Academic Requirements Report

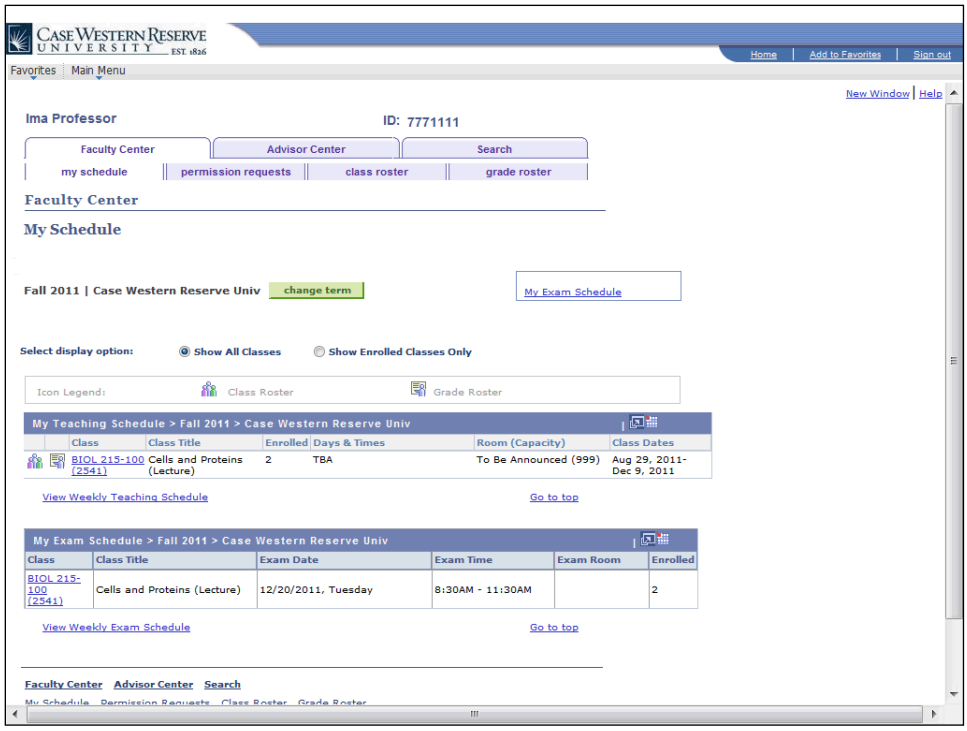
Concept

This topic demonstrates how an advisor can generate an Academic Requirements Report for an advisee.

The report gives a complete analysis of the student's standing in regards to his/her graduation goals. It includes grade point averages, courses taken to fulfill general requirements, courses taken to fulfill requirements in the major field of study, and courses taken to fulfill requirements in the minor field of study (if applicable).

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.



Step	Action
1.	The Faculty Center appears. Click the **Advisor Center** tab. Advisor Center

