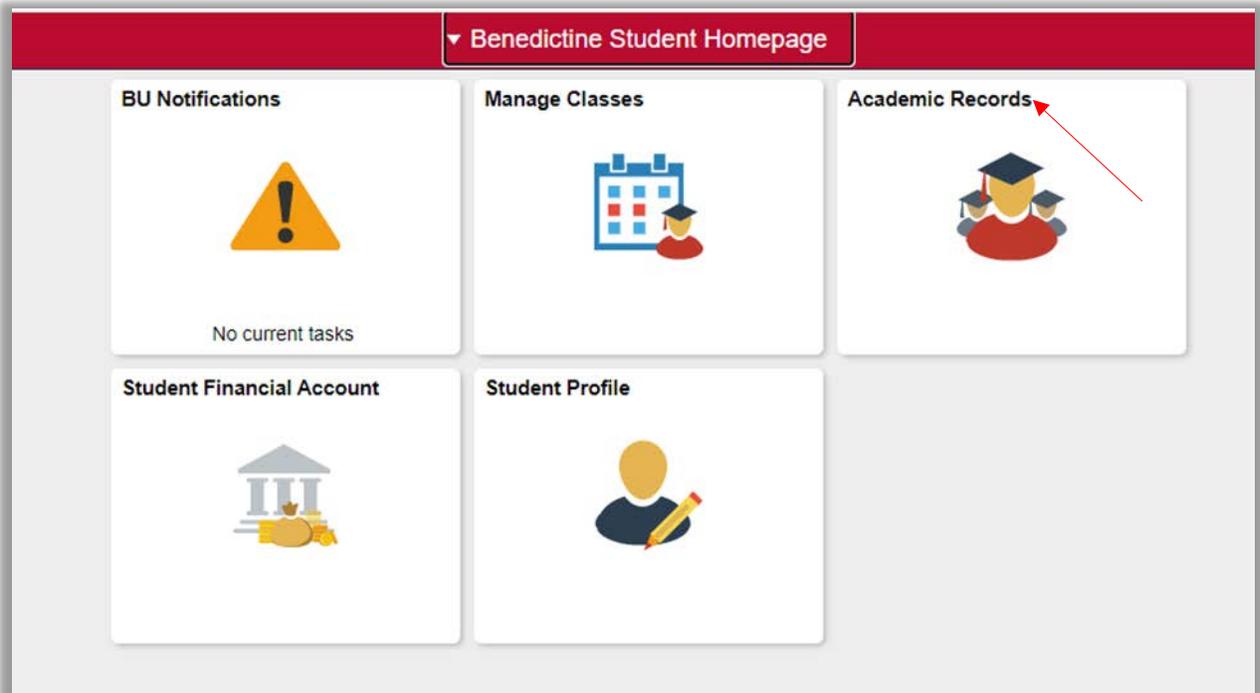


How to Access your Academic Requirement Report And Frequently Asked Questions

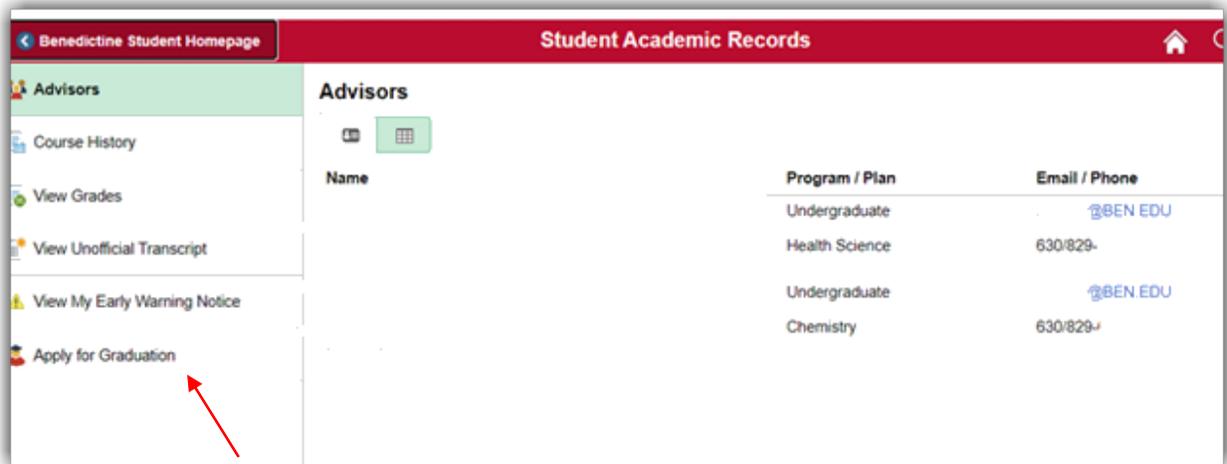
The Academic Requirement Report (ARR) is an electronic version of your checklist for undergrads or curriculum planner for graduate students. It allows you and your advisor to follow your academic progression towards your degree requirements, in other words it's your unofficial degree audit.

