ACADEMIC ADVISOR

Advisee 'What If' Scenarios

Overview:

Academic Advisors can run 'what if' scenarios for their advisees for any Program of Study offered. This process should not be used to evaluate academic requirements for a student for a current program of study. Please see the Evaluate Academic Requirements help guide to evaluate academic requirements for a student.

This help guide covers how to:

- Run the Evaluate Academic Requirements for a Student report
- View Evaluated Academic Requirements for a Student

Key Terms:

Academic Requirement: All requirements needed to graduate from Muhlenberg including General Academic Requirements, 2.0, 32 units, and all major and minor requirements
Program of Study: Major or Minor (E.g., Biology; Undeclared)

Icons:

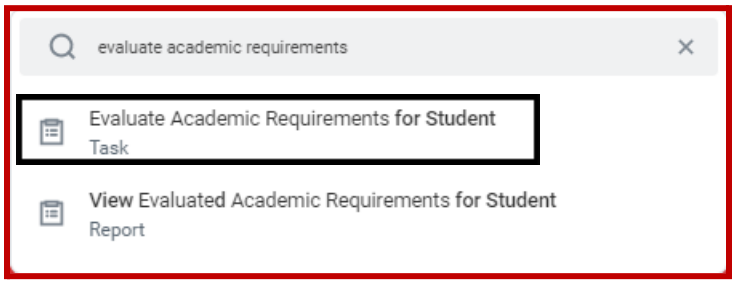
Prompt

Required Field

Evaluate Academic Requirements for a Student

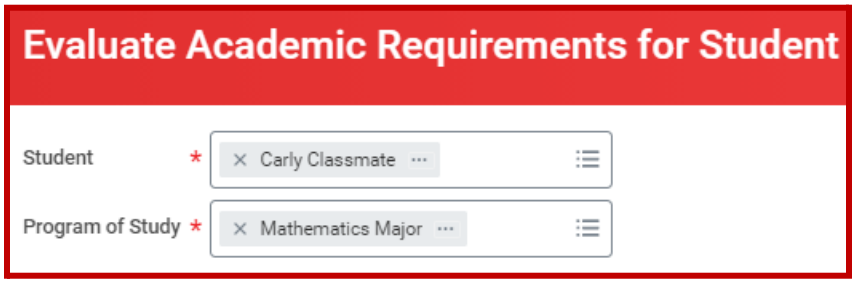
From the homepage:

1. Navigate to the search bar and type *Evaluate Academic Requirements*. Select the task.

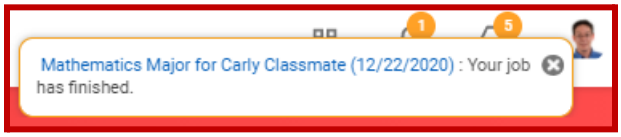


2. In the **Student** field, type the name of the student you wish to evaluate academic requirements for.
Note: You will only have access to evaluate academic requirements for your advisees.

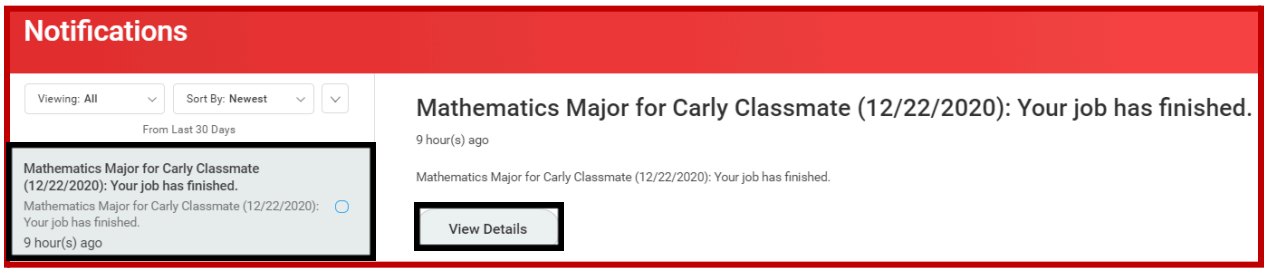
3. Click the prompt to select the **Program of Study**. You can evaluate academic requirements for any program of study.



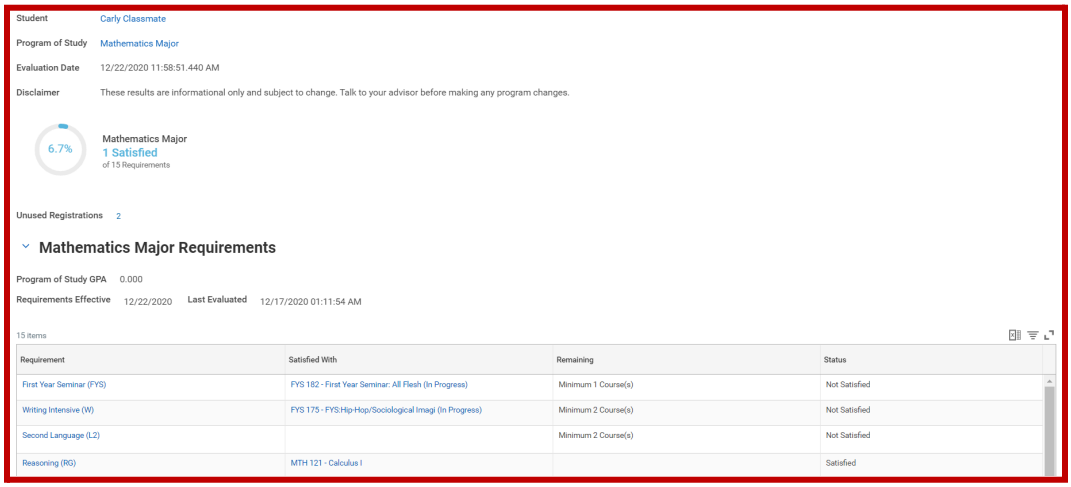
4. Click **OK.**
5. The background process has started. Look for a message in the upper righthand corner when the process is complete.



6. Click the Blue Hyperlink to view the report. You can also view the report through your **Notifications** 



7. Review the Academic Requirements Evaluation report for the student:
    a. Percentage of satisfied Academic Requirements
    b. Program of Study GPA
    c. Academic Requirements for the specific Program of Study (including General Academic Requirements)
    d. Courses that satisfied specific requirements

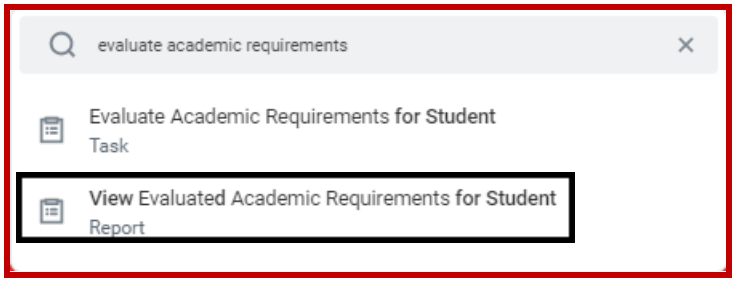


8. Once you are finished reviewing, click **Done**.

View Evaluated Academic Requirements for a Student

From the homepage:

1. Navigate to the search bar and type *View Evaluated Academic Requirements*. Select the report.



2. In the **Student** field, type the name of the student you wish to view evaluated academic requirements for.
Note: You will only have access to view your advisees.

3. Click the prompt to select the **Program of Study**. You can select any previously run academic requirements evaluation. If you wish to run a new Academic Requirements Evaluation, you must use the *Evaluate Academic Requirements* task.



4. Click **OK**.
5. Review the Academic Requirements Evaluation report for the student. When you are finished, click **Done**.