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# Access Your Academic Requirements Report

# ACCESS REPORT. REVIEW ADVICE & DISCLAIMERS. NAVIGATE SPECIFICS



The Academic Requirements Report helps students view course requirements, both completed and pending.

- 1. Log in to your Student Centre.
- Scroll down to the Quick Links section and click on the Academic Requirements Report link.
- 3. If you are currently enrolled in an Undergraduate program, PeopleSoft displays a drop-down menu. Select the appropriate choice.



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# ACCESS REPORT. REVIEW GENERAL INFORMATION. NAVIGATE SPECIFICS



- 1. When the report launches, you'll see all elements of your current academic career and the calendar term for which you are admitted to your program.
- 2. Use the Collapse All or Expand All buttons to adjust how much information displays in each section.
- 3. Create a PDF if you wish to have a printed copy or a document to send to a recipient.
- 4. The first section of the report displays disclaimers and advice such as:
  - FGS generally-applicable advice on minimum cumulative GPA
  - Grades that constitute a passing grade
  - FGS general time limits for completion, and
  - Program-specific time limits for completion.
  - Cautions that Qualifying Students need to take more courses.





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- 1. Scroll down in the report until you reach your program's specific sections. The introduction tells you how many courses are required, how many you have taken, and how many you still need.
- 2. If a specific requirement has not been satisfied, the section will be expanded and the text advises that a particular course may satisfy that group of requirements.
- 3. Within the course Status field you will also see symbols telling you if the course has been Taken, is In Progress, or Planned.
- 4. If the requirement has been satisfied, you will see "Satisfied" in green text. Within the Status field, you will see a green check mark to indicate it has been "Taken."