



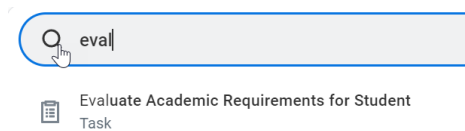
Evaluate Academic Requirements for Student

Overview

This quick reference provides an overview of how to navigate the **Evaluate Academic Requirements for Student** task, which allows advisors to explore “what-if scenarios” for programs of study different from what the student is currently pursuing.

Process

1. In the main **Search Bar**, type **Evaluate Academic Requirements for Student** task.

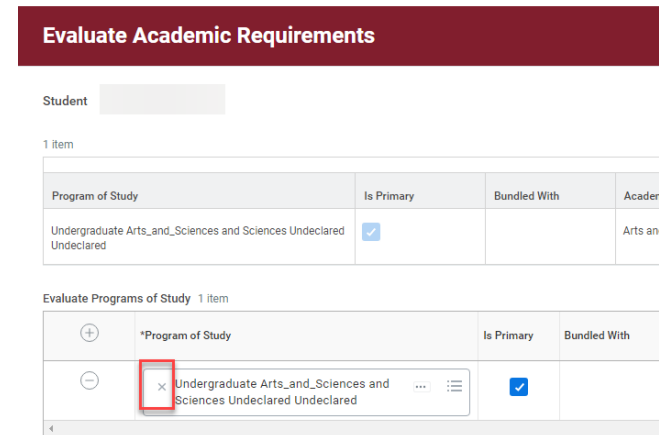


2. Type the student's name whose program of study you want to evaluate and click OK.

Evaluate Academic Requirements for Student

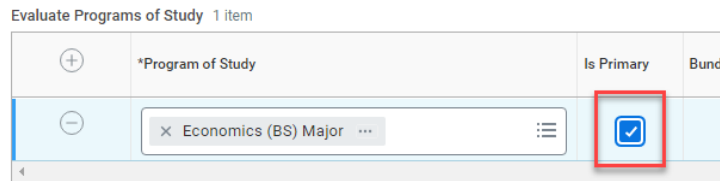
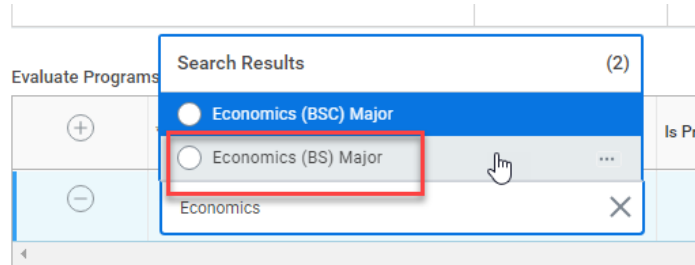
Student *

3. In the section "Evaluate Programs of Study" remove the current program of study by clicking the 'X'.

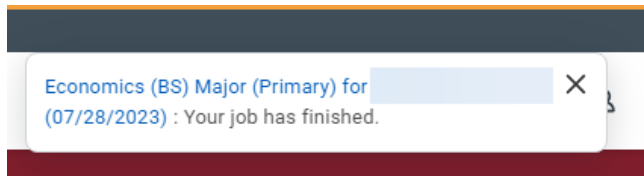


NOTE: Steps can be repeated separately to evaluate up to 5 programs of study for the same student.

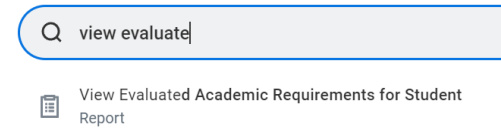
4. Click in the search and type in the program of study you want to evaluate. Then check the box under "Is Primary" and click OK at the bottom.



5. A message will appear that the process has started. Click Done at the bottom. You will get a notification at the top right where the bell icon is located letting you know when it's ready to view. You can click on that link to view the report.

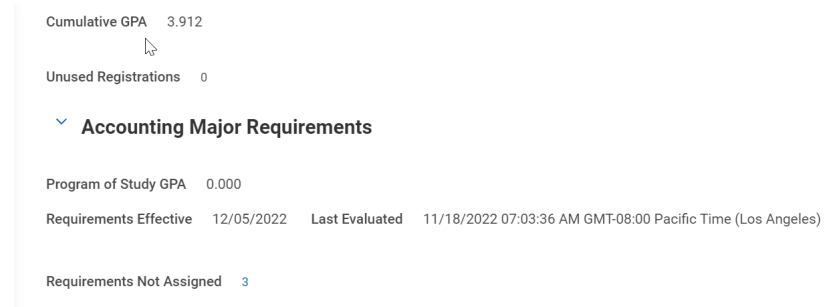


6. You can also review the evaluation details for the program of study by using the task **View Evaluated Academic Requirement for Student** into the **Search Bar**.



7. The report will show the following information:

- **Cumulative GPA:** Shows the student's overall GPA at SCU.
- **Unused Registrations:** Completed courses that do not count toward a particular requirement. To view these courses, click the number value.
- **Program of Study GPA:** Shows the student's GPA for program specific requirements.
- **Requirements Effective:** Date the program was first effective for the student.
- **Last Evaluated:** Date the Academic Progress Report was evaluated (refreshed) for the student.



8. Review the Academic Requirement Areas.
- You can click on the requirement itself for more information.
 - The **Satisfied With** columns will show any courses that have satisfied the requirement.
 - The **Status** shows the current status of this requirement (e.g., Satisfied, Not Satisfied).
 - The **Remaining** column lists the remaining elements of the requirement, such as additional courses or units.
 - The **Registrations Used** column will list which course is fulfilling the academic requirement.
 - **Academic Period** identifies when the requirement was completed/taken.
 - **Units** is how many units the course is worth.
 - **Grade** lists the final grade. For courses that are in progress, no grade will be listed.

81 items

Requirement	Status	Remaining	Registrations Used	Academic Period	Units	Grade
University Requirement: Must have a minimum 2.000 Cumulative GPA	Satisfied					
University Requirement: Must complete a minimum 60 Upper Division Units	In Progress	Minimum 20 Unit(s)	ENGL 147 - Topics in British Literature	Fall 2020 Quarter	5	A
			POLI 170 - Campaigns and Elections	Fall 2020 Quarter	5	A
			ENGL 100H - Writing in the Public Interest- Honors	Spring 2021 Quarter	5	A
			ENGL 144G - 18th Century Women British Lit	Spring 2021 Quarter	5	A
			POLI 139 - Religion and Poli in Devlp	Spring 2021 Quarter	5	A