

# Hostos Academic Degree Audit system information

## I. Introductory Page

After you log in, the Academic Degree Audit “Introduction screen” will appear (see below). Only the Student ID field is active at this time. Therefore, it is important that you are prepared with the correct CUNYfirst student ID.



At the top of the Introductory Page are several buttons. Some of these buttons are *FAQ*, *Feedback*, *Print* and *Log Out*.

## FAQ

The Frequently Asked Questions (FAQ) button contains answers to commonly asked questions regarding the HOSTOS Academic Degree Audit system.

## Feedback

The Feedback button will direct users immediately to the email address ([HADA@hostos.cuny.edu](mailto:HADA@hostos.cuny.edu)) for providing feedback, reporting issues and/or seeking additional information.

## Print

The Print button will provide you with the ability to print the Introductory Page for any tab or, if you run an audit, to print the entire degree audit document.

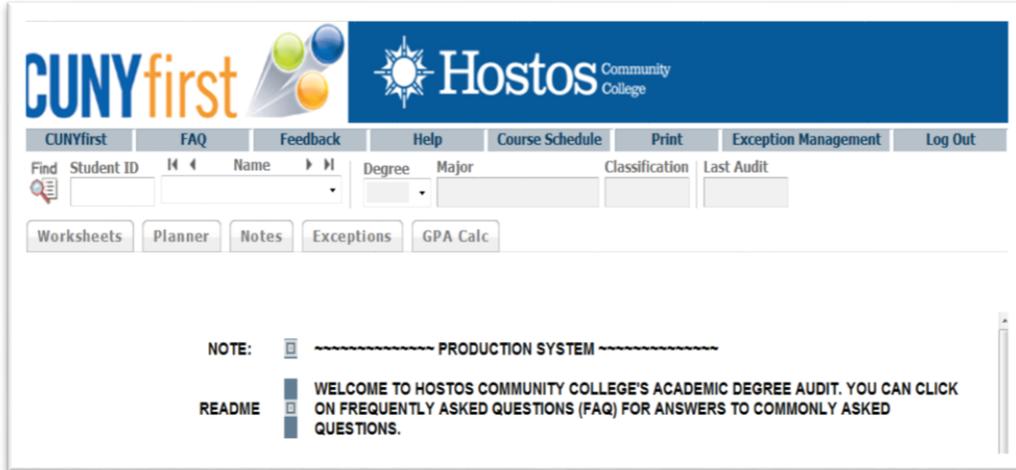
To ensure a complete printout of the Student Information audit, use the side bar to scroll to the end of the audit, then click on the printer icon at the top of the screen. For the most readable printout of an audit, set your browser to print background colors and images. This is done by going to the sign-on window in your browser (or if this is closed, open a new window). Click on Tools, then Internet Options. This will open the Internet Options dialog box. Select the “Advanced” tab and scroll down to the Printing option and check the box marked “print background colors and images.”

# Log Out

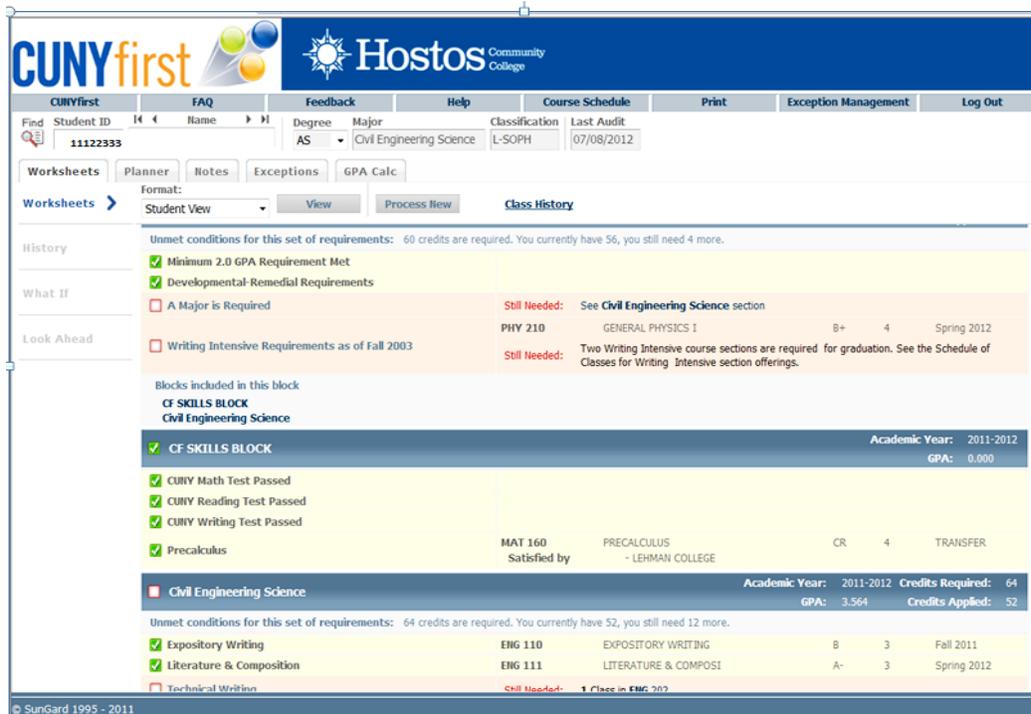
You do not need to log out after each student's audit; however, when you have completed using the Academic Degree Audit, be sure to log out and close your browser window.

