or units).

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# Hints and Tricks on viewing the Advisement Report

**To expand or collapse:**

*By default, the system expands only requirements that are NOT SATISFIED and hide the SATISFIED ones.*

Use the button "collapse all" and "expand all" to hide and to display ALL details respectively. To display/hide the details of a particular requirement, click the green triangle.

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**View course list:**

To view the list of courses available to satisfy a requirement, click "View Course List".

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**View all courses:**

It is the system behavior to display the first 10 records only, for requirements involving more than 10. To see all records, click "View All".

To have a better view of course usage, click "When" to sort all enrolled courses in either ascending or descending order such that all courses used will be placed at the top.

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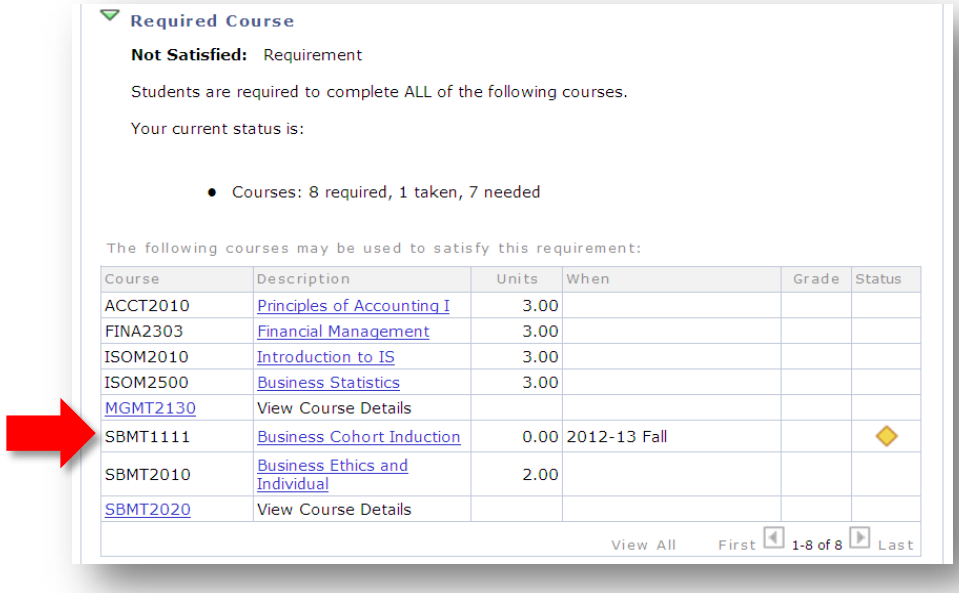
## Courses Not Yet Available:

For some future courses not yet offered, the link to the course details is not available yet, while they will still be on the course list of the respective requirements. Please refer to the corresponding course offering departments / offices for further details of the courses.



**Required Course**

**Not Satisfied:** Requirement

Students are required to complete ALL of the following courses.

Your current status is:

- Courses: 8 required, 1 taken, 7 needed

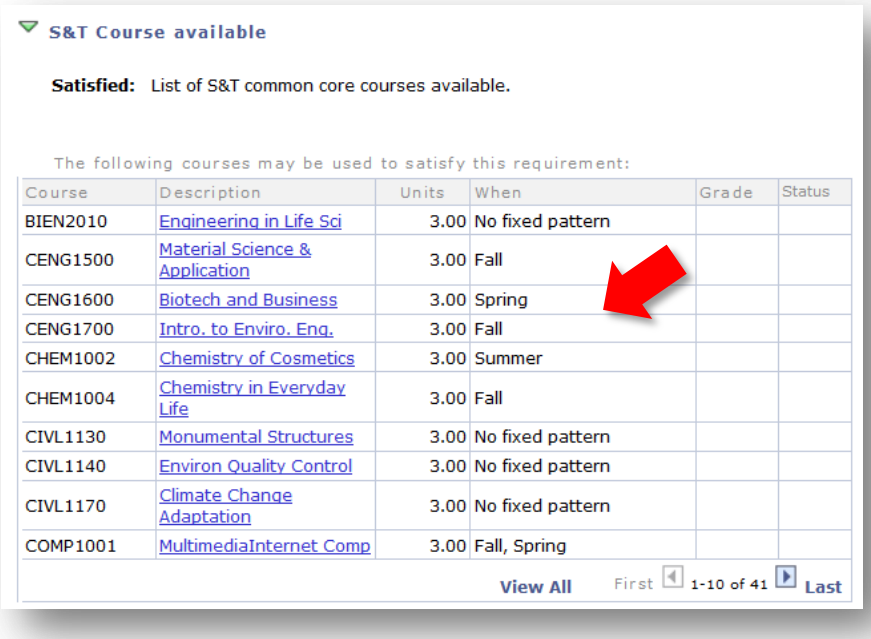
The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|---|---|---|---|---|---|
| ACCT2010 | Principles of Accounting I | 3.00 | | | |
| FINA2303 | Financial Management | 3.00 | | | |
| ISOM2010 | Introduction to IS | 3.00 | | | |
| ISOM2500 | Business Statistics | 3.00 | | | |
| MGMT2130 | View Course Details | | | | |
| SBMT1111 | Business Cohort Induction | 0.00 | 2012-13 Fall | | |
| SBMT2010 | Business Ethics and Individual | 2.00 | | | |
| SBMT2020 | View Course Details | | | | |

