



# JOB AID

## Academic Advising: Unmet Degree Requirements (Staff)

*02/02/2022*

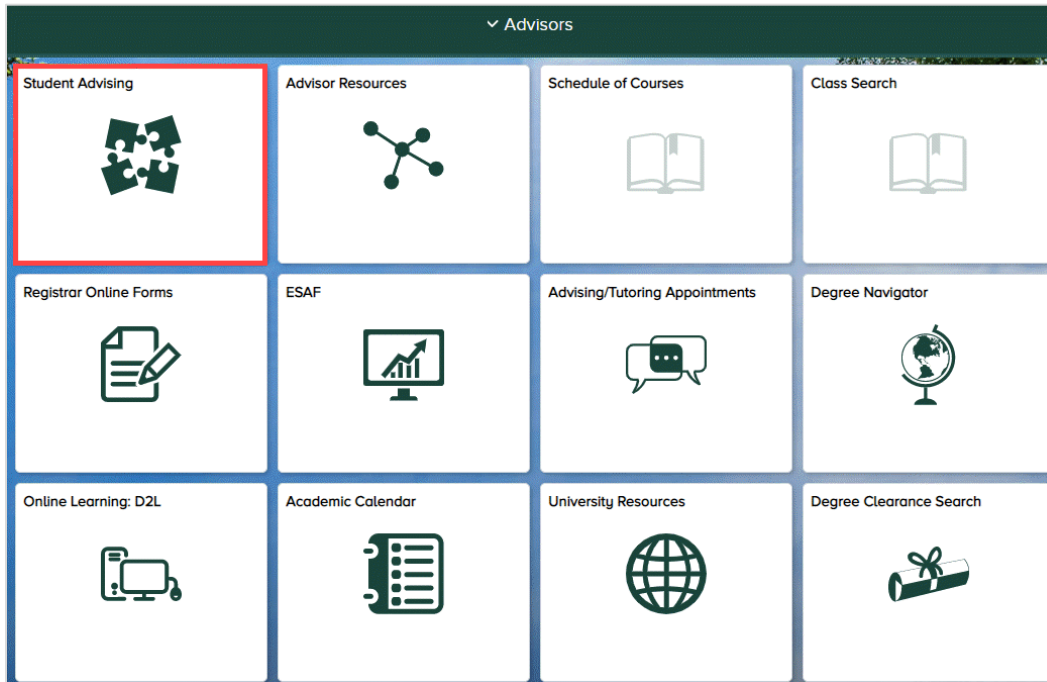




## Navigation

The Unmet Degree Requirements report is a live representation of what a student has left to complete in their degree and excludes courses in which a student is already enrolled, has in their planner, or has in their shopping cart. This report is capable of handling students with multiple careers and programs.

- From the **Advisors** home screen, click the **Student Advising** tile, then click **Unmet Degree Requirements**.
  - Anyone able to run a Degree Audit report will also be able to run an Unmet Degree Requirements report.



The image shows a screenshot of the 'Student Services Center' search interface. On the left, there is a sidebar with a dropdown menu for 'Undergraduate' and 'Graduate'. Under 'Undergraduate', 'Student Services Center' is selected. Under 'Graduate', 'Unmet Degree Requirements' is highlighted with a red border. The main area contains a search form with the following fields: 'Find an Existing Value', 'Search Criteria' (dropdown), 'ID: begins with', 'Campus ID: begins with', 'National ID: begins with', 'Last Name: begins with', and 'First Name: begins with'. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.



- You will end up at the **Unmet Degree Requirements** search page where you will need to look a student up by either their EmplID, last/first name, or their campus ID (NetID).

▼ New Search

Empl ID

Last Name

First Name

Campus ID

- After searching for a student, the **Unmet Degree Requirements** page will populate.
  - Outlined below is a disclaimer for the Unmet Degree Requirements report, stating what is and what is not covered by this report.
  - Additionally, information pulled from the student's CPP stack is shown on this report.

Unmet Degree Requirements

Name  

ID

### Unmet Degree Requirements

The following is a representation of your unmet degree requirements for your currently declared program(s) of study. NOTE: this report assumes successful completion of all courses you are enrolled in. Should you alter your enrollment or fail courses, this report will update accordingly. It is the responsibility of each student to be aware of and understand University requirements as published in the Academic Programs catalog. Please review with your Academic Advisor for approval.

#### Current Academic Program 3 rows

Academic Career	Career Requirement Term	Academic Program	Program Requirement Term	Academic Plan	Plan Requirement Term	Sub Plan	Sub Plan Requirement Term	Expected Graduation Term	Cumulative GPA
Undergraduate	FS19	College of Comm Arts & Sci	FS19	Journalism BA1	FS19	Sports Journalism	FS20	SS21	3.696
Undergraduate	FS19	College of Comm Arts & Sci	FS19	Sports Journalism MNUN	SS20			SS21	3.696
Undergraduate	FS19	Undergraduate Arts & Letters	SS21	Spanish BA2	SS21			SS22	3.696



- Scrolling further down we can see requirements for a student's program (college) and plans (major and minor).

### Undergraduate Career

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**COLLEGE OF COMMUNICATION ARTS AND SCIENCES**

College Distribution - Courses at the 300/400 level

Units Required: 40 Units remaining: 21

The following courses have been used for this requirement:

HST 324 (SS20)  
ISS 310 (SS21)  
JRN 300 (FS21)  
JRN 317 (FS21)  
JRN 416 (SS22)  
SOC 316 (SS21)

**SPORTS JOURNALISM**

JRN 418

Courses Required: 1 Courses remaining: 1

**SPORTS JOURNALISM MINOR**

JRN 418

Courses Required: 1 Courses remaining: 1

Selective Course

Courses Required: 1 Courses remaining: 1

Minimum 15 Units

Units Required: 15 Units remaining: 6

The following courses have been used for this requirement:

JRN 218 (US20)  
JRN 317 (FS21)  
JRN 416 (SS22)

- To search for another student, click **Search Results** in the upper left corner.

← Search Results

- You will be returned to the search screen previously shown, which will contain the criteria from your most recent search. Click **Clear**, then enter the search criteria for the new student.
  - Once cleared, a blue box will appear noting the search criteria has been cleared.



Admin Home Unmet Degree Requirements

View Unmet Degree Requirements

11 results found.

11 rows

ID	Name	Campus ID
1000000	Heads Anna Marie	1000000
1000000	Heads Anthony	1000000
1000000	Heads Paul David	1000000
1000000	Heads Matthew D	1000000
1000000	Heads Christopher Peter	1000000
1000000	Heads Brent Wilson	1000000

Search Clear

No results shown. You have cleared all the search criteria.