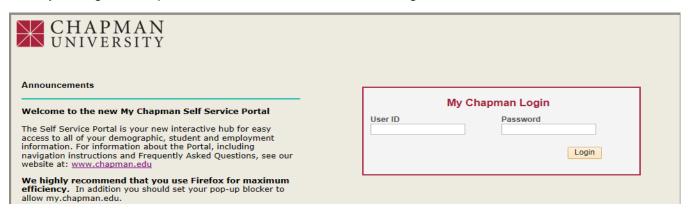
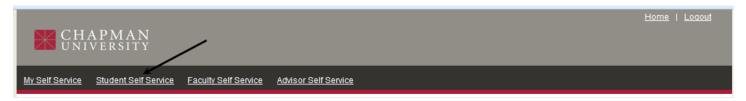
NAVIGATING YOUR PROGRAM EVALUATION – UNDERGRADUATE STUDENT CENTER - REFERENCE GUIDE - MY.CHAPMAN.EDU

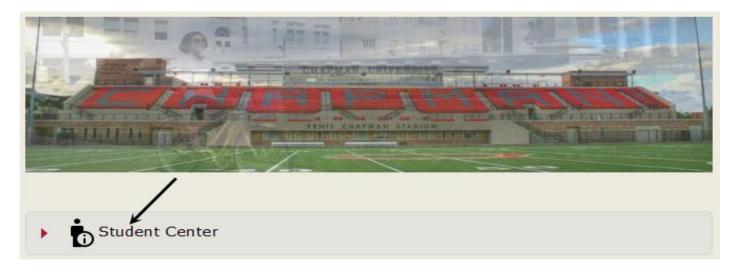
Access to the Student Center is provided through the Student Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.



