

## WHAT IS "JAGTRAX"?

A web-based advisement tool, JAGTRAX helps advisors and students "audit" academic progress towards degree completion and "plan" future coursework. For those wondering "what if" about a new major, minor, or concentration, JAGTRAX will shift the coursework into a view of the new target. All degree seeking students, advisors, faculty and selected staff members have access to this advising support. An updated consolidated version of JAGTRAX launched Fall 2013 in POUNCE.

## WHAT IS A JAGTRAX "AUDIT"?

A JAGTRAX audit is a review of past, current, and planned coursework that provides information on completed and outstanding requirements necessary to complete a degree, major, minor, concentration. (*JAGTRAX is an academic planning guide, but not an official certification of degree.*) A student must work with an academic advisor to interpret and fully utilize this tool. The audit uses information that is updated each night so any changes made today (e.g., grade changes, classes added/dropped) will be available in JAGTRAX tomorrow, though the audit would need to be refreshed to apply them. It is good practice to **click the "Process New" button on the "Student View" audit worksheet each time that you begin a review to ensure that any updates are applied.** (*If you have need to save the previous copy, use the PDF button.*)

## DOES JAGTRAX TELL A STUDENT WHAT COURSES TO TAKE?

The audit shows courses still needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may click on any outstanding coursework on the worksheet to see detail of when it will be offered next, credits hours, or prerequisites. A student then uses this information to develop an academic plan with an advisor.

JAGTRAX is designed to show a listing of a student's majors and minors in the "Student View" worksheet with each area broken out into individual requirement blocks within the audit. For a student pursuing simultaneous degrees or a second major in a degree, click on the "Degree" drop-down box at the top of the "Student View" audit in order to see additional requirements.

To view needed courses in other formats - select "Registration Checklist" or "Graduation Checklist" on the worksheet from the format drop down window.

## DOES JAGTRAX CALCULATE GPA'S?

JAGTRAX has a GPA calculator (*see tab*) that allows you to try different scenarios for term grades. You use a drop-down menu to assign anticipated grades for current coursework, then view the resulting GPA. Additionally, there is a function that allows you to set a target GPA and JAGTRAX indicates the required credits necessary to achieve the goal. (*JAGTRAX uses the Institutional GPA.*)

## WHAT IF SOMETHING IS MISSING OR NOT BEING APPLIED?

The academic advisor is the initial point of contact regarding the interpretation of JAGTRAX features. Any waivers, substitutions, or exceptions for requirements must be officially communicated to Student Records by the academic unit before these become "real" in the system and available to JAGTRAX to use. Therefore, it is vital that advisors initiate such changes in a timely manner so they can be accurately reflected in the student's audit and plan.

Also, there may be some unique degree program features that JAGTRAX may not be able to apply. While JAGTRAX offers a number of helpful advisement tools, it is not an official certification for graduation. Students will still need to follow the prescribed academic steps for graduation application.

## WHAT IS AN "ACTIVE PLAN"?

The JAGTRAX "Planner" allows users to arrange course requirements into future semester blocks. It is recommended that each student with an advisor creates an "active plan" and keeps it up-to-date. On the "Planner" tab, you have a split screen where you may drag and drop needed courses from the audit into future terms creating an academic plan for degree completion. (You may also type directly into the plan but use accurate terminology e.g., ENGL1101, not English I.) (*When planning, remember that the "Planner" does not look at prerequisites. For prerequisite information and next offering, see the worksheet audit.*) Click "Save Plan" to retain the plan of study developed. Nothing entered into the planner will affect the actual audit. You can however see how the entered courses will apply in the audit by checking the boxes next to the semester blocks desired and then click "Process New". In the audit on the left screen, you will see how the planned courses applied to the various requirements.

An advisor may create multiple plans with a student but **only one plan may be marked as active**. Planning does not register a student for courses - though the University may eventually use data from such plans to help forecast course demand. (*For an Academic Advisement Advisee, the advisor enters the courses you select together in the saved plan following your NEXT TERM ADVISEMENT appointment. Your SCHEDULE PLANNER uses these course options to help you build your best schedule.*)

## HOW DO I USE THE "WHAT IF" FEATURE?

This feature allows students and their advisors to hypothetically change major, minor, or concentration. The "What If" audit shows how completed, current, and planned coursework meets the requirements of the new target. On the Worksheet tab, select the "What If" in the left menu. The "What If" header is displayed whenever an audit is run in this mode. Such **"What If" scenarios are not saved**, though you may print for reference.

After discussion with the advisor, it is the student's responsibility to follow up on any desired changes to declared major, minor, or concentration. (*See Academic Advisement/Student Records for details on current Change of Major process.*)