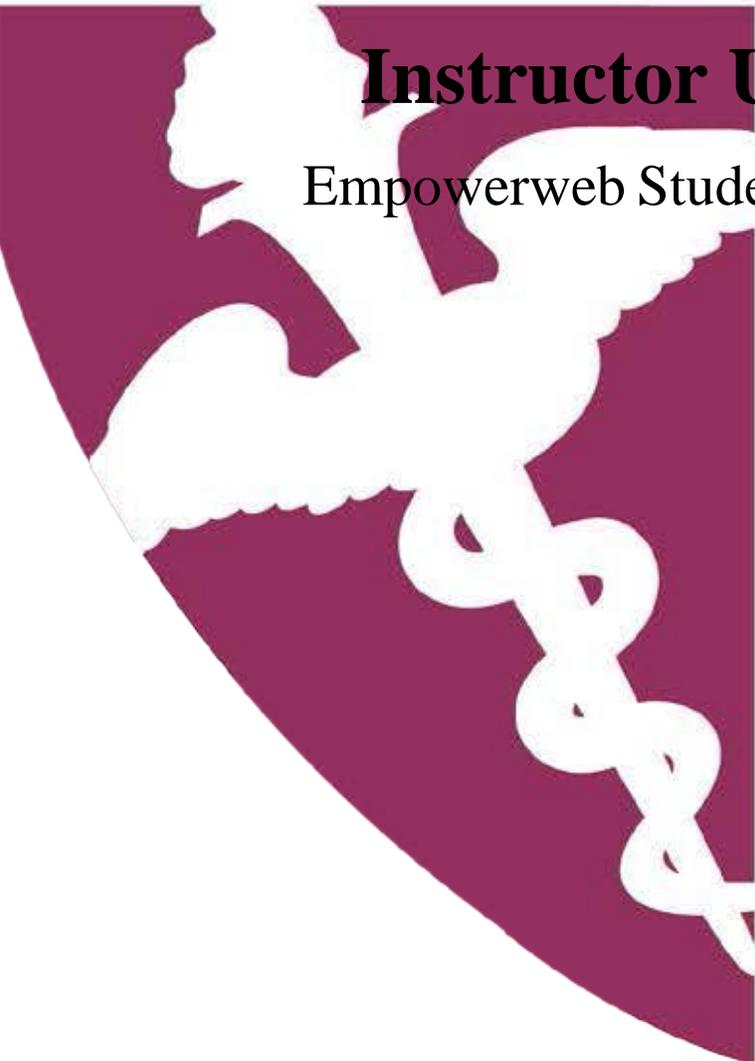




Uniformed Services University of the Health Sciences



Instructor User's Manual

Empowerweb Student Information System

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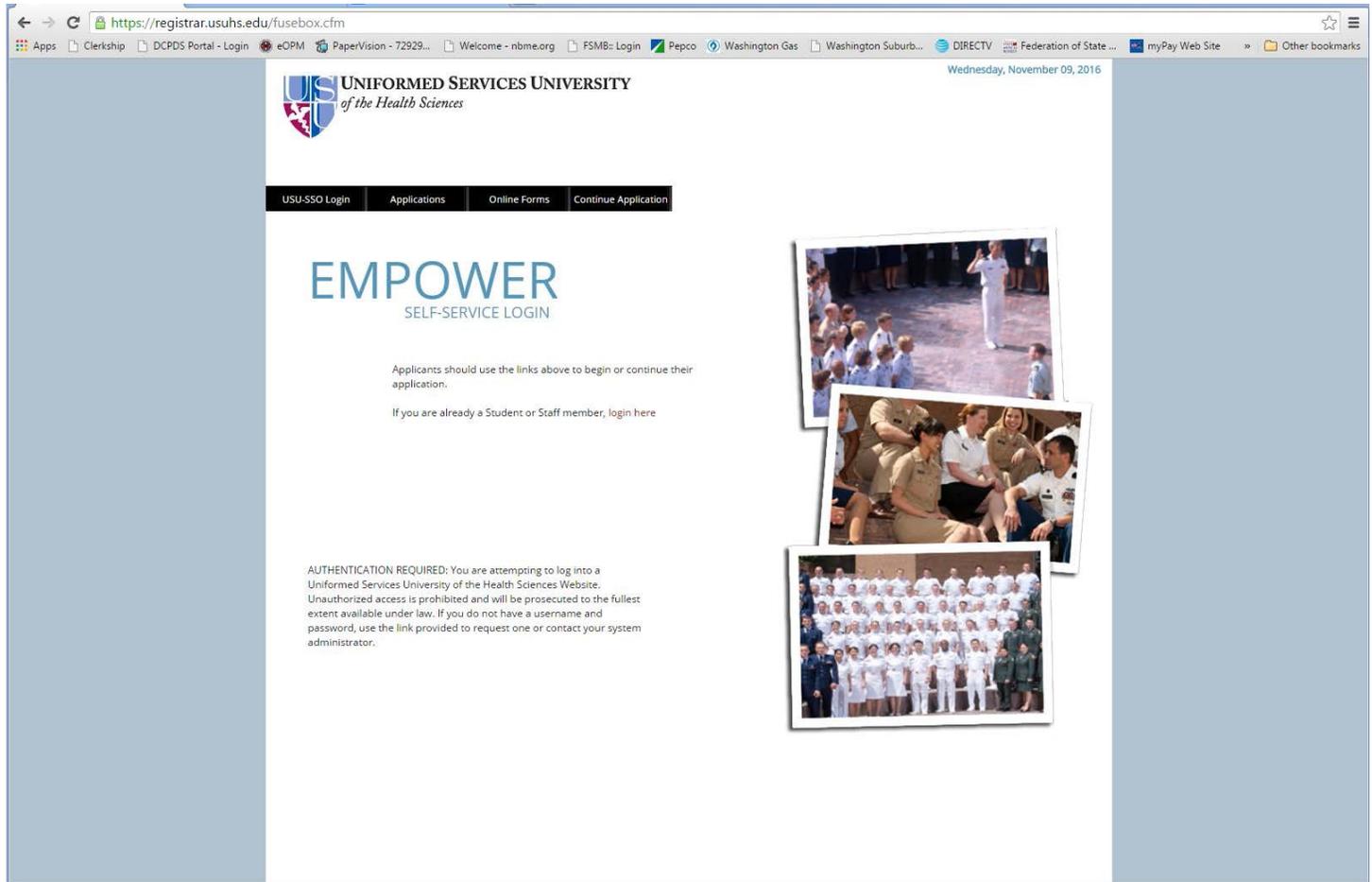
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Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact The Registrar Office at registrar-online-request@usuhs.edu