## II. VIEW AUDIT

To view a student's audit, click in the Student ID box and enter the student's CUNYfirst Student ID.



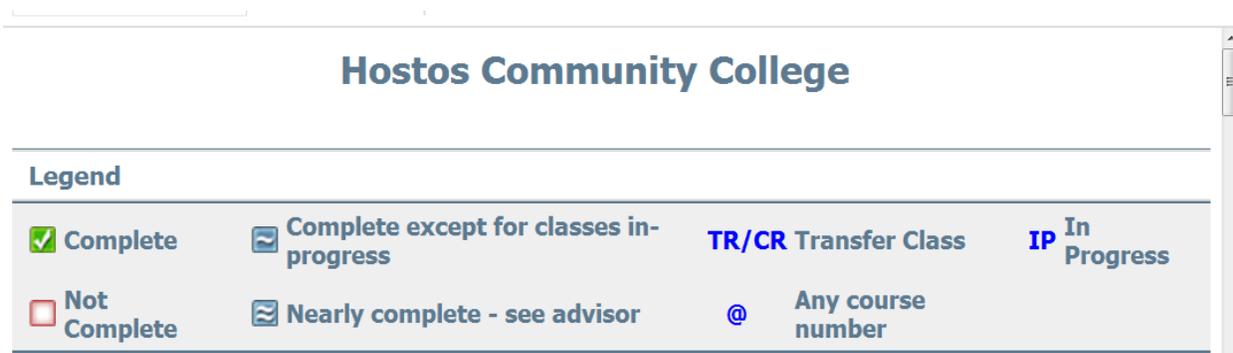
Once you enter the student's ID you will view the student's Academic Degree Audit. The audit information will follow a standard format. NOTE: If you receive a blank audit (with no courses), that might be an indicator that the student's major is not on one of the tables that drive the system. Be certain to report this to the Office of Academic Advisement (C-350, x6547).



## The following areas may appear on a student audit:

- 🔗 Legend
- 🔗 Degree Requirements
- 🔗 Skills Assessment Requirements
- 🔗 Academic Plan /Major Requirements
- 🔗 In Excess of Degree Requirements
- 🔗 Insufficient (courses not successfully completed)
- 🔗 Notes
- 🔗 Disclaimer
- 🔗 In Progress / Pre-registered Course(s)
- 🔗 Courses Not Counted Toward Degree Requirements

## LEGEND



The screenshot shows a web page header for Hostos Community College. Below the header is a legend table with two rows and four columns. The first row contains: a green checkmark icon for 'Complete', a blue checkmark icon for 'Complete except for classes in-progress', 'TR/CR Transfer Class', and 'IP In Progress'. The second row contains: a red square icon for 'Not Complete', a blue checkmark icon for 'Nearly complete - see advisor', '@ Any course number', and an empty space.

Legend			
 Complete	 Complete except for classes in-progress	TR/CR Transfer Class	IP In Progress
 Not Complete	 Nearly complete - see advisor	@ Any course number	

Each audit opens with a Legend:

### Additional information:

-  Requirement/course is completed
- @ Wild Card indicates any course number (i.e. VPA@ = any VPA course)
-  Requirement is not complete
- IP In progress (course/requirement is in progress to being completed)
-  Complete except for classes in progress
-  See Advisor (when student is nearing completion of a requirement, they are referred to an advisor for verification)
- TR/CR Transfer course credit from another college
- “:” A colon or dash between class numbers indicates a range of courses (i.e. SPA 121:300)
- “-” (SPA 121-300)= any SPA course number between, and including, SPA 121 to SPA 300)
- #F Repeated “F” Grade, grade is excluded from GPA calculation

## Student Information

Student View AC344198 as of 07/03/2012 at 00:39			
Student	COLLEGE, ARTHUR	Academic Status	(GST) Good Academic Standing
ID	11122333	Student Group	(GROUPS)ESL P001 (SI)DNC-DNC
Transfer Credits	4.00	Cumulative GPA	3.564

### Detailed Advice

The Detailed Advice information is followed by student biographic information. An audit number consisting of letters and digits (in above example it is “AC344198”) followed by the date and time (in above example it is “as of 07/03/12 00:39”) indicates the date/time at which the Audit was last updated and serves as a unique indicator of that specific audit (see above). NOTE: When reporting an issue/problem, please make sure to note and include the Audit Number (AA#).

