

## How to track your Program Progression and View an Academic Advising Record

In your SIS go to View Unofficial Transcript

Main Menu – Self Service – Academic Records – View Unofficial Transcript


The screenshot shows the St. Clair College SIS interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Academic Records', and 'View Unofficial Transcript'. Below this is the St. Clair College logo and a search bar with a 'go to ...' dropdown. There are buttons for 'Search', 'Enroll', and 'My Academics'. The main heading is 'View Unofficial Transcript'. Below this, there is a prompt: 'Choose an institution and report type and press go to view your report.' followed by a warning: '\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\*'. There are two dropdown menus: 'Academic Institution' set to 'St. Clair College' and 'Report Type' which is currently blank. A 'Go' button is to the right of the 'Academic Institution' dropdown. Below this is a section titled 'Information For Students' with a button that says 'View a Report that you had previously requested'. At the bottom left, there is a 'Go to top' link.

2. Change the Drop down for Report Type to – Academic Advising Report and hit “GO”

This screenshot is similar to the previous one but shows the 'Report Type' dropdown menu set to 'Academic Advising Report'. Two blue arrows point to the 'Report Type' dropdown and the 'Go' button, indicating the next steps in the process. The rest of the interface, including the navigation bar, search bar, and 'Information For Students' section, remains the same.

The first thing you will see on your transcript is your academic records for each term you have studied at St. Clair College. Scroll through each semester to view your grades. After your Academic Records you will see your program progression, scroll down.

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Transcripts](#) > [Transcript Request](#)



Print Date : 2022-07-12

- - - - - Beginning of MAESD Record - - - - -

Fall 2021

Program : Fitness and Health Promotion

FHT	100	Wellness and You	4.00	4.00 C	8.000
FHT	101	STRUCTURE & FUNCTION - HUMAN	4.00	4.00 B	12.000
FHT	102	NUTRITION OF WELLBEING	4.00	4.00 A	16.000
FHT	104	FOUNDATIONS OF EXERCISE TRAIN	3.00	3.00 C	6.000
FHT	105	Group Fitness Leadership 1	2.00	2.00 A	8.000
FHT	106	Computer Tools for Fitness Pro	3.00	3.00 A	12.000
SSC	177G	SOCIETY AND ME	3.00	3.00 D	3.000
TERM GPA :			2.826	TERM TOTALS :	23.00 23.00 65.000

This is the Academic Advisement Report you are looking for.

Below you will see the start of your Academic Advisement Report. It will tell you if your program requirements are satisfied or unsatisfied.

It will outline the GPA required to Graduate followed by current Program GPA.

The report will then outline the program requirements for each level Semester 1 – AAL 01, Semester 2 – AAL 02 and so on.



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- - - ACADEMIC ADVISEMENT REPORT - - -

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Report on Credit Career

Requirements Not Satisfied

Fitness and Health Promotion Program

Requirements Not Satisfied

Student must complete the course requirements of the Fitness & Health

Promotion program with a minimum cumulative GPA of 2.00

Requirement Not Satisfied -


GPA (required/actual): 2.000/2.714

2.0 is the Required GPA needed to Graduate.  
2.714 is the current Student's program GPA. The  
GPA meets the minimum requirement.

Complete Major Requirements for AAL 01

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**ST. CLAIR**  
 COLLEGE
 

**Complete Major Requirements for AAL 02**

Requirement Not Satisfied -

The following course(s) may be used to satisfy this requirement:

FHT 204, FHT 209

Here you will see the courses not satisfied...still needed to graduate. This will continue for each AAL in your Program.

Term	Course					
22W	FHT	202	PHYSICAL ACTIVITY IN	3.00	D	EN
22W	FHT	205	FITNESS BUSINESS ESS	3.00	A	EN
22W	FHT	207	Fitness Assessment 1	3.00	D	EN

Choose 1 elective course at 3 units of credit

Term	Course		Description	Units	Grade Code	
22W	SSC	1106	GLOBAL HUMAN DIVERSI	3.00	A	EN

**Complete Major Requirements for AAL 03**

Requirement Not Satisfied -

The following course(s) may be used to satisfy this requirement:

Once you have reviewed each AAL (Semester) of your program you will see a list of all courses not used. You can potentially review these for possible Credit Transfer. You can discuss this with Student Retention & Academic Advising or the Registrar's Office.



Term	Course	Description	Units	Grade	Code
Other Courses not Used					
00F	EET 122	DIGITAL SYSTEMS I	5.00	B	EN
00F	EET 127	COMPUTER APPLICATION	2.00	A	EN
00F	EET 128	ELEC. ELECTRONICS AN	7.00	B	EN
00F	ENG 100G	LITERATURE: SHORT EX	3.00	D	EN
00F	MTH 128	TECHNICAL MATH I	5.00	B	EN
01W	EET 227	COMPUTER APPLICATION	2.00	F	EN
01W	EET 232	DIGITAL SYSTEMS II	5.00	F	EN
01W	EET 235	ELECTRONIC FABRICATI	3.00	F	EN
01W	MTH 228	TECHNICAL MATH II	3.00	F	EN
01F	ASL 100	VISUAL GESTURAL COMM	2.00	A	EN
01F	ASL 101	AMERICAN SIGN LANGUA	12.00	A	EN
02W	ASL 200	DEAF COMMUNITY AND C	2.00	C	EN

This List will show you both Successful and unsuccessful courses not used to complete your program. Only courses with a grade of "C" or higher will be considered for Transfer Credit