



## **Guide to SSSP Degree Audit**

*A Guide to finding and using Degree Audit  
to support College SSSP business processes*

Los Rios Community College District  
District Office IT  
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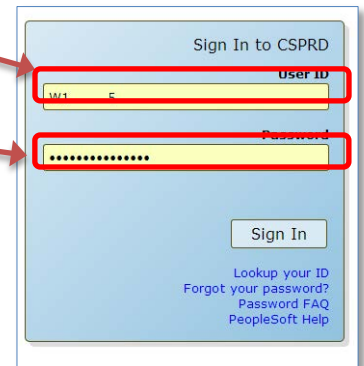
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# I. Navigating Degree Audit

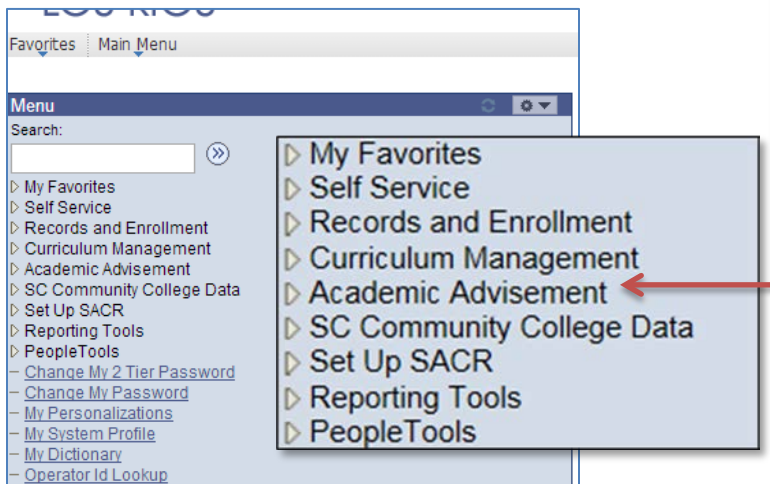
## A. Log-in to View Reports

### 1. Sign into PeopleSoft-CSPRD

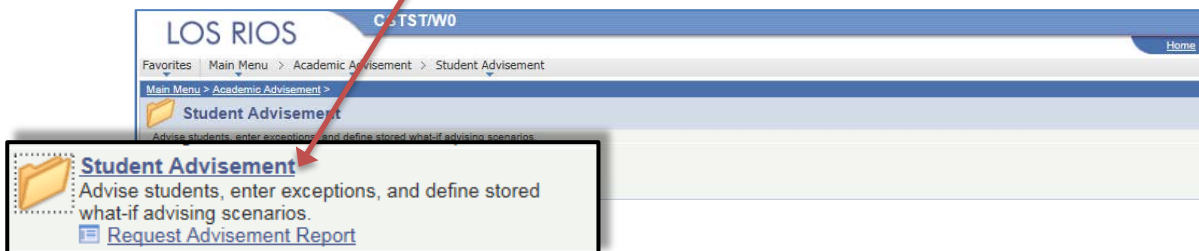
- a) Press **Ctrl + Click** on the URL:  
<https://ps.losrios.edu/psp/eserv/?cmd=login&languageCd=ENG>
- b) Enter User ID (W + Employee Id number) and Password
- c) Click on the Sign In button



