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

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**
I. Click Copy Current Program button to populate the Program/Plan What If data
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
M. Change the current Academic Plan to a new What If Plan code

N. Click OK to continue
O. **Click Process Request to run the What If report**

P. **Online version of the report is shown below**
Q. **Click on View Report as PDF**

R. **End of report shows course history (continue to next page)**
<table>
<thead>
<tr>
<th>Term</th>
<th>College</th>
<th>Subject</th>
<th>Catalog. Nbr</th>
<th>Title</th>
<th>Grade</th>
<th>Units</th>
<th>Type</th>
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<td>FA 2011</td>
<td>SCCC</td>
<td>ART</td>
<td>332</td>
<td>Oil Painting</td>
<td>C</td>
<td>3.00</td>
<td>EN</td>
</tr>
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<td>SCCC</td>
<td>ANTH</td>
<td>300</td>
<td>Physical Anthropology</td>
<td>F*</td>
<td>3.00</td>
<td>EN</td>
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<td>SCCC</td>
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<td>EN</td>
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<td>SCCC</td>
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<td>Mat Pilates</td>
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</table>

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

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: begins with 1 1
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

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

Search Clear Basic Search Save Search Criteria
B. **Click the down arrow and select Academic Requirements**

C. **Click the double right arrow to run the report**
D. Click the View Report as PDF to view the PDF version of the report

Los Rios Comm College District

This report last generated on 06/04/2015

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

A. **Click on My Academics**
SSSP Degree Audit Training Guide

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

Los Rios Comm College District | SCC
This report last generated on 06/04/2015

- collapse all
- expand all
- view report as pdf

**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

What-If Report

What-if Report Selection

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