

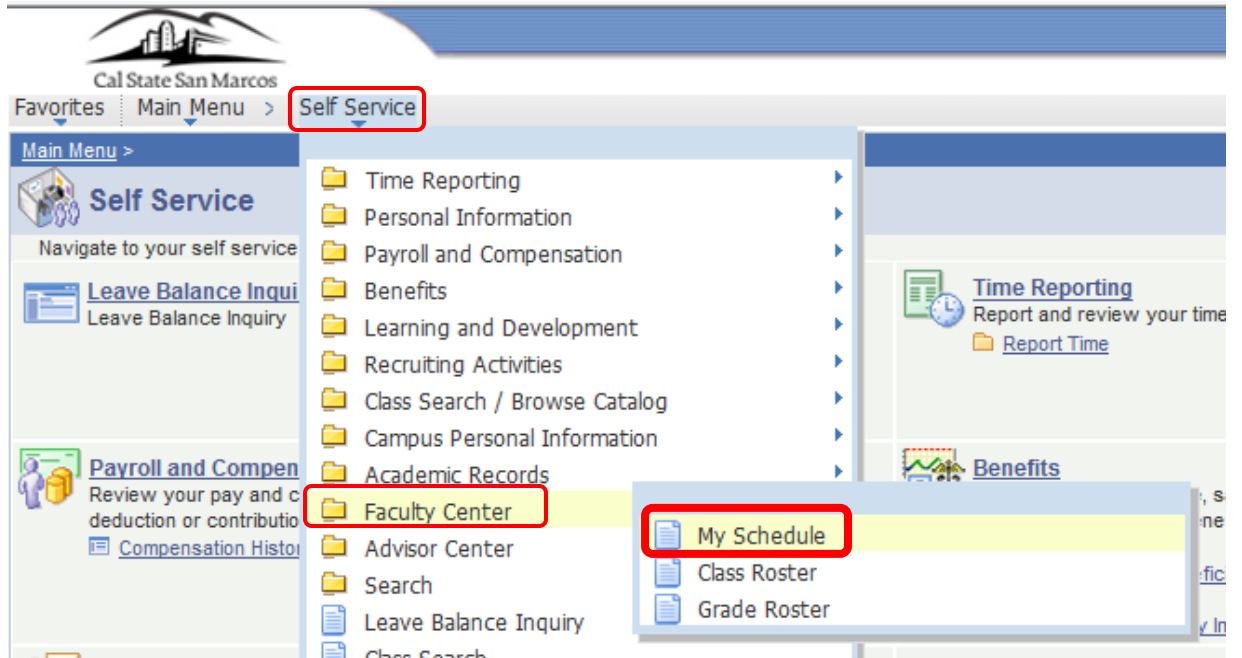
## Academic Requirements Report (ARR)

**Overview** From your Employee Resources tab, you can access the Academic Requirements Report or ARR (formerly known as the DPR). The ARR is used to track all graduation requirements and is used as the graduation evaluation tool to determine awarding of the degree.

- 1) Navigation to the ARR:
  - Log into MyCSUSM
  - Click on the “Employee Resources” tab
  - Click on “PeopleSoft Access” under Quick Links

