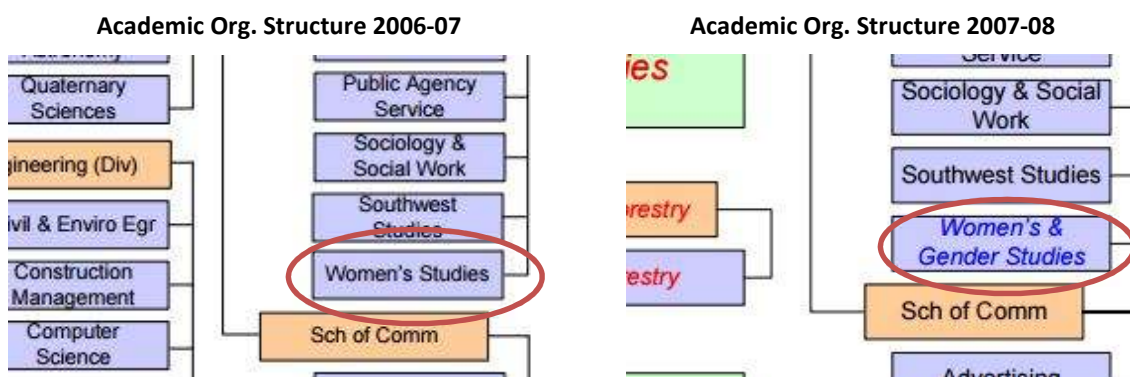


QUICKTIP - ACADEMIC STRUCTURE

Over time, many academic units (departments) have changed their name which is reflected in the PeopleSoft academic structure. If a user runs a current name for a unit with a previous term when it had a different name, no data will be returned. The same issue occurs when choosing a unit's former name with a later term after the name changed.

HOW TO WORK AROUND THIS ISSUE

- In the **LOUIE-Student Reports/Help** folder, we provide the current academic structure diagram as a PDF file (typically called **Academic Org Structure 20xx-20xx DESCR**). This file, which is provided by the Registrar's office, is updated each August for the upcoming academic year. Past diagrams may be found in the sub folder called **Acad Structure History**.
- As an example, in 2007 **Women's Studies** changed their name to **Women's and Gender Studies**. When running reports, **Women's Studies** should be chosen when running for terms prior to Fall 2007 (term code < 1107), and **Women's and Gender Studies** chosen for term Fall 2007 and later (term code >= 1107). See *QuickTip – Term Code Translation*.



- When in doubt, you can select both Academic Units and your term of interest. Only the unit that applies to the chosen term will return with data. You can also check the diagrams found in the **Acad Structure History** sub folder to select the right Academic Unit for the term you want to use.
- There is a key at the bottom left of most of the academic structure diagrams. Note that renamed units are in blue text.

NAU Defined Levels

Level 1: University (not on chart)
 Level 2: Institution
 Level 3: College
 Level 4: Division
 Level 5: Academic Unit

Color Key:

