

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:



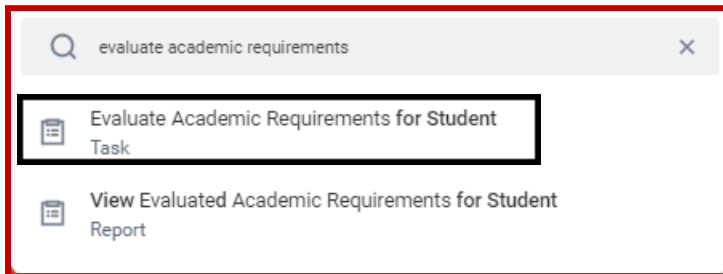
 Prompt

 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.

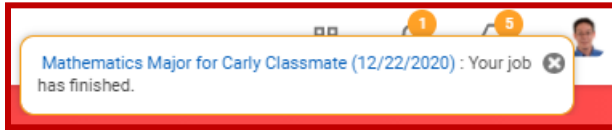
- Click the prompt to select the **Program of Study**. You can evaluate academic requirements for any program of study.

Evaluate Academic Requirements for Student

Student *

Program of Study *

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



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



Notifications

Viewing: All | Sort By: Newest

From Last 30 Days

Mathematics Major for Carly Classmate (12/22/2020): Your job has finished.

Mathematics Major for Carly Classmate (12/22/2020): Your job has finished.

9 hour(s) ago

Mathematics Major for Carly Classmate (12/22/2020): Your job has finished.

9 hour(s) ago

Mathematics Major for Carly Classmate (12/22/2020): Your job has finished.

View Details

- Review the Academic Requirements Evaluation report for the student:
 - Percentage of satisfied Academic Requirements
 - Program of Study GPA
 - Academic Requirements for the specific Program of Study (including General Academic Requirements)
 - Courses that satisfied specific requirements

Student: Carly Classmate

Program of Study: Mathematics Major

Evaluation Date: 12/22/2020 11:58:51.440 AM

Disclaimer: These results are informational only and subject to change. Talk to your advisor before making any program changes.

6.7% Mathematics Major
1 Satisfied of 19 Requirements

Unused Registrations: 2

Mathematics Major Requirements

Program of Study GPA: 0.000

Requirements Effective: 12/22/2020 Last Evaluated: 12/17/2020 01:11:54 AM

15 items

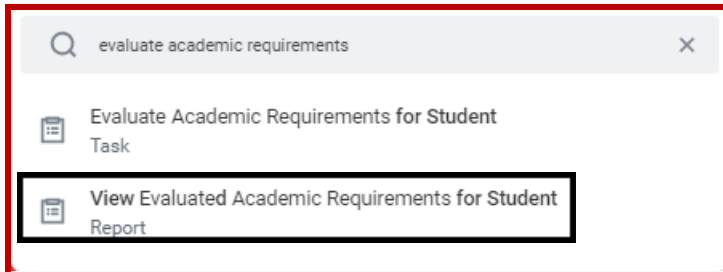
Requirement	Satisfied With	Remaining	Status
First Year Seminar (FYS)	FYS 182 - First Year Seminar: All Fresh (In Progress)	Minimum 1 Course(s)	Not Satisfied
Writing Intensive (WI)	FYS 175 - FYS:HipHop/Sociological Imagi (In Progress)	Minimum 2 Course(s)	Not Satisfied
Second Language (L2)		Minimum 2 Course(s)	Not Satisfied
Reasoning (RS)	MTH 121 - Calculus I		Satisfied

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

View Evaluated Academic Requirements for a Student

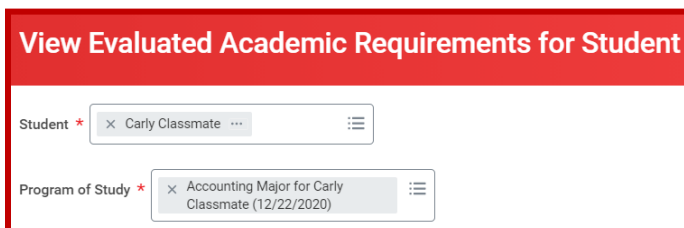
From the homepage:

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**.