

Accessing and Viewing Online Academic Program Evaluation

I. Overview:

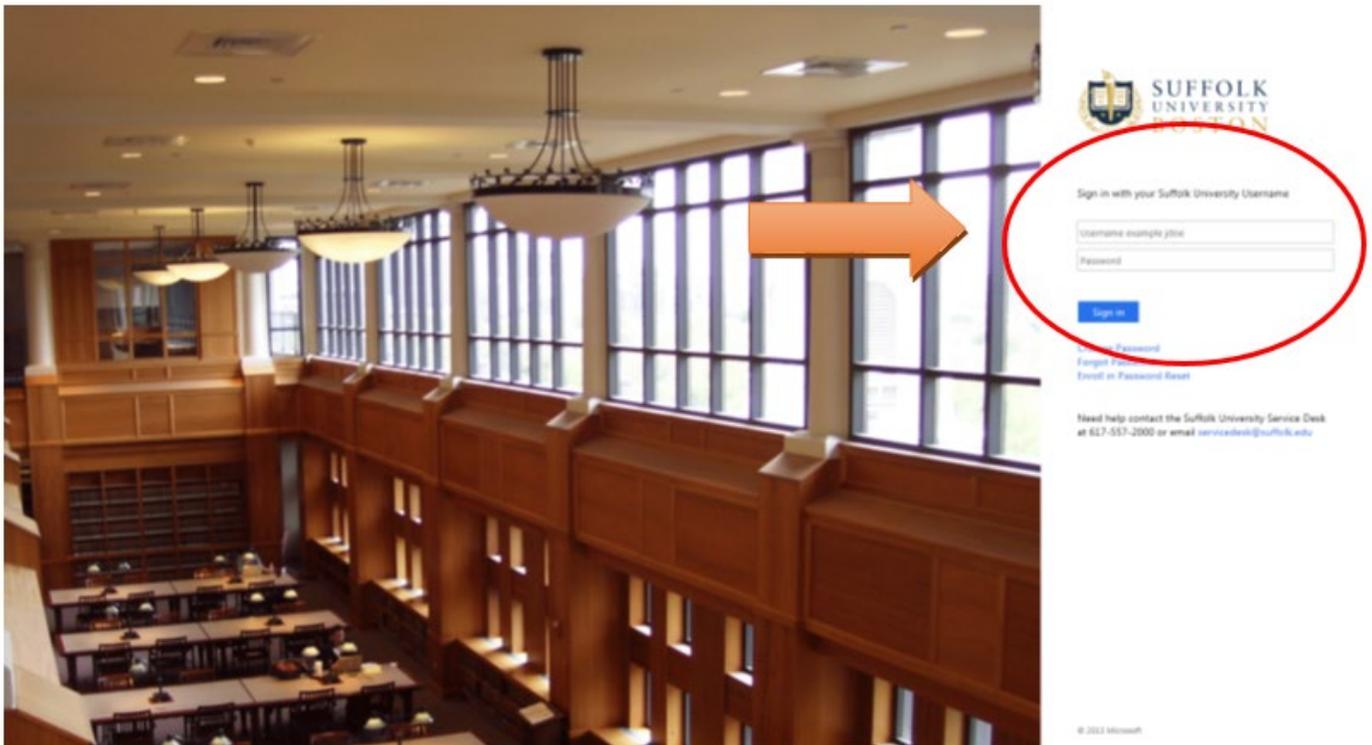
The Academic Program Evaluation is a tool to help both students and faculty advisors view up-to-date completed and in-progress degree requirements; however, it is not an official degree audit.

The program evaluation lists required, completed, and anticipated credit totals, degree requirements, completed courses and all active registered courses, but it **does not** replace the need for a student to meet with an their program director or academic advisor. Students should refer to the appropriate academic catalog with any questions regarding her/his degree requirements.

Students and faculty advisors are able to view program evaluations via [MySuffolk](#).

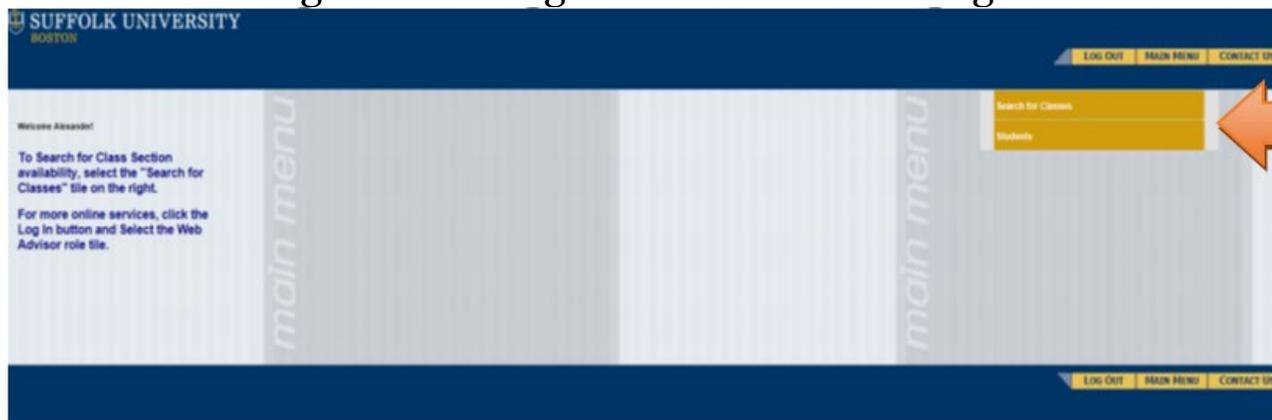
II. Step By Step:

- To access your academic program evaluation, log into your online MySuffolk account by visiting <https://my2.suffolk.edu/mys-login/> and input your Login ID and Password.