1. Click on the Student Self Service link.



2. Click on the Student Center link.

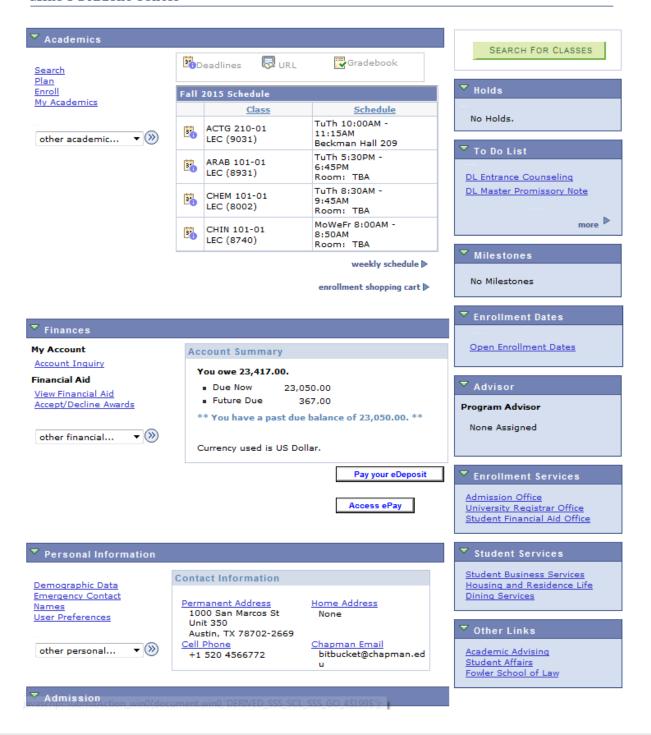


3. Click the newly displayed Student Center link.



4. The Student Center opens.

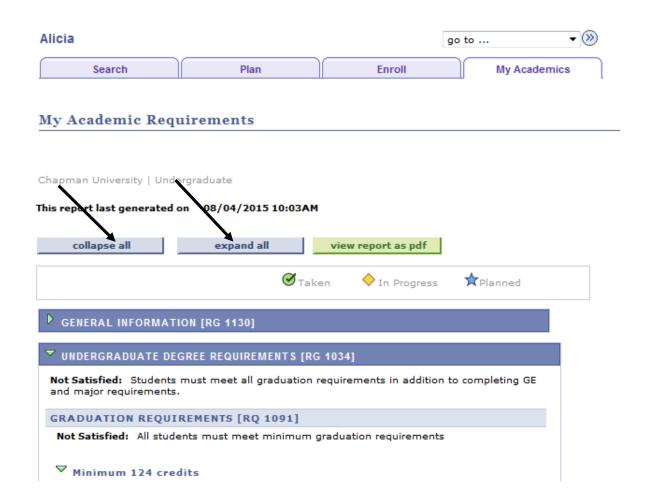
Mike's Student Center



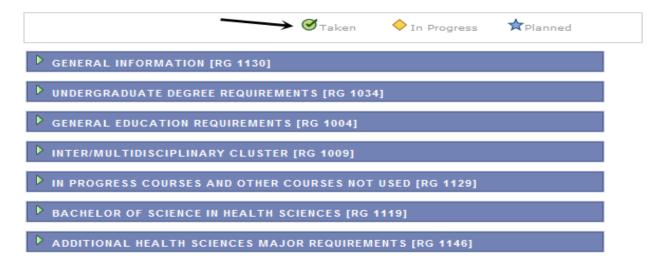
5. In the Academics section, select **Program Evaluation** from the "other academic . . . " drop down menu and click the double arrow "GO" button.



Your **Program Evaluation** opens in the **My Academics** tab and all sections are open. Click on the **collapse all** button to view the report section topics only. You can then open each section by clicking on the green triangle. Click expand all to open all sections on the screen.



6. There are a minimum of seven sections to the program evaluation. If you have a second major or a minor there will be additional sections addressing the requirements for that degree. Classes enrolled/taken will be coded with icons shown below.



Here is a description of each section:

- **General Information** Messages to assist in understanding the evaluation and disclaimers.
- Degree Requirements General degree requirements (i.e. units, GPA, residency etc.) as well as Preparatory Skills, Limitation of Credit and Transfer Credit after Matriculation.
 Includes student progress in meeting these requirements. NOTE: The GPA displayed here is NOT the official GPA. The official GPA will be on your Unofficial Transcript.
- **General Education Requirements** –Detailed breakdown of each requirement and your progress toward completion in Global Citizenship, Language, Shared Inquiry etc.
- Inter/Multidisciplinary Cluster Description of cluster requirements and when it must be declared.
- In Progress Courses and Other Courses Not Used Displays classes that are in progress and lists courses not used to satisfy major, minor and GE degree requirements.
- Academic Discipline Degree Requirements (EXAMPLE: Bachelor of Science in Health Sciences) – Lists the required courses for the degree and the student's progress toward completion.
- Additional Academic Discipline Degree Requirements (EXAMPLE: Health Sciences Major Requirements) GPA, upper division and residency requirements.

NAVIGATION TIPS

Progress in each area will be indicated by either Satisfied or Not Satisfied. NOTE: A section may
be notated as Satisfied that includes "in progress" courses. The evaluation assumes a passing
grade will be earned and therefore satisfy the requirement. If the earned grade does NOT meet the
requirements, the status will change to Not Satisfied.

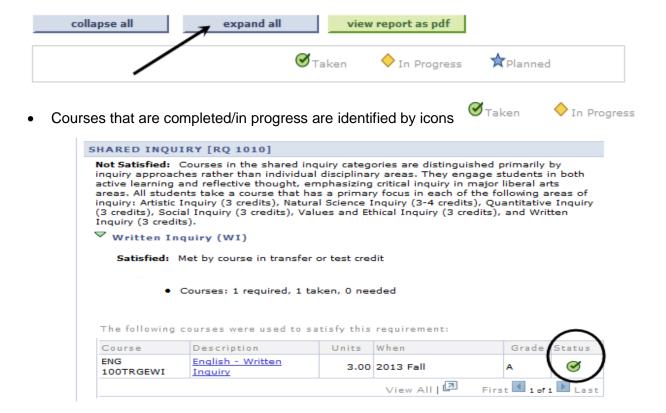
Satisfied: Complete a Written Inquiry course (3 credits) to satisfy this requirement. See GE website for full list of approved courses for this category.

