

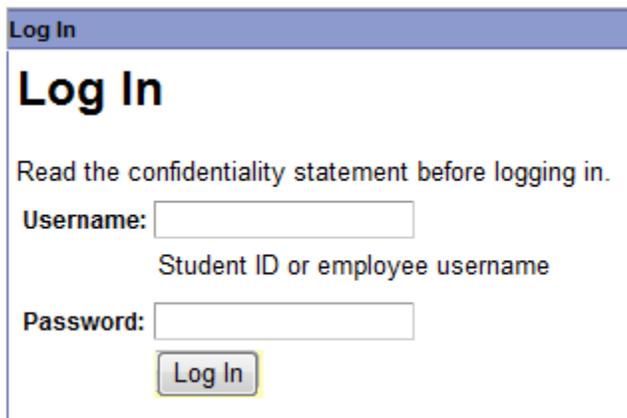
How to Run a Student Advisement Report

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 eSTORM URL: eSTORM.swic.edu

Enter your username and password and click on [Log In](#)



Log In

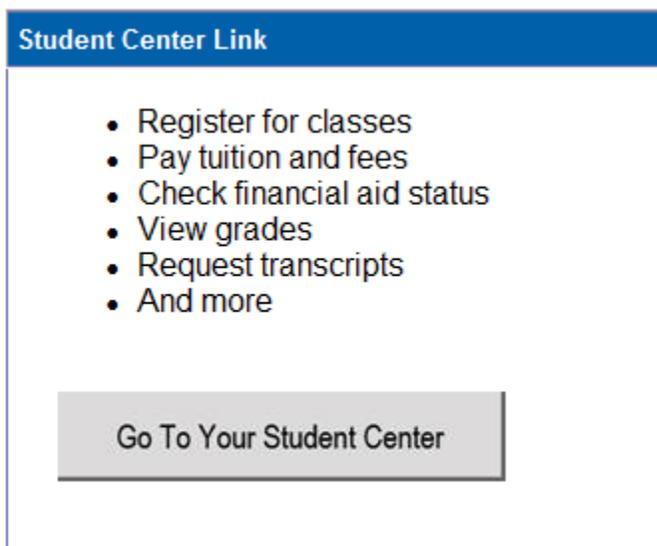
Log In

Read the confidentiality statement before logging in.

Username:
Student ID or employee username

Password:

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



Student Center Link

- Register for classes
- Pay tuition and fees
- Check financial aid status
- View grades
- Request transcripts
- And more

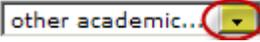
This takes you to your Student Center.

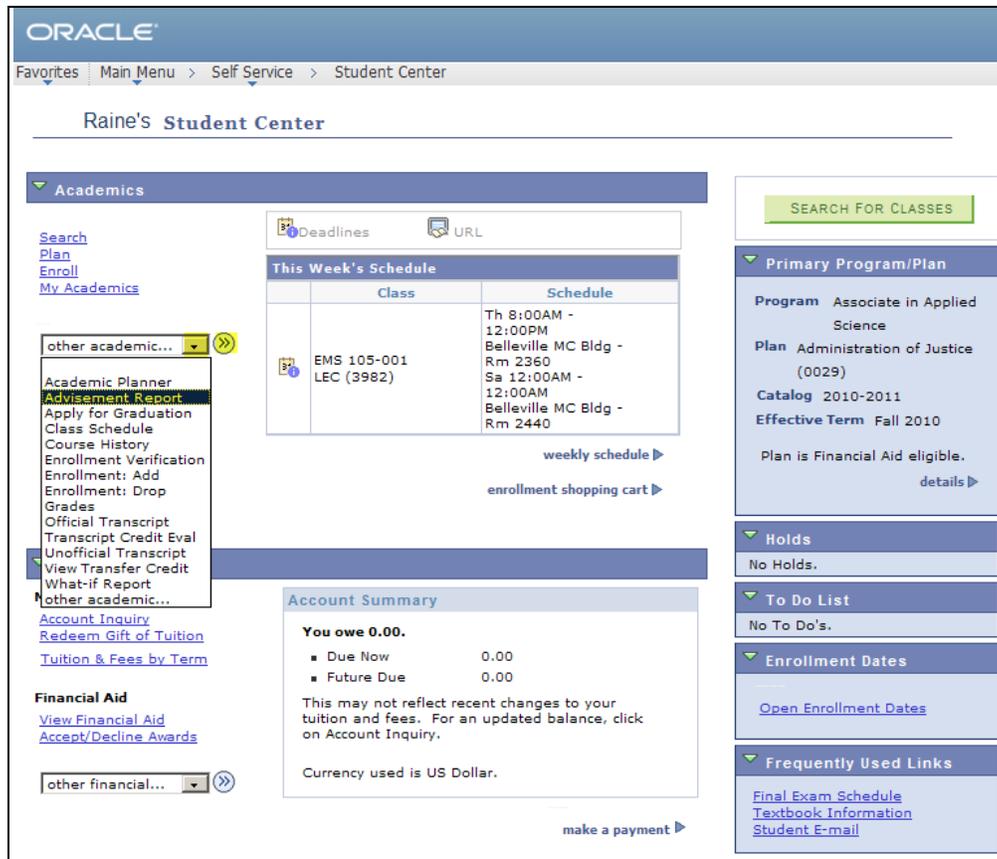
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Step 3: Review your Primary Program/Plan box on the right side of the Student Center. Click on the “details” link inside the Primary Program/Plan box and review your declared primary and, if applicable, secondary program(s) and plan(s). If the listed 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:



