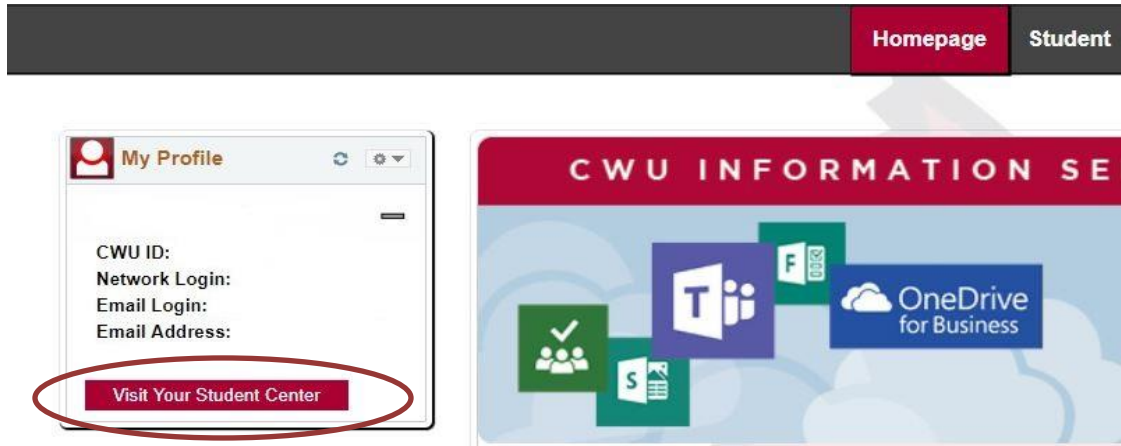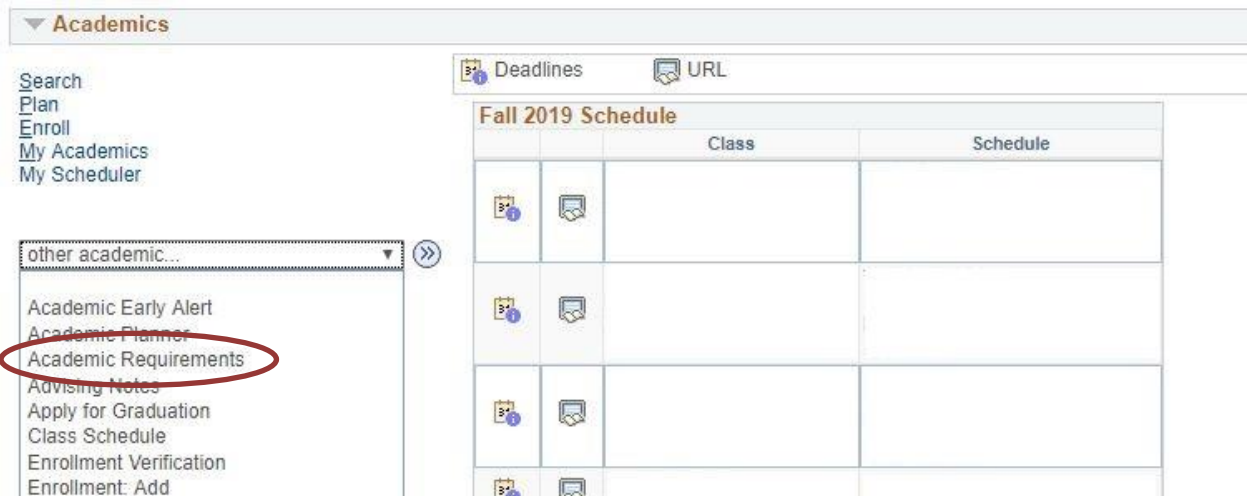# How to Read My Academic Requirements Report
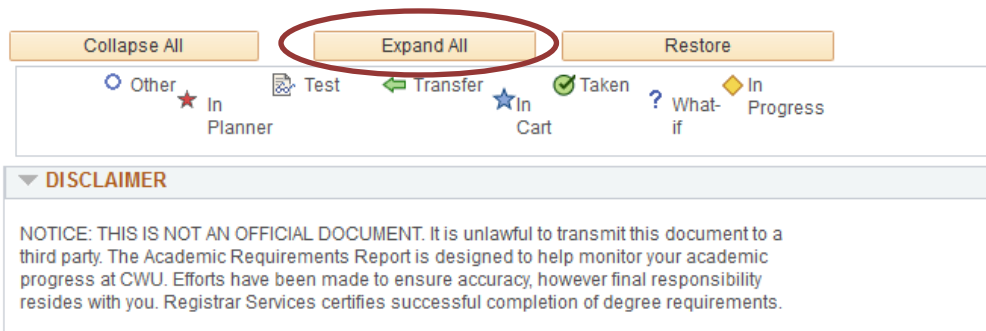
1. Log into MyCWU account.
2. On the left hand side of the MyCWU homepage under My Profile, click on the link "Visit Your Student Center