Courses: 1 required, 1 taken, 0 needed

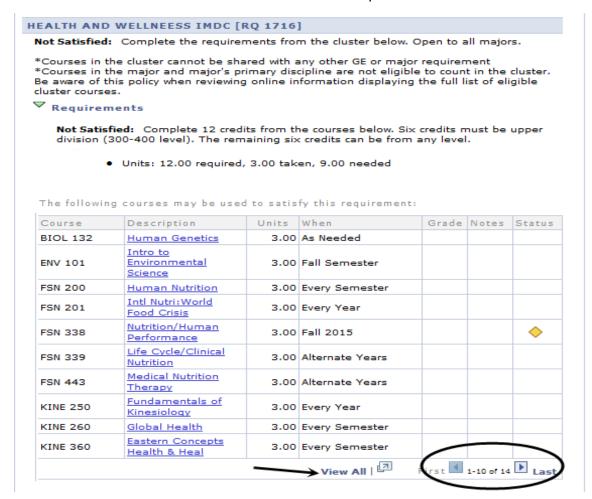
Not Satisfied: Students must meet all graduation requirements in addition to completing GE and major requirements.



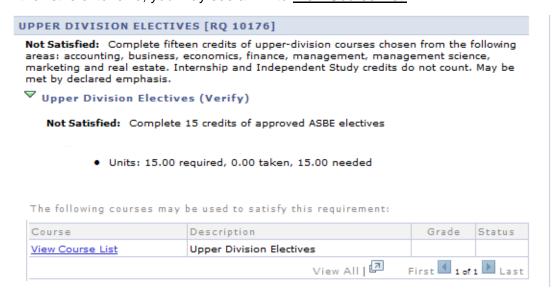
• To open **all** sections and subsections, click the **expand all** button at the top of the report.



 If there are several courses that can meet a requirement the course listing will appear with icons for courses completed/in progress. NOTE: There can be more courses available than displayed.
 Review the icons at the bottom and note the View All option.



If the list is extensive, you may see a link to View Course List.



When exceptions are made to academic requirements, notes are placed in the requirement section.
 In this example – MUS 102 and MUS 301 have been approved to meet the History Major elective requirements.



Click on the Note number link to view the substitution notes which open in a new screen. Click on the <u>Return to (Student Name)</u> link to return to the <u>Program Evaluation</u>.

Return to Daniel

7. GENERAL INFORMATION SECTION – This section provides guidance for reviewing the program evaluation. There may also be disclaimers regarding the completeness of the evaluation. Once the Registrar's Office reviews your program evaluation for accuracy, the disclaimer will be removed. Here is an example of the disclaimers that may display for incoming freshmen as well as current students.

GENERAL INFORMATION [RG 1130]

Student Responsibility: It is the responsibility of each graduating student to refer to the Program Evaluation to check which requirements have been completed and which requirements still need to be completed. A student may not shift this responsibility to an advisor or to the staff of the Office of the University Registrar.

Please note that course lists may have more then ten courses. To view a course list in full, please click the "View All" option where available.

Repeats for in progress courses are not processed until final grades are submitted and repeat rules applied. Credit totals and requirement statuses are subject to change.

Requirement status of "Satisfied" includes in progress courses. The report assumes the minimum passing grade will be earned and counts the course while in progress as meeting the requirement.

***INCOMING FRESHMAN DISCLAIMER [RQ 1907]

***Please note that this program evaluation may not reflect the academic program requirements for the catalog under which you were admitted. The requirements for the 2015-2016 catalog are still being written and reviewed for the purposes for the program evaluation. To view accurate degree requirements, please see the online catalog available on the Chapman website.