The screenshot shows the Oracle Student Center interface for Raine's. The 'Academics' section is expanded, and a dropdown menu is open for the 'other academic...' link. The menu options include: Academic Planner, **Advisement Report**, Apply for Graduation, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Grades, Official Transcript, Transcript Credit Eval, Unofficial Transcript, View Transfer Credit, What-if Report, and other academic... The 'Advisement Report' option is highlighted. Below the dropdown, the 'This Week's Schedule' table is visible, showing a class 'EMS 105-001 LEC (3982)' with a schedule of 'Th 8:00AM - 12:00PM' and 'Sa 12:00AM - 12:00AM'. The 'Account Summary' section shows 'You owe 0.00' with 'Due Now' and 'Future Due' both at 0.00. The 'Primary Program/Plan' section on the right shows 'Associate in Applied Science' and 'Administration of Justice (0029)'. The 'Enrollment Dates' section has a link for 'Open Enrollment Dates'.

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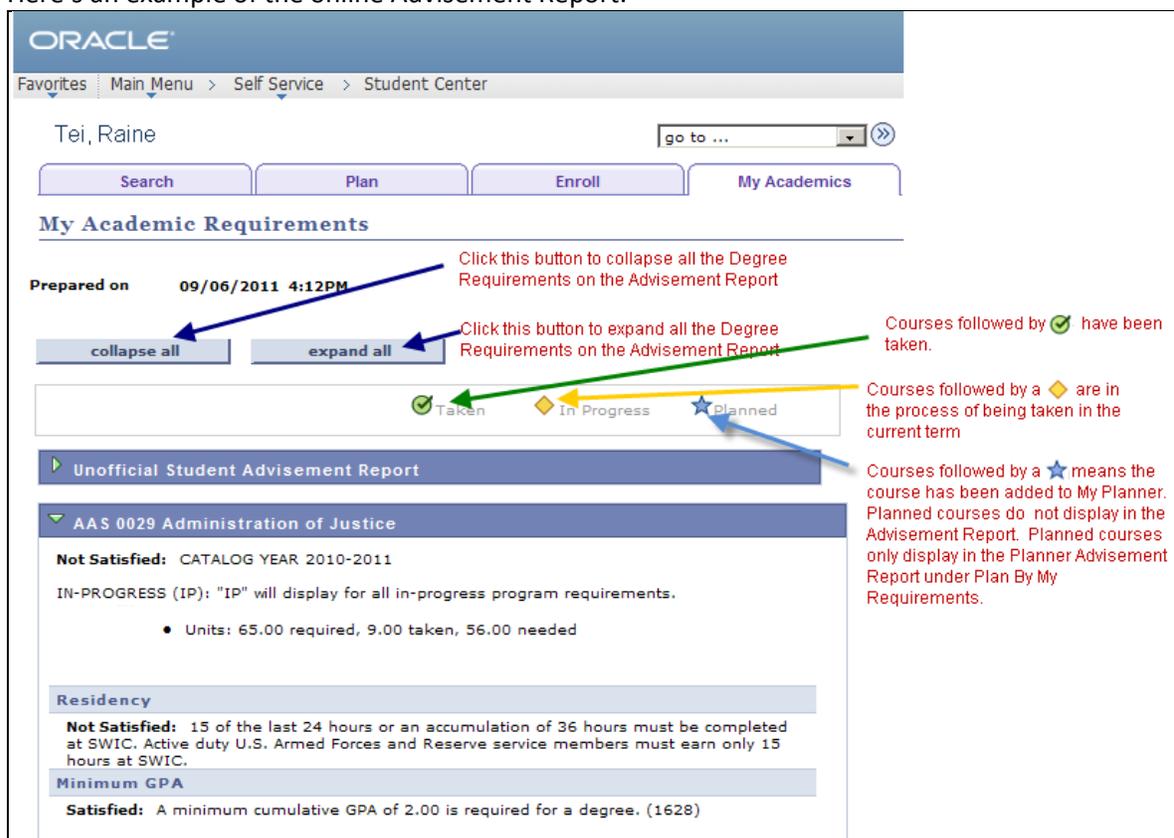
Step 5: Click on the  next to **Advisement Report** 

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:



The screenshot shows the Oracle Student Center interface for a student named Tei, Raine. The page title is "My Academic Requirements" and it was prepared on 09/06/2011 at 4:12PM. There are buttons for "collapse all" and "expand all". The report is for "AAS 0029 Administration of Justice" and shows that the student is "Not Satisfied" with the requirements. The report includes sections for "Residency" and "Minimum GPA".

