In these instructions you will find out:

• How to view your academic requirements in LOCUS for Undergraduate CORE Requirements, Major Requirements, and Minor Requirements.

• Where to direct questions about your requirements.
The Academic Requirements Report (ARR) is available to undergraduate students through your LOCUS account through the Student Center.

Responsibilities in using the ARR include:

- Understanding that you are ultimately accountable for satisfying all degree requirements
- Knowing who your advisor(s) are and how to contact them
- Scheduling regular appointments with advisors to review the ARR and all academic requirements on an ongoing basis
- Realizing that the ARR does not replace advising; that it is a supplementary tool for academic planning purposes
1.) Click the Student Center link.
How to View your Academic Requirements in LOCUS

2.) Click My Academics.

NOTE: You can use the “other academic” pulldown menu and select Academic Requirements.
3.) Select “View my advisement report”.

You can view your currently declared major and minor here.
How to View your Academic Requirements in LOCUS

You can see when your report was last generated here.

You can collapse or expand all of your requirements by using the “collapse all” and “expand all” buttons.
How to View your Academic Requirements in LOCUS

Undergraduate CORE requirements are collapsed. Read the text for information on how many credits are required.

Click the green triangle ▶ in order to expand the requirement selection.
How to View your Academic Requirements in LOCUS

For any course, you may click the course title to view a catalog description and navigate to sections offered to add a course to your shopping cart directly from your requirements report.
How to View your Academic Requirements in LOCUS

1. View class section offerings.
2. Add a course to your planner.
3. Course catalog description.
How to View your Academic Requirements in LOCUS

Major requirements that are satisfied are collapsed. You can click the green triangle to expand the requirement and see how it was satisfied.
How to View your Academic Requirements in LOCUS

A “TR” means that a requirement was satisfied by articulated transfer credit. Grades you have earned also are displayed.
How to View your Academic Requirements in LOCUS

A gold diamond 🌟 means that the course is currently being taken. Note that an in-progress course will show a requirement as "Satisfied." However, if the minimum grade is not earned, the requirement will appear as "Not Satisfied" after grades are posted, and if it is a required course, it must be repeated.
If you have any questions regarding your Academic Requirements Report, contact your advisor.

Thank you!