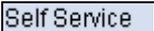
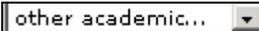
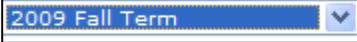
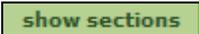


Advising - View Academic Advisement Report (Degree Audit)

Step	Action
1.	<p>These instructions show you how to view an academic advisement report (degree audit) for your advisee.</p> <p>Logging In:</p> <p>In a browser window, go to mygfu.georgefox.edu.</p> <p>Log in using your George Fox userID and password.</p>
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Advisor Center link.</p>
4.	<p>Click the My Advisees link.</p>
5.	<p>Click the View Student Details link located to the right of the student's name and ID.</p> 
6.	<p>On the left side of the Academics section in the other academic... dropdown box, choose Academic Requirements.</p> 
7.	<p>Click the >> (Go) button (double chevrons) to the immediate right of the dropdown box. In a few moments, you'll see the student's academic advisement report (degree audit) display on the screen.</p> 
8.	<p>Academic Advisement Report</p> <p>Bachelor's Degree Requirements</p> <p>The top of the report shows the highest level of requirements, the Bachelor's Degree Requirement section.</p> <p>Here are some sub-sections worth noting in the Bachelor's Degree Requirement section:</p> <ul style="list-style-type: none"> * Credit Hour Requirement - a maximum of 126 hours will show here. * Upper Division - upper division hours will show here.
9.	<p>Other Main Sections: General Education, Major, and Minor (if applicable)</p> <p>Scroll down the report to see the General Education, Major and Minor (if applicable) sections.</p>

Step	Action
10.	<p>Satisfied and Not Satisfied Requirements</p> <p>In the General Education section, you'll see the different categories of requirements.</p> <p>Satisfied Requirement</p> <p>If a requirement has been satisfied:</p> <ol style="list-style-type: none"> 1. The requirement is marked as Satisfied. 2. The requirement list is collapsed. <p>For example, this student has satisfied the requirement for BIBL 101 and BIBL 102.</p>
11.	<p>Requirement Not Satisfied</p> <p>If a requirement has not been satisfied, the requirement is marked as Not Satisfied, and the requirement list is expanded so that you can see the information.</p> <p>In this example, the student has not satisfied the Senior Capstone requirement.</p>
12.	<p>Click the Expand section button to see the detail for any satisfied requirement.</p> 
13.	<p>Bible and Religion</p> <p>For the Bible and Religion requirement, students take BIBL 100, or students can substitute BIBL 101 and BIBL102.</p> <p>In this example, the student has registered for BIBL 101 and BIBL 102 to satisfy the requirement, so the BIBL 100 option disappears.</p>
14.	<p>Major-Specific General Education Requirements</p> <p>This example shows a major-specific general education requirement.</p> <p>The academic advisement report notes that Engineering majors are required to complete PHIL 230 to meet the Humanities Elective requirement. This student has satisfied the requirement.</p>
15.	<p>Click the Expand section button for the Humanities Elective Requirement for Engineering Majors</p> 
16.	<p>This student has satisfied the engineering major-specific general education requirement.</p>

Step	Action
17.	<p>Humanities - Fine Arts - Art or Music</p> <p>Art Version</p> <p>If a student takes an ARTS course, then the Humanities elective cannot include ARTS courses.</p> <p>The academic advisement report shows Fine Arts - Arts Option and Humanities elective classes if Fine Arts requirement is satisfied with Art.</p> <p>The Music option disappeared because the student has completed the Fine Arts and Humanities elective requirements.</p>
18.	<p>Humanities - Fine Arts - Art or Music</p> <p>Music Version</p> <p>If a student takes an MUSI course, then the Humanities elective cannot include MUSI courses.</p> <p>The academic advisement report shows Fine Arts - Music Option and Humanities elective classes if Fine Arts requirement is satisfied with Music.</p> <p>The Art option disappeared because the student has completed the Fine Arts and Humanities elective requirements.</p>
19.	<p>In this example, the Music and Humanities options are expanded.</p> <p>If the student has not yet registered for the elective, you'll see a list of possible courses that excludes Music courses in the Humanities elective section.</p>
20.	<p>View Available Sections of a Course:</p> <p>While viewing the student's academic advisement report, you can view available sections of the course.</p> <p>Click the course description link. In this example, click the LibArts & Critical Issues link.</p>
21.	<p>You'll see a description of the course.</p> <p>To view scheduled class sections, click the View Class Sections button.</p> <p></p>
22.	<p>Scroll down the screen.</p>
23.	<p>Select the 2009 Fall Term list item from the Terms Offered dropdown box.</p> <p></p>
24.	<p>Click the Show Sections button.</p> <p></p>

Step	Action
25.	You'll see the available class sections. Your advisees can add a class to their Shopping Cart from this screen. To return to the academic advisement report, scroll to the bottom of the screen.
26.	Click the Return to Academic Advisement Audit link. Return to Academic Advisement Audit
27.	Thank you for learning about academic advisement reports. Please direct any questions to the appropriate Enrollment Counselor in the Registrar's Office.
28.	End of Procedure.