### 2. Click on the Academic Advisement link

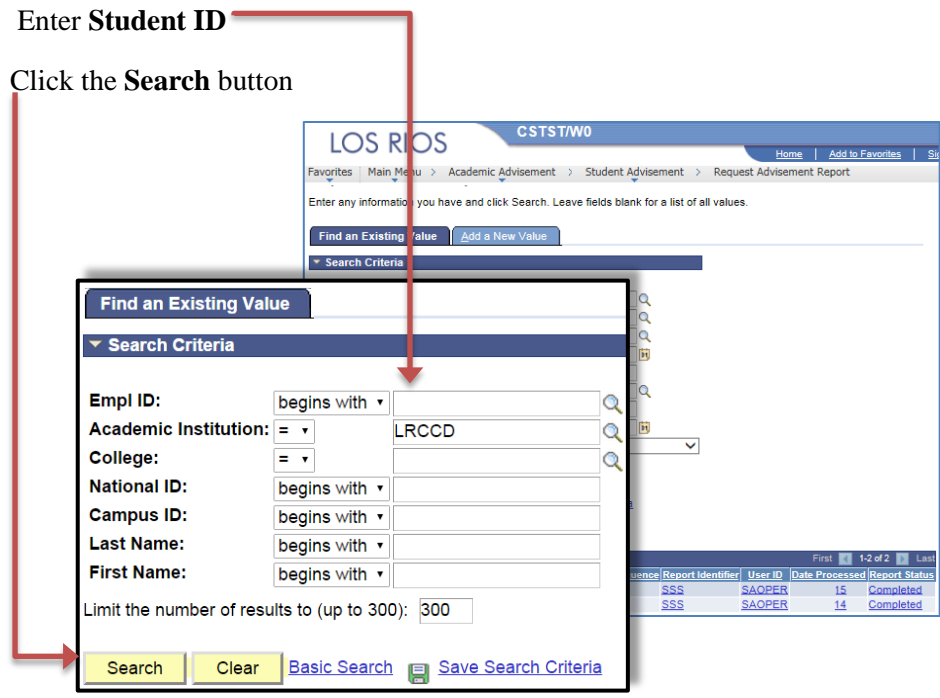


### 3. Click on the Student Advisement link



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4. Enter **Student ID**
5. Click the **Search** button



6. Select the **Student** from the Search Results list.



## II. Academic Advisement – Run a What If Report (Used by Counselors and A&R Staff)

### A. Click on the Add tab

The screenshot displays the Los Rios Academic Advisement system interface. At the top, the user ID is CSTST/W0529556. The breadcrumb trail shows: Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Report. There are links for Home, Add to Favorites, New Window, and Personal.

Two tabs are visible: Report Request (selected) and Report Request Log.

The main content area shows the following details:

ID/Name	0529556	Kevin Lovelace
Academic Institution	LRCCD	Los Rios Comm. College District
Report Type	DA	Degree Audit Report
Date Processed	06/04/2015	
Report Status	Completed	
*Report Date	07/07/2014	
*As of Date	01/01/3000	
*Report Identifier	SSS	Student Self Service

The Actions section contains the following elements:

- Process Request button
- View Report link
- View Report as PDF button
- Printer label and a text input field
- Send to Printer button

At the bottom, there is a navigation bar with buttons: Save, Return to Search, Previous in List, Next in List, Add, and Update/Display. A red line originates from the instruction 'Click on the Add tab' and points to the 'Add' button in the bottom navigation bar.

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**B. Click on the Add a New Value tab**

**C. Enter the ID number**

**D. Academic Institution LRCCD**

**E. Report Type WHIF**

**F. Click the Add button**

**Academic Advisement > Student Advisement > Request Advisement Report**

The screenshot shows a web application interface for 'Request Advisement Report'. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Report'. Below this, the title 'Request Advisement Report' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box. Below the buttons, there are three input fields: 'ID:' with the value '1 1', 'Academic Institution:' with the value 'LRCCD', and 'Report Type:' with the value 'WHIF'. Each input field has a magnifying glass icon to its right. At the bottom left, there is a yellow 'Add' button. Red arrows from the instructions above point to these elements: B points to the 'Add a New Value' button, C points to the 'ID' input field, D points to the 'Academic Institution' input field, E points to the 'Report Type' input field, and F points to the 'Add' button.

Note: Depending on a staff member's report type security, they may also be able to run a DA report, a PLNR report or an EVAL report.

**DA** = A degree audit report that uses the student's current major

**PLNR** = A degree audit report that uses the student's current major and also includes courses that have been planned for future terms. These courses must exist in the student's planner in order for them to be incorporated into the report.

**WHIF** = A degree audit report that uses the major a student or staff member chooses

**EVAL** = A degree audit that functions like a WHIF, but it excludes In Progress courses. This is used by Evaluators in A&R.

**G. Click the Use Career Simulation checkbox**

**H. Click the View/Change the Career Simulation link to set up the What If data**

Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

Report Request | Report Request Log

**ID/Name** 1 1 D A

**Academic Institution** LRCCD Los Rios Comm College District

**Report Type** WHIF What If Report

**Date Processed**

**Report Status** Pending

**\*Report Date** 06/04/2015 [B1]

**\*As of Date** 01/01/3000 [B1]

**\*Report Identifier** ADMIN [B1] Administrative Request

**Actions**

Process Request

**What-If Information**

**Use Career Simulation** [View/Change the Career Simulation](#)

[Add a What-If Course](#)

Save Add Update/Display

Report Request | Report Request Log



I. Click Copy Current Program button to populate the Program/Plan What If data

**Create What-If Scenario**

ID/Name	1 1	D A
Academic Institution	LRCCD	Los Rios Comm College District
Report Type	WHIF	What If Report