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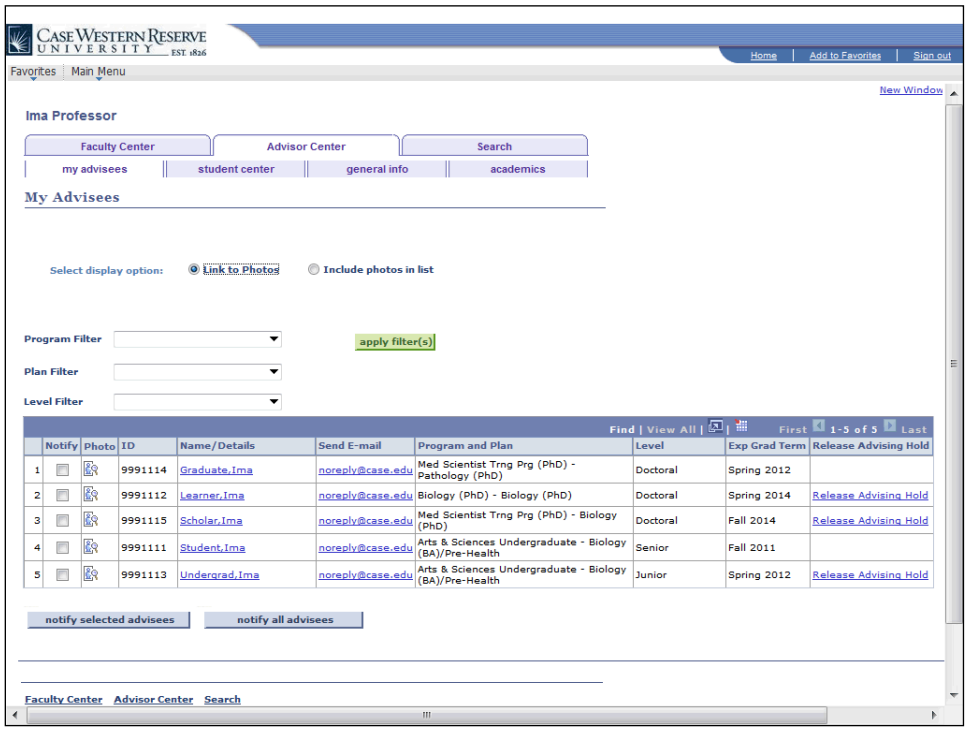
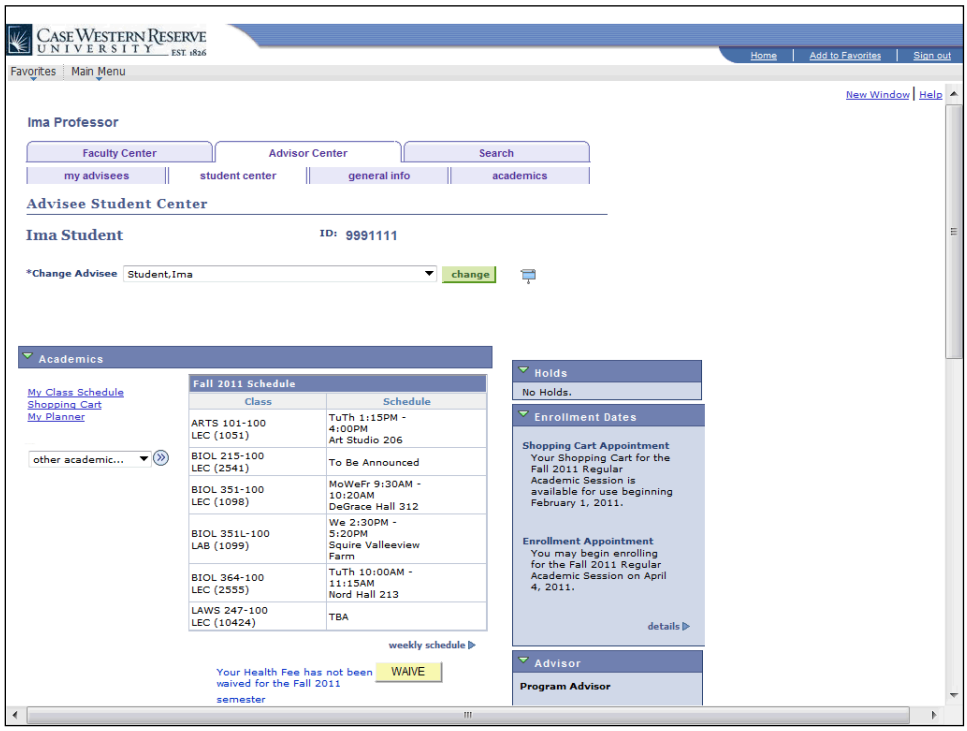
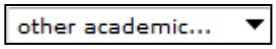


Step	Action
2.	The Advisee Roster appears. Locate the student whose Academic Requirements Report you wish to view and click on his/her name. Student,Ima



Step	Action
3.	The advisee's Student Center appears. Click the **Other Academic** list. 

