Advisor Center Reference Guide

Log in to my.chapman.edu

1. The Advisor Center opens to the My Advisees tab. Students who are assigned to you as an Advisor will display. Click on **View Student Details** to see information for a particular student.

2. Click the **View Data for Other Students** button to access information for other students.

3. The search menu appears after clicking the View Data button. Enter the student ID or search by name by entering a portion of the last name. First name or a portion of the first name is optional. Click the **search** button.
4. The Advisee Student Center opens with the selected student.

5. Click the down arrow to display the available reports in the Academics section. Select Program Evaluation and click the double arrow “GO” button.
6. The report opens with major(s), minor(s), cluster, advisor(s), expected graduation term and in some cases, status of graduation listed at the top.

7. Click the collapse all button to view the report sections.

8. There are a minimum of seven sections to the program evaluation. Classes enrolled/taken by the student will be coded with icons as shown above the class sections.
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. credits, 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. Please refer to the GPA in the **Academic** tab - Term Summary Statistics section for the correct calculated GPA.
- **General Education Requirements** – Detailed breakdown of each requirement and student progress toward completion in Global Citizenship, Language, Shared Inquiry etc.
- **Inter/Multidisciplinary Cluster (themed inquiry)** – Description of cluster (themed inquiry) 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. Also includes ineligible courses.
- **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.

**GENERAL NAVIGATION TIPS**
Student progress in each area will be indicated by either Satisfied or Not Satisfied. NOTE: A section may be notated as Satisfied and it includes “in progress” courses. The report 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.

Courses that are completed/in progress are identified by icons.
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 top of the section and note **view all** option.

- If the list is extensive, you may see a link to **View Course List**.
1. GENERAL INFORMATION- 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 new students as well as current students.

2. UNDERGRADUATE 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**.

**UNDERGRADUATE DEGREE REQUIREMENTS [RG 1034]**

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

**GRADUATION REQUIREMENTS [RQ 1091]**

**Not Satisfied:** All students must meet minimum graduation requirements.

- **Degree credit (minimum 120)**
- **Cumulative GPA (minimum 2.0)**
- **Institutional GPA (minimum 2.0)**
- **Residency (minimum 48)**
- **Upper Division (minimum 42)**
- **Residency Upper Division (minimum 30)**

**PREPARATORY SKILLS [RQ 1097]**

**Satisfied:** Complete MATH 98 and MATH 99 during first year at Chapman or satisfy by qualifying test score or transfer course taken prior to matriculation.

- **MATH 98 met by test**
- **MATH 99 by test**

- The **Degree credit minimum** for most students will reflect 120 credits. However it is possible, if any limitations of credit 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.

**Note:** Required credits or courses have been changed.

- Credits: 126.00 required, 122.00 earned, 26.00 in progress, 0.00 needed
• **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.

**MAXIMUM OF 24 CREDITS ALLOWED AFTER MATRICULATION [RQ 1099]**

*Satisfied:* Once students begin study at Chapman no more than 24 credits are accepted in transfer.

**TRANSFER AND TEST CREDIT [RQ 10835]**

This section displays the total credits of transfer and test credit. These lines automatically collapse in the web version. Please expand to see the details.

- Total Transfer Credit
- Total Test Credit
- Total Dual Credit
- Total Credits From 2 Year Institutions

**LIMITATIONS OF CREDIT [RQ 10189]**

*Not Satisfied:* The number of credits allowed toward the baccalaureate degree is limited. A status of Not Satisfied means you have gone over the limit in one or more of the categories. Adjustments are made to earned credit totals on the official transcript. If this requirement is listed as Not Satisfied please be aware that units taken total listed in the Degree Credit area under GRADUATION REQUIREMENTS above is not correct.

