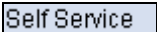

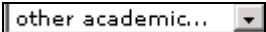



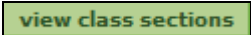

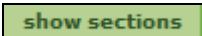


Advising - View Academic Advisement Report (Degree Audit)

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