***CURRENT STUDENT DISCLAIMER [RQ 1908]

***Please note that program evaluations for students are currently under review. Your program evaluation may not directly reflect the previous WebAdvisor version. The Office of the University Registrar is currently reviewing all program evaluations for accuracy, adding any waivers, substitutions, or revisions that were previously approved for your program. You do not need to contact our office regarding previously approved revisions. They will be added as programs are reviewed. Thank you for your patience during this time.

8. DEGREE REQUIREMENTS – This is an example of an undergraduate student. You see the overall graduation degree requirements are Not Satisfied but the Preparatory Skills are Satisfied.

Residency Upper Division (minimum 42) Residency Upper Division (minimum 24) Residency Upper Division (minimum 24)

The Degree credit minimum for most students will reflect 124 units. However it is possible, if transfer credits exceed the maximum amount that can be applied to a degree, this may increase. If so, you will see this message on your evaluation. Click the Note link to read the details.



Not Satisfied: Complete a minimum 124 credits, excluding preparatory skills and credit limitations. Credits taken over the limits allowed will be added to the minimum credit required count. Please see the LIMITATIONS OF CREDIT section below and the course catalog for more information.

In Progress courses are counted in the value displayed below for credits taken. To view current completed/earned credit totals excluding in progress courses, please see the Unofficial Transcript or select the academics tab at the top of the self service menu.

**This requirement may not include applicable credit adjustments based on credit limitations. If status under LIMITATIONS OF CREDIT section below shows Not Satisfied then adjustments have not been made and your remaining minimum credit needed is subject to change **



Requirement Course Notes

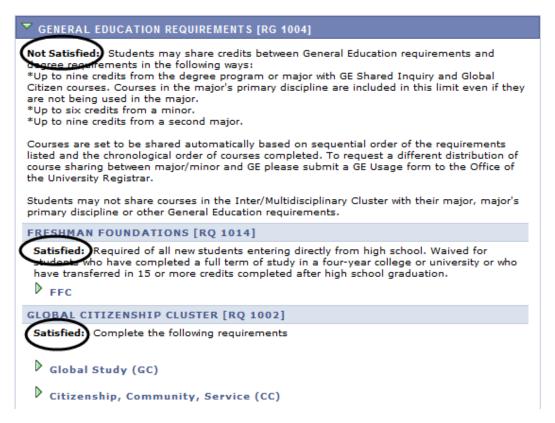
Return to Joe Covarrubias

Note	Description	Old minimum courses	New minimum courses	Old Minimum units	New minimum units
01	5.5 credits added to minimum requirement based on credits over the 2 year institution transfer limit (AO 683)	0.00	0.00	124.00	129.50

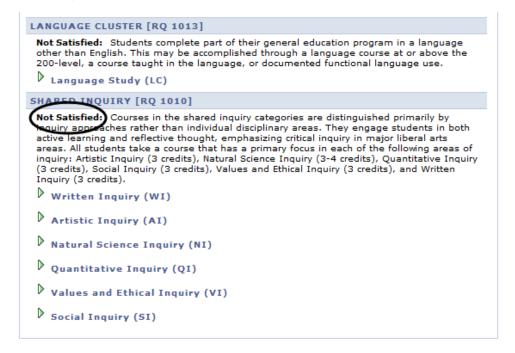
Transfer credit information and tracking of transfer credit once enrolled at Chapman is tracked in this section along with and limitation of credits that will be applied toward your degree. You can view each detail by clicking on the green triangle.



9. GENERAL EDUCATION REQUIREMENTS – This section breaks down each general education requirement and clearly displays via Satisfied and Not Satisfied which requirements have been met or are still outstanding.



A section might be coded as Not Satisfied but that does not mean EVERY requirement is still outstanding. If might be only one requirement that needs to be completed. You can expand all (at the top of the evaluation) to view all requirements or click each one individually.

