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1. From the **Advisors** home page, click the **Student Advising** tile.

2. Select the **Student Services Center** option from the **Undergraduate** drop-down menu.

3. Enter the **Student ID** and click **Search**.

**Note:** In the new SIS, the student’s ID was derived by replacing the “A” in the current APID with the number “1” (e.g., APID = A1234567 is ID = 11234567 in the new SIS). If you do not know the ID, search by Last Name/First Name, Campus ID, etc.

- The **Student Advising** page will open with the **Student Center** tab displaying.
Academic Requirements

4. In the Academics section, click the drop-down and select Academic Requirements.

5. Click the two-arrowed ‘go’ button.

- The student’s My Academic Requirements page will open.

The top half of the page will display the student’s Current Academic Program details, with all requirements listed at the bottom of the page.
**Note:** If the student has multiple academic programs (i.e., an undergraduate program and a graduate certification for teaching), requirements for both programs will be listed. To view requirements for only a single program:

- Click the **Select Institution/Career** drop-down.
- Select the program from the list (in this example, *Michigan State University > Undergraduate*).
- Click the **Change** button.

The bottom half of the page will list the requirements for the selected program.

**Satisfied Requirements**
Requirements that have been **satisfied** are marked with a checkmark and the section will be collapsed.

- Click the expand arrow icon next to a requirement to open the section and review the course(s) that were used to satisfy the requirement.

In the example below, the **Tier 1 Writing** requirement was satisfied with the **Writing as Inquiry** course taken Spring Semester 2017.
Click the collapse arrow icon to close the section.

Not Satisfied Requirements

Requirements that are not satisfied are marked with a red “X” and the section will be expanded.

In the example below, the Mathematics BA1 major requirement is not satisfied as the (25)-Laboratory requirement has not been met.
Course History

Scroll to the bottom of the page to review the Course History section listing all courses the student has taken.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
<th>Repeat Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEM 141</td>
<td>General Chemistry</td>
<td>Spring Semester 2018</td>
<td>3.5</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSE 101</td>
<td>Computing Concepts/Competencies</td>
<td>Fall Semester 2016</td>
<td>1.5</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 202</td>
<td>World of Turf</td>
<td>Fall Semester 2019</td>
<td>4.0</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC 202</td>
<td>Introduction to Macroeconomics</td>
<td>Spring Semester 2017</td>
<td>2.5</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 204</td>
<td>World Regional Geography</td>
<td>Spring Semester 2019</td>
<td>3.0</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 221</td>
<td>Intro Geographic Information</td>
<td>Summer Semester 2020</td>
<td>2.0</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 330</td>
<td>Geography of the U.S. &amp; Canada</td>
<td>Summer Semester 2020</td>
<td>2.5</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HST 140</td>
<td>World History to 1500</td>
<td>Summer Semester 2018</td>
<td>4.0</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HST 150</td>
<td>World History since 1500</td>
<td>Summer Semester 2019</td>
<td>3.5</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HST 201</td>
<td>Historical Methods and Skills</td>
<td>Spring Semester 2019</td>
<td>4.0</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click any column heading to sort the list.

**Note:** If sorting by term, the results will appear alphabetically, not necessarily in chronological term order.