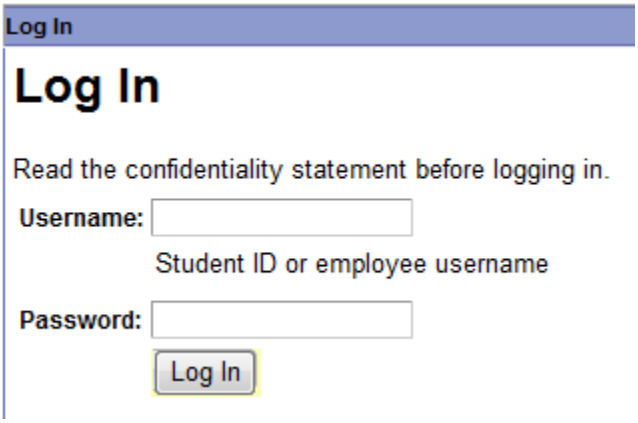
How to Run a Student Advisement Report

Description: Run an Advisement Report to see your academic progress toward graduation. The report indicates whether you have completed all of the requirements needed to graduate or whether you still need to satisfy outstanding requirements. The report is based on your active declared program(s) and plan(s). The report does NOT include course prerequisites or admissions prerequisites required of some competitive admission programs.

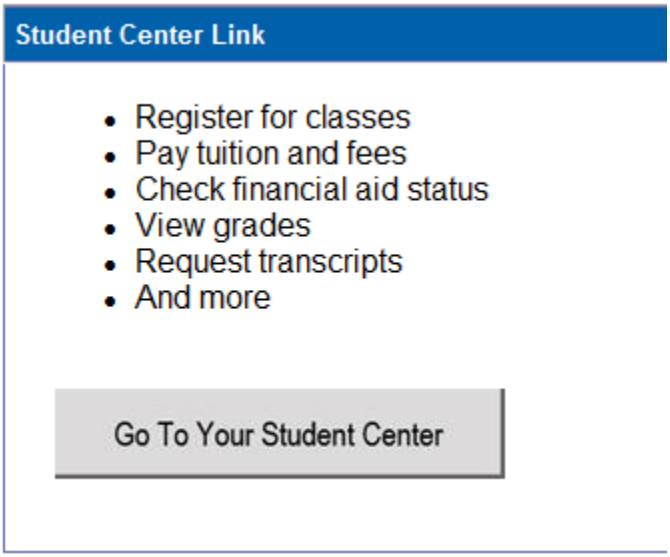
Steps to Running an Advisement Report from the Student Center

Step 1: Log into *e*STORM URL: *e*STORM.swic.edu

Enter your username and password and click on Log In



Step 2: Click the **Go to Your Student Center** button on the Student Homepage under the Student Center Link section.



This takes you to your Student Center.

