

How to Access the Online Graduation Progress Report (GPR):

Go to www.lynchburg.edu/studentsonline. Log in using your username and password (this is the same username and password that you use to access your LC email account) and your data-access P.I.N. Under the "Academic" list will be "Graduation Progress Report." Click on the hornet to launch the request.

How to Access the Online GPR:

1. The screen will say "Audit Request" across the top.
 - a. On this screen you will see
 - i. student number and name
 - ii. The "Default Program" that we have in our system that relates to the degree and major you are pursuing. (Please note that if you are pursuing a **minor**, you will not see it listed in this area; it will be contained in the actual GPR once you run it.)
 - iii. "Run Selected Program" - The option to do "What-if" scenarios if you are thinking of changing your major. **Do not** click in this area if you want a progress report of your CURRENT degree program. (More on the "What-if" option is listed in the "Frequently Asked Questions" Section.)
2. Make sure the button beside of "Run Default Programs Listed" is highlighted to access the most current graduation progress report.
3. Click the button in the lower middle of the screen that reads "Submit a New Audit."
4. The next red screen will say "Audits" across the top. While the program is processing the request, you may see a message under "Audits in Queue." Your request will remain there until the system has processed the GPR and then it will move to the lower part of the red screen under "DARS Web Audits Completed for Student Number: xxxxxxxx." (You do not have to hit the "Refresh List" button. Once the GPR is processed, it will appear in the bottom part of the screen.)
5. Click on the button entitled "Open Audit." (Further to the right will be information such as the name of the degree and major the GPR was processed for, the catalogue year used, and the date and time the GPR was run.)
6. The new GPR will open into a new window.
7. The audit will appear similar to the one below:

PREPARED: 08/25/06 - 09:23

123456789

Little, Johnny

PROGRAM CODE: BS EXPH

Catalogue Yr Fa2004

GRADUATION PROGRESS REPORT

Bachelor of Science - Exercise Physiology

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

This report is provided as an advising tool for students and advisors as they review progress toward graduation. Please examine the report carefully since it has been produced by software that is in the process of being tested for accuracy.

Report any problems by email to registrar@lynchburg.edu.

NO General Education Requirements for 2004-2005

+	NO	Exercise Physiology Requirements for 2004-05
+	NO	Biology Minor Requirements for 2000-01 and after
+		Electives
+	NO	Total Hours Required for Degree Completion
***** END OF ANALYSIS *****		

How to Read the Online GPR:

1. Colors –
 - a. **Red** indicates a requirement is deficient
 - b. **Green** indicates a requirement is satisfied or will be when registered classes are successfully completed.
2. Codes beside of each requirement –
 - a. “NO” to indicate a deficiency exists
 - b. “EN” to indicate a requirement will be satisfied with successful completion of registered courses
 - c. “OK” if the requirement is satisfied.
 - d. “Electives” category will have nothing beside of it in most cases.
3. Click on the “+” boxes to drill down to the requirements. This is where you will see what requirements are outstanding and how your coursework matched the requirements for your degree. (You will notice that the box has now changed to “-“. Click on the “-“ box to close the full requirements listing.)

How to Interpret the GPR:

TOP:

The top part of the GPR contains:

- ◆ date and time prepared
- ◆ student ID number and name
- ◆ anticipated graduation date displayed as month and year
 - 01=January(fall)
 - 05=May(spring)
 - 08=August(summer)
- ◆ program code (the internal coding used to indicate your degree and major objectives)
- ◆ the catalogue year
- ◆ the full name of the degree and major

PREPARED: 08/22/06 - 16:41	123456789
Student, Sandy	ANTIC GRAD DATE: 05/ /07
PROGRAM CODE: BA SPANGENL	Catalogue Yr Fa2006
GRADUATION PROGRESS REPORT	
Bachelor of Arts - Sociology	
Criminology	

Next, you will find a one-line alert that gives you the status of your completion. The various messages may be:

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

UPON COMPLETION OF REGISTERED COURSES, REQUIREMENTS WILL BE MET

ALL REQUIREMENTS SATISFIED

GENERAL EDUCATION REQUIREMENTS:

In the example below, the student is short general education requirements as indicated by the "NO" beside of the title and the 'red' color (red indicates a deficiency.)

NO General Education Requirements for 2005-06 and after

To find out what requirements are missing, click on the '+' box. You will see the box symbol change to the '-' symbol indicating you could click on it again to hide all of the requirements, displaying just the title of the requirement.

