

ACADEMIC ADVISEMENT REPORT

The academic journey at SDSB LUMS may not be smooth, it will encompass a lot challenges and pressures. Being an undergraduate student at SDSB, it is pivotal for each one of you to manage yourself when it comes to effective academic course planning and course management.

The office of undergraduate student advising (OUSA) at SDSB extends the lead role when it comes to providing expert advice to SDSB UG students involving academic, non-academic affairs counseling and career planning etc. For academic tracking/progression of the major/degree programme (s), the main support function available is the “**Academic Advisement Report**” module visible to each student in his/her zambeel profile.

The students can view, update/refresh, download the “**Academic Advisement Report**” to keep track of major/degree progression leading to graduation at any given point in time.

The report is customized to individual student’s course planning and compares successful completion of the major/degree course requirements into two broad parameters.

- a) The course (s) undertaken/completed with an obtained grade (A + to F, P) or an IP (In progress) status
- b) The course (s) still required to be undertaken for major/degree completion

Major/degree course (s) requirements which are not fulfilled will appear as “**Not Satisfied**” against each of the required BINs. The report also details information on what course (s) with codes, number of credit hours needed are required against each of the BINs for them to be “**Satisfied**”.

To access updated information at given point in time, students can refresh and download their “Academic Advisement Reports” following the steps as per the attached user guide.



Zambeel User
Guide_ How To Refr

It is ultimately student’s responsibility to keep track of the fulfillment of major/degree requirements via “Academic Advisement Reports” at different stages of the programme as advised by OUSA-SDSB. In case of any ambiguity/clarification, students may log queries at undergradadvising.sdsb@lums.edu.pk for assistance/advice.

This document serves the below for student’s facilitation;

1. Checking individual requirements for each bin
2. What information the Academic Advisement Report does not capture?
3. How to report for issues/anomalies for individual Student’s Academic Advisement Reports?

CHECKING INDIVIDUAL REQUIREMENTS FOR EACH BIN

ACF REQUIRED BINS¹:

[University Core](#)

[Business Core](#)

[Major Core \(including ACF Internship\)](#)

[Out Group](#)

[In Group](#)

[Major Electives](#)

[Free Electives](#)

MGS REQUIRED BINS¹:

[University Core](#)

[Business Core](#)

[Major Core](#)

[Out Group](#)

[In Group](#)

[Major Electives](#)

[Free Electives](#)

[ACF/MGS Direct Course Work \(DCW\) Bin](#): SPROJ, IS, DRP, Internship < = 12 credit hrs.

[ACF/MGS Pass-Fail](#): DRP, IS, Internship, courses converted to Pass "P" <= 10 credit hrs.

Minor Requirements: (as per student handbook for specific minors)

[ACF/MGS SCGPA](#): All courses combined (ACF/MGS), business, major core, major electives and all the SDSB course prefixes as part of the ACF/MGS major electives taken under free electives bin are clubbed together for the determination of specialization SCGPA for students

[Course History](#): Course history is also listed in Advisement report and Details all courses with grades taken during the entire degree tenure

PLEASE CONTACT ADVISING OFFICE IN CASE OF ANY CONFUSIONS

undergradadvising.sdsb@lums.edu.pk

¹ You may click on required bin name for additional details on how to interpret your individual bin requirements. Please ALWAYS consult your Student Handbook in-case of any annual changes to bin requirements.

THE UNITS REQUIREMENT BIN

The Units Requirement Bin is to be checked in conjunction with completion of individual BIN wise courses (with receipt of grades) & “Undergrad Semester” & “Bachelor of Science Programme” status as “Satisfied”



Advisement Report
 For **Name of student** prepared on **Date downloaded**
 Requested by **LUMS/SDSB Staff**
 Student ID: **[Redacted]**

Program	Requirement Term	Requirement Status
Undergrad Semester Career	Fall Semester 2017-18	Not Satisfied
Bachelor of Science-BSc (Hons) Program	Fall Semester 2017-18	Not Satisfied
Accounting & Finance Major	Fall Semester 2017-18	Not Satisfied

1 Shows if all requirements for Major ACF/MGS completed or not. Once completed, it will show as "satisfied"

2 Shows if all BSc Degree requirements completed or not. Once completed, it will show as "satisfied"

Units Requirement

Not Satisfied: Units Requirement

the Units Requirement section of academic advisement report will show as "satisfied" if you have fulfilled all of your degree requirements

Units Requirement

Not Satisfied: Units Requirement

the undergraduate degree program at LUMS requires Successful completion of at least **130** credit hours for the BA-BSc (Honours) programme. Once 130 credit hours are complete, Unit Requirements will show as "Satisfied". In this case, 13 credit hours are still required to complete degree requirements.