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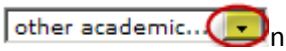
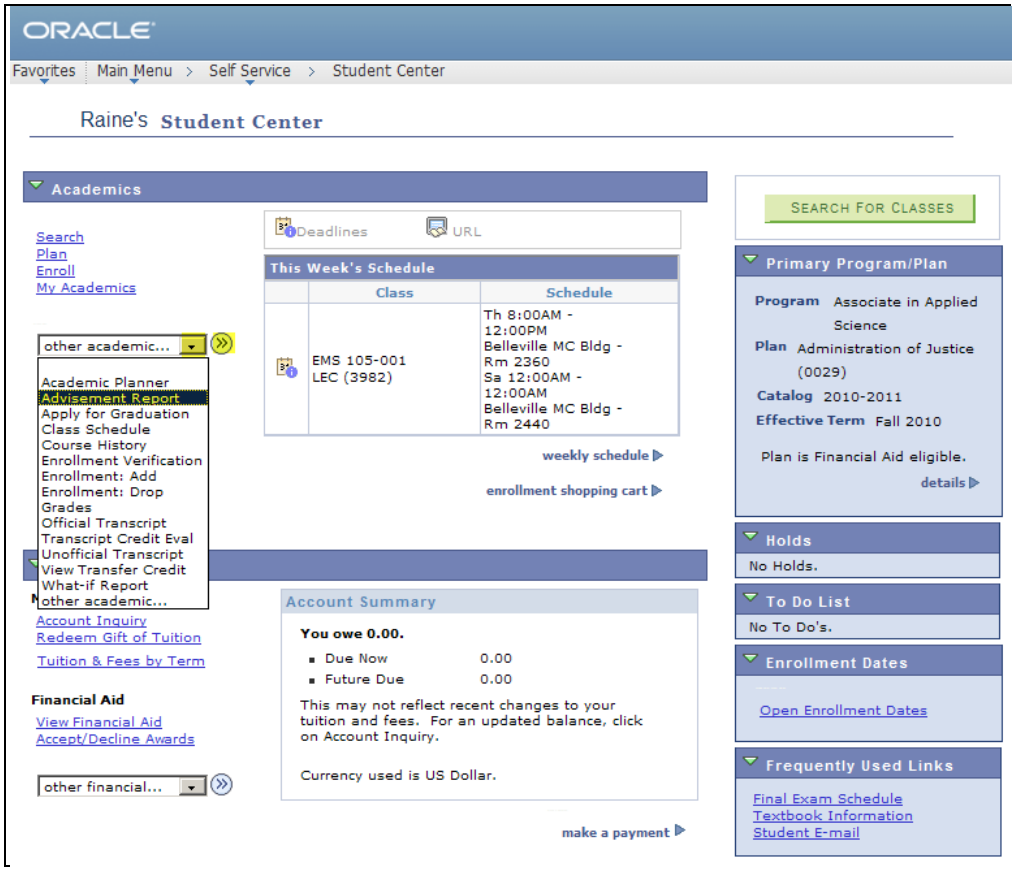
Step 3: Review your Primary Program/Plan box on the right side of the Student Center. Click on the "details" link inside the Primary Program/Plan box and review your declared primary and, if applicable, secondary program(s) and plan(s). If the listed program(s)/plan(s) are correct, proceed to Step 4. Your Student Advisement Report will run on these program(s)/plan(s) only.

If you do NOT have an active program/plan on record, are declared as a "Course Enrollee," or are declared in a "pre-Health Science plan," you will need to run a **What-If Advisement Report** instead of a Student Advisement Report. Please see the document "How to Run a What-If Report." To officially declare a program/plan, please see a Counselor.

If you would like to consider changing your declared program/plan, you may first run a **What-If Advisement Report** to view how your courses would apply to a different program/plan. To officially change your primary and/or secondary program/plan, please see a Counselor.

Step 4: On the Student Center, click on the drop down arrow 

next to 'other academic…' and choose Advisement Report from the drop down list. See below:



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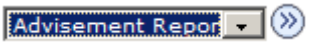
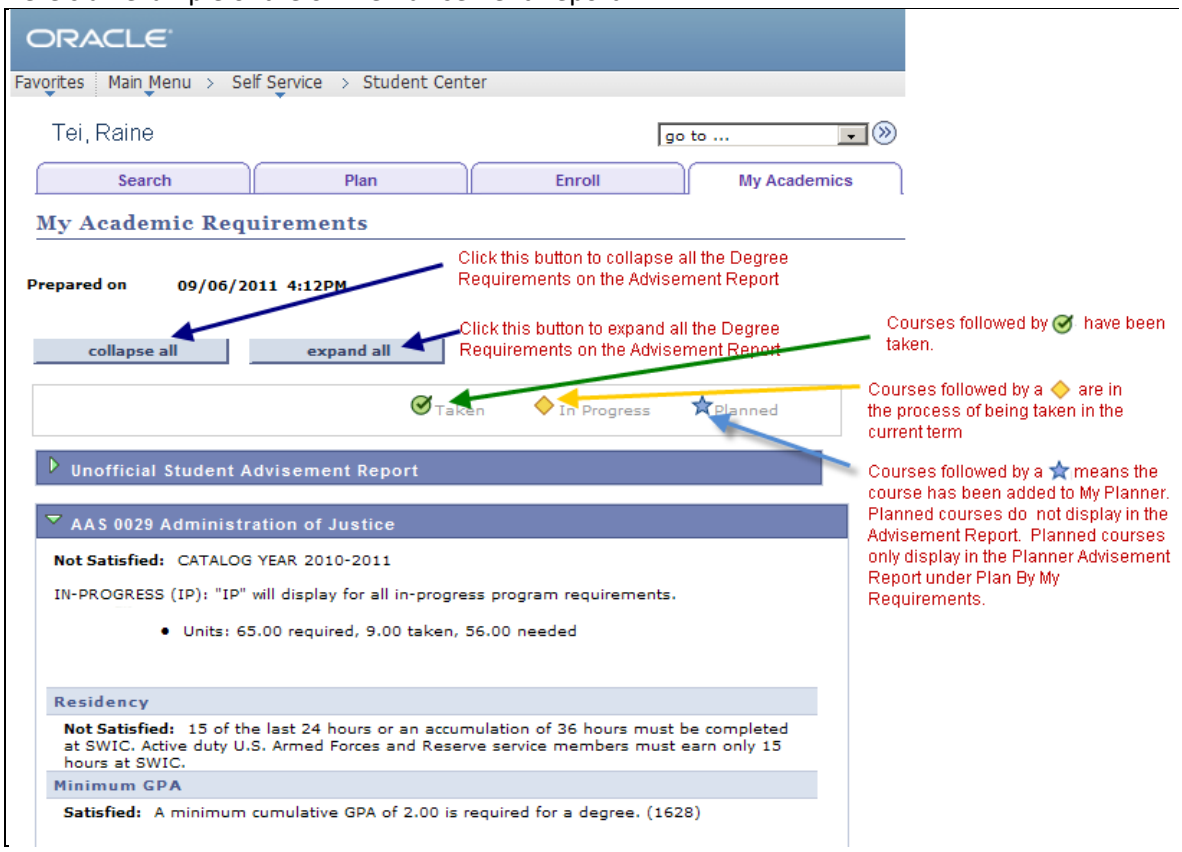
Step 5: Click on the next to 