View All First 1-8 of 8 Last

## Courses Typically Offered:

For most 4Y UG courses, the advisement report will show in which academic term the courses will typically be offered. The information, if available, will be shown in the "When" column for those courses not yet taken.



**S&T Course available**

**Satisfied:** List of S&T common core courses available.

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Grade | Status |
|---|---|---|---|---|---|
| BIEN2010 | Engineering in Life Sci | 3.00 | No fixed pattern | | |
| CENG1500 | Material Science & Application | 3.00 | Fall | | |
| CENG1600 | Biotech and Business | 3.00 | Spring | | |
| CENG1700 | Intro. to Enviro. Eng. | 3.00 | Fall | | |
| CHEM1002 | Chemistry of Cosmetics | 3.00 | Summer | | |
| CHEM1004 | Chemistry in Everyday Life | 3.00 | Fall | | |
| CIVL1130 | Monumental Structures | 3.00 | No fixed pattern | | |
| CIVL1140 | Environ Quality Control | 3.00 | No fixed pattern | | |
| CIVL1170 | Climate Change Adaptation | 3.00 | No fixed pattern | | |
| COMP1001 | MultimediaInternet Comp | 3.00 | Fall, Spring | | |

View All First 1-10 of 41 Last

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## Important Information on the Advisement Report

- The advisement report is only a reference on students' study progress. There may be certain requirements which cannot be set up by system logics and they will only be verified upon graduation check near the last term of study. There are also other technical constraints which may affect the accuracy of the report. As such, students should NOT solely rely on the Report for enrolment or program requirement fulfilling purposes and are strongly advised to consult the advisors regularly for academic advice. Students should also refer to the Program Catalog for 4-Year UG regularly for the latest updates.

- The Report is generated by comparing the courses completed or registered with the program requirement stipulated for the cohort of admission. Minor programs for UG studies are matched against the latest curriculum issued by the Provost Office.

- Requirements are normally fulfilled from top to bottom as laid in the Advisement Report on screen. The system-predefined logic for choosing a course to fulfill a requirement is by the grades obtained. Transfer credits will be selected first and then the courses with better grades. In this respect, the results of the checking, especially where electives are concerned, may not reflect the "best possible" match. It is possible that by rearrangement of courses, the outcome of the Report is different. Students may raise such requests to ARRO near graduation.

- Under current setting, a program requirement is deemed satisfied even if there are courses which are still in progress (e.g. with "I" grade or without any grade). A requirement will only be regarded as fulfilled after all these courses are passed with grades finalized.

- Any requirement on the grade averages will NOT be evaluated by the Report (except for the minimum CGA requirement for UG minor programs). Students should refer to the unofficial transcript for the latest GGA and read it with the program catalog or curriculum handbook to see whether the GGA requirement is met or not.

- Failed courses and courses with "PP" grades are NOT used to fulfill any requirement and therefore are NOT shown in the Advisement Report. Nevertheless, the course history is available at the "Student Center" (or "Student Services Center") for reference.

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## Sample Advisement Reports

For your reference, the following sample advisement reports are available in the SIS website (http://arr.ust.hk/sis/glossary/advrpt.html).

- 4-Year School of Business and Management Pre-Major Student
- 4-Year School of Engineering Pre-Major Student
- 4-Year School of Humanities and Social Science Student
- 4-Year School of Science Pre-Major Student

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