**GPS WORKSHEETS GUIDE for ADVISORS**

* **Credit Hours – Required and Applied (in Degree Block)**

**Credit hours required** reflects the minimum credit hours student needs to graduate.

**Credit hours applied** reflects credit hours student currently has counting toward credit hours required.

Includes: 1. Completed courses and 2. In-Progress courses (current and/or future semesters); Excludes: Coursework below 100 level (developmental courses)

* **GPA – Overall and Major**

**Note-** If courses are repeated, the last attempt will be counted toward the overall and major GPA.

**Overall GPA (Degree Block)** includes grades from all attempted coursework (including developmental).

**Major GPA (Major Block)** is specific for student’s major and includes the concentration coursework, if the major has one.

**Minor GPA (Minor Block)** is specific for student’s minor.

* **Apply for Graduation**

Students who have applied for graduation will have the expected graduation semester listed, otherwise “N” displays.

* **Holds –** Applied and removed nightly according to hold criteria.
* **Degree/General Studies/Major/Concentration/ Minor Blocks**
* Refer to Legend on bottom of audit
* Substitution comments are in brown text
* Can hover over Still Needed courses for details
* **Elective Courses and Courses Not Used Block -** Courses not needed for major requirements, but counted toward credit hours required and courses 100 level and above, not needed for total credit hours required or major requirements.
* **In-Progress Block -** Courses that the student is currently enrolled in (current and/or future semesters).
* **Insufficient/Audits/Withdrawal Block -** Courses not used because of an insufficient grade or withdrawal. Courses currently being repeated will temporarily appear in this block.
* **Courses Not Counted Block -** Courses below 100 level (developmental) and courses not used to meet credit hours required or major requirements
* **NOTES Block -** A minimum of two notes created each semester: 1. Alternate PIN: \_\_\_\_ (deleted after start of term) 2. Advising/course information (cannot be deleted) Keep in mind FERPA guidelines.
* **What If feature -** Enter a student’s hypothetical major, concentration or minor to view remaining requirements.

4/11/2023