### Student Biographic Information

The following information is pulled directly from CUNYfirst and appears in the header:

- Student Name (last name, first name)
- Student ID
- Transfer Credits
- Overall (cumulative) GPA
- Academic Status
- Student Group

## DEGREE REQUIREMENTS

<input type="checkbox"/> Associate in Science	Academic Year:	2011-2012	Credits Required:	60
	CUM GPA:	3.564	Credits Applied:	56

This is followed by a check list of the various components required for completion of the degree requirements, including:

- Catalog Year/Academic Year
- Credits/Units Required
- GPA Requirement
- Skills Assessment Requirements (Reading, Writing and Mathematics developmental-remedial, skills requirements)
- Major Requirements/Academic Plan
- Writing Intensive Requirement (as of Fall 2003)

When a requirement is satisfied, a check (  ) will appear to the left of the requirement usually with additional information. If a requirement is outstanding, you will note that the left side of the block will note in red “Still Needed” and the right side of the block will refer you to the appropriate details. When each of the requirements is satisfied, the box in the header labeled “Degree in Associate in ...” will also be checked, as will each box beneath it.

## SKILLS ASSESSMENT REQUIREMENTS

CF SKILLS BLOCK		Academic Year:	2011-2012			
		GPA:	2.400			
<input type="checkbox"/> CUNY Math Requirement	Still Needed:	Math Skills Retest Required				
<input type="checkbox"/> CUNY Reading Requirement	Still Needed:	Reading Skills Retest Required				
<input type="checkbox"/> CUNY Writing Requirement	Still Needed:	Writing Skills Retest Required				
<input checked="" type="checkbox"/> ESL in Content Areas I	ESL 15	ESL CONTENT AREA I	B-	2	Fall 2011	
<input checked="" type="checkbox"/> Literature and Contemporary Issues	ESL 16	LIT & CI FOR ESL I	B-	2	Fall 2011	
<input checked="" type="checkbox"/> ESL Content Areas 2	ESL 25	ESL CONTENT AREA II	C	2	Spring 2012	
<input checked="" type="checkbox"/> Contp Issues 2 - Literature	ESL 26	CI FOR ESL II	C	1	Spring 2012	
<input checked="" type="checkbox"/> Content Areas 3	ESL 35	ESL CONTENT AREA III	IP	(2)	1129U	
<input checked="" type="checkbox"/> ESL Issues 3 - Studies in Literature 3	ESL 37	LIT FOR ESL III	IP	(1)	1129U	
<input type="checkbox"/> Basic Composition	Still Needed:	1 Class in ESL 91				
<input type="checkbox"/> Foundations of Critical Reading	Still Needed:	1 Class in ESL 92				
		Academic Year:	2011-2012		Credits Required:	60

The Skills Assessment Requirements block contains a check box for each of the skills assessment tests in Math, Reading & Writing **AND** check boxes for their initial placement and courses required due to placement and major/academic plan. NOTE: ESL 15 is the only placement from previous ESL sequence that generates the necessary Reading/Writing courses because of its direct correlation to ESL 16. Otherwise, only the current ESL course placements (ESL 15, 25, 35, etc.) will populate this block.

The first three check boxes notes passing of test or re-test for Reading, Writing and Math skills tests. If a retest is needed, because a student has not yet passed a skills test, a “Still Needed” message will display and checkbox will not be checked (see below):

<input type="checkbox"/> CUNY Math Requirement	Still Needed:	Math Skills Retest Required
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If a retest is not required, because a student has passed a skill test, a checkbox will be checked (see below):

CF SKILLS BLOCK		Academic Year:	2009-2010		
		GPA:	0.000		
<input checked="" type="checkbox"/> CUNY Math Requirement	MATHRETEST: P				
<input checked="" type="checkbox"/> CUNY Reading Test Exempted					
<input checked="" type="checkbox"/> CUNY Writing Test Exempted					

Immediately following the first three check boxes begins the section listing the developmental skills sequence students must complete. Once they have passed each of the developmental skills courses the individual boxes will be checked off. NOTE: The sequence begins with the student’s initial placement (the first time they took the test). If their placement changes the sequence may not reflect this change. Please contact the Office of Academic Advisement for additional information.