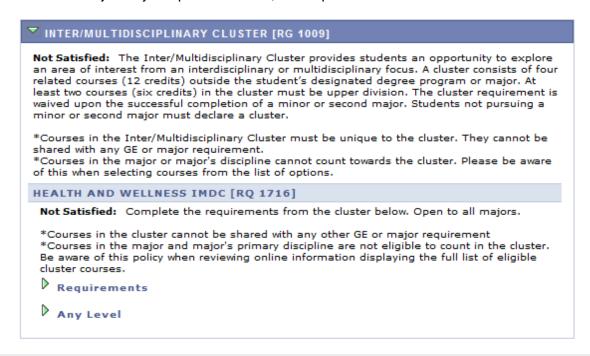


Here's an example of this section:



10. INTER/MULTIDISCIPLINARY CLUSTER

You must either select a cluster for additional focus in an academic area or select a minor or additional major. If you opt for a cluster, the requirements will be tracked in this section.



Students must make a decision regarding cluster/minor/2nd major by the time they complete 60 units. This section will display the following message until you declare your focus.

INTER/MULTIDISCIPLINARY CLUSTER [RG 1009]

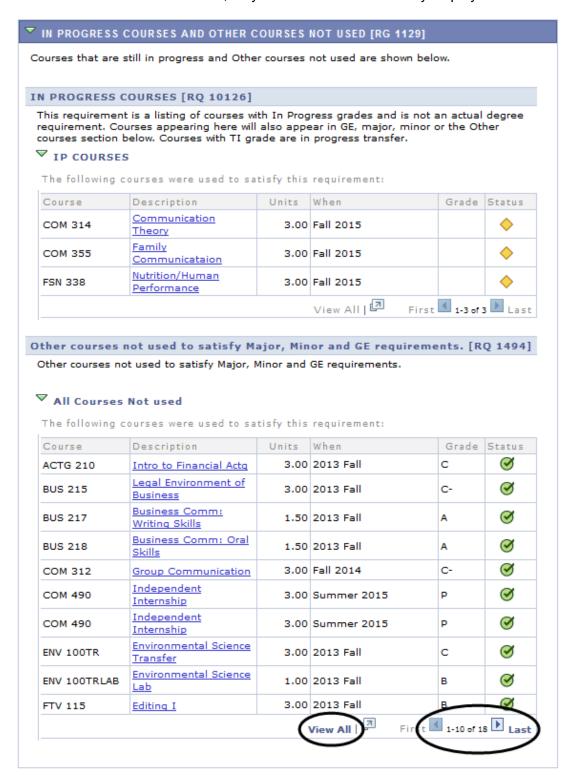
Not Satisfied: The Inter/Multidisciplinary Cluster provides students an opportunity to explore an area of interest from an interdisciplinary or multidisciplinary focus. A cluster consists of four related courses (12 credits) outside the student's designated degree program or major. At least two courses (six credits) in the cluster must be upper division. The cluster requirement is waived upon the successful completion of a minor or second major. Students not pursuing a minor or second major must declare a cluster.

- *Courses in the Inter/Multidisciplinary Cluster must be unique to the cluster. They cannot be shared with any GE or major requirement.
- *Courses in the major or major's discipline cannot count towards the cluster. Please be aware of this when selecting courses from the list of options.

DECLARE IMDC, MINOR OR 2ND MAJOR [RQ 1109]

Students must declare an Inter/Multidisciplinary Cluster, minor or 2nd major by the time they complete 60 credits.

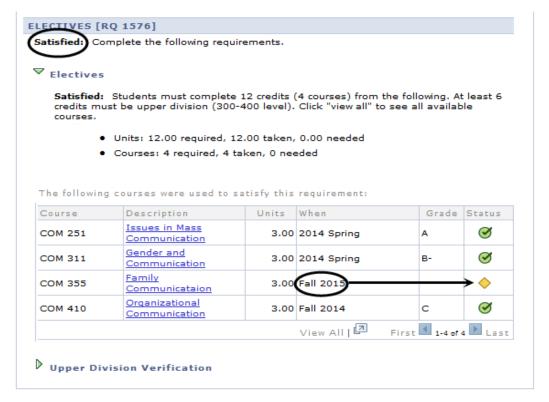
11. IN PROGRESS COURSES AND OTHER COURSES NOT USED – this section displays the "in progress courses" – typically those that are in the current term. It also displays courses that are **not** used to satisfy any degree requirements (major, minor or GE). Courses listed here **can** be counted toward your electives. It is important to review the "not used" courses to determine if a course could be used to meet a degree requirement. The Financial Aid Office will review this section when determining eligibility for financial aid (SAP, repeat coursework etc.). Remember to review all courses, only the first ten will be initially displayed on the screen.