- Physical Activity (Team)
- Performance/Ensemble
- Internship
3. GENERAL EDUCATION REQUIREMENTS - Contains first-year foundations, Global Citizenship Cluster (Global Focus), language, and shared inquiry.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS [RG 1004]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Satisfied: Students may share credits between General Education requirements and degree requirements in the following ways:</td>
</tr>
<tr>
<td>* Up to nine credits from the degree program or major with GE Shared Inquiry and Global Citizen courses. Courses in the major's primary discipline are included in this limit even if they are not being used in the major.</td>
</tr>
<tr>
<td>* Up to six credits from a minor. Courses in the minor’s primary discipline are included in this limit even if they are not being used in the minor.</td>
</tr>
<tr>
<td>* Up to nine credits from a second major. Courses are set to be shared automatically based on sequential order of the requirements listed and the chronological order of courses completed. To request a different distribution of course sharing between major/minor and GE please submit a GE Usage form to the Office of the University Registrar.</td>
</tr>
<tr>
<td>Students may not share courses in the Inter/Multidisciplinary Cluster with their major, major’s primary discipline or other General Education requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST-YEAR FOUNDATIONS [RQ 1014]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfied: Required of all new students beginning their first year of academic enrollment at Chapman. The requirement is waived for students who have completed 24 or more transferable credits from another institution of higher education prior to matriculation and excludes all dual credit.</td>
</tr>
<tr>
<td>First Year Foundations Course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GLOBAL CITIZENSHIP CLUSTER [RQ 1002]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Satisfied: Complete the following requirements</td>
</tr>
<tr>
<td>Global Study (GC)</td>
</tr>
<tr>
<td>Citizenship, Community, Service (CC)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LANGUAGE CLUSTER [RQ 1013]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfied: Students complete part of their general education program in a language other than English. This may be accomplished through a language course at or above the 200-level, a course taught in the language, or documented functional language use.</td>
</tr>
<tr>
<td>Language Study (LC)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHARED INQUIRY [RQ 1010]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Satisfied: Courses in the shared inquiry categories are distinguished primarily by inquiry approaches rather than individual disciplinary areas. They engage students in both active learning and reflective thought, emphasizing critical inquiry in major liberal arts areas. All students take a course that has a primary focus in each of the following areas of inquiry: Artistic Inquiry (3 credits), Natural Science Inquiry (3-4 credits), Quantitative Inquiry (3 credits), Social Inquiry (3 credits), Values and Ethical Inquiry (3 credits), and Written Inquiry (3 credits).</td>
</tr>
<tr>
<td>Written Inquiry (WI)</td>
</tr>
<tr>
<td>Artistic Inquiry (AI)</td>
</tr>
<tr>
<td>Natural Science Inquiry (NI)</td>
</tr>
<tr>
<td>Quantitative Inquiry (QI)</td>
</tr>
<tr>
<td>Values and Ethical Inquiry (VI)</td>
</tr>
<tr>
<td>Social Inquiry (SI)</td>
</tr>
</tbody>
</table>
4. INTER/MULTIDISCIPLINARY CLUSTER (Exploration Cluster)- fulfilled by the inter/multidisciplinary cluster (themed inquiry), a minor, a second major or the University Honors Program. The student must declare this secondary information by the time they have reached 60 credits. The name of the cluster (themed inquiry) will only appear if the student has declared it like in the example below:

**INTER/MULTIDISCIPLINARY CLUSTER [RG 1009]**

**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.
- To apply experimental or topical courses listed on the cluster website, the cluster coordinator must email aps@chapman.edu with approval.

**AMERICAN HISTORY IMDC [RG 1523]**

**Satisfied:** Complete the requirements from the cluster below. Not open to History majors.

- Courses in the cluster cannot be shared with any other GE or major requirement.
- Courses in the major and major’s primary discipline are not eligible to count in the cluster. Be aware of this when reviewing online information displaying the full list of eligible cluster courses.

**Requirements (50+ transfer)**

**Satisfied:** Complete six credits from the courses below. All must be upper division (300-400 level).

- Credits: 6.00 required, 6.00 earned, 0.00 in progress, 0.00 needed

- If student hasn’t declared secondary information, they would see a different message.

**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.
- To apply experimental or topical courses listed on the cluster website, the cluster coordinator must email aps@chapman.edu with approval.

**DECLARE IMDC, MINOR OR 2ND MAJOR [RG 1109]**

Students must declare an Inter/Multidisciplinary Cluster, minor or 2nd major by the time they complete 50 credits.
5. **IN PROGRESS COURSES** - This section should be reviewed to see if there are any transfer courses pending. Also courses taken by the student that are not meeting a requirement are listed and may be determined to meet a degree requirement.

