

Academic Requirements Report

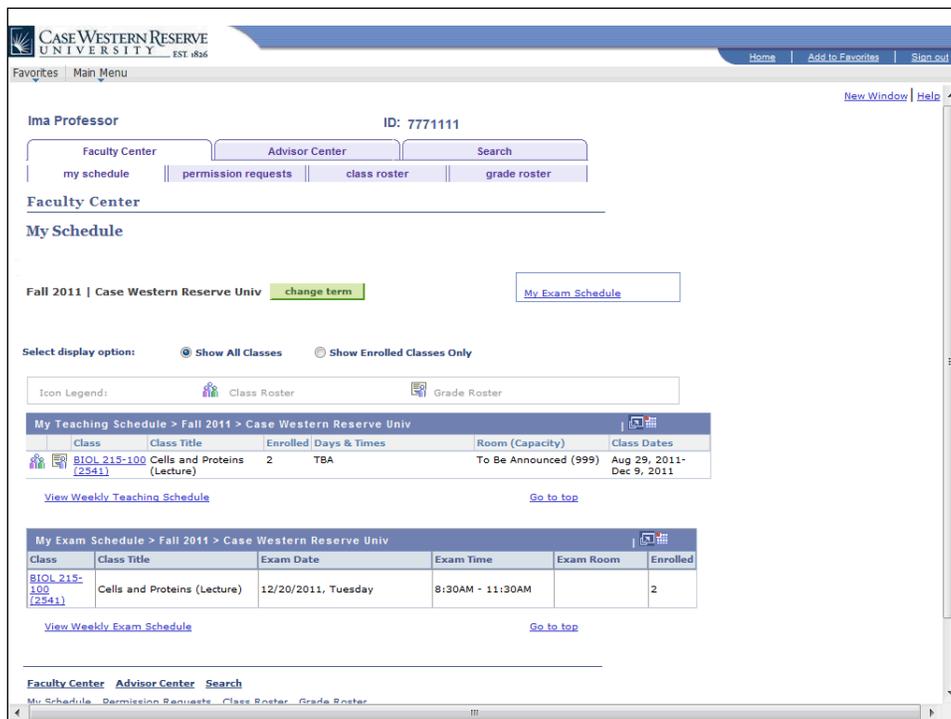
Concept

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

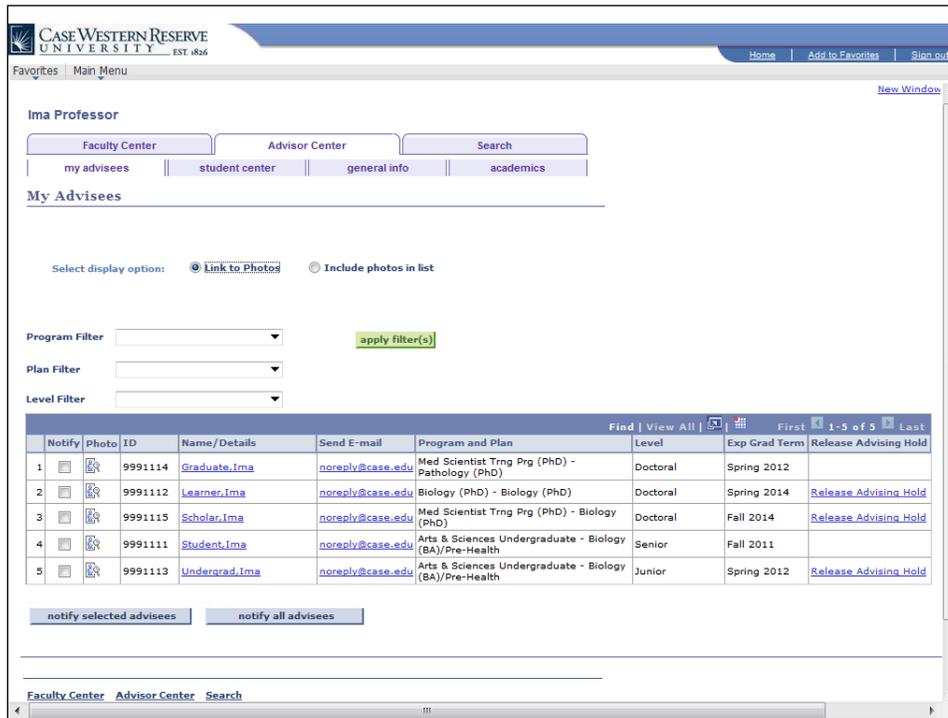
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.