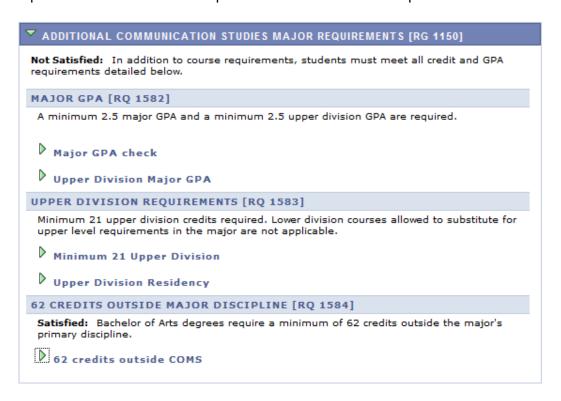
12. BACHELOR DEGREE REQUIREMENTS – Each degree plan (major/minor) will have two sections which contain degree requirements. This section reflects **course work** requirements. To see which courses are still outstanding you can click on the green triangle next to each course or scroll to the top of the evaluation and click the **expand all** button.



The **ELECTIVES** section reflects **Satisfied**. NOTE: A Fall 2015 course which is "in progress" is in this section. The evaluation assumes this course will be successfully completed. If not, the section will update to **Not Satisfied**.

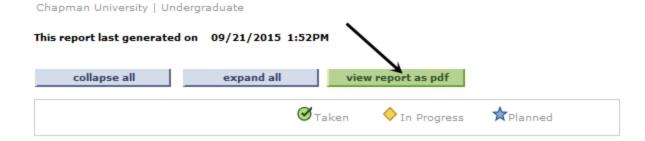


13. ADDITIONAL DEGREE REQUIREMENTS – This section contains the GPA, Upper Division requirements and tracks the required credits outside the discipline.



PRINTED VERSION OF PROGRAM EVALUATION

To create a printed version of your Program Evaluation, click the **view report as pdf** button at the top of the program evaluation. The print version includes all the sections you can view on-line and the course and other requirement listings are expanded.



The report can be long, based on your academic plan. Multiple majors and minors do extend the length of the evaluation, both on-line and in print. The printed version does provide the Catalog Year for each plan component.





PROGRAM EVALUATION (Unofficial)

For **Joey**

prepared on 09/21/2015

Undergraduate Career

Plan Catalog Year Catalog Year

Communication Studies maj Major 2012 Fall IM Health & Wellness Inter/Multidisc Cluster 2012 Fall

GENERAL INFORMATION [RG 1130]

Student Responsibility: It is the responsibility of each graduating student to refer to the Program Evaluation to check which requirements have been completed and which requirements still need to be completed. A student may not shift this responsibility to an advisor or to the staff of the Office of the University Registrar.

Please note that course lists may have more then ten courses. To view a course list in full, please click the "View All" option where available.

Repeats for in progress courses are not processed until final grades are submitted and repeat rules applied. Credit totals and requirement statuses are subject to change.

Requirement status of "Satisfied" includes in progress courses. The report assumes the minimum passing grade will be earned and counts the course while in progress as meeting the requirement.

***CURRENT STUDENT DISCLAIMER [RQ 1908]

***Please note that program evaluations for students are currently under review. Your program evaluation may not directly reflect the previous WebAdvisor version. The Office of the University Registrar is currently reviewing all program evaluations for accuracy, adding any waivers, substitutions, or revisions that were previously approved for your program.