**Copy Current Program** Clear What-If Values

**Program What-If Data** View All First 1 of 1 Last

*Academic Institution	Los Rios Comm College District	+	-
*College			
*Career Requirement Term			
*Requirement Term			
Student Career Nbr	1		
*Academic Program			

**Plan What-If Data** View All First 1 of 1 Last

*Requirement Term		+	-
*Academic Plan			
Plan Sequence	10		

**Sub-plan What-If Data** View All First 1 of 1 Last

**J.** This will populate data for every college where the student has attended

**K.** Use the Minus (-) button to delete colleges that you don't want to be included in the WHAT IF

**L.** Below is an example after deleting CRC from this What If

Favorites > Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

### Create What-If Scenario

ID/Name 1 1 D A  
Academic Institution LRCCD Los Rios Comm College District  
Report Type WHIF What If Report

Copy Current Program Clear What-If Values

#### Program What-If Data

View All First 1 of 1 Last

\*Academic Institution Los Rios Comm College District  
\*College ARC  
\*Career Requirement Term 1119 Fall 2011  
\*Requirement Term 1119 Fall 2011  
Student Career Nbr 1  
\*Academic Program ARCP American River College

#### Plan What-If Data

View All First 1 of 1 Last

\*Requirement Term 1119 Fall 2011  
\*Academic Plan 01X1200A01 Nursing - LVN-RN Career Mobil  
Plan Sequence 10



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O. Click Process Request to run the What If report

P. Online version of the report is shown below

Favorites | Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

Report Request | Report Request Log

ID/Name	1 1	D A
Academic Institution	LRCCD	Los Rios Comm College District
Report Type	WHIF	What If Report
Date Processed		
Report Status	Pending	
*Report Date	06/04/2015	
*As of Date	01/01/3000	
*Report Identifier	ADMIN	Administrative Request

Actions

**Process Request**

What-If Information

Use Career Simulation [View/Change the Career Simulation](#)

[Add a What-If Course](#)

Save Add Update/Display

**ARC GRADUATION REQUIREMENTS (RG48)**

**Not Satisfied:** THIS IS AN UNOFFICIAL REPORT. PLEASE SEE A COUNSELOR TO ENSURE ITS ACCURACY AND TO DETERMINE YOUR CATALOG RIGHTS. Satisfactory completion of 60 units of collegiate work a C (2.0) grade point average in a curriculum that the district accepts toward the degree. At least 12 of the 60 units must be earned at American River College. .

**OVERALL UNIT COUNT AND GPA (R356)**

**Not Satisfied:** A minimum of 60 degree applicable units with and overall 2.00 grade point average is required.

**OVERALL UNIT COUNT AND GPA**

**Verify 60 units taken (R356;LN10)**

**Not Satisfied:** Verify 60 units taken

- Units: 60.00 required, 30.00 taken, 30.00 needed

**Verify 2.00 GPA (R356;LN20)**

**Residency (R356;LN30)**

**ARC INTERNAL DEGREE OR ARC GRADUATION REQUIREMENTS (R891)**

**Not Satisfied:** Students must have a AA or AS degree from American River College, in order for the General Education Requirement to be waived.

**ARC Internal Degree (R891;LN10)**

**Not Satisfied:** ARC Internal Degree MUST be verified by your degree evaluator. General Education and Competencies requirements have been waived per the internal degree.

- Not Satisfied:** Student Group Equal ARC Internal Degree

**ARC GENERAL EDUCATION REQUIREMENTS (R77)**

**Not Satisfied:** A minimum of 60 degree applicable units with an overall 2.00 grade point average is required. At least 12 units must be earned at American River College.

- GPA: 2.000 required, 2.800 actual

**I. Humanities (R77;LN10)**

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**Q. Click on View Report as PDF**

**R. End of report shows course history (continue to next page)**

Los Rios Community College District Page 1 of 2

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D A  
Student ID: 1 1

**What If Report**  
Career Simulation Report  
Report Date: 06/04/2015

*This is an unofficial report.  
Please see a counselor to ensure its accuracy and to determine your Catalog Rights.*

<u>College/Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Sacramento City College Program	Fall 2011	Not Satisfied
Accounting Major	Fall 2011	Not Satisfied
Major Code - 051001C01		

