



Advising Worksheet and Graduation Reports

Both of these documents are available to you on MyMAC once you begin your first semester at the College. They are meant to be tools to assist you in successfully completing your degree at Mount Aloysius. You should be familiar with both of these reports and take them with you when you go to advising meetings. Ultimately, it is a student's responsibility to ensure that he or she has met all requirements for graduation. Listed below are requirements for graduation to keep in mind:

1. You must successfully complete, with the appropriate grade required, ALL of the courses in which you were enrolled on the date of this audit.
2. A minimum of 60 credits is required for an associate degree. Please note that some associate degree programs require more than 60 credits.
3. A minimum of 120 credits are required for a bachelor degree.
4. Graduate programs require either 36 or 60 credits depending on the program of study.
5. Educational Enrichment credits do not count towards graduation.
6. If you are in a bachelor degree program, you must earn a minimum of 30 credits at the upper level from the College with 18 of those credits in the major.
7. A minimum cumulative grade point average of 2.0 is required.
8. All majors, minors, specialization, concentrations, and certificates require a 2.0 grade point average.

Understanding Your Advising Worksheet

The advising worksheet shows the course requirements that you need to complete your program of study at that College. If you have transferred in coursework, it will indicate how those credits have been applied towards your degree.

Personal Information (Legal, Home, or Permanent):		Advisee Information:	
Name: Gump, Forrest L	ID Number: 11495965	Advisor #1: Cook, Barbara J	
Address: 101 Cricket Lane Greenbow, AL 35006		Career Hours Earned: 43.00	
Phone: (555) 555-5555		Career GPA: 3.44	
Mobile:		Last Term Attended GPA: .00	
Degree Information: (Catalog Year 2016)		Classification: Freshman	
Major 1: English		Academic Standing:	
		Holds and Warnings: Business Parking Hold	
		Upper-Level (300-400) Credits: 3.00	
		Upper-Level (300-400) In Progress : 6.00	

✘ English B.A. CORE (NOT MET)		45.00 Hours
English B.A. CORE:.....		32.00 Hours
✘ Complete CORE Requirement		
Complete all CORE Course Requirements		
✘ Connections Requirements		
✔ Self and Community		
✔ LA .101 .04 .MAIN	Connections I: A Seminar in Self an	B 1.00
✘ Self and Learning		
✘ Self and Vocation		
✔ EN .110 .01 .MAIN	Rhetoric I	B+ 3.00
✔ Rhetoric II Group		
✔ EN .111 .05 .MAIN	Rhetoric II	A 3.00

The catalog year is assigned to students when they enroll at the College. If a student changes majors, they are kept within the same catalog year. If you are a student in a 2+2 program, the junior and senior year catalog year will remain the same. This area also indicates the major of the student. It will indicate minors if one is declared.

The only time a catalog year may be considered for change is when a student declares a new major that has significant curriculum changes. The aim of the change is to allow the student to have the clearest route to graduation.

This report also indicates if a student has any type of hold. It is important to address holds prior to registration period of the next semester because many of the holds prevent future registration.

This portion of the report indicates the number of credits earned and the career GPA. This total of credits does not include credits earned from Educational Enrichment courses, so it is a true reflection of the total number of credits earned towards graduation.

The report also indicates the number of credits earned at the upper level. Note: That it does count Upper Level Credits in progress, but it double counts if the course is being applied for two requirements, so it is best to manually count them.

The student's advisor is also indicated on the report.

If the student has is on the Dean's List, Probation, or Good Standing it will be indicated as well.

Courses which are in progress are noted in gold. They indicate the credits in progress and the term they are scheduled.

✓	Rhetoric II Group			
✓	EN .111 .05 .MAIN Rhetoric II	A	3.00	
✗	Choose 3 Hrs Upr Literatu			
	Complete 3 Hours 300-400 Level Literature			
✗	EN .495 .01 .MAIN Major Author Studies: Franz Kafka		Earned: 0.00 hours / 0 count	
	● Section EN .495 .01 .MAIN is currently in progress (3.00 in 2017 Fall Term)			
	▶ Cumulative Course: 3.00 hours needed			
✗	EN .381L.01 .MAIN Sports in Literature & Film		Earned: 0.00 hours / 0 count	
	● Section EN .381L.01 .MAIN is currently in progress (3.00 in 2017 Summer Term)			
	▶ Cumulative Course: 3.00 hours needed			
✓	Choose 3 Hrs Lit/Art/The/			
	Choose 3 Hours of Literature, Art., Music or Theatre			
✓	COMM101 Public Speaking (EN260)	T	3.00 (TR) UNIV ALABAMA TUSCAL	
✓	Choose 3 Hrs HS or PS			
	Choose 3 Hours of History or Political Science			
✓	HIST234 History of Shrimping Industry (HS281)	T	Earned: 3.00 hours / 1 count (TR) UNIV ALABAN	
✓	Choose 3 Hrs Science			
	Choose 3-4 Hours of Biology, Chemistry or Science			
✓	BL .112 .01 .MAIN Nutrition	A	3.00	