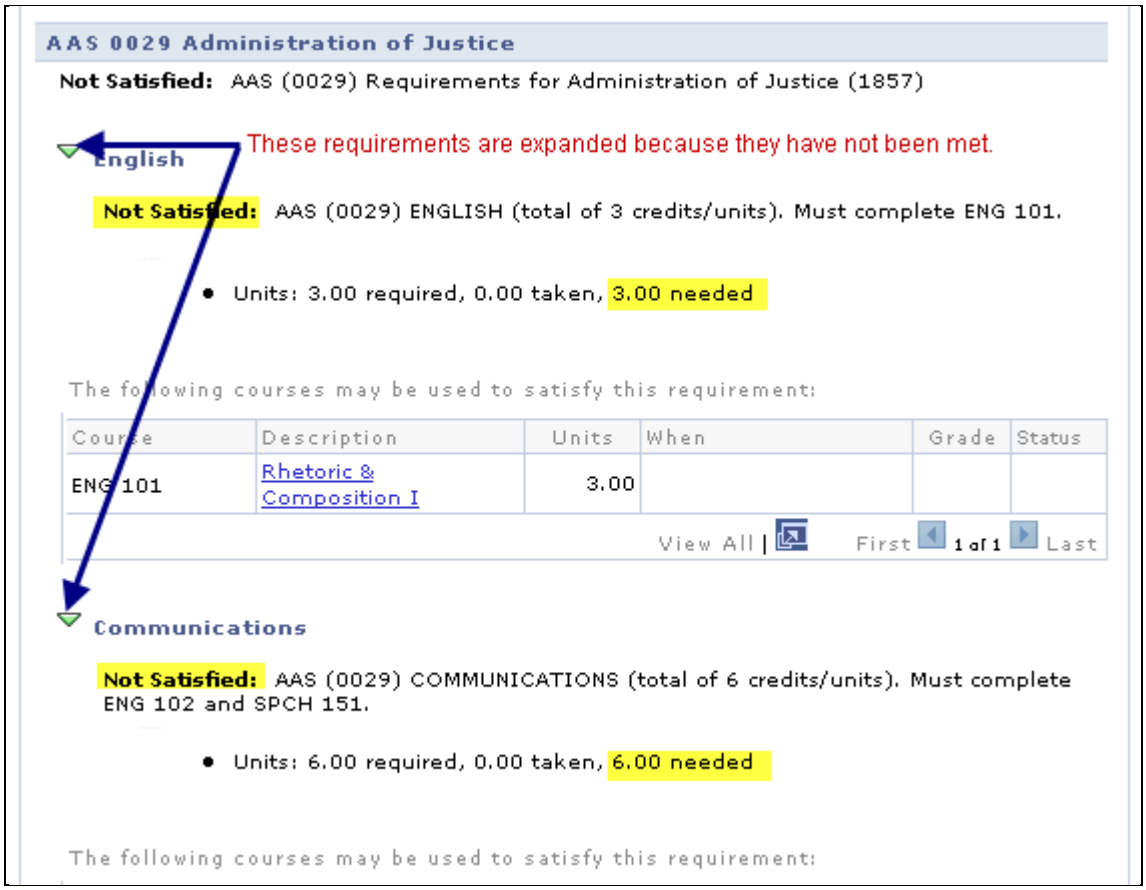
While the report is processing, you will see an icon spinning in the top right corner of the page. Once it's done processing, the online Advisement Report will display on the page:

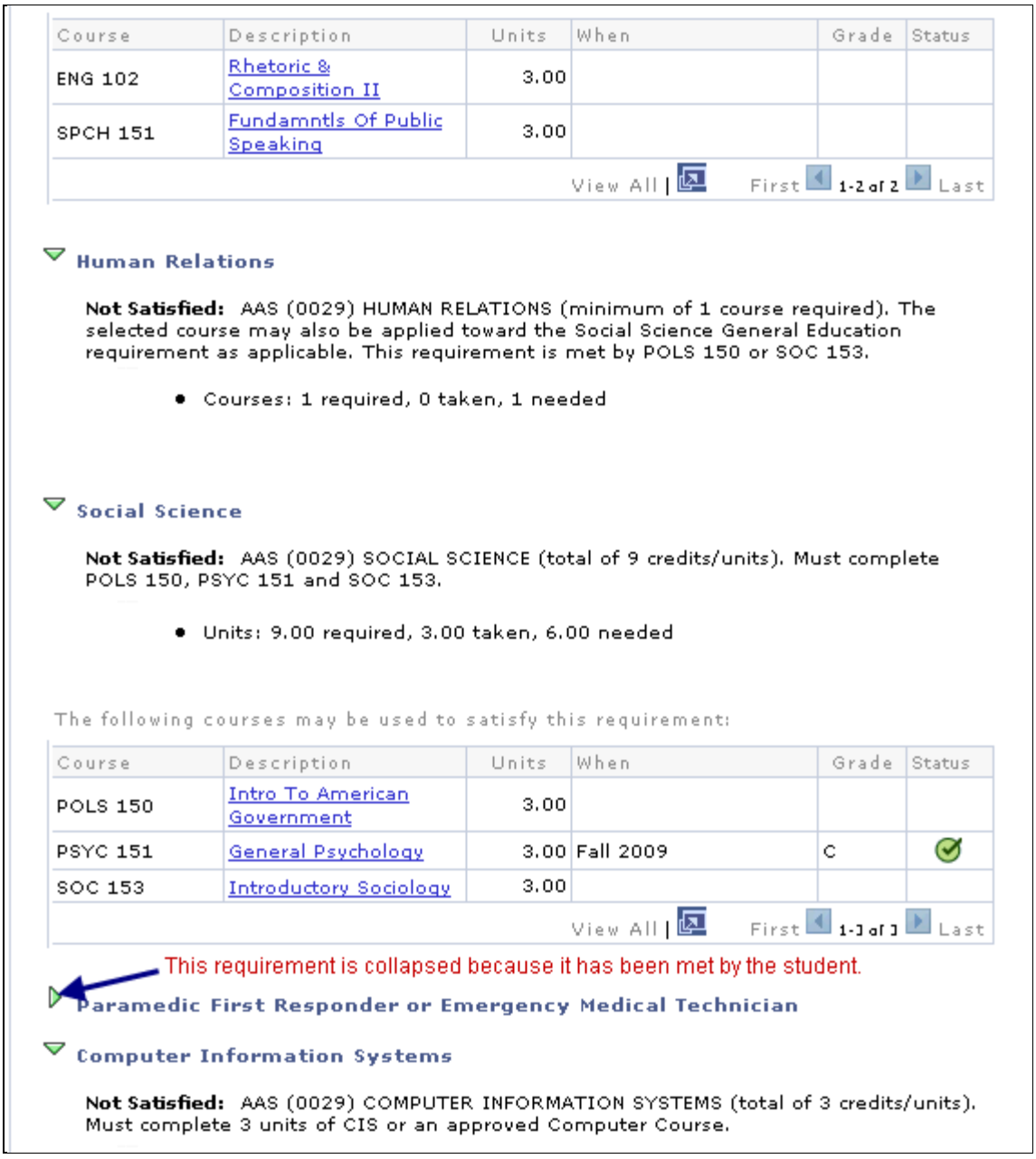
Note:

- Degree requirements that have been met default to collapsed.
- Degree requirements that have not been met are expanded.
- Course prerequisites and admission prerequisites required of some competitive admission programs are not included on the report. Please see the catalog for information on course prerequisites.

Here's an example of the online Advisement Report:




AAS 0029 Administration of Justice
Not Satisfied: AAS (0029) Requirements for Administration of Justice (1857)
These requirements are expanded because they have not been met.
English
Not Satisfied: AAS (0029) ENGLISH (total of 3 credits/units). Must complete ENG 101.
Units: 3.00 required, 0.00 taken, 3.00 needed
The following courses may be used to satisfy this requirement:
Course
Description
Units
When
Grade
Status
ENG 101
Rhetoric & Composition I
3.00
View All
First
1 of 1
Last
Communications
Not Satisfied: AAS (0029) COMMUNICATIONS (total of 6 credits/units). Must complete ENG 102 and SPCH 151.
Units: 6.00 required, 0.00 taken, 6.00 needed
The following courses may be used to satisfy this requirement:



Course	Description	Units	When	Grade	Status
ENG 102	Rhetoric & Composition II	3.00			
SPCH 151	Fundamntls Of Public Speaking	3.00			

View All | First 1-2 of 2 Last

Human Relations

Not Satisfied: AAS (0029) HUMAN RELATIONS (minimum of 1 course required). The selected course may also be applied toward the Social Science General Education requirement as applicable. This requirement is met by POLS 150 or SOC 153.

- Courses: 1 required, 0 taken, 1 needed

Social Science

Not Satisfied: AAS (0029) SOCIAL SCIENCE (total of 9 credits/units). Must complete POLS 150, PSYC 151 and SOC 153.

- Units: 9.00 required, 3.00 taken, 6.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
POLS 150	Intro To American Government	3.00			
PSYC 151	General Psychology	3.00	Fall 2009	C	
SOC 153	Introductory Sociology	3.00			

View All | First 1-3 of 3 Last

This requirement is collapsed because it has been met by the student.