**ACCOUNTING CERTIFICATE REQUIREMENTS (RG20)**  
Not Satisfied:

**CERTIFICATE REQUIREMENTS (R32)**

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<u>Course History</u>							
<u>Term</u>	<u>College</u>	<u>Subject</u>	<u>Catalog Nbr</u>	<u>Title</u>	<u>Grade</u>	<u>Units</u>	<u>Type</u>
FA 2011	SCCC	ART	332	Oil Painting	C	3.00	EN
<b>Course Topic: 1 - Beginning Oil Painting</b>							
SP 2012	SCCC	ANTH	300	Physical Anthropology	F*	3.00	EN
SP 2012	SCCC	HIST	310	History of the U S	D	3.00	EN
FA 2012	SCCC	ENGWR	101	College Writing	D	4.00	EN
FA 2012	SCCC	PSYC	300	General Principles	B	3.00	EN
SP 2013	SCCC	COMM	335	Conflict Management	B	3.00	EN
SP 2013	SCCC	HEED	300	Health Science	A	3.00	EN
SU 2013	SCCC	COMM	321	Interpersonal Communication	A	3.00	EN
FA 2013	SCCC	COMM	325	Intercultural Communication	A	3.00	EN
FA 2013	SCCC	COMM	331	Group Discussion	B	3.00	EN
FA 2013	SCCC	FITNS	324	Mat Pilates	A	1.00	EN
FA 2013	SCCC	PSYC	390	Psyc of Death & Dying	B	3.00	EN
SP 2014	SCCC	ENGWR	300	College Composition	B	3.00	EN
SP 2014	SCCC	GEOL	305	Earth Science	W	3.00	EN
SP 2014	SCCC	HIST	311	US Hist since 1865	B	3.00	EN
SP 2014	SCCC	MATH	27	Self-Paced Basic Math	P	0.50	EN
SU 2014	SCCC	ENGWR	301	College Composition and Lit	B	3.00	EN
FA 2014	SCCC	COMM	301	Intro Public Speaking	B	3.00	EN
FA 2014	SCCC	MATH	100	Elementary Algebra	F	5.00	EN
FA 2014	SCCC	MUFHL	305	Music Appreciation	D	3.00	EN
FA 2014	SCCC	PSYC	405	Sub Abuse-Eff Body & Behav	C	3.00	EN
SP 2015	SCCC	COMM	311	Argumentation & Debate		3.00	IP
SP 2015	SCCC	MATH	100	Elementary Algebra		5.00	IP
SP 2015	SCCC	SPAN	401	Elementary Spanish		4.00	IP

**EN = Enrolled/Taken**

**IP = In Progress**

### III. Staff Self Service – Staff Can Run a DA Report Here

#### A. Enter the ID and click Search

Self Service > Advisor Center > Advisee Student Center

Favorites | Main Menu > Self Service > Advisor Center > Advisee Student Center

### Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ Search Criteria

ID:

Campus ID:

National ID:

Last Name:

First Name:

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

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**B. Click the down arrow and select Academic Requirements**

**C. Click the double right arrow to run the report**

The screenshot shows the 'Advisee Student Center' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Advisor Center', and 'Advisee Student Center'. Below this are tabs for 'Student Center', 'Steps to Success', and 'Student Ed Plan'. The main content area has two tabs: 'student center' and 'academics'. The 'Academics' section is expanded, showing a message: 'You are not enrolled in classes.' Below this message is a dropdown menu labeled 'Academic Requireme' with a down arrow and a double right arrow button. To the right of the dropdown are sections for 'Holds', 'To Do List', and 'Enrollment Dates'. The 'Personal Information' section is also visible at the bottom, containing contact information for mailing and invoice addresses, and daytime phone and email addresses.



**D. Click the View Report as PDF to view the PDF version of the report**

Favorites | Main Menu > Self Service > Advisor Center > Advisee Student Center

student center academics

### Advisee Requirements

D A

[Help and Tutorials](#)

Los Rios Comm College District |

This report last generated on 06/04/2015

collapse all expand all **view report as pdf**

✓ Taken    ♦ In Progress    ★ Planned

▼ **SCC GRADUATION REQUIREMENTS (RG 130)**

**Not Satisfied:** SCC GRADUATION REQUIREMENTS- A minimum of 60 units of college level coursework required with at least 12 units must be completed at Sacramento City College. THIS REPORT IS FOR ADVISEMENT PURPOSES ONLY. PLEASE MEET WITH A COUNSELOR TO DETERMINE IF YOU MEET ALL THE REQUIREMENTS

**INTERNAL DEGREE**

**Not Satisfied:** Student must have a AA or AS degree from Los Rios Community College in order for the General Education Requirement to be waived

▼ **INTERNATAL DEGREE**

## IV. Student Self Service – Students Can Run DA, PLNR, and WHIF

### A. Click on My Academics

The screenshot shows the Los Rios Student Center interface. At the top, there is a navigation bar with 'LOS RIOS' on the left, 'W' in the center, and 'Help' on the right. Below this is a secondary navigation bar with tabs for 'Student Center', 'Steps to Success', 'Student Ed Plan', 'Password', 'Programs & Trainings', and 'Elections & Surveys'. The main content area is titled 'D 's Student Center'. It is divided into several sections: 'Finances' (with 'My Account' and 'Account Summary'), 'Academics' (with a list of links including 'My Academics' which is highlighted with a red box and an arrow), 'Enrollment Dates', 'Academic Information', and 'Financial Information'. A central message box states 'You are not enrolled in classes.' with an 'enrollment shopping cart' link. A 'SEARCH FOR CLASSES' button is located in the top right of the main content area.

