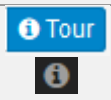
Advisor - Common Symbols, Grades, Operators, and Font Formats

Common Audit Symbols:

Symbol	Meaning
	An unsatisfied item.
	A satisfied item.
	An optional unsatisfied item.
	An optional satisfied item.
	An information item.
	Courses or requirements with this symbol are not included in calculated course, credits, and/or GPA totals. Hover your mouse over the asterisk for more information.
	A pinned course, meaning the course will not move unless manually moved by an advisor.
	A button to collapse a requirement. Click to use.
	A button to expand a requirement. Click to use.
	The presence of this button indicates that a course can be moved to this section. Click to use.
	The item is *planned* using the Planning Module, meaning the item has not been completed or registered in by the student on the official database system, Banner.
	These buttons initiate tours of the system. You can tour the home page, your audit(s), the Toolbar Area, and the Sidebar Area. Click to use.
	This button, called "The Cloud", will do a Single Student Import, meaning it will contact our student records and update your record to have the most up to date information. Click to use.
	This is the notification button. Notifications regarding your audits will appear at certain events, however, the University is not currently using the notification system.
	The declared flag indicates the goal is what you have officially declared as the program you are seeking to complete.
	The official flag indicates the audit has been verified by your Faculty to be correct.
	The graduated flag indicates the audit has been verified for Graduation by your Faculty.

Common Non-Numeric Grades:

Non-numeric Grade	Meaning
F	Failure
IP	In Progress
NP	Not Passed
NR	Not Yet Reported
RE	Registered For
W	Withdrew from Course

Font and Superscript:

Font Colours and Superscripts	Meaning
Red Font	• Items in this colour indicate that a requirement has not been met. • Courses in this colour indicate that they are considered as an unsuccessful attempt and must be retaken or replaced with a different course.
Orange Font	Items in this colour indicate that an advisor has made an exception.
Blue Font	Courses in this colour indicate that the course is considered *Transfer Credit*, meaning the course was taken at another institution.
Green Font	Courses in this colour indicate that the course has not yet been completed, but the student has registered for the course or has *planned* to take the course.
Superscript ^{T}	Courses marked with the 'T' superscript indicate that the course is considered *Transfer Credit*, meaning the course was taken at another institution. Hover your mouse over the 'T' to see which institution the course was taken at.
Superscript ^{E}	Courses marked with the 'E' superscript indicate that the course is considered to be *equivalent* to a course that is required in the requirement. Hover your mouse over the 'E' to see which course is the equivalent.
Superscript ^{R}	• Courses marked with the 'R' superscript indicate that the course is being *reused* somewhere else in the audit. • Generally, courses marked with the 'R' will only be counted in the courses, credits, and GPA totals once. • These courses will appear twice or more on the audit, but only in one of these instances will the superscript indicator appear.
(repeat)	Courses that appear with this notation after the course title indicate that the course has either been repeated, is a repeat of a course, or is in the process of being repeated.

Useful Operators:

Operator	Function
=	Equal to
!=	Not equal to
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
Contains (% = wildcard)	Enter a fraction of a subject code followed by the % symbol, only subjects containing what has been entered will be shown. For example, entering 1% will show only 100 level courses.
Not Contains (% = wildcard)	Similar to the Like function however only subjects that do not contain the entered subject code will be shown.
In List	Create a list of values, separated by commas, and all subjects containing a value from that list will be shown.