Annotations:

- Click this button to collapse all the Degree Requirements on the Advisement Report (points to "collapse all")
- Click this button to expand all the Degree Requirements on the Advisement Report (points to "expand all")
- Courses followed by a  have been taken.
- Courses followed by a  are in the process of being taken in the current term
- Courses followed by a  means the course has been added to My Planner. Planned courses do not display in the Advisement Report. Planned courses only display in the Planner Advisement Report under Plan By My Requirements.

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AAS 0029 Administration of Justice

Not Satisfied: AAS (0029) Requirements for Administration of Justice (1857)

English **These requirements are expanded because they have not been met.**

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:

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| 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  1-1 of 1  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.

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- 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:

How to Run a Student Advisement Report

| 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)

Courses Not Used

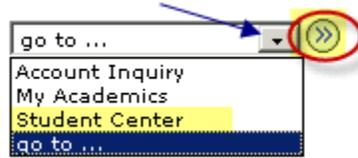
[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ...

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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.



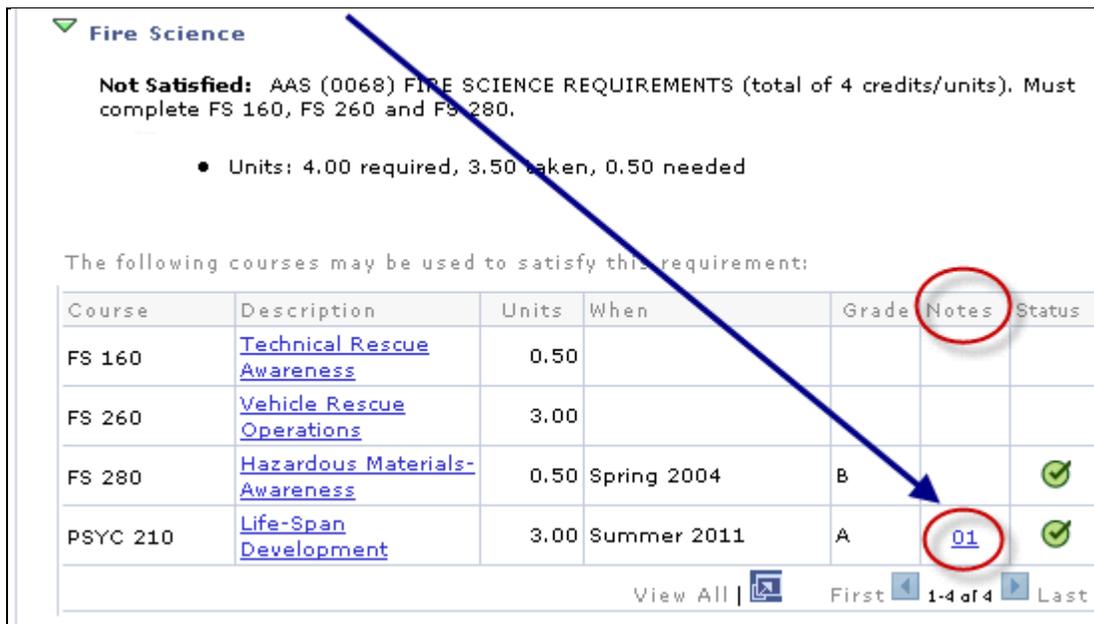
For Your Information

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:

A screenshot of a web page showing a requirement exception for 'Fire Science'. The page title is 'Fire Science'. Below the title, it says 'Not Satisfied: AAS (0068) FIRE SCIENCE REQUIREMENTS (total of 4 credits/units). Must complete FS 160, FS 260 and FS 280.' A bullet point indicates 'Units: 4.00 required, 3.50 taken, 0.50 needed'. Below this, it says 'The following courses may be used to satisfy this requirement:'. A table lists four courses: FS 160 (Technical Rescue Awareness, 0.50 units), FS 260 (Vehicle Rescue Operations, 3.00 units), FS 280 (Hazardous Materials-Awareness, 0.50 units, Spring 2004, Grade B, Status: green checkmark), and PSYC 210 (Life-Span Development, 3.00 units, Summer 2011, Grade A, Status: green checkmark). The 'Notes' column for PSYC 210 contains a numeric link '01'. A blue arrow points from the '01' link to the 'Notes' column header. A red circle highlights the '01' link. At the bottom of the table, there are navigation controls: 'View All | First 1-4 of 4 Last'.

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

See below:

H:\Documentation\Portal - General HowTos - iSTORM - eSTORM\Help\HowTos\SA-How-to-Run-a-Student-Advis-Report.docx

How to Run a Student Advisement Report

My Academic Requirements

[Return to My Academic Requirements](#)

| Note | Description |
|------|---------------------|
| 01 | PSYC 210 FOR FS 260 |

[Return to My Academic Requirements](#)

To return to the Advisement Report, click on the '[Return to My Academic Requirements](#)' link.

This is the end of the Procedure.