**B. View my advisement report – will produce a report**

**C. Create a what-if scenario – will allow student to create a WHIF report using a new major (plan)**

The screenshot shows a user interface for a student named Dani Alemar. At the top, there is a navigation bar with buttons for "Search for Classes", "Enroll - Add or Drop Classes", "My Academics", "My Planner", and "My Class Schedule". Below this is a "My Academics" section. On the left, there are two main categories: "Academic Requirements" and "What-If Report". Under "Academic Requirements", there is a link "View my advisement report" which is highlighted with a red box and a red arrow. Under "What-If Report", there is a link "Create a what-if scenario" also highlighted with a red box and a red arrow. Below these are "Course History" (link: "View my course history") and "Transcript" (link: "View my unofficial transcript"). On the right side, there is a "My Program:" section with a light blue background, listing: Institution - Los Rios Comm College District, College - SCC, Program - Sacramento City College, and Major - Communication. At the top right of the page, there is a "go to ..." search field with a dropdown arrow and a double-right arrow icon.

*D. View my advisement report – produces this report w/ current major*

Dani Alemar

[Search for Classes](#) [Enroll - Add or Drop Classes](#) [My Academics](#) [My Planner](#) [My Class Schedule](#)

### My Academic Requirements

[Help and Tutorials](#)

Los Rios Comm College District | SCC

**This report last generated on 06/04/2015**

[collapse all](#) [expand all](#) [view report as pdf](#)

Taken  In Progress  Planned

**SCC GRADUATION REQUIREMENTS (RG 130)**

**Not Satisfied:** SCC GRADUATION REQUIREMENTS- A minimum of 60 units of college level coursework required with at least 12 units must be completed at Sacramento City College. THIS REPORT IS FOR ADVISEMENT PURPOSES ONLY. PLEASE MEET WITH A COUNSELOR TO DETERMINE IF YOU MEET ALL THE REQUIREMENTS

**SCC-RESIDENCY REQUIREMENT (R177)**

**Satisfied:** At least 12 units of degree applicable coursework must be earned at Sacramento City College with a grade of a "C" or better.

*E. Create a what-if scenario – takes you to a page to set up the WHIF data*

1. Click on Create New Report

The screenshot shows a user interface for 'Dani Alemar'. At the top right, there is a 'go to ...' dropdown menu with a right-pointing arrow icon. Below this are five navigation buttons: 'Search for Classes', 'Enroll - Add or Drop Classes', 'My Academics', 'My Planner', and 'My Class Schedule'. The main heading is 'What-If Report', followed by a sub-heading 'What-if Report Selection'. A paragraph of text explains the purpose of the tool: 'You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study. Click the Create New Report button to set up your what-if scenario.' Below the text are two buttons: a green 'CREATE NEW REPORT' button and a blue 'View a Saved What-if Report' button. Under the blue button, there is a table with one row: 'Requested on' followed by the date '06/04/2015'. At the bottom of the page, there is a footer with the same five navigation buttons as above.

*F. Student may select a new major and Submit Request to produce a WHIF report scenario.*

**LOS RIOS** [Help](#)

Dani Alemar

[Search for Classes](#) [Enroll - Add or Drop Classes](#) [My Academics](#) [My Planner](#) [My Class Schedule](#)

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### What-If Report

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#### Create What-if Scenario

You may be thinking of changing your program of study. Using this page, you can set up a what-if scenario based on a different Area of Study. Click the Submit button to request an Academic Requirements/Degree Audit report based on your what-if information.

[load latest scenario](#) [RETURN TO REPORT SELECTION](#)

#### Career Scenario

Select a college for which you want the change to take place.

Institution	College	Catalog Year
Los Rios Comm College District	SCC	Fall 2011

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#### Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on a different Area of Study.

Academic Program	Area of Study
Sacramento City College	3D Animation and Modeling--Certificate of Achievement

[SUBMIT REQUEST](#)