



**Office of the Registrar**  
JACKSONVILLE UNIVERSITY

Faculty Guide to Self Service  
Advising, Student Information, and Graduation

Last Updated 7/23/20

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## Getting Started and the Home Screen

The “Home” screen will give you a full view of the Self-Service options. To review a student’s information, use the Advising menu, red circle below, to access the student student search.

The screenshot shows the Jacksonville University Self-Service Home screen. The header includes the university logo and a user profile icon labeled 'pschack'. The main content area is titled 'Hello, Welcome to JU Self-Service!' and 'Choose a category to get started.' A left-hand navigation menu lists categories: Home, Financial Information, Employment, Academics, Daily Work, and User Options. The main area displays a grid of service tiles: Student Finance, Financial Aid, Tax Information, Employee, Student Planning, Course Catalog, Grades, Graduation Overview, and Academic Attendance. The 'Advising' tile, located in the bottom right of the grid, is circled in red. Its description reads: 'Here you can access your advisees and provide guidance & feedback'.

Category	Service	Description
Home	Student Finance	Here you can view your latest statement and make a payment online.
	Financial Aid	Here you can access financial aid data, forms, etc.
	Tax Information	Here you can change your consent for e-delivery of tax information.
	Employee	Here you can view your tax form consents, earnings statements, bank leave balances.
	Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
	Course Catalog	Here you can view and search the course catalog.
	Grades	Here you can view your grades by term.
	Graduation Overview	Here you can view and submit a graduation application.
	Academic Attendance	Here you can view your attendances by term.
	Advising	Here you can access your advisees and provide guidance & feedback

- Alternate access can be found under Daily Work – Advising – Advising Overview as seen below

**JACKSONVILLE UNIVERSITY**

[Daily Work](#) · [Advising](#) · [Advising Overview](#)

Which student do you want to work with?  
Find a student by searching or selecting below.

Student
  Advisor

Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement
<b>No Assigned Advisees, Please Try Searching</b>					

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## Student Search

Searches can be done using the student's name or JU ID. The student ID number will return the best results. Faculty members can search for any active student at JU. After entering the student ID or name, select "view details" to enter the student menu.

[Daily Work](#) · [Advising](#) · [Advising Overview](#)

Which student do you want to work with?

Find a student by searching or selecting below.

Student

Advisor

Ima Undergrad



	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
	Ima Undergrad			0502875	BBA in Accounting	Last advising date: <b>7/22/2019</b>	Advisor(s): Robert Berwick Sarah Sowers	<a href="#">View Details</a>

## Student Menu


The student menu displays information about a student including their program of study, course registrations, unofficial transcripts, graduation status, degree audit, and any holds the students have.

- The red square shows the student's general information along with assigned advisors
- The blue square indicates any holds that are present on a student account
- The green square shows the menu choices available for the advisor access. A detailed guide of the menu choices is available below.
- The yellow square shows what term is currently visible, along with the buttons to change and add terms.
- The orange square shows the planned, enrolled and waitlisted credits for a given term. Below, the test case has a total of 25 unique credits either planned, enrolled or waitlisted.

Daily Work · Advising · Advising Overview

### Advisee Details

[Back to Advisees](#)



**Ima Undergrad**  
Student ID: 0502875  
[IUNDERG@JACKSONVILLE.EDU](mailto:IUNDERG@JACKSONVILLE.EDU)

Program(s):  
BBA in Accounting

Advisor(s):  
Robert Berwick  
Sarah Sowers

Please clear past due balance with Bursar's Office. ✕

Must see Advisor to Register ✕

Last advised on 7/22/2019 by Berwick, Robert A.

Course Plan last reviewed on 3/9/2020 by Sowers, Sarah C.

Notifications 1

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Graduation Application

< > 2020 Spring Traditional Te +

Print

**Planned: 10 Credits   Enrolled: 12 Credits   Waitlisted: 3 Credits**

List | Calendar

Approve Deny Protect Unprotect

<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	<span>👍</span>	BIOL-100: Principles of Biology	4 Credits	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>	<span>👍</span>	BIOL-100L: Principles of Biology Lab	0 Credits	No Section Selected	No Section Selected	No Section Selected

## Course Plan Tab

The course plan tab shows planned and in progress courses. Faculty advisors and students may develop a course plan for multiple semesters. Plans do not register students in courses but they do allow students and faculty advisors to plan out projected schedules.

- The red box shows how to register or remove planned courses.
- The blue box shows where to select individual courses for processing.
- The green box shows where to move between terms in the course plan view, and where to add and remove terms.
- The yellow box will show any issues with the class, such as pre-requisites, petition requirements etc.
- The orange box with the blue interline shows where on the advising menu you are.