Units Requirement

Not Satisfied: Units Requirement

Units: 130.00 required, 117.00 used **13.00 needed**

The number of units used will also indicate your student category. In this case, as student has used 117 credit hours he/she will be categorized as a senior student at SDSB LUMS

Please keep in mind that your Academic Advisement Report accounts for the courses that you have enrolled in for the following semester. If you make any changes to the enrolled courses or fail any course in a semester, be sure to review your Advisement Report to see if the changes still fulfill your requirements.

TO CHECK YOUR INDIVIDUAL REQUIREMENTS FOR EACH BIN PLEASE REFER TO THE GUIDE BELOW

Please keep in mind that “Academic Advisement Report” accounts for courses that a student enrolls for the upcoming semester. Hence, in case of any changes to the enrolled courses or course failures in a semester, it is mandatory to review the Advisement Report for adjustments to fulfill the graduation requirements.

If requirements fulfilled:

ACF Outgroup

Satisfied: ACF Outgroup

Units: 9.00 required, 9.00 used

Under each requirements banner, report will indicate if it is “Satisfied” or “Not Satisfied”

ACF - Out Group Courses

Satisfied: ACF - Out Group Courses

Units: 9.00 required, 9.00 used

report will indicate the number of units/credit hours required for each bin and the number of units/credit hours used/taken. If required units are equal to used units, then bin requirements are shown as “Satisfied”. any additional credit hours (over and above requirement are counted towards university free electives)

ACF - Out Group Courses

Satisfied: ACF - Out Group Courses

Units: 9.00 required, 9.00 used

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
Spring2018	MATH	101	Calculus-I	B-	3.00	EN
Spring2019	MGMT	252	Logic & Critical Thinking	B+	3.00	EN
Spring2020	DISC	203	Probability and Statistics	B+	3.00	EN

as shown 3 courses of 3 credit hours/units taken for out group, therefore 9 units out of 9 units completed and outgroup is satisfied for MGS/ACF Major

If requirements not fulfilled:

MGS Business Core

Not Satisfied: MGS Business Core

Units: 40.00 required, 34.00 used, 6.00 needed

Check for any requirement that displays “Not Satisfied”

MGS Business Core

Not Satisfied: MGS Business Core

Units: 40.00 required, 34.00 used, 6.00 needed

If you have any outstanding units for a particular bin, the advisement report will specify how many are needed here. For example in this case, 34 out of 40 credit hours are completed by student and 6 credit hours/units are remaining. Bins will not be marked as Satisfied until all Requirements within the bin are satisfied

MGS Business Core

Not Satisfied: MGS Business Core

Units: 40.00 required, 34.00 used, 6.00 needed

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
Fall2017	ACCT	100	Principles of Financial Acct	B-	3.00	EN
Fall2017	MGMT	142	Principles of Management	A+	3.00	EN
Fall2018	ACCT	130	Principles of Management Acct	C	3.00	EN
Fall2018	FINN	100	Principles of Finance	C+	3.00	EN
Fall2018	MKTG	201	Principles of Marketing	B+	3.00	EN
Fall2018	ORGC	201	Organizational Behaviour	A-	3.00	EN
Spring2019	DISC	112	Computer and Problem Solving	B	4.00	EN
Spring2019	DISC	212	Introduction to Management Sci	C	3.00	EN
Spring2019	DISC	230	Introduction to Business Proce	C	3.00	EN
Spring2020	MGMT	212	Business Communication	A-	3.00	EN
Fall2020	MGMT	242	Business Ethics & Corporate So		3.00	IP

Once again, remember that “In Progress” courses are included when calculating requirements needed for each bin.