Notes on how to read the online GPR are indicated below in blue (you will not see these on the GPR since this is strictly for 'training' purposes.)

<input type="checkbox"/> NO	General Education Requirements for 2005-06 and after	<u>Notes</u>
IN-PROCESS:	23.0 HOURS	'In-process' means the number of hours you are currently enrolled in that would be used toward requirements
		Specific courses you are enrolled in are indicated by the light green color and "-ENR"
-	Written Composition .0 HOURS ADDED	'-' symbol means deficient
IN-P --->	3.0 HOURS	IN-P-> means you are enrolled for 3.0 hrs in this area
	Sp07 ENGL112 3.0 -ENR NEEDS: 3.0 HOURS SELECT FROM: ENGL111	NEEDS: You are deficient To meet requirement you must take the course(s) listed
-	Fine Arts NEEDS: 3.0 HOURS SELECT FROM: ART 110,118,122,156,162,166 FILM229 MUSC100,102 THEA101,102,120,131	
-	Foreign Language - Intermediate-level NEEDS: 3.0 HOURS SELECT FROM: FREN201 GRMN201 LATN201 SPAN201	
+	History .0 HOURS ADDED	'+' indicates requirement satisfied or will be after completion of registered courses
IN-P --->	6.0 HOURS	
	Fa06 HIST101 3.0 -ENR Sp07 HIST102 3.0 -ENR	
-	Laboratory Science NEEDS: 8.0 HOURS SELECT FROM: BIOL111 & 111L,112 & 112L CHEM103 & CHEM105L,104 & 106L,127 ENV5101 & 101L,102 & ENV5102L PHYS141,142,161,162,181,182 PSYC103 & PSYC105L,104 & 106L SCIE101,102	
-	Literature NEEDS: 3.0 HOURS SELECT FROM: ENGL201,202 FREN207,208 SPAN208 THEA211, THEA212	

+	Mathematics	.0 HOURS ADDED	
IN-P	---	3.0 HOURS	
	Fa06 MATH106	3.0	-ENR
+	Oral Communication	.0 HOURS ADDED	
IN-P	---	3.0 HOURS	
	Fa06 COMM101	3.0	-ENR
+	Philosophy	.0 HOURS ADDED	
IN-P	---	3.0 HOURS	
	Sp07 PHIL101	3.0	-ENR
-	Religious Studies	NEEDS: 3.0 HOURS	
		SELECT FROM: RELG201,202,205,206	
-	Social Science	.0 HOURS ADDED	
IN-P	---	3.0 HOURS	
	Sp07 ECON202	3.0	-ENR
	NEEDS: 3.0 HOURS		
	SELECT FROM: ECON100,201 INTL101 POLI111,112 SOCI100, SOCI201,221		
+	Wellness	.0 HOURS ADDED	
IN-P	---	2.0 HOURS	
	Fa06 HPE 102	2.0	-ENR
-	Senior Symposium	NEEDS: 2.0 HOURS	
		SELECT FROM: G S 435,436	

MAJOR REQUIREMENTS:

In the example below, the student is deficient in his or her requirements for the major as indicated by the “NO” beside of the title and the ‘red’ color (red indicates a deficiency.)

NO Sociology- Criminology Requirements for 2003-04 to 2005-06

To find out what requirements are missing, click on the ‘+’ box. You will see the box symbol change to the ‘-’ symbol indicating you could click on it again to hide all of the requirements, displaying just the title of the requirement.

Notes on how to read the online GPR are indicated below in blue (you will not see these on the GPR since this is strictly for ‘training’ purposes.)

<input checked="" type="checkbox"/> NO	Sociology- Criminology Requirements for 2003-04 to 2005-06
EARNED:	18.0 HOURS (The number of hours you have completed in the requirement)
	18.0 ATTEMPTED HOURS 63.9 Q Pts 3.550 QPA
	(Attempted hours includes all courses taken to meet requirements, even those completed and failed until they are successfully repeated at LC)
IN-PROCESS:	18.0 HOURS (The number of hours for which you are currently enrolled)
+	Sociology core courses:
	12.0 HOURS ADDED ‘ADDED’ indicates the hours that have been used toward