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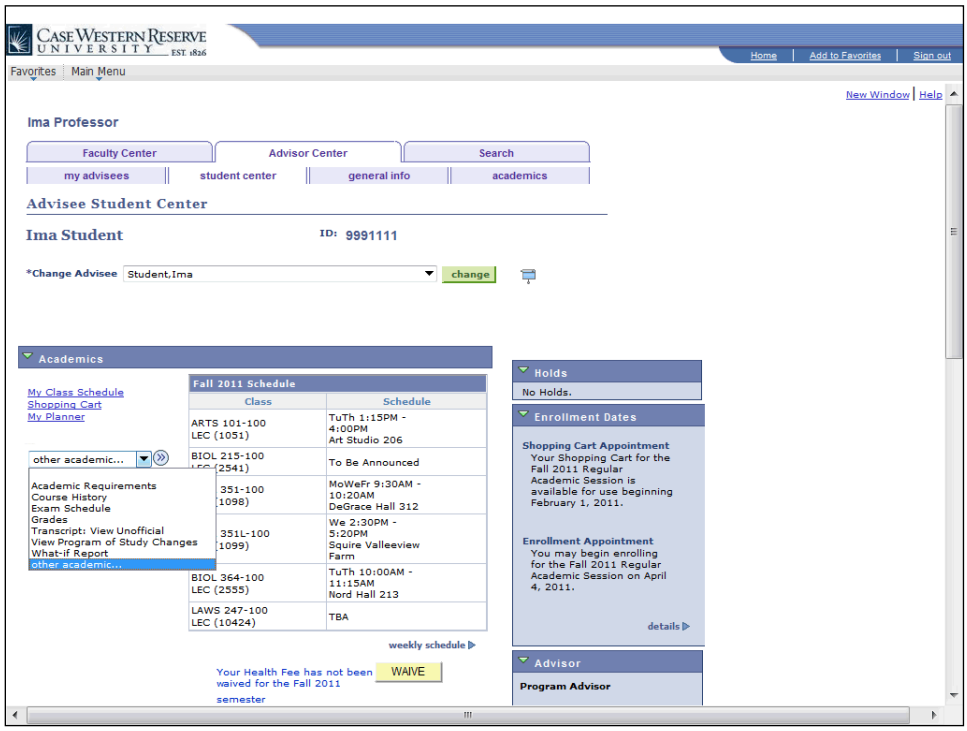
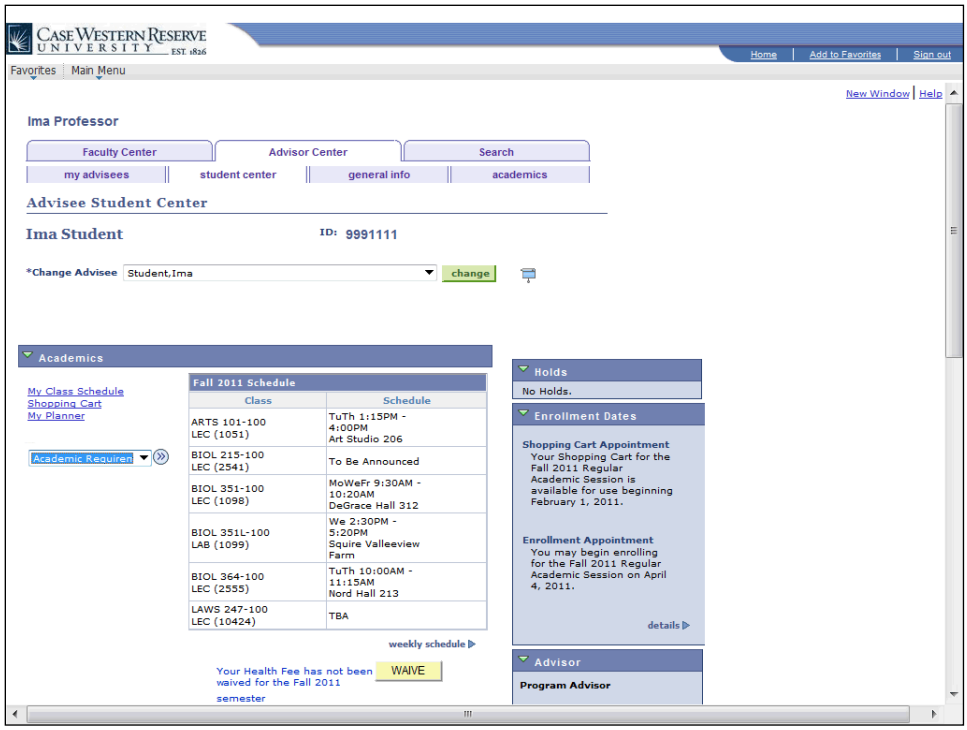