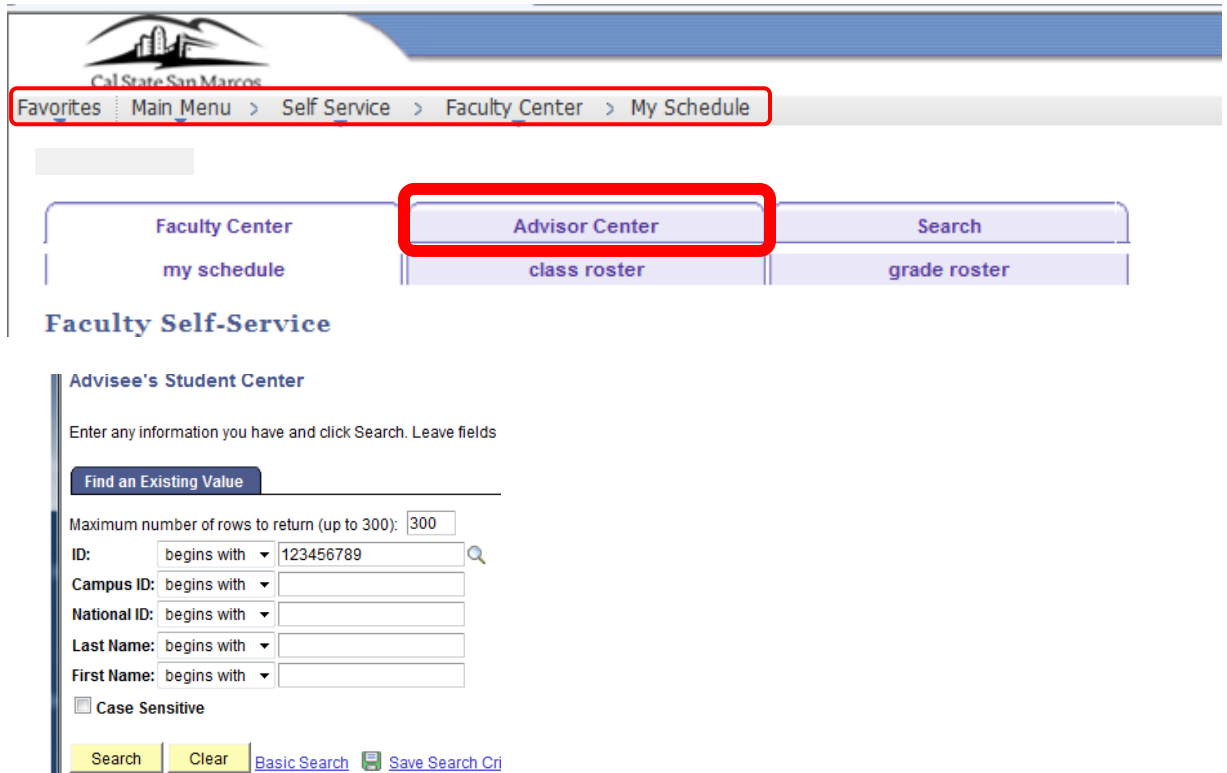


Click **Self Service**>**Faculty Center**>**My Schedule**



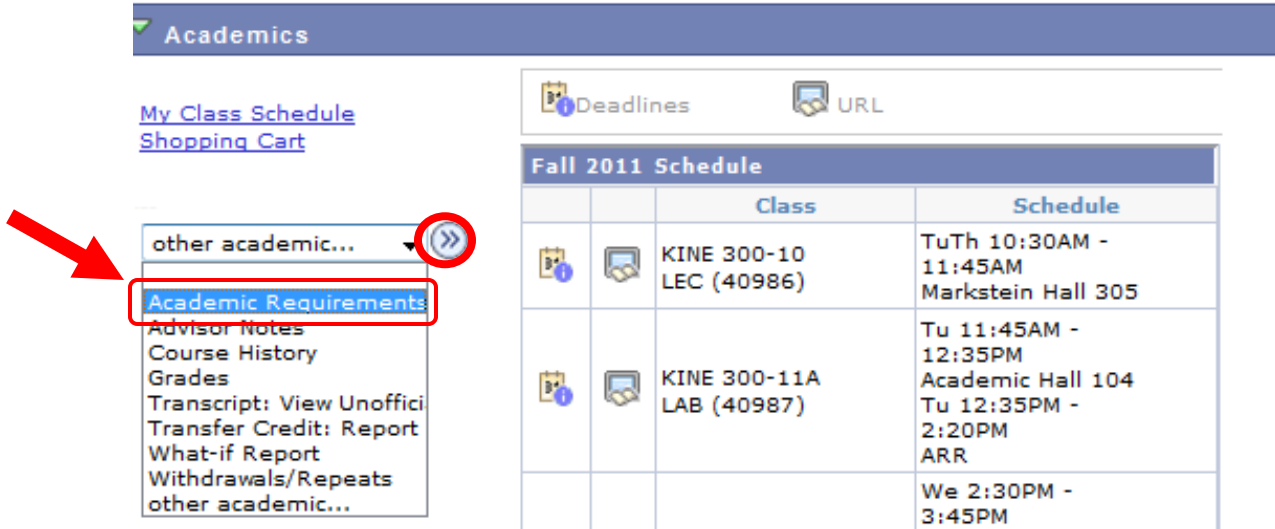
The screenshot shows the 'Self Service' menu on the Cal State San Marcos website. The breadcrumb trail at the top reads 'Favorites | Main Menu > Self Service'. The 'Self Service' menu is expanded, showing a list of options: Time Reporting, Personal Information, Payroll and Compensation, Benefits, Learning and Development, Recruiting Activities, Class Search / Browse Catalog, Campus Personal Information, Academic Records, Faculty Center, Advisor Center, Search, Leave Balance Inquiry, and Class Search. The 'Faculty Center' option is highlighted in yellow. A sub-menu for 'Faculty Center' is also visible, containing 'My Schedule', 'Class Roster', and 'Grade Roster'. The 'My Schedule' option is highlighted in yellow.