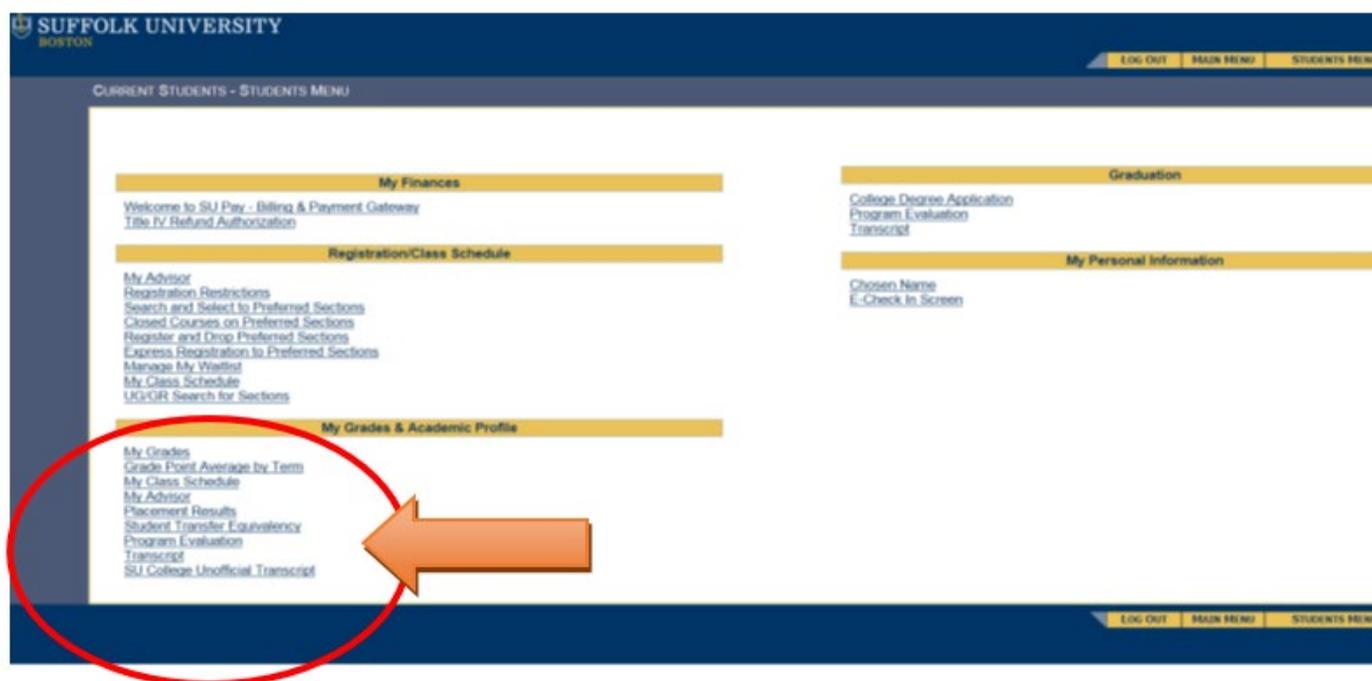


- After you have successfully logged into your MySuffolk account, click on the “**Log into WebAdvisor**” link on the lower left, then click on "Log In" to the right. Now click on "Students" on the upper right.

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- Now on the bottom left under “**My Grades & Academic Profile**”, select the “**Program Evaluation**” link.



- Now select what your Active Program is that you plan to continue studying in. **(1)**
- Optional: If you are exploring what your requirements would be if you changed your program of study, select the “new” program in the drop down at the center of the page. **(2)**
- Finally select from the dropdown the status of the classes you want to include, then hit submit. **(3)**
- Your most up-to-date academic program evaluation will display. Please review, and contact the Registrar's office for any questions you may have.