**NOTE:** For more exam preparation materials, please encourage students to visit the Hostos Academic Learning Center (HALC) website at [www.hostos.cuny.edu/asc](http://www.hostos.cuny.edu/asc) and select “Exam Preparation” and choose the test they are looking to learn more about from the drop down menu. There they will find additional resources, sample questions, and tips that can help them to improve their exam performance.

## ACADEMIC PLAN REQUIREMENTS

Liberal Arts & Science (AS)		Academic Year:	2010-2011	Credits Required:	60
		GPA:	3.525	Credits Applied:	28
Unmet conditions for this set of requirements: 60 credits are required. You currently have 28, you still need 32 more.					
<input checked="" type="checkbox"/> Expository Writing	ENG 110 Satisfied by	EXPOSITORY WRITING - KINGSBOROUGH C.C.	CR	3	TRANSFER
<input checked="" type="checkbox"/> Literature & Composition	ENG 111	LITERATURE & COMPOSI	A-	3	SPRING 2011
<input type="checkbox"/> Calculus I	Still Needed: 1 Class in MAT 210				
<input checked="" type="checkbox"/> History course	HIS 210	US HIS THROUGH CIVIL	A-	3	SPRING 2011
<input type="checkbox"/> Physical Education course	Still Needed: 1 Credit in PED @				
<input checked="" type="checkbox"/> Behavioral & Social Sciences course	SOC 101 Satisfied by	INTRO TO SOCIOLOGY - KINGSBOROUGH C.C.	CR	3	TRANSFER
<input type="checkbox"/> Humanities course	Still Needed: 1 Class in BLS @ or HUM @ or LAC @ or VPA @				
<input type="checkbox"/> SCIENCE REQUIREMENTS - 16 Credits	Still Needed: Choose from 2 of the following:				
FOR SCIENCE REQUIREMENTS STUDENTS MUST SELECT AT LEAST TWO COURSE SEQUENCES FROM TWO DIFFERENT AREAS OF CONCENTRATION.					
		( 2 Classes in BIO 210 and 220 ) or			
	BIO 230	ANAT & PHYSIOLOGY 1	A	4	SPRING 2011
		( 1 Class in BIO 240 ) or			
		( 2 Classes in CHE 210 and 220 ) or			
		( 2 Classes in PHY 110 and 120 ) or			
		( 2 Classes in PHY 210 and 220 )			
<input type="checkbox"/> Major Electives - Select 12 to 16 Credits	Still Needed: 12:16 Credits in BIO 260 or 299 or 310 or CHE 299 or 310:312 or 314 or MAT 220 or 310 or				

Requirements are listed on the left side of the block; by course titles (all examples listed below can be referenced in the sample shown above).

If the requirement has been satisfied, the right side of the block will indicate the course and number (i.e. ENG 111), the title, the grade (or notation “IP” - In Progress), the credits (if the course is in progress, the credits will appear in parentheses), and the semester and year in which the course was taken.

If the course was taken at another college, the grade will be indicated as “TR” or “CR” (for transfer credit), and will list the name of the college on the line below, i.e. “Satisfied by: KINGSBOROUGH C.C.”

When a requirement is not satisfied, the “**Still Needed**” will appear in red on the left side beneath the course title and the right side of the block will indicate the course(s) that meet the requirement, i.e. “1 Class in MAT 210.” If a requirement can be satisfied by multiple choices, the “Still Needed” information will provide you with details, such as “1 Class in BLS OR HUM OR LAC OR VPA.”

**NOTE:** Course requirements can be written as credit(s), class(es), credits and classes, OR credits or classes. Most are written as class(es). With regards to the AA Liberal Arts degree, there is also a Sub plan/Concentration block. **NOTE:** Students must identify which Sub plan /Concentration they are pursuing by completing a “Change of Curriculum” form and submitting it to the Registrar’s Office.

## IN EXCESS OF DEGREE REQUIREMENTS

In Excess of Degree Requirements			Credits Applied: 20 Classes Applied: 7		
HUM 3021	DIVER/PLUR IN AMER	C	3	FALL 2007	
ITA 101	ELEM ITALIAN I	B	4	FALL 2009	
MAT 1624	INTERMED ALGEBRA	C+	2	SPRING 2007	
PED 100	PERSONAL PHYSICAL FI	A	1	FALL 2006	

The In Excess of Degree Requirements block will appear only if the student has taken courses which apply in this area. This will include any course that does not fulfill a specific degree requirement.