satisfying the requirement				
IN-P	---	6.0 HOURS		
	Fa04	SOCI201	3.0 B+	Fa05 SOCI358 3.0 A-
	Fa05	SOCI371	3.0 B+	Sp06 SOCI370 3.0 A
	Fa06	SOCI430	3.0 -ENR	Sp07 SOCI431 3.0 -ENR
+ Criminology emphasis courses:				
6.0 HOURS ADDED				
IN-P	---	6.0 HOURS		
	Fa05	SOCI241	3.0 B+	Sp06 SOCI243 3.0 A-
	Fa06	SOCI372	3.0 -ENR	Sp07 SOCI244 3.0 -ENR
- Internship/Independent Study				
NEEDS: 3.0 HOURS				
SELECT FROM: SOCI399C,461				
+ Sociology Electives				
.0 HOURS ADDED				
IN-P	---	6.0 HOURS		
	Fa06	SOCI385	3.0 -ENR	Sp07 SOCI263 3.0 -ENR

ELECTIVES CATEGORY:

This is a listing of all courses that are not being used to satisfy general education, major, or minor requirements. The listing will always display as red in color since there is no limit on the number of credits that can be listed in this category, and will never be 'satisfied.' If there is a course listed in electives that should be used in a specific requirement, check to make sure it is **specifically** listed as an option for that requirement. If it is not, you will need to have a substitution/waiver submitted. The form is available online at <http://www.lynchburg.edu/x4334.xml>. Please work with your advisor if you have questions about a specific course.

Electives				
EARNED: 9.0 HOURS				
IN-PROCESS: 1.0 HOUR				
	Fa03	BUAD100	3.0 B+	Fa03 G S 100 1.0 S
	Fa03	G S 104	1.0 S	Sp05 FREN102 3.0 B-
	Sp06	PSYC399A	1.0 A	Sp07 G S 220 1.0 -ENR

TOTAL HOURS FOR DEGREE COMPLETION:

This is a total compilation of all hours toward the minimum of 124.0 hours needed for degree completion. It includes all hours and the cumulative QPA for all your coursework. It reports the total hours earned as well as any needed hours for degree completion (see the note below in blue about the "Needs" category.)

This section also serves as a listing of any other LC policies that may affect degree completion. Many of these items will not show up on your individual GPR unless you meet certain criteria. For example, only someone who has transferred in credits will see a notation about needing minimum of 48.0 hours completed at LC.

EN Total Hours Required for Degree Completion				
EARNED: 108.0 HOURS ALL Hours Earned including LC, transfer, and P/F				
73.0 ATTEMPTED HOURS 230.3 Q Pts 3.154 QPA (Your cumulative QPA)				
Attempted hours excludes P or S graded courses since they are not used to calculate QPA				
IN-PROCESS: 31.0 HOURS				
→ NEEDS: 3.0 HOURS				

"NEEDS" only indicates the number of hours needed to meet 124.0 hours minimum. If you are deficient in other areas (general education, major, minor) you will meet this total hour deficiency when you take courses to meet those other deficiencies. HOWEVER, if you are NOT deficient in other areas and you have a "NEEDS" listed here, you will need to add additional hours to your schedule to give you the minimum 124.0 hours necessary for degree completion. This computer program does not subtract the hours deficient in other requirements from the "NEEDS" number.

+ Student must complete 48.0 hrs at Lynchburg College
(94.0 HOURS TAKEN)

IN-P ---> 31.0 HOURS

This is displayed when a student transfers courses in from another institution since policy requires a student to complete a minimum of 48.0 hours at LC

* Student can have up to 12.0 hrs internship credit
1.0 HOUR ADDED

Sp06 PSYC399A 1.0 A

This is used to display all internships a student has taken. You are permitted to include no more than 12 hours of internship credits in the total number of hours needed for degree completion. If more than 12.0 hours are taken, they are not counted toward the 124.0 hour minimum.

Minors:

If you have declared a minor, it will be included on your GPR. You should see another section of the online GPR that has your minor listed and it will indicate if you are still deficient or have satisfied the minor. The way to read it will be no different than a major.

Double Majors:

This software requires the display of double majors in a way that is much different than you are used to seeing them. A primary major has been identified for each student pursuing a double major. When you request an audit from online, you will see only the primary major under the "Default Program." The second major will be listed as a separate requirement within the primary graduation progress report. It will be displayed following the requirements for the primary major.

In the example below, the student is pursuing a Bachelor of Arts degree with a major in Sociology with a criminology emphasis and a major in Psychology.