The screenshot displays the 'Course Plan' tab interface. At the top, navigation tabs include 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Grades', and 'Graduation Application'. Below these, a green box highlights the term selection area: '< 2020 Sumr 1st 8-Wks Term - + >'. To the right, a red box highlights two buttons: 'Remove Planned Courses' and 'Register Now'. A 'Print' button is also visible. Below the navigation, there are 'List' and 'Calendar' tabs, and a row of action buttons: 'Approve', 'Deny', 'Protect', and 'Unprotect'. The main content is a table with columns: 'Approval', 'Course', 'Credits', 'Instructor', 'Time', and 'Location'. The first row shows a course 'HUM-344-101H: Modern Culture' with 3 Credits, Instructor 'Bailey, K', and Time 'TBD 4/27/2020 - 6/21/2020'. A yellow box highlights a warning message: 'ENGL 103 and English/literature core requirement. - Must be completed prior to taking this course.' The second row shows 'TECH-CORE: Technology Core' with 3 Credits and 'No Section Selected' for both Instructor and Time. A blue box highlights the checkboxes in the 'Approval' column for both rows. At the top right, status information reads: 'Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits'.

Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	HUM-344-101H: Modern Culture <b>ENGL 103 and English/literature core requirement. - Must be completed prior to taking this course.</b>	3 Credits	Bailey, K	TBD 4/27/2020 - 6/21/2020	On-Line Online Campus Courses, ONLINE Lecture
<input type="checkbox"/>	TECH-CORE: Technology Core	3 Credits	No Section Selected	No Section Selected	No Section Selected

## Advising Timeline View

The advising timeline view is an alternate view of the course plan. In this view, students and advisors can easily add planned courses for future terms or add/subtract terms altogether.

- The red square shows what part of the menu you are in. This is underlined in blue in the system.
- The blue square shows the multiple term view, or timeline view, with term headers for each term. Clicking on the headers will bring you to the course plan view where registration of planned classes can be processed.
- The yellow box is an example of how a class notes will appear, such as the pre-requisite notification you can see.
- The green box illustrates the difference between putting a placeholder class on a schedule, which cannot be registered for, and a class with a section, which can be registered by the student, advisor or other. Notice how unlike CS-150 104Z the COMM 201SI course does not have a section attached. Without a section, a class cannot be registered for. If a student is experiencing issues, such as not being able to register, please verify that the student has in fact planned actual courses with sections, and not placeholders.

Notifications 1

Course Plan **Timeline** Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Graduation Application

Add a Term Remove Planned Courses

2020 Spring Traditional Te 2020 Sumr 1st 8-Wks Term 2020 Sumr 1st 6-Wks Term 2020 Fall Traditional Term

BIOL-100: Principles of Biology Credits: 4 Credits

BIOL-100L: Principles of Biology Lab Credits: 0 Credits

COMM-201SI: Principles of Speech Comm Credits: 3 Credits

CS-150-104Z: Personal Prod Using Technology Credits: 3 Credits S

ECON-189: Core Seminar In

TECH-CORE: Technology Core Credits: 3 Credits

FVA-101: Introduction to Film Credits: 3 Credits

WL-102: Elementary Language Credits: 3 Credits

WL-101 - Must be completed prior to taking this course.

BIOL-215: Human Anat & Physiology I Credits: 4 Credits

CHEM-101: Introductory College Chemistry Credits: 4 Credits

CS-150: Personal Prod Using Technology Credits: 3 Credits

ECON-CORE: Economics Core Class Credits: 3 Credits

ENGL-103: Introductory Writing



## Progress and Degree Audit Tab

The Progress Tab is a student's degree audit. This tab allows advisors and students to view current degree progress and conduct what if audits. This plan is used to evaluate a student for graduation by the Registrar's Office.

- The red box shows the students general academic information, such as GPA, degree type, majors etc.
- The blue box shows the distribution of currently completed and planned classes, respective in green and orange.
- The green box shows the built-in degree audit, where the full degree requirements can be seen.
- The yellow box indicates the button that will allow students and advisors to pull up other programs and compare then against taken and in-progress classes. This tool can inform students on major changes and what it would mean, as well as help advisors see what would populate on new majors and degrees.
- The orange box allows you to load sample course plans for the current program, or other programs for select or all terms.