To access the ARR:

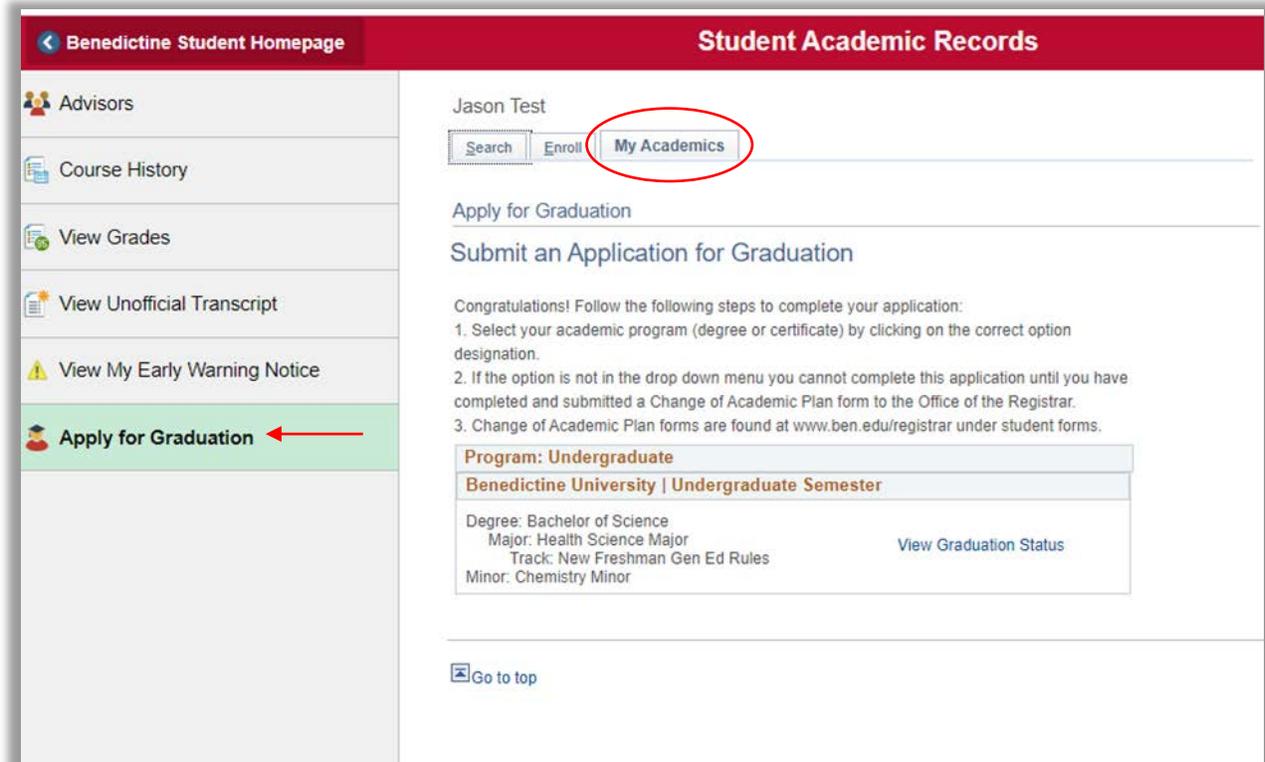
1. Log into your MyBenU portal and click on "Academic Records".



- The "Student Academic Records" page will open. You will see your Advisor/s listed. Click on, "Apply for Graduation" on the left side menu.



- The "Apply for Graduation" tab is also where you go when you are ready to apply for graduation. When the page opens, you will see three tabs, "Search", "Enroll", and "My Academics", click on the "My Academics" tab.



- The “My Academic Requirements” page will open up and you will see “My Academic Requirements”.