Step	Action
4.	Click the **Academic Requirements** item. Academic Requirements



Step	Action
5.	Click the **Go** button.
6.	The Academic Requirements report appears. Below the student's name and ID number is the Program/Plan table, where the student's Academic Career, Academic Program, and Academic Plans are listed. For each item in the table, the Requirement Term, Status (Satisfied or Not Satisfied), Admit Type and Expected Graduation Term are listed.

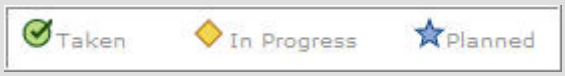
Academic Career classifies both students and curriculum as belonging to one of nine groups: Undergraduate, Graduate, Management, Law, Medicine, Applied Social Sciences, Nursing, Dental, or Nondegree.

An Academic Program is the student's academic discipline. For undergraduates, this can be the College of Arts and Sciences, Undergraduate Engineering, etc. For graduate students, it is more specifically their scholarly pursuit, such as Bioethics or Anthropology.

An Academic Plan is essentially the curriculum that a student is using to achieve a degree. For undergraduate students, majors and minors are academic plans. Graduate students use Plan A or Plan B for their academic plan. Professional students have a variety of academic plans that are offered based on their school, such as "Weekend Intensive" or "Executive Option."

Step	Action
7.	Underneath the Program/Plan table is a legend that describes the symbols that appear next to the courses listed in the report.

The Advisement Report contains the following legend:



These symbols appear next to classes in the report that the student has taken, is currently taking, or is planning to take to satisfy a requirement. Classes with the Planned symbol indicate that the class is in the student's Planner, which is an optional Student Center planning tool. For an unsatisfied requirement, a list of classes that can satisfy the