Transfer courses are noted in blue and indicate the name of the course at the other institution and the course equivalent at MAC. This course is in the brackets. Students are awarded credits for transferred courses, but they do not bring in a grade, so they have no impact on a student's GPA.

The report indicates the status of each course.

- Green indicates a course is complete
- A red X indicates the course or requirement is not yet complete.
- A gold circle indicates that the course is currently scheduled.

Mount Aloysius College Advising Worksheet

✘ English B.A. CORE (NOT MET) 45.00 Hours Needed
 English B.A. CORE:.....29.00 Hours Earned

✘ Primary AIM: English B.A. (NOT MET) 36.00 Hours Needed
 English B.A.:.....3.00 Hours Earned

- ✘ Complete All Major Reqmnt**
 Complete all Major Requirements for English.
- ✘ EN205 Major British Writers
 - ✘ EN230 Survey of Amer Lit I
 - ✘ EN231 Survey of Amer Lit II
 - EN .240 .01 .MAIN Shakespeare (3.00 In Progress 2017 Fall Term)
 - ✘ LA400 Capstone
- ✔ Choose 3 Credits**
- ✔ COMM101 Public Speaking (EN260) T 3.00 (TR) UNIV ALABAMA TUSCALOOSA*

Free Electives (NOT MET) 11.00 Hours Earned

- ✔ EN .209 .01 .MAIN Introduction to Short Fiction C 3.00
- ✔ GE .201 .W1 .WEB Introduction to Geography B+ 3.00
- PS .203 .01 .MAIN American National Government (3.00 In Progress 2017 Fall Term)
- ✔ SO .101 .01 .MAIN Introductory Sociology B+ 3.00
- SO .102 .01 .MAIN Social Problems (3.00 In Progress 2017 Fall Term)
- ✔ HPED112 Varsity Football TRX101 T 2.00 (TR) UNIV ALABAMA TUSCALOOSA*

Administrative Bucket

- ✔ EE .091 .03 .MAIN College Reading I A 3.00

✘ Course Totals (NOT MET)

Hours Needed/Earned: 120.00 / 43.00 Quality Points Needed/Earned: 0.00 / 119.00
 Hours In Progress: 16.00 GPA Needed/Earned: 0.00 / 3.40

Advising Meeting Notes for Christopher M. Lovett

Meeting with Dr. Christopher M. Lovett on (06/22/2017)
 I met with my advisee to discuss the courses he could take in the fall. We decided that focusing on English courses in the major would be a good choice given the course offerings.

The report indicates progress made toward Core and Major requirements, as well as, the total of free electives earned towards the degree.

The report applies courses that can meet two requires in two place of a major, but only counts the credits one time in the total. If you look at the first page of this document, EN 260 was applied to the lower level Humanities requirement and it is applied to the lower level requirement in the major.

The administrative Buckets holds courses which cannot be applied to graduation. If a student repeats a course, the original course with grade will be listed in this area as well. All EE courses are placed here once completed.

At the bottom of the report, cumulative credits totals are reported again with the CGPA. If an academic advisor entered advising notes from an appointment, they will appear here as well.