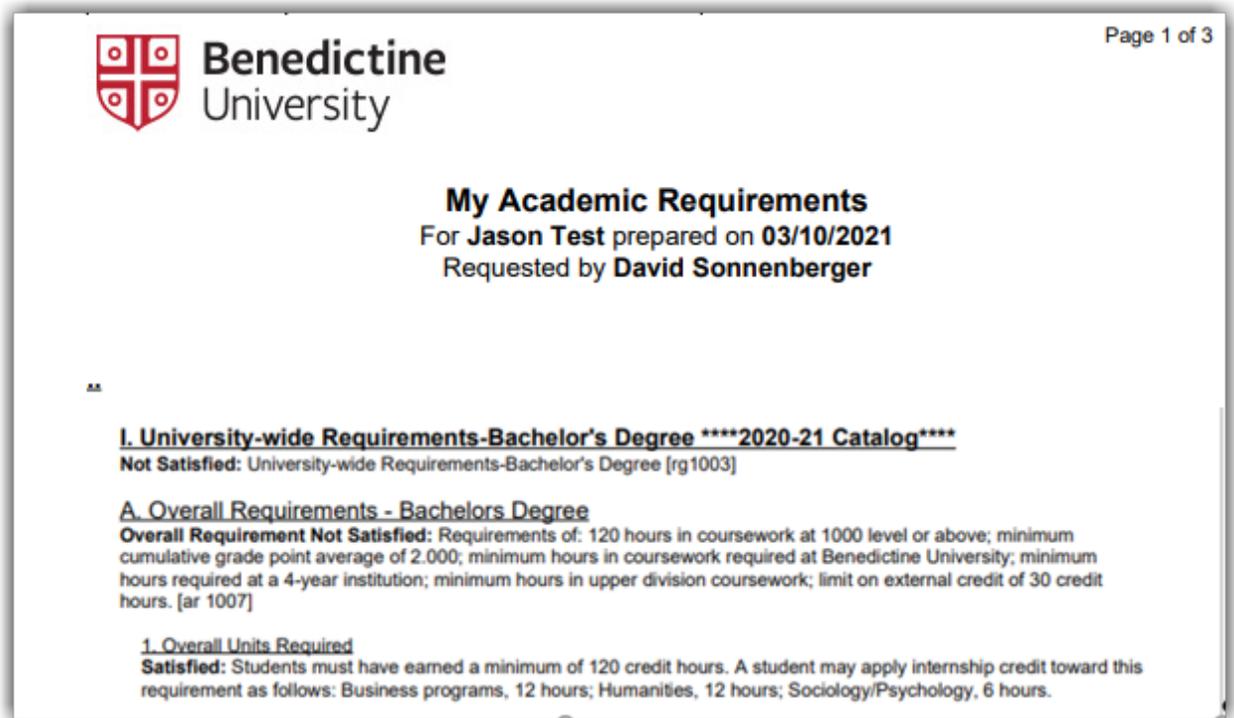
- On the “My Academic Requirements” report, if you click on “Expand All” the report will open and you can scroll down to view the report.
- The report will show all the degree requirements and it will list the course that was taken to complete the requirement. Requirements that are complete will have a green check mark and will state, **Satisfied**. Requirements that have not yet been complete or are in-progress will be listed as, **Not Satisfied**.

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COMM1110	Speech Communication	3.00	2020 Fall	A	✓

• Units: 9.00 required, 6.00 taken, 3.00 needed
 • Courses: 3 required, 2 taken, 1 needed

7. To Print the report, click on “View Report as PDF” and it will reformat to show, “My Academic Requirements” and you will be able to see the entire report.



 **Benedictine University** Page 1 of 3

My Academic Requirements
For **Jason Test** prepared on **03/10/2021**
Requested by **David Sonnenberger**

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I. University-wide Requirements-Bachelor's Degree **2020-21 Catalog******
Not Satisfied: University-wide Requirements-Bachelor's Degree [rg1003]

A. Overall Requirements - Bachelors Degree
Overall Requirement Not Satisfied: Requirements of: 120 hours in coursework at 1000 level or above; minimum cumulative grade point average of 2.000; minimum hours in coursework required at Benedictine University; minimum hours required at a 4-year institution; minimum hours in upper division coursework; limit on external credit of 30 credit hours. [ar 1007]

1. Overall Units Required
Satisfied: Students must have earned a minimum of 120 credit hours. A student may apply internship credit toward this requirement as follows: Business programs, 12 hours; Humanities, 12 hours; Sociology/Psychology, 6 hours.

FAQ's

1. **Why can't I see my Academic Requirement Report?** These reports are only for Undergraduate students who started in Fall 2020 or later with the 2020-21 Academic Catalog Requirement; and for Semester Graduate students who started in Fall 2020 or later with the 2020-21 Academic Catalog Requirement. For students who were enrolled prior to Fall 2020, please refer to your Checklist if you're an undergrad or your Curriculum Planner if you're a graduate student.
2. **Why are only some of my courses showing as "In Progress" and not the others in which I'm also enrolled?** For undergraduate students in-progress coursework is only included in the following sections: Interdisciplinary Seminar, General Education Distribution [excluding two writing communication courses, speech communications course, and quantitative skills for students under transfer rules], Writing Intensive [WI] Course [excluding WI in major], Global, Sustainability, Engaged Learning/Learning Community.
3. **I'm a Graduate student, why can't I see any of my course that are in progress?** In-progress coursework is not included in the graduate student reports.
4. **I'm an Undergraduate student who started in Fall 2020 but I don't see my Academic Requirement Report.** Please contact your academic advisor to make sure your correct major is listed.

5. **The wrong major/minor/concentration/certificate is listed on my ARR, what do I do?** Meet with your Academic Advisor and you will need to fill out a Change of Academic Plan form. The form can be found on the [Office of the Registrar Website](#) under Student Forms.

6. **How often will my ARR be updated?** The reports will be updated nightly.