

PURPOSE

The purpose of this job aid is to assist students with performing an evaluation of academic requirements for a Program of Study and then viewing that evaluation. This is a two-stage process where you must first perform the Evaluate Academic Requirements Task and then access the View Evaluated Academic Requirements Report to compare the desired Program of Study graduation requirements to what you have already completed.

NOTE: This process assists you in evaluating the Academic Requirements for graduation from a specified Program of Study. The report displays which of these requirements you have already completed and what you would still need to complete in order to graduate from that Program of Study. This **DOES NOT** display the Admissions Requirements for the specified Program of Study if it is Limited or Controlled Access. Please also refer to the current [College Catalog](#) for the Admissions Requirements to your desired Program of Study.

TASKS IN THIS JOB AID

- Evaluate Academic Requirements
- [View Evaluated Academic Requirements](#)

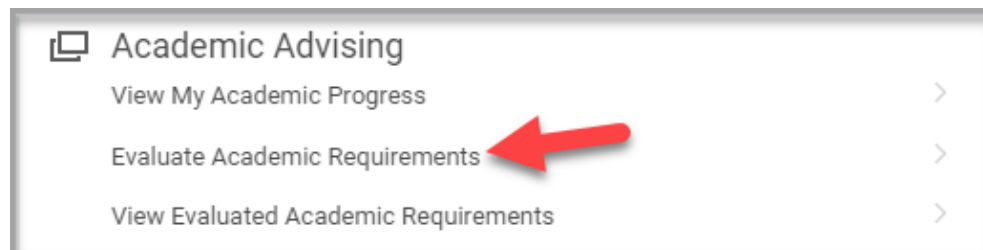
Evaluate Academic Requirements

1. Open your **Academics** Application.



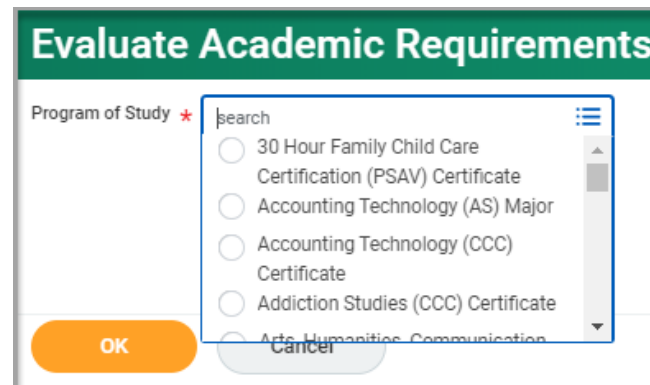
Academics

2. Click on **Evaluate Academic Requirements** on the *Academic Advising Card*.



NOTE: You may need to click MORE at the bottom of the Academic Advising Card to see this selection.

3. Click on the **Program of Study** field and select a Program of Study you would like to evaluate.



4. Click **OK** and then **Done**.
5. Continue to the [View Evaluated Academic Requirements](#) portion of this Job Aid for the next steps.

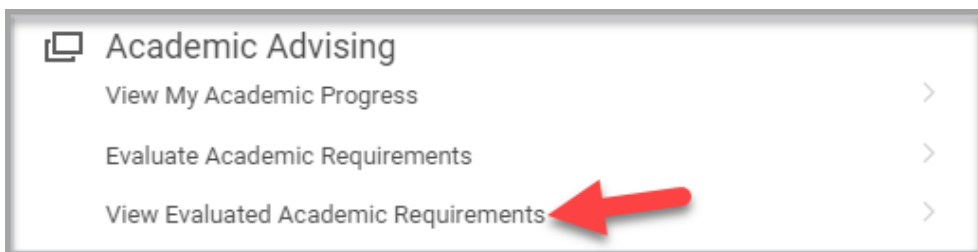
View Evaluated Academic Requirements

1. Open your **Academics** Application.



Academics

2. Click on **View Evaluated Academic Requirements** on the *Academic Advising Card*.



3. Click on the **Program of Study** field and select the Program of Study evaluation you would like to view.

NOTE: No Programs of Study will be available if you do not complete the steps in the [Evaluate Academic Requirements](#) portion of this job aid.

4. Click **OK** at the bottom of the page. View the program evaluation.
5. The following important areas will display on this page:
 - A. The **progress wheel** tracks completion of academic requirements, **NOT** units(credits).
 - B. **Requirements:** What is required to complete the program of study.

- I. **Satisfied With:** Lists the course or item that satisfies the requirement.
- II. **Remaining:** What student has left to complete to satisfy the requirement.
- III. **Status:** Indicates if the requirement is Satisfied or Not Satisfied.

Requirement	Satisfied With	Remaining	Status
Communications (Area IA): ENC 1101 or ENC 1121	ENC 1101 - College Composition 1 (Dropped)	Minimum 3 Unit(s)	Not Satisfied
Communications (Area IB): ENC 1102 or ENC 1122 or ENC 1141		Minimum 3 Unit(s)	Not Satisfied

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