Course Plan | Timeline | **Progress** | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Graduation Application

< > BBA in Accounting (1 of 1 programs) View a New Program Load Sample Course Plan

### At a Glance

Cumulative GPA:	0.000 (2.000 required)
Institution GPA:	0.000 (2.000 required)
Degree:	Bachelor of Business Admin
Majors:	Accounting
Departments:	Business
Catalog:	2017
Anticipated Completion Date:	12/17/2022

Description  
Bachelor of Business Administration in Accounting

Program Notes  
[Show Program Notes](#)

Program Completion must be verified by the Registrar.

### Progress

Total Credits		239 of 120
12	3	224
Total Credits from this School		239 of 30
12	3	224

### Requirements

University Core

Complete all of the following items. ⚠ 0 of 5 Completed. Fully Planned [Hide Details](#)

**A. Minimum Credit Hours**

A minimum of 120 credit hours earned with at least a "C" 2.0 average for all work taken at JU.

Complete all of the following items. ⚠ 0 of 1 Completed. Fully Planned [Hide Details](#)

🟢 Fully Planned ⚠ 12 of 120 Credits Completed. [Hide Details](#)

## Course Catalog Tab

The Course Catalog Tab in self-service is also known as the course search. This tab allows students and faculty to review courses and sections for upcoming terms. Each course contains course descriptions, pre-reqs, notes, location, capacity and enrollment. Wait list numbers can also be viewed on this search.

- The blue box will allow you to filter the catalog based on specific types of classes.
- The green box will allow you to manually search for specific classes, or types of classes.

The screenshot displays the 'Course Catalog' tab selected in a navigation menu. Below the menu is a search bar with the placeholder text 'Search for a course subject' and a magnifying glass icon. A green box highlights the search input field. Below the search bar is a list of subject categories, with a blue box highlighting the list. The categories listed are:

<a href="#">Accounting</a>
<a href="#">Art</a>
<a href="#">Art History</a>
<a href="#">Aviation Management</a>
<a href="#">Aviation Operations</a>
<a href="#">Aviation Science</a>

## Planning and Class view

- The yellow box gives you a view of all available filters that can be applied to the course search.
- The red box indicates chosen filters. To the left you can see those already chosen, and near the top middle, you can see those applied.
- The blue box near the middle will tell you what course you're looking at, its credit amount and course ID. The blue boxes to the right, indicates and option to add the course, or the specific section to the planner. Adding a course in this case will simply add "ACCT 201" to the planner, but without a section, it cannot be processed for registration. If you use the section add instead, it will add a specific section, which can then be registered for later.
- The green box is where to click in order to show all available sections that fit the criteria of your active filters. In this case accounting classes for the traditional Fall term.
- The orange box will take you back to the first Course Catalog view in the Advising Overview section.

Course Plan   Timeline   Progress   **Course Catalog**   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   Graduation Application

← Back To Course Catalog

Filters Applied: Accounting × 2020 Fall Traditional Term ×

### Filter Results

**Availability** ↑

Open and Waitlisted Sections

Open Sections Only

**Subjects** ↑

Accounting (9)

**Locations** ↑

Jacksonville University (7)

Honors (2)

Hybrid Classes (1)

**Show All Terms** ↑

2020 Fall Traditional Term (9)

**Days of Week** ↑

Monday (6)

Tuesday (5)

Wednesday (6)

Thursday (5)

Friday (4)

**Time of Day** ↑

Select time range... ▼

**ACCT-201 Principles of Accounting I (3 Credits)**
Add Course to Plan

A "C" (2.0) or better is required in order to use this course as part of the core requirement for any business major. An introduction to the use of accounting information and to the language of business as found in reports and financial statements as a basis for measuring performances and making business decisions. Topics covered include accounting for receivables, inventories, long-term assets, and stockholders' equity.

**Requisites:**  
None

View Available Sections for ACCT-201

2020 Fall Traditional Term

ACCT-201-101Z Principles of Accounting I				Add Section to Schedule
Seats	Times	Locations	Instructors	
8	M/W/F 10:00 AM - 10:50 AM 8/24/2020 - 12/11/2020	Jacksonville University, Davis College of Business 263 Lecture	D'Aquila, J	Add Section to Schedule

ACCT-201-103Z Principles of Accounting I				Add Section to Schedule
Seats	Times	Locations	Instructors	
21	M/W/F 11:00 AM - 11:50 AM 8/24/2020 - 12/11/2020	Hybrid Classes, Davis College of Business 263 Lecture	D'Aquila, J	Add Section to Schedule

## Section Details View

- The red box will show you available seats, as well as current students waitlisted for a given course.
- The blue box is where warnings are displayed, such as the below warning that the section is currently full.
- The green box will display any classes that are required before being able to register for the class.
- The yellow will have additional info, which can be especially useful for discounted summer classes.
- The orange box will allow you to add the chosen section to the planner. After that, you or the student is only one step away from registration, which as seen above, is done in the Course Plan part of the Planner.