## INSUFFICIENT

Insufficient Grades			Credits Applied: 0 Classes Applied: 15		
EDU 101	FOUNDATION OF EDU	W	0	SPRING 2010	
EDU 101	FOUNDATION OF EDU	F	0	FALL 2010	
ENG 92	DEVELOPMENTAL RDG	R	0	FALL 2008	
ESL 36	CI FOR ESL III	R	0	FALL 2007	
ESL 92	FDNS OF CRITICAL RDG	R	0	FALL 2009	
ESL 92	FDNS OF CRITICAL RDG	#F	0	SPRING 2010	
LAC 118	CARIBBEAN SOC & CULT	W	0	FALL 2008	

The Insufficient block contains courses that cannot be applied toward degree requirements for reasons that their grades are not acceptable such as withdrawal, Repeated, Failed, etc.

## IN PROGRESS / PRE-REGISTERED COURSE (S)

In-progress			Credits Applied: 8 Classes Applied: 3		
BIO 230	ANAT & PHYSIOLOGY 1	IP	4	1129U	
ENG 92	DEVELOPMENTAL RDG	IP	1	1129U	
LAC 132	HISPANIC MIGRATION	IP	3	1129U	

Where applicable, there will also be an In Progress/Pre-Registered Course(s) area. This identifies courses in which the student is enrolled for the current or future semester. NOTE: These courses, if applicable, will be applied to requirements in other sections of the audit. This block allows you to quickly view the current/future semester's registration.

## DISCLAIMER

**Disclaimer**

The Frequently Asked Questions (FAQ) link contains helpful information regarding HOSTOS Academic Degree Audits.

This audit report is intended to be used only as an advising tool for course planning and degree progress. This is not your academic transcript and it is not an official notification of completion of degree/certificate requirements.

The audit is designed using a best fit algorithm, matching courses to requirements. As information on the transcript changes, the best fit may also vary. Since it is an automated system and is still very new, it is possible that some courses may be applied to requirements or sections that were not the student's original intention. This is especially true when a student has fewer completed courses and many remaining requirements. This should not be a cause for concern, as all courses will be properly applied during the official graduation review by the Registrar's Office.

NOTE: Changes made to your official Hostos' record will take at least 24 hours to be reflected in your Academic Degree Audit. If you think the information on the audit is incorrect, please email us at HADA@hostos.cuny.edu.

The last section of every student audit is the Disclaimer. This message reminds students that:

1. There is more information available by using the FAQ button.
2. The audit is not a transcript.
3. Recent changes to their record (such as adding/dropping of classes, grade changes, etc.) will take approximately 24 to 48 hours to appear on their Academic Degree Audit.

### III. HISTORY tab

The screenshot shows the 'HISTORY' tab selected in a navigation bar. Below the navigation bar, there are tabs for 'Worksheets', 'Planner', 'Notes', 'Exceptions', and 'GPA Calc'. The 'History' tab is active, and a dropdown menu is open, showing a list of historic reports with columns for 'Format' and 'Historic Report'. The 'Format' dropdown is set to 'Student View'. The 'Historic Report' dropdown is open, showing a list of reports with dates and times. The report '05/25/2012 00:48 U/AA' is highlighted. Below the dropdown, there are 'View' and 'Delete' buttons. The text 'Choose a report format and View.' is visible.

To view saved historical audits, click the History tab to bring up the audit history page (as shown above). Select the historic audit from the Historic Audit drop-down list box and the audit report format to view. Click the View Audit button to view the historic audit in the selected format. Currently, the History tab keeps up to two previous audits for every student (only if the student's record has been opened multiple times and encountered changes). This feature allows advisors to be able to view a previous audit, if needed to compare a change or review a possible problem.

### IV. WHAT-IF tab

The screenshot shows the 'What-If' tab interface. It features a 'Degree' dropdown menu set to 'Associate in Arts' and an 'Academic Year' dropdown menu set to '2013-2014'. Below these, there is a section titled 'Choose Your Different Areas of Study' with instructions: 'To preview other academic plans of study, select the desired degree and catalog year, along with major (plan)/concentration (sub-plan) and/or minor (plan) of interest from the drop-down menus. Click on the "Process What-If" button to view how your courses get applied.' Below this, there are two columns of dropdown menus. The left column is labeled 'Select an item AND a catalog year to add it to your Chosen Area of Study' and contains dropdowns for 'Major', 'Concentration', and 'Minor', each with a 'Pick a...' option. The right column is labeled 'Select a Academic Year' and contains three 'Pick an Academic Year' dropdowns. At the bottom, there is a 'Chosen Areas of study' box and a 'Remove' button.

The audit report is based on the student's current major code, as it appears in CUNYfirst; however, students often are uncertain about their final degree choice and/or their concentration. And new transfer students often make decisions about their major based on how they can maximize the credits they have already earned. The **WHAT-IF** option can be used in these situations to simulate a change of major so that a student's courses can be redistributed against the new requirements. Within a couple of moments, the student and advisor will be able to determine the impact of a change of major in terms of degree completion.