Paramedic First Responder or Emergency Medical Technician

Computer Information Systems

Not Satisfied: AAS (0029) COMPUTER INFORMATION SYSTEMS (total of 3 credits/units). Must complete 3 units of CIS or an approved Computer Course.

- Units: 3.00 required, 0.00 taken, 3.00 needed

Administration of Justice

Not Satisfied: AAS (0029) ADMINISTRATION OF JUSTICE MAJOR REQUIREMENTS (total of 27 credits/units). All of the following courses are required.

- Units: 27.00 required, 0.00 taken, 27.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
AOJ 100	Intro To Admin Of Justice	3.00			
AOJ 105	Police Administration	3.00			
AOJ 151	Policing: Methods & Ethics	3.00			
AOJ 153	Juvenile Delinquency	3.00			
AOJ 155	Community Policing	3.00			
AOJ 203	Criminal Law/Admin Of Justice	3.00			
AOJ 251	Rules Of Criminal Evidence	3.00			
AOJ 255	Criminal Invest-Case Prep	3.00			
AOJ 290	Police Report Writing	3.00			

View All | First 1-9 of 9 Last

Sociology

Administration of Justice Electives

Not Satisfied: AAS (0029) ADMINISTRATION OF JUSTICE ELECTIVES (total of 6 credits/units).

- Units: 6.00 required, 0.00 taken, 6.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
AOJ ELC	Admin Of Justice Elective	1.00 - 99.00				
AOJ 101	Basic Law Enforcement	6.00				
AOJ 102	Public Safety Telecomm	5.00				
AOJ 103	Introduction To Corrections	3.00				
AOJ 106	Correctional Administration	3.00				
AOJ 110	Issues In Private Security	0.50 - 3.00				
AOJ 111	Correctional Supervision	3.00				
AOJ 144	Security Officer Certification	2.00				
AOJ 145	Introduction To Firearms	1.00				
AOJ 156	Issues In Criminal Justice	0.50 - 3.00				

View All | First 1-10 of 19 Last

Click the View All link to see all 19 courses that may be used to satisfy the requirement. Or use the right/left arrows to click through the list.

General Electives

Not Satisfied: AAS (0029) GENERAL ELECTIVES (total of 4 credits/units). Please refer to the catalog for a list of acceptable electives.

- Units: 4.00 required, 2.00 taken, 2.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
HLTH 152	First Aid-Medical Self Help	2.00	Fall 2009	C		

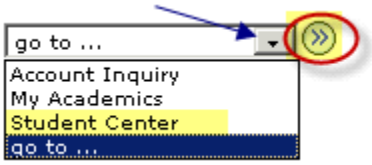
View All | First 1 of 1 Last

Courses Not Used

The following courses could not be used for your program requirements. (1617)

Step 6(Optional): To return to the Student Center:

1. Click on the drop down arrow next to '**go to …**' at the bottom of the page.
2. Choose '**Student Center'** from the drop down list.
3. Click on the icon.



