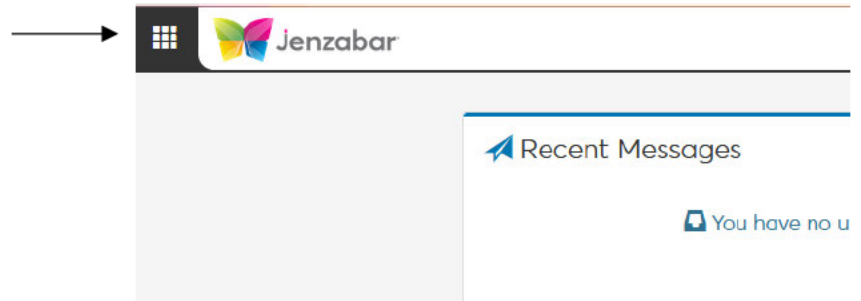


J1 Quick Guide

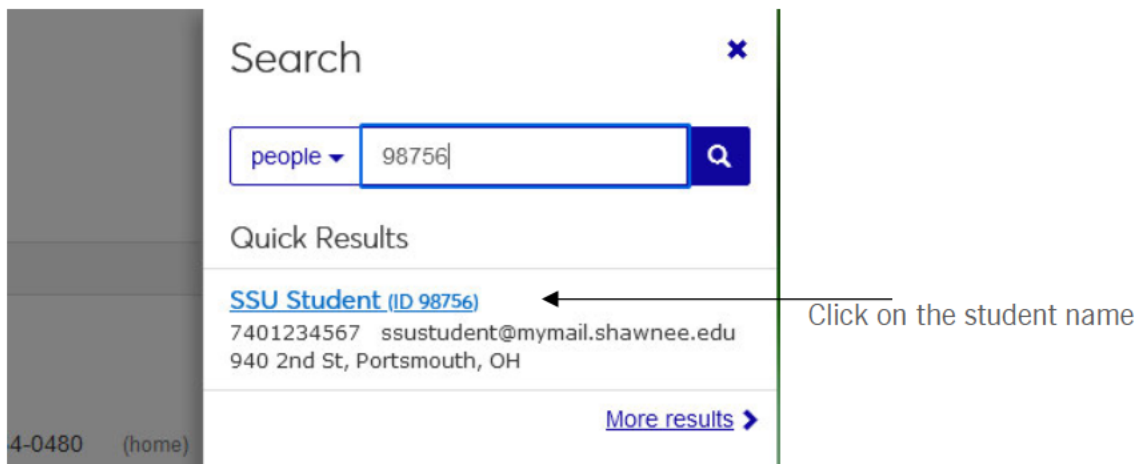
How to View Student Advising Worksheet

Using your SSU credentials, log in to J1 Web <https://j1web.shawnee.edu/J1Web>

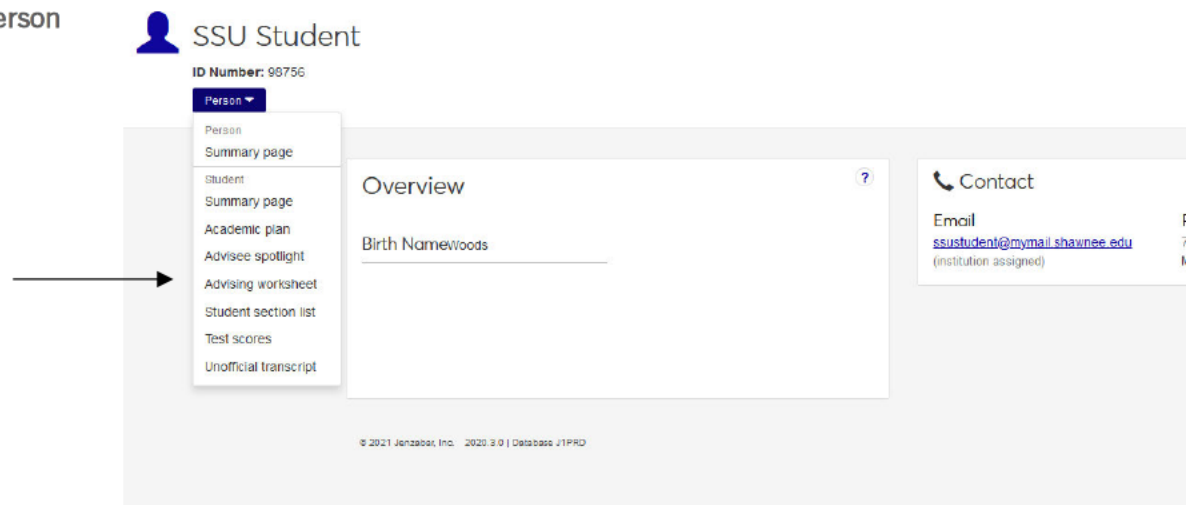
Click on Rubik's Cube



Choose **Academic Advising** → **SSU Primary Advisor** → **View My Advisee Roster**. If you don't have this option, click on the magnifying glass at the top right of the screen and enter the student name or ID. This may take a couple of seconds.



Hover cursor over **Person**



Click on **Advising Worksheet**. Worksheet will be in Downloads on webpage. Below is the Code Key to the worksheet.

Code Key:

- ✔ - Requirement is MET ✘ - Requirement is NOT MET
- 🔄 - An unapproved alteration or course substitution has been applied
- 🔄 - An approved alteration or course substitution has been applied
- ⚠ - Indicates that a hold will prevent the student from registering for classes
- 🟡 - Course is In Progress 🟠 - Course being repeated
- ▶ - Represents a cumulative course
- RED - Requirement has been completed unsatisfactorily (UN)
- BLUE - Transfer course work (TR)

Personal Information (Legal, Home, or Permanent):		Advisee Information:	
Name: [REDACTED]	ID Number: [REDACTED]	Advisor #1: [REDACTED]	
Address: [REDACTED]		Cumulative Hours Earned: 21.00	
Phone: (606) 465-9447		Cumulative GPA: .00	
Mobile: (606) 465-9447		Last Term Attended GPA: .00	
Degree Information: (Catalog Year 2021)		Classification: Freshman	
Major 1: Exercise Science		Academic Standing:	
		Holds and Warnings:	

✘ GEP (NOT MET)	40.00 Hours Needed
GEP:.....18.00 Hours Earned	
✘ First Year Experience	
🟡 UNIV-1100-93 1St Year Experience: University	(1.00 In Progress 2021-2022 Academic Year - Fall)
✔ English Composition	
Complete ENGL1105 and one course from ENGL1101, 1102, 1103 or 1201	
✔ Choose 1 English Comp	
✔ ENG100 Writing I (ENGL1102)	TC 3.00 (TR) [REDACTED]
✔ ENG200 Writing II (ENGL1105)	TC 3.00 (TR) [REDACTED]
✘ Natural Science	
🟡 BIOL-1130-07 Prin. Anatomy/Physiology 1	(4.00 In Progress 2021-2022 Academic Year - Fall)
✔ Oral Communications	
Complete 3 Credit Hours	
✔ COM181 Basic Public Speaking (COMM1103)	TC 3.00 (TR) [REDACTED]
✔ Quantitative Reasoning	
Complete 3-4 Credit Hours	
✔ MATH131 Gen Math Prob Solving (MATH1100)	TC 3.00 (TR) [REDACTED]
✔ MATH141 Plane Trigonometry (MATH1250)	TC 3.00 (TR) [REDACTED]
✘ Engaged Citizenry	
✘ Ethical Insight & Reason	
Complete 3 Credit Hours	
✘ Fine & Performing Arts	