



SELF-SERVICE UNOFFICIAL DEGREE AUDIT

Quick Guide for Students

- 1) Log into Self-Service
- 2) Click on the **Student Planning** tile [Slide 1]
- 3) Click on the **Go To My Progress** [Slide 2]. The progress area provides a detailed view of your academic program via a degree audit that shows both the degree requirements and the progress towards that degree. [Slide 3]

Sections include:

- **At a Glance** – a summary of GPA, major, credits taken and remaining, and program notes. **Please review the program notes section (circled on slide #3) to review important information regarding GPA, course repeats and other policy information.
- **View New Program** – allows you to do a “what if” analysis to see what the requirements would be for a difference academic program
- **Requirements** – shows all degree requirements for the current program and catalog. Includes general education requirements, program requirements (major/minors), and general electives. Requirements will show as “complete”, “in-progress”, “planned”, or “not started”. Showing the details of the requirement will allow you to search for courses from the catalog that meet that particular requirement.

NOTE: The accuracy of the unofficial degree audit depends upon current information in our SIS including:

- 1) the catalog year associated with majors and minors (if that is different from the year the student entered WVWC)
 - 2) waivers/substitutions that have been submitted to the Registrar’s Office
 - 3) declaration of or removal of additional majors or minors
- 4) Expand a requirement category by clicking show details to view courses still needed within that category.
 - 5) Click on the search button within a requirement to go the catalog to list all courses that satisfy a particular requirement.

Slide #1

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Course Catalog Here you can view and search the course catalog.	 Grades Here you can view your grades by term.
 Graduation Overview Here you can view and submit a graduation application.	 Enrollment Verifications Here you can view and request an enrollment verification.

Slide #2

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you start...

1  View Your Progress Start by going to My Progress to see your academic progress in your degree and search for courses. Go to My Progress	2  Plan your Degree & Register for Classes Next, take a look at your plan to see what you've accomplished, your remaining classes toward your degree. Go to Plan & Schedule
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Slide #3

[Academics](#) · [Student Planning](#) · [My Progress](#)

My Progress

See

[<](#) [>](#) Bachelor of Arts in Criminal Justice
(1 of 1 programs)

[View a New Program](#)

At a Glance

Cumulative GPA: (2.000 required)
Institution GPA: (2.000 required)
Degree: Bachelor of Arts
Majors: Criminal Justice
Departments: Criminal Justice
Catalog: 2023
Anticipated Completion Date: 5/1/2025

Description

Program Notes
[Show Program Notes](#)

Requirements [Expand All](#) ▾

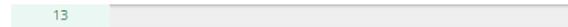
General Education Requirements 2021

 Program Completion must be verified by the Registrar.

Progress



Total Credits



Total Credits from this School

