

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).

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 *Summary* 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.

Finally, save the report as usual and you are finished!