To access a "**WHAT-IF**" Audit, left-click on the What-If tab to the left side on the screen. Choose from a drop-down menu the Catalog year, degree, Major/Academic plan and/or Sub plan /Concentration (this is currently for clusters, when applicable) that will be accessed. As you choose these, they will appear in a box to the right. If you wish to remove any item from the "Chosen Areas of Study" box left-click your mouse on the area and on then on the "Remove" button.

It might be easier for you to select the major/ academic plan first and then the Degree. It is important that you carefully make these selections; otherwise, you may be auditing a self-designed major/academic plan. It is a good practice to select the major/ academic plan first and then the degree. After choosing the screen information, select the **PROCESS WHAT-IF AUDIT** button.

This will bring up an audit with the scenario you have chosen and will permit you and the student to obtain information regarding the effect of changing his or her major/ academic plan and/or concentration/Subplan. Remember, “WHAT-IF” audits are not “saved” in the system. If you want a record of this audit, click on the printer icon.

**NOTE:** It is important to advise the student, in reviewing these options, that they are still obligated to file a Change of Curriculum form with the Registrar’s Office, should they choose a new major/ academic plan or concentration/Subplan.

## V. PLANNER tab

The screenshot displays the CUNYfirst Student Planner interface. At the top, the CUNYfirst and Hostos Community College logos are visible. The navigation bar includes links for CUNYfirst, FAQ, Feedback, Help, Course Schedule, Print, Exception Management, and Log Out. The main interface is divided into several sections:

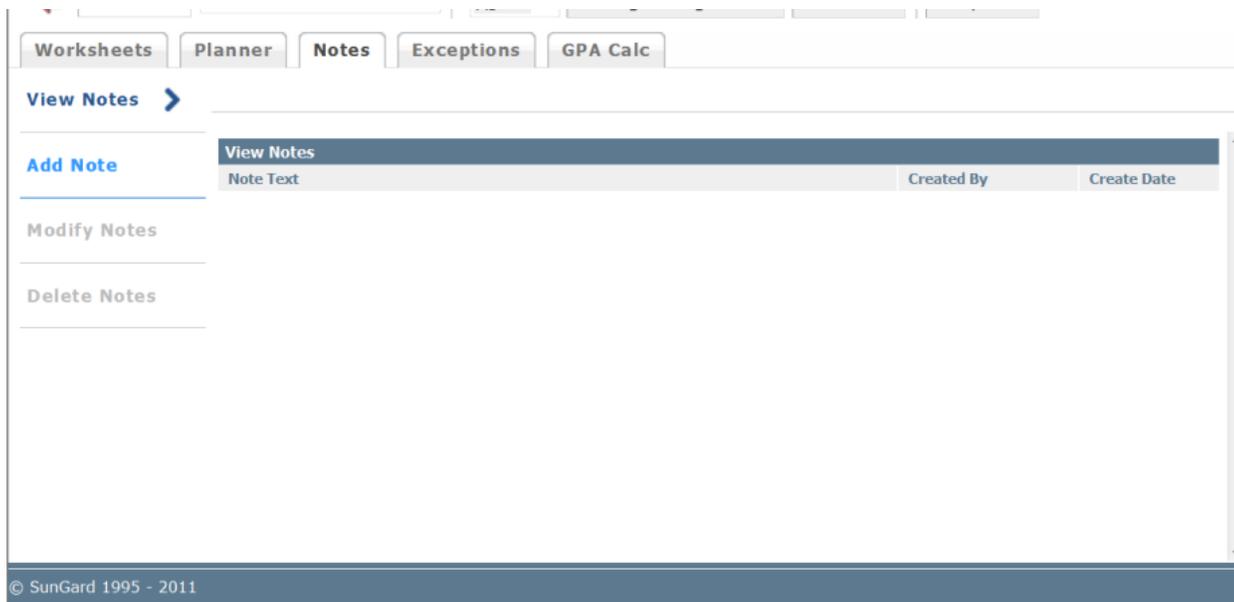
- Search and Navigation:** Fields for Student ID (13090746), Name (Alassani, Ibrahim), Degree (AS), Major (Civil Engineering Science), Classification (L-SOPH), and Last Audit (Today). Buttons for Worksheets, Planner, Notes, Exceptions, and GPA Calc are present.
- Planner Controls:** A dropdown for "Add new plan", "Notes Mode", and checkboxes for "Show completed classes" and "Load".
- Unmet Conditions:** A section titled "LIBERAL ARTS & SCIENCE REQUIREMENTS" with a list of courses and their status. For example, "Expository Writing" is checked, while "Technical Writing" and "Fundamentals of Public Speaking" are not. It notes "Needed: 1 Class in ENG 202" and "Needed: 1 Class in VPA 192".
- Completed Courses:** A list of courses already taken, such as PSY 101, HUM 100, SOC 101, and CHE 210/220.
- Right Panel:** Options for "Current Term" (undefined), "Academic Year" (2011-2012), and "Active Plan" (checked). It also includes a "Notes" field and a "Total" credit count.
- Bottom Buttons:** "Save Plan", "Reload Form", "Save As...", "Delete Plan", "Process New", "Check All Terms", and "Uncheck All".

