The Student Services Center displays most of the information that students will need throughout their academic career all in one place. One of the main features is the “Academic Requirements Report” which displays requirements for graduation.

**WHAT IS THE NAVIGATION TO ACCESS THE ACADEMIC REQUIREMENTS REPORT (CAAR) AND WHAT KIND OF INFORMATION IS DISPLAYED ON THE CAAR?**

Go to Campus Community > Student Services Center > Enter student’s EMPLID or whatever other field you prefer and click search > When the student center is displayed click on “Academic Requirements” in drop-down box. Click on double blue arrows.

Go to Self Service > Advisor Center > Advisee Student Center. Enter student’s EMPLID (Or whatever information you would like to search by) > Select the correct student on the blue line > Under Other Academics drop-down box, select Academic Requirements and click the double blue arrows.

**CURRENT ACADEMIC OBJECTIVE:** Career, Program, Plan (primary academic plan) and additional Plan (if completing minor(s) or second major).

**REQUIREMENT (CATALOG) TERM:** Normally the term of admission, but student can select catalog term with the assistance of an advisor.

**EXPECTED GRAD TERM:** Projected graduation date or term that student selected.

**GRADUATION STATUS:** Student’s graduation status (applied, not applied, pending, in review, or denied graduation).

**CURRENT ACADEMIC SUMMARY CONTAINS THE FOLLOWING:**

- **Report Date:** The date the report was produced.
- **Last Term Registered:** Displays the term and year of last enrollment.
- **Academic Standing:** Tells us student’s standing, whether it is good standing, probation, disqualified.
- **Overall GPA:** Includes transfer and CSUDH grade point averages.
- **CSUDH GPA:** Is the current CSUDH grade point average.

After an explanation of what the CAAR contains, the following information displays:

Academic Requirements Report Icons: green = met, red = not met, yellow = in progress, star = exception

Course Enrollment Codes are identified with the following icons:

- ![Course Taken and Graded](image)
- ![In progress](image)
- ![Course is Planned for Future](image)
- ![Transfer/Test Credit](image)
- ![Future Courses](image)

**REMEDIATION:** English and Math - Has student met Remediation? It will display whether the student has met remediation or not.

**UNDERGRADUATE GENERAL EDUCATION:** Five lower division general education areas are displayed. Also included are Upper Division, General Studies, Statutory Requirements, and Upper Division General Education residence requirements.

**OVERALL GRADUATION REQUIREMENTS:** This area includes the Graduation Writing Assessment Requirement, minimum units for graduation, residency requirements and grade point averages.

**ACADEMIC PLAN REQUIREMENTS:** This area will display if the student is in an active major and/or minor. All academic plans are currently in production. This does not include “undeclared” majors.

**COURSES NOT USED:** This section lists all courses not used by the CAAR for general education, major and/or minor requirements. Students and advisors can use this section to determine if an exception or substitution can be made in student’s plan.

**COURSE HISTORY TAB INFORMATION**

This contains both CSUDH courses and transfer coursework. In progress courses for current term will also display. These are displayed in alphabetic order and may be sorted in a variety of ways:

**TRANSFER CREDIT REPORT INFORMATION**

- **Summary of External Units:** Transfer institution(s), units and grade point average will display for each transfer institution.
- **Test Credit:** If there are any test credit (AP, CLEP, etc), it will be displayed here with the units transferred to CSUDH.
- **Details of External Units:** Transfer course detail and articulation are listed here. Units and grades per course are also listed.
- **Test Credit:** Test credit articulation will be listed in this section, if any.

This information can be found at: [http://www3.csudh.edu/student-affairs/sis/fact-sheets/default.html](http://www3.csudh.edu/student-affairs/sis/fact-sheets/default.html)