3. Click the drop down menu on the left hand side underneath academics. Then click on "Academic Requirements" and click the arrows to open it

4. Click "Expand All."

NOTICE: THIS IS NOT AN OFFICIAL DOCUMENT. It is unlawful to transmit this document to a third party. The Academic Requirements Report is designed to help monitor your academic progress at CWU. Efforts have been made to ensure accuracy, however final responsibility resides with you. Registrar Services certifies successful completion of degree requirements.

5. Under the "Undergrad Degree Requirements" section, take a look at the number of credits **taken** and the number of credits **needed** out of the 180 total credits required. This is important because all students need at least 180 credits to graduate.

UNDERGRAD DEGREE REQUIREMENTS

Not Satisfied: UNDERGRADUATE DEGREE REQUIREMENTS (RG-0051)

DEGREE UNITS

Not Satisfied: DEGREE UNITS - 180 Units Minimum Required (The total reported below includes all CURRENTLY ENROLLED CWU courses, graded CWU courses, repeated courses, and transfer units that may apply toward the 180 unit minimum. Incomplete courses are NOT calculated in the total. Only 105 units from the two-year institutions and 135 units from a combination of two-year and four-year institutions will apply to the 180 unit requirement.) (R-1298)

- Units: 180.00 required, 25.00 taken, 155.00 needed

Consider number of credits needed to meet the 180 credit rule.

Note: This report includes all classes you are currently registered into.

6. Also notice that students need to complete 60 upper-division units. This means that at least 60 out of the 180 credits needed to graduate will need to be 300-400 level classes.

Upper Division Units

Not Satisfied: ** Upper Division Units - 60 Minimum Required

- Units: 60.00 required, 0.00 taken, 60.00 needed

7. Under the "GPA Requirements" section, there should be **two** GPAs given:

GPA REQUIREMENTS

Satisfied: GPA REQUIREMENTS (R-0003)

CWU Cumulative GPA

Satisfied: ** CWU Cumulative GPA - 2.00 Minimum Required

- GPA: 2.000 required, 0.000 actual

1) CWU Cumulative GPA is comprised of CWU GPA only, excluding all transfer GPAs (minimum 2.00 GPA requirement).

CWU/Transfer Cumulative

Baccalaureate honors are eligible to recipients of a first bachelor's degree (Re: Catalog, Graduation with Distinction):

3.500 to 3.699 - cum laude 3.700 to 3.899 - magna cum laude 3.900 to 4.000 - summa cum laude

At least 45 of the credits required for the degree must be earned at Central with a minimum of 60 credits in courses taken on the A-F grading scale.

Honors shall be based on the GPA of all credits earned at Central and transfer credits accepted by CWU.

- GPA: 0.000 required, 2.780 actual

2) CWU/Transfer Combined GPA is your collegiate GPA.