Courses Available

MGMT 260, MGMT 400

The courses needed to satisfy the requirements may be listed here

INFORMATION THE ACADEMIC ADVISEMENT REPORT DOES NOT CAPTURE

Given that “Academic Advisement Report” is solely configured to map the major/programme/degree requirements therefore it provides limited assistance on the below mentioned points;

1. Student’s Probation at end of a semester/year
2. Academic Honors and Awards (at the end of AY)
3. Minors’ information (upon completion of the degree/programme as a look back option). All courses as part of the minor requirements should ideally be part of the student’s university free electives bin. As per policy, only one course as part of the distribution courses (out/in group bin (s)) can be double counted for the minor requirements

There are some minors which may require course (s) substitution for the ingroup distribution, ACF/MGS major electives bin or from the university’s free electives bin and will be covered in anomalies section to satisfy requirements for the minor.

4. Double counting of course credits (this is be checked thoroughly especially for the final semester near to graduation given that double count credit hrs impact is removed upon the closure of enrollment/Add-Drop phases by RO.

In case of any assistance/advice on the above, please set up an appointment with the advising team emailing at undergradadvising.sdsb@lums.edu.pk

HOW TO REPORT FOR ISSUES/ANOMALIES FOR INDIVIDUAL STUDENT'S ACADEMIC ADVISEMENT REPORTS

The "Academic Advisement Report" has certain limitations due to the way in which it has been configured following a bin wise sequential pattern; It may result in certain issues/anomalies for individual student's advisement reports and the adjustments are made at the time of Graduation Verification/Certification by the undergraduate Program Coordination Office (PCO) SDSB.

Students who require bin wise course adjustments due to Advisement report limitations, are required to consult with OUSA-SDSB at any time during their degree program so that timely adjustments are made and reported to UG PCO to fulfill all of their graduation requirements.

The academic advisement reports club the successfully completed/In progress course (s) information bin wise. Please take note of the following:

- The semester in which the course is taken; the advisement report will first select the orderly bin no and will plug in the course to that bin from oldest to the newest semester. There will be some courses which may satisfy both ingroup distribution and ACF/MGS major elective bin requirements for which substitution of courses among these two bins or from the university free elective bins may be required for satisfaction.
 - Similarly, for ECON, MATH, CS and Computational Finance minor's substitution of courses among ingroup/outgroup, ACF/MGS major electives and University Free elective bins will be required to satisfy the requirements for all these bins.
- Individual customization to student's academic advisements report is/are not allowed to satisfy respective bins. SUCH Adjustments will be made manually at the time of graduation verification/certification for which the student's details will be shared by OUSA-SDSB with UG PCO for record/execution purposes.
- Given that academic advisement report picks up course (s) information bin and semester wise hence the transfer credit courses satisfying ingroup/outgroup distribution and ACF/MGS major electives bins awarded with 1 or 2 credit hrs are added to these bins satisfying the no of courses but not the credit hrs hence making the overall bin requirements as "NOT satisfied" (bearing ECON TC, DISC TC etc).
 - All such transferred courses bearing TC category of 1 or 2 credit hrs are made part of student's university free elective bin and substitute course (s) from the UFE is/are moved manually to satisfy the requirements for any of the above-mentioned subject bins.
 - The business/major core courses are only transferred with their official course (s) prefix and credit hrs (3 or 4) otherwise they are not transferred to student's profile and is/are required to undertake these course (s) again.
- The students with non-muslim background are not required to undertake mandatory university core "Islamic studies" instead they can undertake a substitute course of 2 or 3 credit hrs or an independent study of 2 credits hrs as approved by the HSS department under policy to satisfy the requirement for the university core bin. This adjustment is also made manually at the time of graduation verification/certification by the UG PCO.

Please note that though the 'Academic Advisement Report' is self-sufficient with the required information, the students will benefit even more by working with an academic advisor who can help better interpret the report and provide assistance with schedule building as well as academic and career planning.

If you have any questions about your Academic Advisement Report, please contact the undergraduate student advising office at SDSB for further clarification and assistance at undergradadvising.sdsb@lums.edu.pk