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- The following information will appear in the header section at the top of the program evaluation:
 - o Name
 - o Academic Program
 - o Catalog Year (year of entry)
 - o Anticipated Completion Date
 - o Email Address
 - o Academic Advisor Name and Contact Information

CURRENT STUDENTS					
Suffolk University Academic Evaluation Report Date: 03/26/19					
Student: Name (Student ID #)					
Program:	MBA/MSA (MBA/MSA)				
Catalog:	2018				
Anticipated Completion:					
E-Mail Address:					
Academic Advisor: Professor Tracey J. Riley Ms. Caitlin R. Destefano					
===== Advisor Contact Information: Accounting					
Department Sargent, 5th Floor 617-573-8652 triley@suffolk.edu Sargent, 5th Floor cdestefano@suffolk.edu					
=====					
Program Summary: (In Progress)					
 Exception: OVERALL CREDITS ADJUSTED BASED ON COURSE WAIVERS					
	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	45.00	0.00	45.00	14.00	31.00
Institutional GPA:					
Overall Credits:	54.00	0.00	54.00	14.00	40.00
Overall GPA:					
(*) Anticipates completion of in-progress and registered courses					

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- Your **Program Summary** section will indicate your current academic program requirement status:
 - **“In Progress”** – outstanding degree requirements (courses/credits/GPA etc.)
 - **“Pending (Anticipated Complete)”** – degree requirements anticipated to be complete after current courses (registered & pre-registered)
 - **“Complete”** – all degree requirements have been completed

Program Summary: (In Progress)

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	17.00	13.00	27.00	0.00
Institutional GPA:	3.000	3.972	Met		
Overall Credits:	50.00	17.00	33.00	27.00	6.00
Overall GPA:	3.000	3.972	Met		

(*) Anticipates completion of in-progress and registered courses

- This section also indicates your most up-to-date institutional and overall credit and GPA requirements for your academic program.

Please keep the following in mind when reviewing this section:

- Your **“Current Earned”** credits will include all credits received via graded courses, transfer courses, as well as waived courses (if applicable).
- Your **“Anticipated Additional”** credit amount includes all credits currently registered, pre-registered, and for courses in which you have received an “I” incomplete or “IP” in progress grade (if applicable).
- As you begin to review your program evaluation, you will see sections which indicate your degree requirement area and specific courses. Each section will show an up-to-date status and each course within the requirement will be displayed.
 - **“Complete”** – all course requirements have been completed
 - **“Pending Completion of Unfinished Activity”** – course requirements anticipated to be complete (registered & pre-registered)
 - **“In Progress”** – some course requirements needing to be completed
 - **“Not Started”** – no course requirements have been started

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1: MHA REQUIREMENTS (In progress)
 Credits Earned: 44 Complete all 5 subrequirements:

A: INTRODUCTORY COURSES (Complete) ←

TAKE THE FOLLOWING COURSES

Credits Earned: 2

Course	Title	Needed	Term	Grade	Credits	Notes
1. HLTH-700	Intro to Healthcare Programs		15/FA	A	1	
2. SBS-600	Effective Career Planning		15/FA	P	1	

B: REQUIRED COURSES (In progress) ←

TAKE THE FOLLOWING COURSES

Credits Earned: 33

Course	Title	Needed	Term	Grade	Credits	Notes
1. HLTH-701	Intro to U.S. Health System		15/FA	A	3	
2. HLTH-702	Health Economics		16/SP		3	*IP
3. HLTH-808	Managing Healthcare Organizati		15/FA	A	3	

C: CAPSTONE (Not started) ←

TAKE HLTH 890.

Course	Title	Needed	Term	Grade	Credits	Notes
1. HLTH-890	Healthcare Strategic Mgt.	1 course needed				

- If you have completed a required course, you will be able to view the specific term, your grade, and the credits which you received.
- If you have received an approved waiver or substitution for a course, you will see text within the specific requirement which indicates the waived or substituted course and the waived course will no longer display in the list of required courses.
- If you are currently registered for a required course in the *current* semester/term, you will see “*IP” indicated in the **Notes** area (located on the right side of your program evaluation) which simply means the course requirement is in progress.
- If you are registered for a required course in a *future* semester/term, you will see “*PR” indicated in the **Notes** area which means the course requirement is pre-registered.

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- If you still need to complete a required course, you will see “**1 course needed**” indicated next to the course number and title.

C: HEALTH CORE (Not started)

TAKE THE FOLLOWING COURSES

II Exception HLTH 701 WAIVED ←

Course	Title	Needed	Term	Grade	Credits	Notes
1. HLTH-702	Health Economics	1 course needed				
2. HLTH-826	Healthcare Financial Management	1 course needed				
3. HLTH-831	Performance Imp & Patient Sfty	1 course needed				
4. HLTH-816	Healthcare HR Management	1 course needed				

D: ELECTIVES (Pending completion of unfinished activity)

TAKE 9 CREDITS OF ELECTIVE FROM HLTH 807, 815, 827, 833, 836, 838, 842, HLTHIB 870, OR HLTH 880. STUDENTS MAY TAKE UP TO TWO ELECTIVES WITHIN THE SAWYER BUSINESS SCHOOL OR COLLEGE OF ARTS & SCIENCES, WITH DEPARTMENTAL PERMISSION.

Credits Earned: 9

Course	Title	Needed	Term	Grade	Credits	Notes
1. HLTH-807	Innovation:future of Healthcar		15/FA	A	3	
2. HLTHIB-870	Global Travel Seminar		16/SP		3	*IP
3. HLTH-833	Quality and Safety in Hc Orgs		16/SM1		3	*PR

E: CAPSTONE (Not started)

TAKE HLTH 890.

Course	Title	Needed	Term	Grade	Credits	Notes
1. HLTH-890	Healthcare Strategic Mgt.	1 course needed				