The Student Planner allows the user to create an academic schedule plan for a student. To access the Student Planner, click on the Planner tab. The Planner contains a grid organized by academic term and has space for the planning of 15 semesters. You can type in the academic term in the yellow shaded fields along the top of the planner. Students and Advisors can plan ahead and review academic progress each semester.

There are two buttons at the top of the planner labeled Printable View and Edit Planner. The planner opens in the Edit Planner view by default. Either view may be printed but the Printable View will produce a cleaner document output.

While the planner allows you to plan out an academic schedule for a student, the courses entered on the Planner are not enforced by the Academic Degree Audit or by the student system. The Planner simply contains a list of recommendations to the student about which courses to take, and the sequence and term in which they are to be taken. It is the responsibility of the student to actually register for the courses listed on the Planner.

## VI. NOTES tab



The Notes tab allows users to document academic advising on student records. These Notes can be used for internal use only or they can be made available to the student through the audit on the Web or via printed audit reports. Currently, both students and advisors will be able to view all notes. NOTE: Notes made available to the student appear in audit reports in a Notes section at the bottom of the report. To access the Notes screen, click on the Notes tab. This will bring up the Notes screen as shown above.

Four functions are available. These are View Notes, Add Notes, Modify Notes or Delete Notes. While anyone with access to Notes can view a Note, only the person who created the Note (or a Registrar-class user) can modify or delete a Note. All Notes are stamped with the date and name of the person who created or modified the Note.

To add a note, click the Add Note button. This will bring up the Add New Note text box. Enter the text of the note you wish to add or select a predefined note from the drop down menu. Notes can also be made unavailable to students by clicking the appropriate check box. For all audits run after this note is posted, the text of the note will appear at the bottom of the report (assuming the report type chosen displays Notes and the user has access to Notes).

To modify an existing note, click the Modify Notes button. This will bring up the modify notes window. You should only modify those notes created by yourself. Although users are able to modify or delete any note, advisors should only delete or modify those notes that they created and are responsible for. To modify a note, click in the text box for the note you wish to modify and enter your changes. To save the modifications, click the note icon located to the left of the note. This will save the changes to the database.

To delete a note, click the Delete Notes button to bring up the Delete Notes window. Delete the note by clicking on the notes icon located to the left of the note you wish to delete. When making Notes unavailable to students, it is very important to remember **that Notes flagged as unavailable to a student will continue to show up on audit reports printed by non-student users such as advisors, faculty members or Registrar. Hence, if a student visits an advisor or faculty member and that person prints an audit report for that student, all Notes flagged as unavailable will be given to that student.**

Any Notes available to be viewed will be listed in this section of the audit report. Notes saved with the “Not Available To Student” check box selected will not appear on audits viewed during student logons. These Notes will also not be printed on audit reports initiated by the student. They will appear on advisor, faculty member, dean or registrar audit reports. The creator of the note and the day the note was written appear to the right of the note. Audits will show as many notes as have been written and made available to the student.

## VII. GPA Calculator tab

There are three different GPA calculators: Graduation, Term, and Advice Calculators. The calculators, in conjunction with other current Audit functions, can help students in many ways:

- Realistic goal-setting at the beginning of the term or academic career
- Precise calculation of their end-of-term GPA using a student's actual academic information
- Accurate mapping of a student's path for achieving honors, avoiding probation, or satisfying personal academic aspirations.

### *Graduation Calculator*

The Graduation Calculator inputs:

- ✓ Current GPA
- ✓ Credits Remaining
- ✓ Credits Required
- ✓ Desired GPA

This calculator takes the most "unknown" inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining. Its purpose, however, is to give the student a general view of what average GPA they will need to achieve over their final "X" credits in order to achieve their desired GPA. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

Enter data into the vacant fields, as below. NOTE: the "Current GPA" field will be automatically displayed from the student record, so the only fields that need to be completed are "Credits Remaining," "Credits Required" and "Desired GPA."

