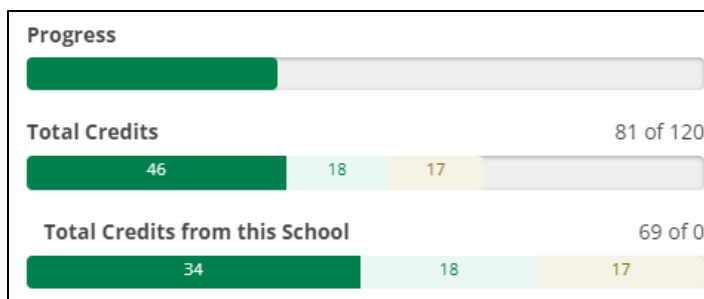


Reading Self-Service Progress

1. Reading the Progress bars



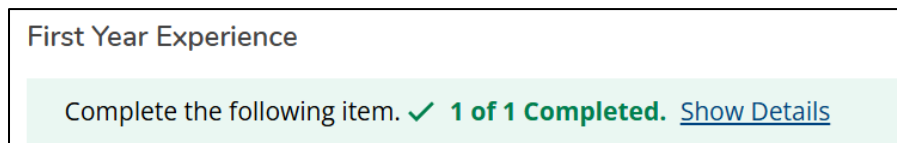
- The top bar gives a qualitative summary of how far the student has progressed toward graduating based on credits completed and POE and Gen Ed requirements completed.
- The middle bar gives progress toward completion of the required 120 credits. The dark green (first section) is completed credits, the light green (2nd section) is any credits registered for or in progress and the light brown (3rd section) is credits that are planned.
- The bottom bar gives the same information as the second bar, but without any transfer credits. It isn't particularly helpful.

The middle bar is the most important!

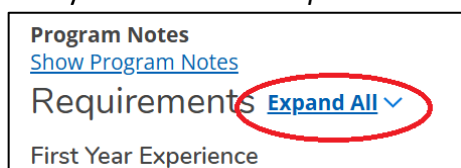
- The dark green should be about 15 times the number of completed semesters.
- Sometimes courses from old semesters contribute to the planned credits and students should be encouraged to remove these credits.

2. Opening and Closing Categories

As a default, Self-Service will close completed categories in the student's Progress. For example, if they have completed FYF, FYC, and FYS, the First Year Experience category will only show this:



If you want to open all the categories to see which courses satisfied the requirements, you can click on *Show Details* several times or you can click on *Expand All* at the top of the list of requirements:



3. Colors and codes in Progress

Green: completed or in progress

Status	Course
✓ Completed	MA-11
🔄 In-Progress	EN-25

In progress bars, Completed is dark green and In-Progress is light green, but both are light green in Progress

Light Brown: Planned

Status	Course
🕒 Planned	PL-25

Red: Not Started

Status	Course
⚠ Not Started	

Blue: Waivers

D. Scientific Process Waived
 Take a total of three credits from the Scientific Process.
 ⓘ Waived [Show Details](#)

ⓘ	POE Waiver
---	------------

B. Formal Reasoning Waived
 Take a total of three credits from the Formal Reasoning.
 ⓘ Waived [Show Details](#)

ⓘ	GenEd Waiver
---	--------------

Exception: transfer/step-down waivers show as green completion of a waived requirement

F. Waived Req 1
 Transfer credit placeholder for Ways of Knowing.
 Complete all of the following items. ✓ **1 of 1 Complete**

✓ **1 of 1 Courses Completed.** [Hide Details](#)

Status	Course
✓ Noncourse Equivalency	TR1-W

4. Reading General Education Progress & a Primer on Waivers

There are 4 sections for General Education:

- First Year Experience
- Ways of Knowing
- Self and the World
- Connections

The First Year Experience and Connections sections are more straightforward, where a student completes the specific course(s). If a student has coursework that satisfies the requirement for FYC or FYS, this shows directly in the category as a *Non-course equivalency*:

2.
Take FYC-101. ✓ **1 of 1 Courses Completed.** [Hide Details](#)

Status	Course
✓ Noncourse Equivalency	FYC-101 First-Year Composition
✓ Fulfilled	TR1-FYC First Year Comp Waiver

Ways of Knowing and Self and the World categories share the same structure. In each category, there are 5 designations:

Ways of Knowing

- Creative Expression
- Formal Reasoning
- Humanistic Thought
- Social Inquiry
- Scientific Process

Self and the World

- US Experience
- Ethical Responsibility
- Local Engagement
- Global Engagement I
- Global Engagement II

The first thing to read for each of these categories is the banner at the top:

Ways of Knowing

Complete 5 of the following 9 items. ⚠ **2 of 5 Completed.** [Show Details](#)

- Note that **5** items is what is required and the red bold font tells you how many have been completed.
- The 9 total items referred to is a combination of 4 **waivers** as well as the 5 gen ed designations.
- Considering the waivers, students may receive up to 3 waivers in each of the Ways of Knowing and Self and the World categories for transfer credits and up to 1 waiver in each category for studying abroad (this is always Waiver 4). See waiver information on the [Advisors Resources page](#) for more detail.
- The **2 of 5 Completed** tells you only 3 more options need to be completed in this category.

Students may complete any combination of 5 of these 9 options! For example:

- A student may take courses that satisfy all 5 designations.
- A student may transfer courses that meet some of the designations and complete the other courses at Juniata.
- A student may have 3 waivers and take courses that satisfy *any* 2 of the 5 designations.

This is where advising comes in: after waivers and POE requirements fulfill some requirements, which other designation(s) would be the most beneficial toward helping the student develop as a well-rounded person and meet their professional goals? From the other side, which designation(s) does the student already have experience and does not need to take a course?

Example 1:

Ways of Knowing

Complete 5 of the following 9 items. ✓ **5 of 5 Completed.** [Hide Details](#)

A. Creative Expression

Each Ways of Knowing category must be satisfied by courses from different

Take a total of three credits from the Creative Expression Ways of Knowing

Complete all of the following items. ✓ **1 of 1 Completed.** [Hide Details](#)

✓ **3 of 3 Credits Completed.** [Hide Details](#)

Status	Course
✓ Completed	AR-203 Digital Photography

B. Formal Reasoning

Take a total of three credits from the Formal Reasoning Ways of Knowing

Complete all of the following items. ✓ **1 of 1 Completed.** [Hide Details](#)

✓ **3 of 3 Credits Completed.** [Hide Details](#)

Status	Course
✓ Completed	IT-105 Principles of Programming

C. Humanistic Thought

Take a total of three credits from the Humanistic Thought Ways of Knowing

Complete all of the following items. ✓ **1 of 1 Completed.** [Hide Details](#)

✓ **3 of 3 Credits Completed.** [Hide Details](#)

Status	Course
✓ Completed	PL-250 Science and Humanism

D. Scientific Process **Waived**

Take a total of three credits from the Scientific Process Ways of Knowing

Waived [Hide Details](#)

POE Waiver

Waived [Hide Details](#)

Status	Course
Not Started	

E. Social Inquiry

Take a total of three credits from the Social Inquiry Ways of Knowing

Complete all of the following items. ✓ **1 of 1 Completed.** [Hide Details](#)

✓ **3 of 3 Credits Completed.** [Hide Details](#)

Status	Course
✓ Completed	CM-310 Understanding

F. Waived Req 1 ✓ **Fulfilled**

Transfer credit placeholder for Ways of Knowing.

G. Waived Req 2 ✓ **Fulfilled**

Transfer credit placeholder for Ways of Knowing.

This section of Progress is from a last semester senior who brought in 10 transfer credits.

This was not enough transfer credits to earn a waiver and none of the transfer credits transferred as a specific Juniata course with a Gen Ed designation.

This student has completed all 5 requirements for the Ways of Knowing category:

- Creative Expression – a Juniata course
- Formal Reasoning – a Juniata course
- Humanistic Thought – a Juniata course
- Scientific Process – the POE waiver since the student is a Biology POE and chose this of the options for that POE
- Social Inquiry – a Juniata course

Because all 5 requirements are met, the other options – waivers in this case – are all marked as *Fulfilled*.