HUIM-344 Modern Culture (3 Credits)

### Section Details

**Dates** 4/27/2020 - 6/21/2020

**Seats Available** 0 of 22 Total

**Waitlisted** 0

**Credits** 3

**Grading** Graded

**Requisites** ENGL 103 and English/literature core requirement. - Must be completed prior to taking this course.

**Course Description** An exploration of the development of "Modernist" thought and creative expression from the mid-19th through the mid-20th centuries, as reflected in areas such as literature, philosophy, the visual arts, and music, with emphasis on various European figures and works.

**Additional Information** Special Discounted Tuition Rate--\$250 per credit hour. Open to All Students.

**Books** [Bookstore Information](#)

Close **Add Section**

## Notes Tab

The Notes Tab allows faculty and staff to enter notes. Examples of notes include discussions about registration and planning, degree audit reminders, and graduation related notes. All notes can be seen by students and should be kept to the facts without editorial.

- The red box shows you the field where notes are written.
- The blue box shows you where to save your composed note. **If writing long notes, copy the note before saving, as the save will sometimes fail.**
- The green box will show you all previous notes. Especially useful if the student has multiple advisors, or if the Registrar's Office has made a change or processed something.

The screenshot displays the 'Notes' tab in a navigation menu. Below the menu, there is a 'Compose a Note' button, a 'Save Note' button, and a 'View Note History' section. The 'View Note History' section contains two notes, each with a date and time stamp.

Course Plan   Timeline   Progress   Course Catalog   **Notes**   Plan Archive   Test Scores   Unofficial Transcript   Grades   Graduation Application

**Compose a Note**

**Save Note**

**View Note History**

Met with student advised them to take ENGL 103 in the Spring.  
Berwick, Robert A. on 11/18/2019 at 11:46 AM

Ima has stated that she is considering a change of major to biology. Is interested in pursuing a graduate degree in the medical field.  
Ohrablo, Susan K. on 8/27/2019 at 11:16 AM

## Plan Archive

The Plan Archive is a list of all saved plans. Faculty can download a saved plan as a pdf from this tab.

- The blue box will allow you to look at plans that have been created for the student. The download button in the blue box will allow you to see the actual plan that was created.

Notifications <span>1</span>									
<a href="#">Course Plan</a>	<a href="#">Timeline</a>	<a href="#">Progress</a>	<a href="#">Course Catalog</a>	<a href="#">Notes</a>	<a href="#">Plan Archive</a>	<a href="#">Test Scores</a>	<a href="#">Unofficial Transcript</a>	<a href="#">Grades</a>	<a href="#">Graduation Application</a>
Archived PDF	Archive Date	Archived By							
<a href="#">Download</a>	3/9/2020 10:29:02 AM	Sowers, Sarah							
<a href="#">Download</a>	7/22/2019 10:34:52 AM	Berwick, Robert							

## Plan Archive Example

- A downloaded plan will look like the below picture.
- The red box gives a brief overview of the student, program as well as who reviewed and archived the plan.
- The blue boxes indicate the specific terms on the plan.

# JACKSONVILLE

UNIVERSITY

## Course Plan as of 3/9/2020

Student	Ima Undergrad
ID	0502875
Programs	BA in English, 2017 MS Applied Business Analytics & Master of Business Admin, 2018 Bachelor of Science in Nursing, 2017 Master of Science in Nursing & Master of Business Admin, 2018 BS in Biology, 2017
Reviewed By	Sarah C. Sowers on 3/9/2020
Archived By	Sarah C. Sowers on 3/9/2020 at 10:29 AM

### 2019 Spring Traditional Term

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
	Yes	CS-330 Networks & Wireless Communica	3			
			3.00	0.00		

### 2019 Fall 1st 8-Wks Term

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
	Yes	ECON-510 Fundamentals of Economics				
			0.00	0.00		

### 2019 Fall Traditional Term

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned		ENGL-103 Introductory Writing	3		Ohrahlo, S. 8/27/2019	


## Test Scores

The test score tab will pull up any tests the student has completed.

- The different blue boxes illustrate the types of tests, and where the scores would appear.
- The green box shows a specific example of how Pre-Calc would look, as well as the score and its status.

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   **Test Scores**   Unofficial Transcript   Grades   Graduation Application


### Admission Tests

 No tests of this type have been recorded.

### Placement Tests

Test	Date Taken	Score	Percentile	Status	Status Date
Math3 - Pre-Calculus	11/5/2019	75 of 75		✓ Accepted	11/5/2019

### Other Tests

 No tests of this type have been recorded.