8. Do you have the first two-years of a four-year degree complete?

GENERAL EDUCATION

Not Satisfied: GENERAL EDUCATION - 18 Courses Required OR a transferable Associate degree will satisfy General Education (RG-0052)

9. Next, scroll down to the "General Electives" section. These classes are counting towards your 180 credits for graduation but are NOT counting within your major, minor, or general education.

GENERAL ELEC

These courses have not been used to meet requirements, but they calculate towards GPAs and count towards total units. (R-0177)

▼ Courses Not Used

    Satisfied: ** General Elective Courses

The following courses were used to satisfy this requirement:

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Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
ART LD	ART Lower Division	1.00	Fall 2018	3.5	✓		
ART 260	Beginning Painting	4.00	Fall 2018	3.5	✓		
ENG LD	ENG Lower Division	5.00	Fall 2018	3.5	✓		
GEAH A-ENG	BR: AH A - ENG	5.00	Fall 2018	2.6	✓		
MATH LD	MATH Lower Division	5.00	Fall 2018	2.3	✓		

10. **If you are a PRE-MAJOR:** Under the "Pre-Bus Admin" section is where you will find if all of your Pre Admission Business Requirements are met. This includes the 9 courses totaling to 43 credits. Once you are fully-admitted, the rest of your major requirements will be on your AR report.

▼ **PRE-BUS ADMIN**

Not Satisfied: BUSINESS ADMINISTRATION PRE-MAJOR - 43 Units Required (RG-0073)

    • Units: 43.00 required, 29.00 taken, 14.00 needed

11. Next look at the "Pre-Business GPA" section to find your cumulative GPA for the pre-admission courses. 2.5 GPA minimum requirement.

▼ **PRE-BUSINESS GPA (2006)**

Not Satisfied: ** Pre-Business GPA - 2.50 Required

    • GPA: 2.500 required, 2.063 actual

> Pre-Business GPA required for ADMISSION into College of Business Program.

12. **ADMITTANCE INTO PROGRAM:** When accepted into the major, look at the number of credits taken and the credits needed.

BUS ADMIN BS

Not Satisfied: BUADBS: BUSINESS ADMINISTRATION B.S. - 111-113 Units Required (RG-0069)
Finance Specialization - 112-114 Units Required
General Business Specialization - 112-114 Units Required
Human Resource Management Specialization - 111-113 Units Required
Leadership and Management Specialization - 112-114 Units Required
Marketing Management Specialization - 112-114 Units Required
Personal Financial Planning Specialization - 120-123 Units Required
Supply Chain Management Specialization - 112-114 Units Required

- Units: 112.00 required, 5.00 taken, 107.00 needed

Consider number of credits needed to meet the credit requirements for each

13. Look at the "Bus Admin GPA" section to find your cumulative GPA for all business courses, both pre-admission courses and in the major courses. Look at the "Bus Admin UD GPA" section to find your cumulative GPA in all of your 300 and 400 level business courses. Minimum 2.25 GPA required for both to graduate.

BUS ADMIN GPA

Not Satisfied: ** Business Administration GPA - 2.25 Required

- GPA: 2.250 required, 2.000 actual

Business Administration GPA required.

The following courses may be used to satisfy this requirement:

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Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
ACCT 252TRADDL	ACCT 252TRADDL	1.00 - 99.00					
MATH 172	Calculus I	5.00	Fall 2018	2.0	✅		*Basic Skills Section C - Math

BUS ADMIN UD GPA

Satisfied: ** Business Administration Upper Division GPA - 2.25 Required

- GPA: 2.250 required, 0.000 actual

Business Administration Upper Division GPA required.

REMEMBER THE 4 GPAS REQUIRED FOR GRADUATION:

1) CWU Cumulative GPA
2) CWU/Transfer Combined GPA

In major GPAS:

3) Major GPA
4) Upper Division GPA

There may be additional GPAs needed for graduation, based upon major program. Please speak with your advisor, or consult the catalog for these.