USING PSPR IN COLLEAGUE GUI

The **PSPR** screen in Colleague is a wonderful tool to help advisees project how their current academic record can be applied to a prospective new major. Type PSPR in the **Quick Access Box** and click on **GO**.

This will bring you to the **Student Profile** screen. You must enter the student info – name, SS# or student ID# and ENTER or click the OK button.
In the Academic Program Lookup box, type the code for the proposed new major for the student and hit ENTER.

[If you are not sure of the mnemonic for the new major type the first letter or two and then ...{dot, dot, dot with no spaces} which will give you a screen with choices]
To make a choice in this screen, you will check the box next to your selection and click on the single disk at the bottom of the screen.

you will type the appropriate number in the box at the bottom of the screen and ENTER.
Once you have the correct major you need to select the appropriate catalog year.

This will bring you to the following screen where you will choose Evaluate by clicking on the box next to the Evaluate screen.
Click on the single disk at the top of the page to compile the evaluation.

Choose Update by clicking on that button or ENTER.

The following box will appear for an instant

Formatting. Please wait

Followed by the next screen:
The top of the screen provides the student’s name, ID#, curriculum, catalog year for the curriculum, and Campus Cruiser e-mail address. There is a scroll bar on the right side of the screen (not shown in the image below) which you can use to view the entire screen. The page up and page down keys will allow you to move from page to page. This way you will be able to access the student’s entire evaluation and determine which courses have been completed and which are still needed.
**Completed** courses will be listed with the semester, letter grade, and credits earned listed in that order in a horizontal row as in this example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL-112</td>
<td>Fall</td>
<td>B+</td>
<td>3</td>
</tr>
<tr>
<td>ENGL-122</td>
<td>Spring</td>
<td>B</td>
<td>3</td>
</tr>
</tbody>
</table>

If a student is taking a course during the current semester or you are viewing the screen during registration periods, the course(s) will have and *IP (in progress)* to the far right as in the following example:

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**F: 2. REQUIREMENTS FOR THE BUSINESS ADMINISTRATION TRANSFER MAJOR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101</td>
<td>Spring</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>ACC-102</td>
<td>Spring</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**F: 3. MATHEMATICS**

- **TAKING A MINIMUM OF 6 CREDITS OF MATHEMATICS.**
- **CHOOSE ONE OF THE FOLLOWING FOUR SEQUENCES:**
  - (1) MAT 123 AND 124; OR
  - (2) MAT 131, 132; OR
  - (3) MAT 131 AND 132; OR
  - (4) MAT 131 AND 285.

  **Credits:** 8

  **Group 1**
  - (*X*) MAT-131, 132, 133, 285, 385
  - MAT-131, 285, 385
  - MAT-131, 132
  - MAT-131, 132

  **Group 2**
  - MAT-129, 131, 132
  - MAT-129, 131
  - MAT-129

  **Group 3**
  - MAT-129
  - MAT-129

  **Group 4**
  - MAT-131, 132
  - MAT-131
  - MAT-131

  **Group 5**
  - MAT-131, 132
  - MAT-131

  **Group 6**
  - MAT-131

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Courses that are still needed or are a possible different sequence for a curriculum will be indicated by a long horizontal line as in the following two examples:

I) 6: GENERAL EDUCATION ELECTIVES - HUMANITIES
   > TAKE 6 CREDITS FROM COURSES DESIGNATED AS "GE HUM"
   > IN THE COLLEGE CATALOG.
   > (STUDENTS MAY NOT EARN CREDIT FOR BOTH APS 231 AND HIS 231).
   > HIS 231.
   > HIS-121........ 05/SP B 3
   > 3 credits needed

I) 7: GENERAL EDUCATION ELECTIVE - SOCIAL SCIENCES
   > TAKE 6 CREDITS FROM COURSES DESIGNATED AS "GE SS"
   > IN THE COLLEGE CATALOG
   > (STUDENTS MAY NOT EARN CREDIT FOR BOTH PSY 240 AND SOC 240).
   > PSY-123........ 06/SP A 3
   > 3 credits needed

I) 3: MATHEMATICS
   > TAKE A MINIMUM OF 6 CREDITS OF MATHEMATICS.
   > CHOOSE ONE OF THE FOLLOWING FOUR SEQUENCES:
   > (1) MAT 123 AND 124; OR
   > (2) MAT 129 AND 131; OR
   > (3) MAT 131 AND 132; OR
   > (4) MAT 131 AND 205.
   > Credits: 6
   > Group 1
   > MAT-123
   > MAT-124
   > 1 course
   > Group 2
   > MAT-129A....... 06/SP C 3
   > MAT-129B....... 06/PA D 3
   > MAT-131........ 06/PA 1 course
   > Credits: 4

At the end of the EVAL process in colleague, you will see a screen that will indicate those courses taken by the student that do not count toward graduation in the choice of curriculum. These may be ESL, developmental courses, courses that were replaced by higher grades or courses that were not part of the curriculum's graduation requirements. That screen will look like the following:

OTHER COURSES:  Registered Earned
                 Credits Credits
EMP-100............. 05/SP T  3.00  3.00 *TE
FSC-207............. 05/SP T  3.00  3.00 *TE
FSC-103............. 05/SP T  3.00  3.00 *TE
MAT-014............. 06/PA QA 4.00  0.00
(Credits in parentheses are anticipated earned)