Faculty/DA: Academic Requirements Report

OVERVIEW

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

The Academic Requirements Report gives a complete analysis of the student's standing in regards to their 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), and more.

Note: Begin by logging into SIS at case.edu/sis with your CWRU Network ID and password.

1. **Faculty Home** appears. Click the **Advising** tile.

2. The **Advisee Roster** appears. Locate the student whose Academic Requirements Report you wish to view and click on their name.

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

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

5. Click ⊗

6. The Academic Requirements report appears.

7. 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.

    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."

    For each item in the table, the Requirement Term, Status (Satisfied or Not Satisfied), Admit Type and Expected Graduation Term are listed.

8. Beneath the Program/Plan table is the legend:

✅ Taken	◆ In Progress	⭐ Planned

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.

If a class does not have a symbol next to it, then the student has not yet taken or planned to take that course.

For an unsatisfied requirement, a list of classes that can satisfy the requirement appear in the section.

9. Next are the report's headers; 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).

    Subsequent headers will vary depending on the student's career, program, plan, and subplans (if applicable).

    Beneath each header are the following data:

    - Requirements for satisfying the section
    - The student's status regarding this requirement (Satisfied or Not Satisfied)
    - Units (or Courses) Required
    - Units (or Courses) Taken
    - Units (or Courses) Needed

10. Throughout the Academic Advisement and What-If Reports are push buttons that look like arrows. These buttons are called **Expand Section** and **Collapse Section**.

    Wherever the arrow appears to point into the report, that means that the section is collapsed. Click the arrow to expand the section and view its details. When a section is expanded, the corresponding arrow will point down.

    If a header or section is expanded by default, then that particular requirement is not satisfied.

11. When the section expands, up to ten courses can appear in the section at one time. Click on the ▶ to see the next ten courses. Click the **View All** button to see all the courses used by that section.

12. The **Courses Not Applied** section contains courses that do not apply to any specific requirement. Since this section is not an Academic Requirement, but rather a place to show courses the student has taken that do not apply to degree requirements, the default status will always be Satisfied.

The list of courses can be found under the nested **Extra Courses** section. Click the **Expand Section** button next to Extra Courses to see the list. If the **Expand Section** button is not available, the student has not taken any courses that do not apply to their degree requirements.

13. 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.

This completes the process of requesting and viewing an academic requirements report.