PROGRAM CODE: BA SOCICRIM Catalogue Yr Fa2003
GRADUATION PROGRESS REPORT
Bachelor of Arts - Sociology
Criminology Emphasis

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

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- NO General Education Requirements for 2003-04
- NO Sociology- Criminology Requirements for 2003-04 to 2005-06
- NO Psychology Major Requirements for 2000-01 to 2003-04
- Electives
- NO Total Hours Required for Degree Completion

***** END OF ANALYSIS *****

Frequently Seen Items on GPR:

Example:

HMSR102 2.0 T “T” means the course was transferred to LC from another institution. There is no grade being used toward QPA calculations.

PSYC374 3.0 B >S >S means the course credit was split. This is typically used when the course has more credit than the requirement needs to be satisfied. The credit the requirement needs is shown with the >S and then the remainder of the credit goes to another area to be used, usually to the electives. You will see the course listed again in the other requirement with the remaining credit and another >S beside it.

MKTG309 3.0 C >>MATCHED AS: BUAD301
This means a substitution was granted allowing you to count one course for another.

HIST101 0.0 >X Indicates a duplicate course in which credit has already been received. This is most common if you are enrolled in a course you are repeating or if you received transfer credit for the course.

LEGEND:

*** COMPLETION STATUS ***	*** COURSE CODES ***
NO Requirement Not Complete	>R Repeatable Course
OK Requirement Complete	>X Duplicate Course
EN Enrolled Course Used	EN Enrolled Course
IN P-> In-progress Summary Line	>S Course with hours split between requirements
+ Sub-requirement Complete	>- Hours on course reduced
- Sub-requirement Not Complete	
-R Sub-requirement is Required (not optional)	

Frequently Asked Questions:

- ♦ *What does ‘Fa’ ‘Sp’ ‘Wi’ ‘Su’ mean in front of a course?*
These codes indicate the term you took the course.
Fa = Fall
Wi = Winter
Sp = Spring
Su = Summer
- ♦ *What does “PROCESSED AS” mean listed next to a course on my GPR?*
You will see this when a course number has changed but the old course is being used to meet a requirement. It will be most often seen if you took PHIL 200, which has now been

changed to PHIL 100 or if you are in the School of Education and you took HDVL courses which are now EDUC or SPED courses.

- ♦ *Why are courses that I completed with a grade of “F” showing on my GPR?*
If you have not repeated the course here at LC yet, you will continue to see the failed course on your GPR. These grades calculate into your QPA and it is important that you see the full listing of courses that affect your QPA. This is especially important as you work toward maintaining a 2.0 or higher QPA for the major, minor, and cumulative. Once you repeat the course **here at LC** and obtain a grade for the course, it will no longer be reflected on your GPR and in your QPA.
- ♦ *What is the “Run Selected Program” button on the Audit Request screen?*
This is the “What-If” option that will allow you to test other majors. By choosing this, you can see how the courses you have already taken or currently enrolled in will meet requirements in another major. You will select the major you are exploring and the catalogue year you entered LC and then click the “Submit a New Audit” button. (Please note, this does NOT change your major in our main computer system. You must officially change your major with the proper office.)
- ♦ *I am seeing a note that says my QPA is deficient but I have not taken any classes yet. Why is that?*
Because you have not completed classes with a grade, you have a 0.0 QPA. The software is programmed to alert a student when their QPA is below 2.0. Once you have a ‘real’ QPA that is above 2.0, the alert will disappear.
- ♦ *My GPR indicates that I am deficient in a requirement, but I am enrolled in everything I need to complete it. I cannot find the deficiency. Why is it showing I am still deficient?*
Even if you completed all requirement (or are enrolled in all requirements) if your QPA is below the 2.0 minimum (or 2.5 in some majors) the requirement will not be ‘satisfied.’ You must complete the major, minor, etc. with the minimum QPA to satisfy the requirement.
- ♦ *I just made changes to my schedule and I do not see them reflected on my GPR yet. Why?*
The online GPR is not a ‘real time’ software. Data from our host computer system is updated into the software once a day (typically at night or early morning.) You will have to run a new GPR the day after changes are made to your schedule.
- ♦ *How do I print the GPR?*
While looking at the audit, you can click on “Expand All” in the upper left section. This will open all of the requirements and the courses you have taken or need. You can then select the printer from your browser. Please note this will be a multiple page document when printed.
- ♦ *I have questions about my GPR. Who do I contact?*
As always, you should contact your advisor first. They can help you determine if there are problems with your individual record or if there is a problem with the software that needs to be brought to the attention of the Registrar’s Office.