



How to Enter Flight Plan Reason Codes into GradesFirst

When meeting with a student during a Flight Plan advising session, an advisor learns from a student why he/she missed her milestones.

When an advisor meets with a student it is normal practice to enter an advising report into GradesFirst. Reason codes are input directly into the advising report into the *Reason Field*. All Flight Plan codes start with a four letter prefix. The first two letters are always "**FP**" and the next two are the category code for the reason (e.g. "**AS**" for Academic Skills or "**CC**" for Course Closed).

| Appointment Details An appointment will be created after you submit this report. Reason: Academic Planning × FPCC Other (Course Closed) × This person attended Attendee Travis (Student) Ross Artived Date of visit: 09/04/2014 Appointment Summary And Reminders Summary Inst with Travis to discuss why he had fallen off his Flight Plan. We discussed a few of the difficulties that he faced last semester and the possibility of some career counseling I recommended that he visit the career center and provided information about how to a schedule an appointment. As we explored how he had fallen off track he explained that he was late registering for classes and <pg> there were not enough courses available for his degree. Rather than take hours that would not apply he decided to take 12 hours this semester. Suggested time: Suggested time: Suggested time: Suggested time: Distributed Summary and Reminders Suggested time: Suggested time: Distribute Summary S</pg> | REATE AN ADVISING REPORT | | | | х |
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Finally, save the report as usual and you are finished!

Using the "Other" Category

If there is no match for the reason, then choose *"other"* from the appropriate category. For example, if a course is closed that is not listed under the category code **"FPCC"**, then use the **"FPCC Other"**.

When selecting other as a reason there is always another step to properly record the reason.

In the <u>Summary</u> section on the report, summarize the reason. This will be a short summary. For example, if the course closed is HSS 184, then write "<FP> HSS 184 was closed </FP>".

It is important that if "Other" is selected as a reason, that it is started with "**<FP>**" and finished with "**</FP>**"

This is because UAP will use a computer program to pull all information after an <FP> and before </FP>. Without those markers we can't get your information.