Notice the bread crumbs at the top of the page  
Click on the middle tab called “Advisor Center” and enter Student ID or Name







The screenshot shows the 'Advisor Center' search page. The breadcrumb trail at the top reads 'Favorites | Main Menu > Self Service > Faculty Center > My Schedule'. The 'Advisor Center' tab is highlighted in red. Below the tabs, the 'Faculty Self-Service' section is visible. The 'Advisee's Student Center' section contains a search form with the following fields: 'Find an Existing Value' (button), 'Maximum number of rows to return (up to 300):' (input field with value 300), 'ID:' (dropdown menu with 'begins with' selected and input field with value 123456789), 'Campus ID:' (dropdown menu with 'begins with' selected and input field), 'National ID:' (dropdown menu with 'begins with' selected and input field), 'Last Name:' (dropdown menu with 'begins with' selected and input field), 'First Name:' (dropdown menu with 'begins with' selected and input field), and a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Cri'.

Choose "Academic Requirements" in the drop down shown below then click the double arrows 



The screenshot shows the 'Academics' menu with the following items: My Class Schedule, Shopping Cart, other academic..., **Academic Requirements**, Advisor Notes, Course History, Grades, Transcript: View Unofficial, Transfer Credit: Report, What-if Report, Withdrawals/Repeats, and other academic... A red arrow points to the 'Academic Requirements' option, which is also circled in red. To the right, the 'Fall 2011 Schedule' table is visible.

		Class	Schedule
		KINE 300-10 LEC (40986)	TuTh 10:30AM - 11:45AM Markstein Hall 305
		KINE 300-11A LAB (40987)	Tu 11:45AM - 12:35PM Academic Hall 104 Tu 12:35PM - 2:20PM ARR
			We 2:30PM - 3:45PM

Welcome to the Academic Requirements Report or the ARR!



The screenshot shows the ARR interface with the following sections:

- Navigation:** Faculty Center, Advisor Center, Search, student center, general info, transfer credit, academics.
- User Info:** ImaStudent, ID: 100200300
- Buttons:** Print Report
- Current Academic Objective (1 of 1):**

	Requirement (Catalog)	Term
Career:	Undergraduate	Fall 2009
Program:	Undergraduate	Fall 2009
Plan:	Kinesiology -Pre-Phys Thrpy BS	Fall 2009
<b>Expected Grad Term:</b>	Spring 2012	
<b>Graduation Status:</b>	Not Applied	
- Current Academic Summary:**
  - Last Term Registered: Spring 2011
  - Academic Standing: Probation
  - Overall GPA: 1.930
  - CSUSM GPA: 1.811

You can learn more details on the content of this report by viewing the PowerPoint document for the Academic Requirements Report found at <http://www.csusm.edu/cms/TrainingDocumentation/faculty.html>