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

Student Information System Process Document

Academic Requirements Report



Ima Professor
 Faculty Center | Advisor Center | Search
 my advisees | student center | general info | academics
My Advisees

Select display option: Link to Photos Include photos in list

Program Filter: [Dropdown] [apply filter\(s\)](#)
 Plan Filter: [Dropdown]
 Level Filter: [Dropdown]

Notify	Photo	ID	Name/Details	Send E-mail	Program and Plan	Level	Exp Grad Term	Release Advising Hold
1		9991114	Graduate, Ima	noreply@case.edu	Med Scientist Trng Prg (PhD) - Pathology (PhD)	Doctoral	Spring 2012	Release Advising Hold
2		9991112	Learner, Ima	noreply@case.edu	Biology (PhD) - Biology (PhD)	Doctoral	Spring 2014	Release Advising Hold
3		9991115	Scholar, Ima	noreply@case.edu	Med Scientist Trng Prg (PhD) - Biology (PhD)	Doctoral	Fall 2014	Release Advising Hold
4		9991111	Student, Ima	noreply@case.edu	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Senior	Fall 2011	
5		9991113	Undergrad, Ima	noreply@case.edu	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior	Spring 2012	Release Advising Hold

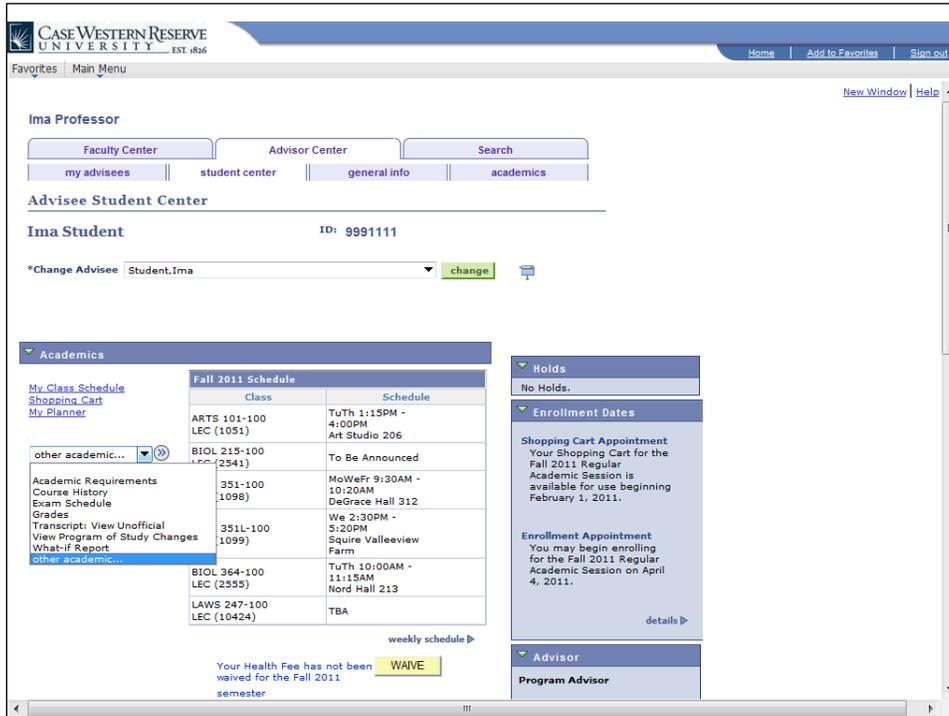
[notify selected advisees](#) [notify all advisees](#)

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

Step	Action
3.	<p>The advisee's Student Center appears.</p> <p>Click the Other Academic list.</p> <p><input type="text" value="other academic..."/></p>

Student Information System Process Document

Academic Requirements Report



CASE WESTERN RESERVE UNIVERSITY EST. 1826
 Home Add to Favorites Sign out
 Favorites Main Menu New Window Help

Ima Professor
 Faculty Center Advisor Center Search
 my advisees student center general info academics

Advisee Student Center
Ima Student ID: 9991111
 *Change Advisee Student,Ima change

Academics
 My Class Schedule Shopping Cart My Planner
 other academic... Academic Requirements Exam History Grades Transcript: View Unofficial View Program of Study Changes What-if Report