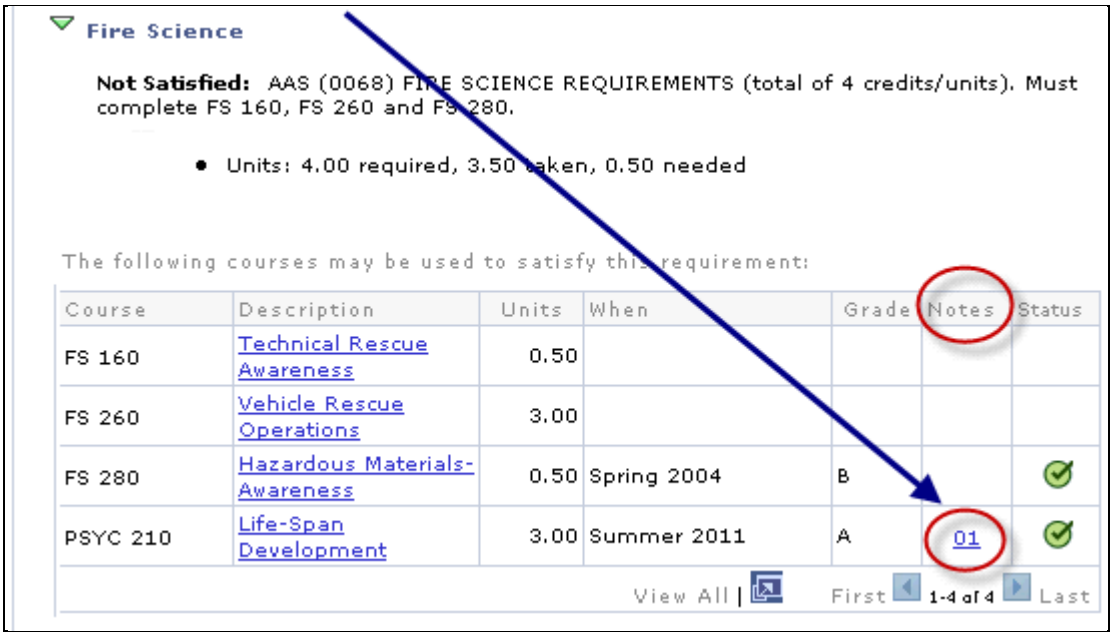
For Your Information

Student Requirement Exceptions:

Student Requirement Exceptions are used to document when an alternate course has been approved to substitute for a required course in a student's declared plan. Requirement Exceptions must be approved by the Program Coordinator or Chair and are determined on a case-by-case basis.

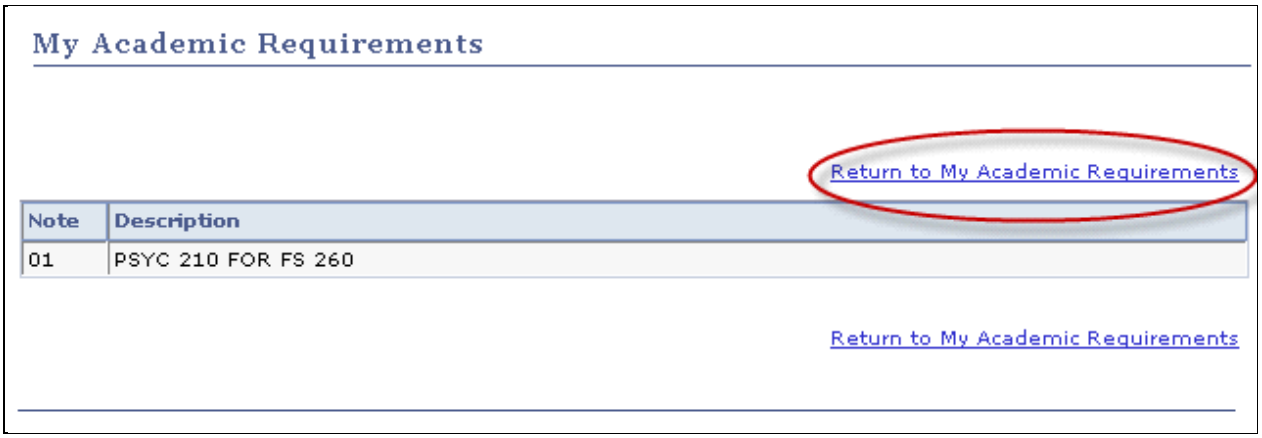
Students with Requirement Exceptions will see a numeric link in a column called 'Notes'. The 'Notes' column only displays when an exception exists.

In the Notes column, click on the numeric link (i.e. 01) to view a more detailed description of the exception. See below:



Clicking on the link takes you to a new page that includes a description of the exception.

See below:



To return to the Advisement Report, click on the '**Return to My Academic Requirements'** link.

This is the end of the Procedure.