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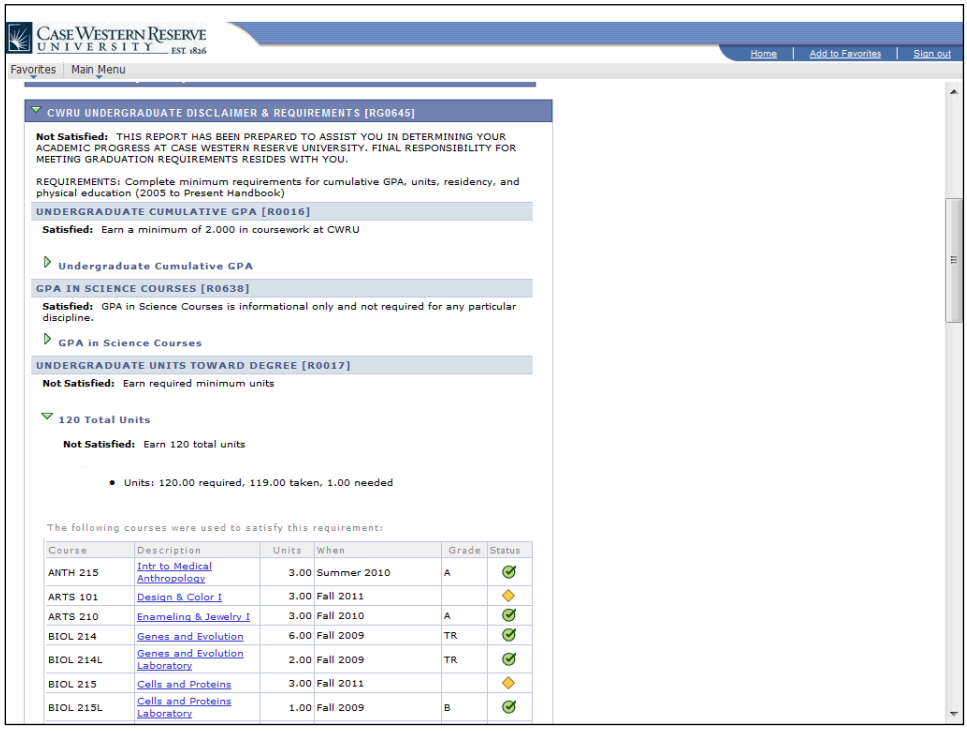
requirement appear in its section. Courses that the student has taken as part of the requirement will appear with one of these symbols. If a class does not have a symbol next to it, then the student has not yet taken or planned to take that course.

Step	Action
8.	Each broad requirement that the student must fulfill according to the career, program, and plans are demarcated by a thick solid line, called a header. The first header is the student's career requirements. It includes the requirements the student must fulfill according to the career in which they are registered (i.e. Undergraduate, Graduate, Management).



Step	Action
9.	Wherever there is an icon that looks like a green arrow pointing into the report, that means that a section is collapsed. Click the **Expand Section** button to see that section.

Throughout the Academic Advisement and What-If Reports are pushbuttons that look like green arrows. These buttons, called **Expand**

Section and **Collapse Section**, can expand and collapse headers and sections.

If a header or section is expanded by default, that typically means that the particular requirement is not satisfied. When a requirement is not satisfied, its green arrow button points down. Clicking on the arrow will collapse the section so that no data displays other than its header or title. Consequently, this green arrow button is called Collapse Section.

Examples of an unsatisfied requirement with Collapse Section button:

Examples of a satisfied requirement with Expand Section button:

Step	Action
10.	When the section expands, up to ten courses can appear in the section at one time. Click the **Show next** button to see the next ten courses.
11.	To see all courses in the section on the screen at one time, click the **View All** link.
12.	Listed within each requirement are: The student's status regarding this requirement (Satisfied or Not Satisfied) Units (or Courses) Required Units (or Courses) Taken Units (or Courses) Needed Also listed are the courses that the student has take to fulfill the requirement.

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Step	Action
13.	The Courses Not Applied header contains courses that do not apply to any specific requirement. Click the **Expand Section** button to see the contents of the Courses Not Applied header.
14.	Click the **Expand Section** button next to Extra Courses to see the courses that aren't applied to the student's requirements.
15.	The Extra Courses section contains the courses that the student has taken that do not fulfill any of the requirements of the student's degree.
16.	The headers following Courses Not Applied demarcate the student's Academic Plans. Beneath each plan header are the following data: Requirements for satisfying the Plan **Not Satisfied** or **Satisfied** Units (or Courses) Required Units (or Courses) Taken Units (or Courses) Needed
17.	Within each plan header are the requirements that constitute the plan. Each plan has different requirements for completion. Where there are course requirements, the report will list the courses required, taken, and needed, followed by a list of the courses that fulfill that requirement. Courses that the student has taken, is taking, or plans to take are indicated by symbols found in the legend at the top of the page.
18.	Also included for each Academic Plan is the Verification requirement. This requirement checks for a minimum GPA, minimum number of units, and minimum number of residency units specifically for that Plan.
19.	This completes the process of requesting and viewing an academic requirements report. **End of Procedure.**