

What an Academic Advising & Student Progress Tracker is supposed to do

- Authenticate user
- Authorize role access
- Log user activity
- Create student profile
- Update student record
- Store course history
- Import transcript data
- Define degree requirement
- Execute degree audit
- Calculate credit totals
- Generate progress report
- Display completion status
- Flag at-risk student
- Create/Edit advisor note
- Assign advisor student
- Send alert notification
- Search student database
- Filter student list
- Export progress summary
- Manage course catalog
- Manage user account
- Enforce data security
- Backup system data

Questions for the Customer

- Who will use the system besides advisors and admins?
- What permissions should each role have?
- Should students have read-only access?
- How detailed should the degree audit be?
- Are requirements different by catalog year or major?
- Do you need support for double majors or minors?
- What conditions define an “at-risk” student?
- Should alerts be automatic, manual, or both?
- Will transcript data be uploaded manually or integrated from another system?
- Are there existing databases we must connect to?
- Should advising notes be private or shared among advisors?
- Do you need exportable reports?
- Do you require multi-factor authentication?
- Expected number of users?