Fall 2011 Schedule	
Class	Schedule
ARTS 101-100 LEC (1051)	TuTh 1:15PM - 4:00PM Art Studio 206
BIOL 215-100 LEC (2541)	To Be Announced
BIOL 351-100 LEC (1098)	MoWeFr 9:30AM - 10:20AM DeGrace Hall 312
BIOL 351L-100 LEC (1099)	We 2:30PM - 5:20PM Squire Valleeview Farm
BIOL 364-100 LEC (2555)	TuTh 10:00AM - 11:15AM Nord Hall 213
LAWS 247-100 LEC (10424)	TBA

weekly schedule
 Your Health Fee has not been waived for the Fall 2011 semester **WAIVE**

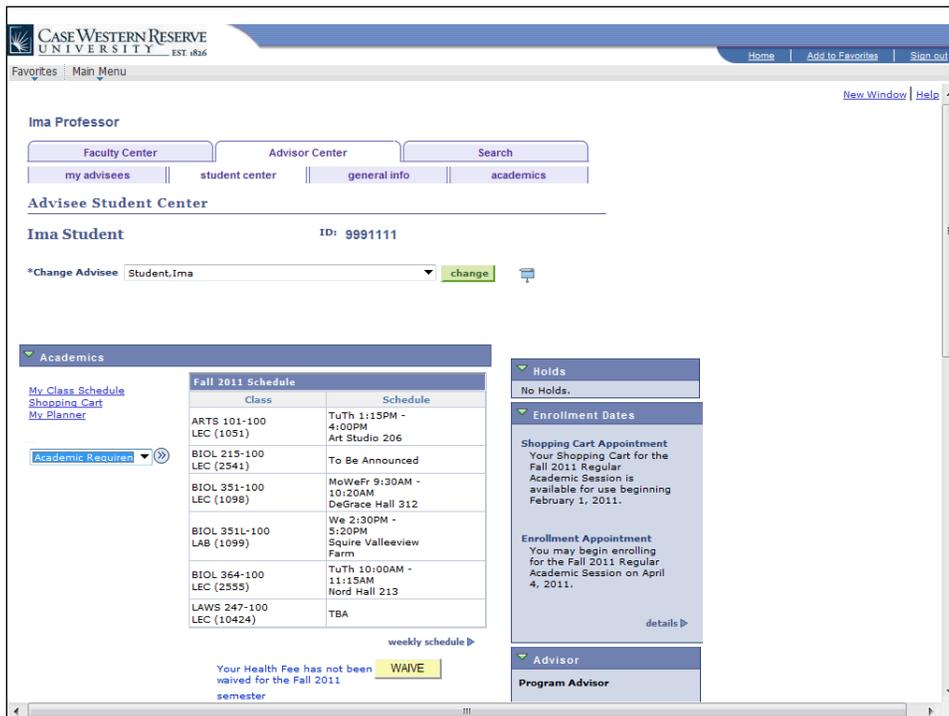
Holds
 No Holds.

Enrollment Dates
Shopping Cart Appointment
 Your Shopping Cart for the Fall 2011 Regular Academic Session is available for use beginning February 1, 2011.

Enrollment Appointment
 You may begin enrolling for the Fall 2011 Regular Academic Session on April 4, 2011.

Advisor
Program Advisor

Step	Action
4.	Click the Academic Requirements item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Academic Requirements</div>



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 Home Add to Favorites Sign out
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Ima Professor
 Faculty Center Advisor Center Search
 my advisees student center general info academics

Advisee Student Center
Ima Student ID: 9991111
 *Change Advisee Student,Ima change

Academics
 My Class Schedule Shopping Cart My Planner
Academic Requirements

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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.