The screenshot shows a web interface with a navigation bar at the top containing tabs for Worksheets, Planner, Notes, Exceptions, and GPA Calc. The GPA Calc tab is active. On the left side, there is a sidebar with three calculator options: Graduation Calculator (selected with a blue arrow), Term Calculator, and Advice Calculator. The main content area displays the Graduation Calculator form with four input fields: Current GPA (pre-filled with 3.51), Credits Remaining, Credits Required, and Desired GPA. A Calculate button is located at the bottom right of the form.

Then, press **Calculate**.

The results will show what average students will need to attain their desired results. If the student wishes to alter some

The screenshot shows a navigation bar with tabs: Worksheets, Planner, Notes, Exceptions, and GPA Calc. Below the navigation bar, there are three calculator options: Graduation Calculator (selected with a blue arrow), Term Calculator, and Advice Calculator. The Graduation Calculator section displays the following data:

Current GPA	3.56
Credits Remaining	10
Credits Required	67
Desired GPA	3.6

Below the data, a message states: "You need to average a 3.82 over your final 10 Credits to graduate with your desired GPA." A Recalculate button is located at the bottom of the calculator section.

of the entries, they can click Recalculate and the calculate screen will appear for them to make other entries. Once changed, click Calculate, and the revised information will appear.

## Advice Calculator

The Advice Calculator inputs:

- ✓ Current GPA
- ✓ Credits Earned
- ✓ Desired GPA

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator. An important feature is that the grades are calculated using a table that contains the Grade (letter value) as well as grade points for specific grades.

Enter data into the vacant fields as below. NOTE: the "Current GPA" and "Credits Earned" fields will be automatically displayed from the student record, so the only field that needs to be completed is "Desired GPA."

**Then press Calculate**

The screenshot shows the same navigation bar as the previous image. The Advice Calculator is now selected with a blue arrow. It displays the following data:

Current GPA	3.56
Credits Earned	39
Desired GPA	3.80

Below the data, a message states: "To achieve your desired GPA, you need one of the following:" followed by "46 Credits at 4.00 ( A ) grade average". A note below that says: "Note: Results that would require you to take more than 150 Credits have been omitted." A Recalculate button is located at the bottom of the calculator section.

The results will show what average students will need to attain their desired results. If the student wishes to alter some of the entries, they can click Recalculate and the calculate screen will appear for them to make other entries. Once changed, click Calculate, and the revised information will appear.

# Term Calculator

The Term Calculator inputs:

- ✓ Current GPA
- ✓ Credits Earned
- ✓ Class information

Worksheets | Planner | Notes | Exceptions | **GPA Calc**

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Graduation Calculator

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**Term Calculator** >

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Advice Calculator

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Current GPA	<input type="text" value="3.51"/>
Credits Earned So Far	<input type="text" value="35"/>

	Credits	Grade
MAT 310	<input type="text" value="4"/>	A [4.00] ▾
HUM 100	<input type="text" value="3"/>	A [4.00] ▾
MAT 320	<input type="text" value="3"/>	A [4.00] ▾
MAT 360	<input type="text" value="3"/>	A [4.00] ▾
PHY 220	<input type="text" value="4"/>	A [4.00] ▾
Class 6	<input type="text"/>	A [4.00] ▾
Class 7	<input type="text"/>	A [4.00] ▾
Class 8	<input type="text"/>	A [4.00] ▾
Class 9	<input type="text"/>	A [4.00] ▾
Class 10	<input type="text"/>	A [4.00] ▾

This calculator is perhaps the best one for students to use when they have questions about how different grades in their currently enrolled (or remaining) courses could impact their current GPA. The student need only list the course(s), number of academic credits (by course), and possible grade(s) for each course listed. This information is used to figure out how a student can raise/lower their current overall GPA. Upon loading the Term Calculator, the student's "Current GPA" and "Credits Earned So Far" will be automatically filled in (see left). Enter class information with academic credits and, from the drop down menu, expected grades as seen left. **NOTE:** Although plus/minus grades are listed within the drop down list, they should not be used.

**Then, click Calculate.** The screen that opens will produce the new calculated GPA. This is the most specific calculator.

Worksheets | Planner | Notes | Exceptions | **GPA Calc**

Graduation Calculator

Term Calculator >

Current GPA 3.56  
Credits Earned So Far 39

Advice Calculator

Class	Credits	Grade	
HUM 100	3	A	4.00
MAT 320	3	A	4.00
MAT 360	3	A	4.00
PHY 220	4	A	4.00

**Calculated GPA 3.67**

By achieving the grades listed here, your GPA at the end of the term will be 3.67

Recalculate

If you wish to change class or grade information, simply click Recalculate and the original screen will again be presented for you to make changes. When you click calculate, the revised information will appear. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.