Viewing the Academics Tab in the Advisor Center

This guide will cover:

- Defining each section with the academics tab
- Reviewing a student’s current or completed Career-Program-Plan stack (or CPP Stacks)
- Reviewing a student’s academic level and academic load
- Reviewing a student’s classes on a selected term and their term statistics

**Step One**

Navigate to the following breadcrumb:

OR

Select the Academics tab if you are already in the Advisor Center

**Step Two**

At the top of the page, select from the change advisee drop down menu the person who you wish to view their academic information. The information that populates will be associated with the advisee you have selected.
Step Three

Look under the section, Institution/Career/Program. To the right of the page will be a listing of all the current or completed Career-Program-Plan stacks (CPP Stack).

Select the CPP Stack you wish to view to populate additional information on the left of the screen.

**IMPORTANT:** On the left hand side of the screen the information is the general academic information regarding the selected CPP stack. The Requirement Term is the term that the degree audit is running for relative to the Program-Plan selected. This defaults to the admit term for the Program-Plan.
Step Four

Under the Term Summary section are a listing of all the student’s terms.

Select a term you wish to view to populate additional information on the left screen.

![Term Summary](image)

**IMPORTANT:** Level / Load area displays the academic level and the projected academic level of the student as well as the academic load (full time, half time and part time) and the approved academic load for the term selected.

Step Five

Scroll down to the Classes section. This section displays information on the classes taken during the selected term such as grade, completed/dropped status, units etc.

![Classes](image)
**Step Six**

Under the Statistics section, it displays unit, grade points and GPA information related to the term selected under the term summary section. This includes data from both UC courses as well as transfer courses that were articulated to that term.

It also displays the overall academic information at the time of that term for the student.

<table>
<thead>
<tr>
<th>Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester 2015-16</strong></td>
</tr>
<tr>
<td><strong>Units Toward GPA:</strong></td>
</tr>
<tr>
<td>Taken</td>
</tr>
<tr>
<td>Passed</td>
</tr>
<tr>
<td>In Progress</td>
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<tr>
<td><strong>Units Not for GPA:</strong></td>
</tr>
<tr>
<td>Taken</td>
</tr>
<tr>
<td>Passed</td>
</tr>
<tr>
<td>In Progress</td>
</tr>
<tr>
<td>Transfer Units</td>
</tr>
</tbody>
</table>

**GPA Calculation**

\[ \frac{\text{Total Grade Points}}{\text{Units Taken Toward GPA}} = \text{GPA} \]

\[ \frac{173.996}{57.000} = 3.053 \]

You have now completed the steps of viewing the Academics tab in the Advisor Center.