Example 2:

Ways of Knowing

Complete 5 of the following 9 items. 3 of 5 Completed. [Hide Details](#)

A. Creative Expression

Each Ways of Knowing category must be satisfied by courses from different sub-
categories. Take a total of three credits from the Creative Expression Ways of Knowing category. Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 3 Credits Completed. [Hide Details](#)

Status	Course
Not Started	

B. Formal Reasoning

Take a total of three credits from the Formal Reasoning Ways of Knowing category. Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 3 Credits Completed. [Hide Details](#)

Status	Course
Not Started	

C. Humanistic Thought

Take a total of three credits from the Humanistic Thought Ways of Knowing category. Complete all of the following items. 0 of 1 Completed. Fully Planned [Hide Details](#)

Fully Planned 0 of 3 Credits Completed. [Hide Details](#)

Status	Course
In-Progress	HS-200 The Gre

D. Scientific Process

Take a total of three credits from the Scientific Process Ways of Knowing category. Complete all of the following items. 1 of 1 Completed. [Hide Details](#)

3 of 3 Credits Completed. [Hide Details](#)

Status	Course
Transfer Equivalency	MA-205 Element

E. Social Inquiry

Take a total of three credits from the Social Inquiry Ways of Knowing category. Complete all of the following items. 1 of 1 Completed. [Hide Details](#)

3 of 3 Credits Completed. [Hide Details](#)

Status	Course
Transfer Equivalency	PS-101 Intro to

F. Waived Req 1

Transfer credit placeholder for Ways of Knowing. Complete all of the following items. 1 of 1 Completed. [Hide Details](#)

1 of 1 Courses Completed. [Hide Details](#)

Status	Course
Noncourse Equivalency	TR1-WK Ways of

This section of Progress is from a first-year student with 35 transfer credits. With 35 transfer credits, the student received:

- A Self and the World Waiver (for the first 12 credits)
- A Ways of Knowing Waiver (for the next 12 credits)
- Specific designations based on transfer equivalencies for courses transferred

This student has completed 3 of 5 options in this category:

1. Scientific Process – a transferred course where the equivalency satisfied WK-SP
2. Social Inquiry – a transferred course where the equivalency satisfied WK-SI
3. A waiver for the credits transferred in

In addition, the student is currently taking a WK-Humanistic Thought course.

Therefore, after this semester, the student only has one Ways of Knowing requirement to meet. The student might meet this requirement in several ways:

- Taking either a Creative Expression or Formal Reasoning course
- Completing a POE that gives a POE waiver for either Creative Expression or Formal Reasoning
- Studying abroad for a semester, which would give an additional Ways of Knowing waiver (the Study Abroad Waiver is always Waiver 4)

5. Reading POE Progress

Each POE has its own requirements built in Self-Service. Within these POEs, you will see two types of categories just as those noted for General Education:

- Categories where every requirement must be fulfilled – “Complete all of the following items”

Complete all of the following items. ✓ 1 of 1 Completed. Hide Details		
✓ 4 of 4 Courses Completed. Hide Details		
Status	Course	
✓ Completed	CH-143	Integrtd Chem: Prin I Lab
✓ Completed	CH-142	Integrtd Chem Prin I
✓ Completed	CH-145	Integrtd Chem: Prin II Lab
✓ Completed	CH-144	Integrtd Chem: Prin II

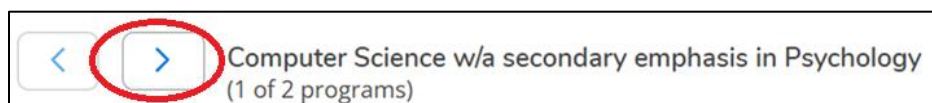
- Categories where students have a choice, such as “Complete 1 course” or “Complete 9 credits” from a list

2. Complete 1 course. Choose from the courses MA-205, MA-220. ✓ 1 of 1 Courses Completed. Hide Details		
Status	Course	
✓ Completed	MA-205	Elementary Statistics
✓ Fulfilled	MA-220	Intr.Probability & Stats.

As with General Education, when a requirement is met, then the category closes up.

Special POE Situations

- If the student has more than one POE, as shown by the top of Progress stating “(1 of 2 programs),” click on the arrow next to the POE name to see the requirements for the other POE:



- If a student wants to look at requirements for a designated POE other than the one they currently have on record, they can select *View a New Program* at the top of the Progress.



- Secondary Emphasis:** If the student has a Secondary Emphasis, those requirements are listed below the POE requirements and work similarly.
- Other Courses:** Any courses not counted for General Education, POE, or Secondary Emphasis appear as *Other Courses*. This category contains electives, but may include courses for a second POE.

*Note: all screenshots in this document come from a variety of students over several semesters. Hopefully none are identifiable.