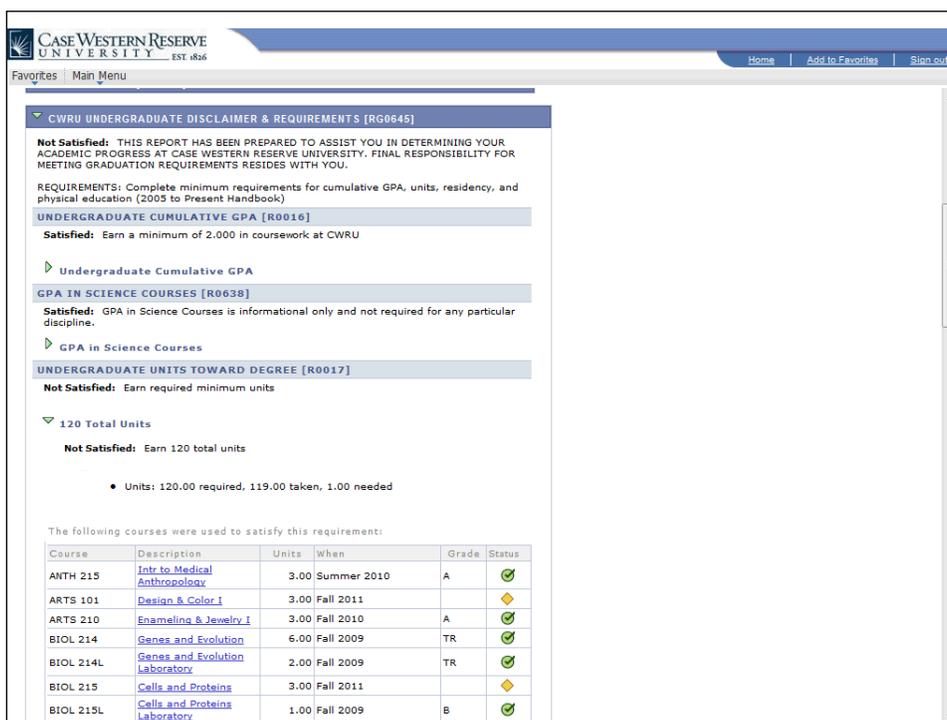
The Advisement Report contains the following legend:



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

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.	<p>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.</p> <p>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).</p>



CWRU UNDERGRADUATE DISCLAIMER & REQUIREMENTS [RG0645]
Not Satisfied: THIS REPORT HAS BEEN PREPARED TO ASSIST YOU IN DETERMINING YOUR ACADEMIC PROGRESS AT CASE WESTERN RESERVE UNIVERSITY. FINAL RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS RESIDES WITH YOU.
 REQUIREMENTS: Complete minimum requirements for cumulative GPA, units, residency, and physical education (2005 to Present Handbook)

UNDERGRADUATE CUMULATIVE GPA [R0016]
Satisfied: Earn a minimum of 2.000 in coursework at CWRU

▶ Undergraduate Cumulative GPA

GPA IN SCIENCE COURSES [R0638]
Satisfied: GPA in Science Courses is informational only and not required for any particular discipline.

▶ GPA in Science Courses

UNDERGRADUATE UNITS TOWARD DEGREE [R0017]
Not Satisfied: Earn required minimum units

▼ 120 Total Units
Not Satisfied: Earn 120 total units

- Units: 120.00 required, 119.00 taken, 1.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ANTH 215	Intr to Medical Anthropology	3.00	Summer 2010	A	✔
ARTS 101	Design & Color I	3.00	Fall 2011		◇
ARTS 210	Enameling & Jewelry I	3.00	Fall 2010	A	✔
BIOL 214	Genes and Evolution	6.00	Fall 2009	TR	✔
BIOL 214L	Genes and Evolution Laboratory	2.00	Fall 2009	TR	✔
BIOL 215	Cells and Proteins	3.00	Fall 2011		◇
BIOL 215L	Cells and Proteins Laboratory	1.00	Fall 2009	B	✔

Step	Action
9.	<p>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.</p> <p></p>

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.

Step	Action
13.	<p>The Courses Not Applied header contains courses that do not apply to any specific requirement.</p> <p>Click the Expand Section button to see the contents of the Courses Not Applied header.</p> 
14.	<p>Click the Expand Section button next to Extra Courses to see the courses that aren't applied to the student's requirements.</p> 
15.	<p>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.</p>
16.	<p>The headers following Courses Not Applied demarcate the student's Academic Plans. Beneath each plan header are the following data:</p> <p>Requirements for satisfying the Plan Not Satisfied or Satisfied Units (or Courses) Required Units (or Courses) Taken Units (or Courses) Needed</p>
17.	<p>Within each plan header are the requirements that constitute the plan. Each plan has different requirements for completion.</p> <p>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.</p>
18.	<p>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.</p>
19.	<p>This completes the process of requesting and viewing an academic requirements report.</p> <p>End of Procedure.</p>