**IN PROGRESS COURSES [RQ 10126]**

This requirement is a listing of courses with In Progress grades and is not an actual degree requirement. Courses appearing here will also appear in GE, major, minor or the Other courses section below. Courses with Ti grade are in progress transfer.

**IP COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 244</td>
<td>History of Film to 1959</td>
<td>3.00</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>PA 101</td>
<td>Volleyball (Volleyball)</td>
<td>0.50</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>PA 110</td>
<td>Self Defense for Women</td>
<td>0.50</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Intermediate Spanish I</td>
<td>3.00</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>SW 257</td>
<td>Storytelling Strategies</td>
<td>3.00</td>
<td>Fall 2019</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER COURSES NOT USED TO SATISFY MAJOR, MINOR & GE [RQ 1494]**

Other courses not used to satisfy Major, Minor and GE requirements. Courses listed here are counting towards the overall minimum credits required for the degree.

**All Courses Not used**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 101</td>
<td>Volleyball (Volleyball)</td>
<td>0.50</td>
<td>Fall 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA 110</td>
<td>Self Defense for Women</td>
<td>0.50</td>
<td>Fall 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSC 130</td>
<td>Intro to Comparative Politics</td>
<td>3.00</td>
<td>Spring 2019</td>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>

6. **ACADEMIC PROGRAM REQUIREMENTS** - this example is for an undergraduate pursuing a BFA in Screenwriting. This example displays separate sections of required courses. Each section will have a similar breakdown of classes and student progress towards completion.
7. ADDITIONAL PROGRAM REQUIREMENTS- this section displays the progress toward GPA, upper division, and residency requirements. Also, includes 60 credits outside of major discipline for BA degrees.

8. EXCEPTIONS/SUBSTITUTIONS- When exceptions, such a substitution for a Chapman to Chapman course or a transfer to Chapman course is made, notes are placed in the requirements section. A transfer course has been approved for this example below.
Click on the note number link to view the substitution note, which will open in a new screen.

9. ADDITIONAL MAJOR, MINOR(S), UNIVERSITY HONORS PROGRAM- the additional academic programs will display towards the bottom of the program evaluation. They appear as students declare this information with the Office of the University Registrar.

10. PROGRAM EVALUATION as PDF- When you enter the Program Evaluation screen, at the top of the report is a view report as pdf button. Click that button to generate a pdf copy. Disable pop-up blockers.

- The report provides all the details by section of the student’s progress and outstanding requirements. The pdf can be printed or saved to a file for future reference.
11. TRANSFER CREDIT - There are two ways to review transfer credit in the Advisor Center. You can click on the transfer credit tab or select the Transfer Credit report from the drop down menu in the Academics section.

- The transfer credit tab provides summary detail of the student's transfer and test credit units. Click on the Expand All icon to open up both tabs and see all data provided.
- The Transfer Credit report will generate a detailed breakdown of each class, the Chapman equivalent and any notes by the Registrar’s Office staff regarding the review of the transfer/test credit. Select the transfer credit report from the drop down menu.
• Transfer work will be listed for every school taken in transfer. Left side will display the external course information, right side will display Chapman course equivalent, notes, and other designations.

ACADEMICS TAB

Student academic career data is displayed in addition to summaries of enrollment history. This provides the student’s current degree program, major, minor, cluster etc.
The lower part of the screen is the Term Summary. There is a link for each enrollment term on the left side. The screen will default to the most recent term with enrollment data.

To change to another term, simply click on the term in the list under Term Summary.
The Academic Level is based on the enrollment at both the start and end of the term assuming successful completion of units attempted. Individual grades are reflected once submitted and posted. The Statistics section provides both term and cumulative units and GPA. These are the official calculated GPAs.

Click the Term History link to be routed to the Term Statistics screen within PeopleSoft.
Click the **Cancel** button to return to the Academics screen.

Click the **Student Center** link to return to the student’s main page or click the **Return to Search** button to enter the ID for another student to review.