Understanding Your Graduation Audit

The Graduation Audit is essentially a condensed version of the Advising Worksheet. The Registrar's Office uses this document to complete audits. Students have access to this document through MyMAC as well.

r_grad_rpt		Graduation Requirement Audit For Degree Mount Aloysius College		06/22/2017 11:51:36 AM Page 1 of 2							
ID Number	Name and Address			Class							
11495965	Gump, Forrest L 101 Cricket Lane Greenbow, AL 35006			Freshman							
				Upper-Level (300-400) Credits:	3.00						
				Upper-Level (300-400) In Progress :	6.00						
Name	Type	Division									
Advisor(s): Cook, Barbara J	PRIM	UG									
REQUIREMENTS SUMMARY SECTION											
<u>Aim</u>	<u>Requirement</u>	<u>Year</u>	<u>Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Hours In Progress</u>	<u>Count Needed</u>	<u>Actual Count</u>	<u>Quality Points</u>	<u>GPA</u>	<u>Status</u>
CORE	ENGLCORE	2016	English B.A. CORE	45.00	32.00	1.00	0	0	92.00	3.5300	Not Met
MAJOR	ENGLBA	2016	English B.A.	36.00	6.00	9.00	0	0	12.00	4.0000	Not Met
ADMIN	ADMNBCKT	2016	Administrative Bucket	0.00	3.00	0.00	0	1	12.00	4.0000	Met
ELECT	ENGLFREE	2016	English B.A. Electives	42.00	11.00	6.00	0	0	27.00	3.0000	Not Met
THR	TOTCR	2016	Total Credits - Bachelor	120.00	46.00	16.00	0	23	131.00	3.4400	Not Met

Administrative Bucket											
✓	EE .091 .03 .MAIN	College Reading I								A	3.00
ADMINISTRATIVE BUCKET											
REQUIRED			TAKEN								
<u>Requirement</u>	<u>Course</u>	<u>Title/Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Count Needed</u>	<u>Actual Count</u>	<u>Status</u>				
EE091 -- College Reading I	EE 091 03 MAIN	College Reading I	3.00	3.00	0	1	M L				

The top of this report reports much of the same information, but in a more concise manner.

However, there is one very important difference. The credit totals on this report do not remove EE courses from the total. It indicates that Forrest has earned 46 total credits. However, if we look at the Advising Report, it only indicates 43.

When using this report, students and advisors must subtract the EE credits listed in the Administrative Bucket. This will ensure the total is accurate for gradation planning.

The report also provides clear listing of the GPA for the Core, Major, Electives, or any minor or specialization that is declared. The total line is GPA for all degree components put together.

MAJOR		English B.A.		Offer Date: 00/00/0000		Enter Date: 06/16/2017					
REQUIRED		TAKEN		Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade		
Requirement	Course	Title/Description									
MAJOR -- Complete All Major Reqmnt (HOU)											
EN205 -- Major British Writers				36.00	6.00	0	1	R			
EN230 -- Survey of Amer Lit I				3.00	0.00	0	0	R			
EN231 -- Survey of Amer Lit II				3.00	0.00	0	0	R			
EN240 -- Shakespeare (INPROG)	EN 240 01	MAIN	Shakespeare	3.00	0.00	0	0	R I			
LA400 -- Capstone				3.00	0.00	0	0	R			
ENGLGP3 -- Choose 3 Credits											
EN260 -- Public Speaking	COMM101		Public Speaking	3.00	3.00	0	1	M T T			
ENGLGP2 -- Choose 6 Courses (HOURS)											
EN340 -- Studies in Poetry	EN 340 01	MAIN	Studies in Poetry	18.00	3.00	0	1	R			
EN495 -- Major Author Studies (INPROG)	EN 495 01	MAIN	Major Author Studies: Franz	3.00	3.00	0	1	M L A			
EN381L -- Special Topics Literature (INI)	EN 381L 01	MAIN	Sports in Literature & Film	3.00	0.00	0	0	N I			

This report provides columns to indicate the status of the course. The important columns to focus on are the Hours Needed, Hours Earned, Status, and Grade.

The status column indicates if the course is required, or met, not met – in progress. A key is provided at the bottom of the report to assist in understanding what each letter means.

Requirements Detail Status Legend							
M = Met	R = Required	N = Not Met	I = In Progress	L = Local Detail	T = Transfer	O = Override	S = Substitution

- M = Met – Course has been complete at MAC or thru transfer.
- R = Required – The course or requirement still needs to be completed.
- N = Not Met – Applies to courses in a group which students selects a course from. If a course is scheduled it will have an N until a grade is earned.
- I = In Progress – Appears next to courses with a designation of R or N.
- L = Local Detail – Indicates the course was complete locally at MAC.
- T = Transfer – Indicates a course was transferred into MAC and awarded a grade of T.
- O = Override – Indicates that the Registrar’s Office has waived or overridden a requirement in the major or degree.
- S = Substitution – Indicates that the Department has approved the substitution of a required course with another course within the department.