## Unofficial Transcript

The Unofficial Transcript tab allows faculty and students to see an unofficial copy of their student academic history. The transcripts are used for faculty advising, award recognition, and honor organization membership. They are not designed for external use.

- Below in blue, you will see the button that allows you, or a student to download a digital copy of their official transcript.

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   **Unofficial Transcript**



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.



Unofficial Transcript Transcript

## Unofficial Transcript Example

- The red box indicates that this is an unofficial transcript, and as such cannot be submitted to any institution or organization that requires an official version.
- The blue box gives a summary of the most relevant information, such as cumulative credits and GPA

04/03/20

Unofficial Transcript

Page 1 of 1

Course	Title	Grd R	Hrs Att	Hrs Cmpt	Hrs Gpa	Grade Points	Course Dates
CS 330	Networks & Wireles						01/07/19-04/26/19
	19SPZ	Totals:	0.00	0.00	0.00	0.0000	GPA = 0.0000
	Cumulative Totals:		0.00	0.00	0.00	0.0000	GPA = 0.0000
ECON 510	Fundamentals of Ec F		3.00	0.00	3.00	0.00000	08/26/19-10/19/19
	19FAH	Totals:	3.00	0.00	3.00	0.0000	GPA = 0.0000
	Cumulative Totals:		3.00	0.00	3.00	0.0000	GPA = 0.0000
Academic Standing for 19FAH: Academic Probation - 10/23/19							
CS 150	Personal Prod Usin S		3.00	3.00	3.00	0.00000	01/06/20-04/24/20
MATH 110	Mathematics of Mot S		3.00	3.00	3.00	0.00000	01/06/20-04/24/20
MUS 142	Music Theory II S		3.00	3.00	3.00	0.00000	01/06/20-04/24/20
ENGL 103	Introductory Writi S		3.00	3.00	3.00	0.00000	01/06/20-04/24/20
ENGL 103EX0IT	Freshmen English E S			0.00	0.00	0.00	0.00000 01/06/20-04/24/20
	20SPZ	Totals:	12.00	12.00	12.00	0.0000	GPA = 0.0000
	Cumulative Totals:		15.00	12.00	15.00	0.0000	GPA = 0.0000
<b>TOTALS: CRED.ATT = 15.00 CRED.CPT = 12.00 CRED.GPA= 15.00 GRADE.PTS = 0.0000 GPA = 0.0000</b>							

## Grades Tab

The Grades Tab provides faculty and students with a summary view of all course and midterm grades by term.

- Below is the folded and unfolded view of the grading tab.
- Unfold a term in order to see the relevant classes (red), as well as their credit amounts (blue) and grades (green).

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	<b>Grades</b>	Graduation Application
2020 Spring Traditional Te (1/6/2020-4/24/2020) Term GPA: 0.000									
2019 Fall 1st 8-Wks Term (8/26/2019-10/20/2019) Term GPA: 0.000									
2019 Spring Traditional Term (1/7/2019-4/26/2019)									

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	<b>Grades</b>	Graduation Application
2020 Spring Traditional Te (1/6/2020-4/24/2020) Term GPA: 0.000									
Course Section	Title	Credits	Final Grade	Midterms					
				1					
<b>CS-150-104Z</b> 1/6/2020 - 4/24/2020	Personal Prod Using Technology	3	S						
<b>ENGL-103-110Z</b> 1/6/2020 - 4/24/2020	Introductory Writing	3	S						
<b>ENGL-103EXIT-110Z</b> 1/6/2020 - 4/24/2020	Freshmen English Exit Exam	0	S						
<b>MATH-110-104Z</b> 1/6/2020 - 4/24/2020	Mathematics of Motion & Change	3	S						
<b>MUS-142-102Z</b> 1/6/2020 - 4/24/2020	Music Theory II	3	S						

## Graduation Application

The Graduation Application allows faculty members to see graduation applications submitted. Students can apply for graduation through their view of this tab.

- The blue box indicates that the student has not submitted a graduation application.
- If the student had, a section would appear with the student's Program of Study, Graduation Term, Diploma (major on Diploma) as well as the Major, or Majors. It will also indicate when the graduation application was submitted.
  
- No Graduation Application

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   **Graduation Application**



Advisee currently does not have any graduation applications.

- Graduation Application submitted.

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   **Graduation Application**

Program of Study	Bachelor of Science in Psychology
Graduation Term	2020 Spring Reporting Term
Diploma	Bachelor of Science
Major	Psychology

✓ Application submitted on 10/30/2019