1. Introduction

The website for USUHS, our Empowerweb Student Information System, is:
<https://registrar.usuhs.edu/fusebox.cfm>

The opening page of the website looks like this:



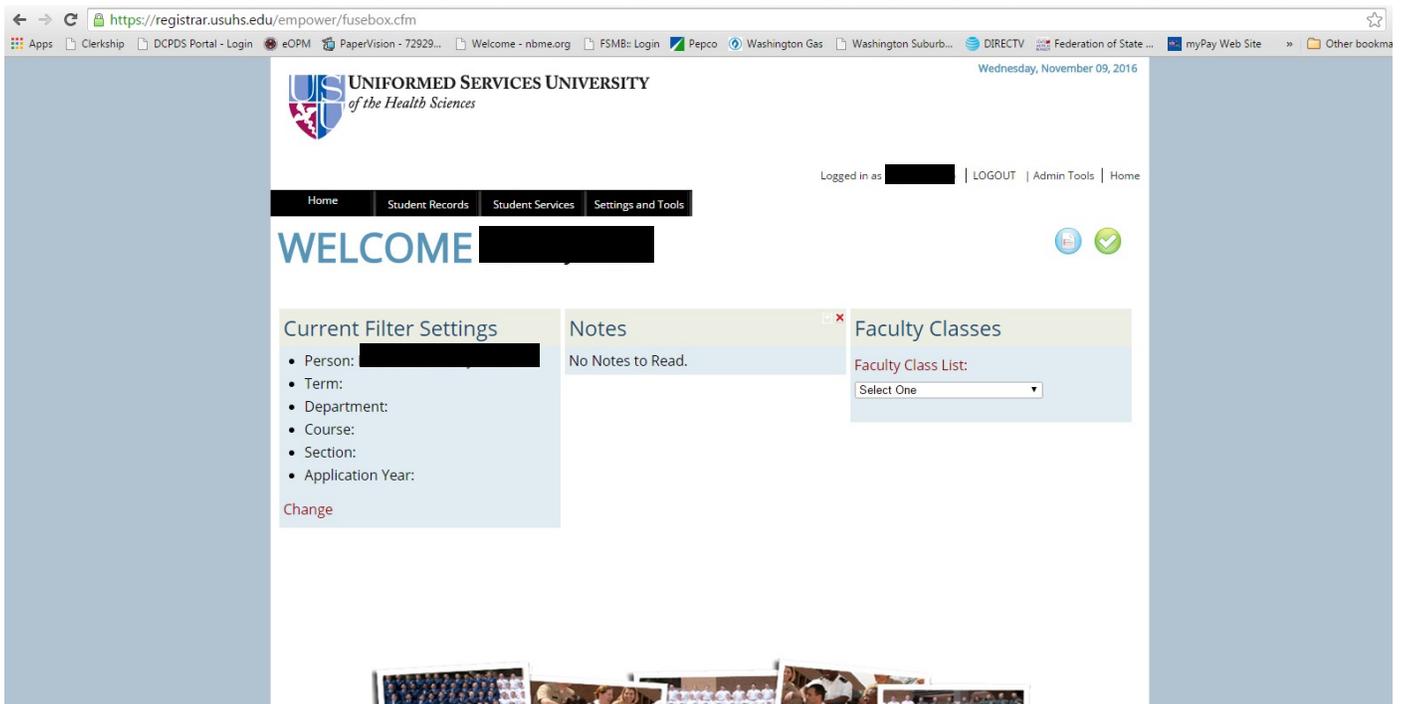
From here you can:

- a) Start or continue an application
- b) See the online forms
- c) Download this USU Instructor User Manual
- d) Login to your account using your CAC

2. Accessing your account:

Click [USU-SSO Login](#) or login [here](#).

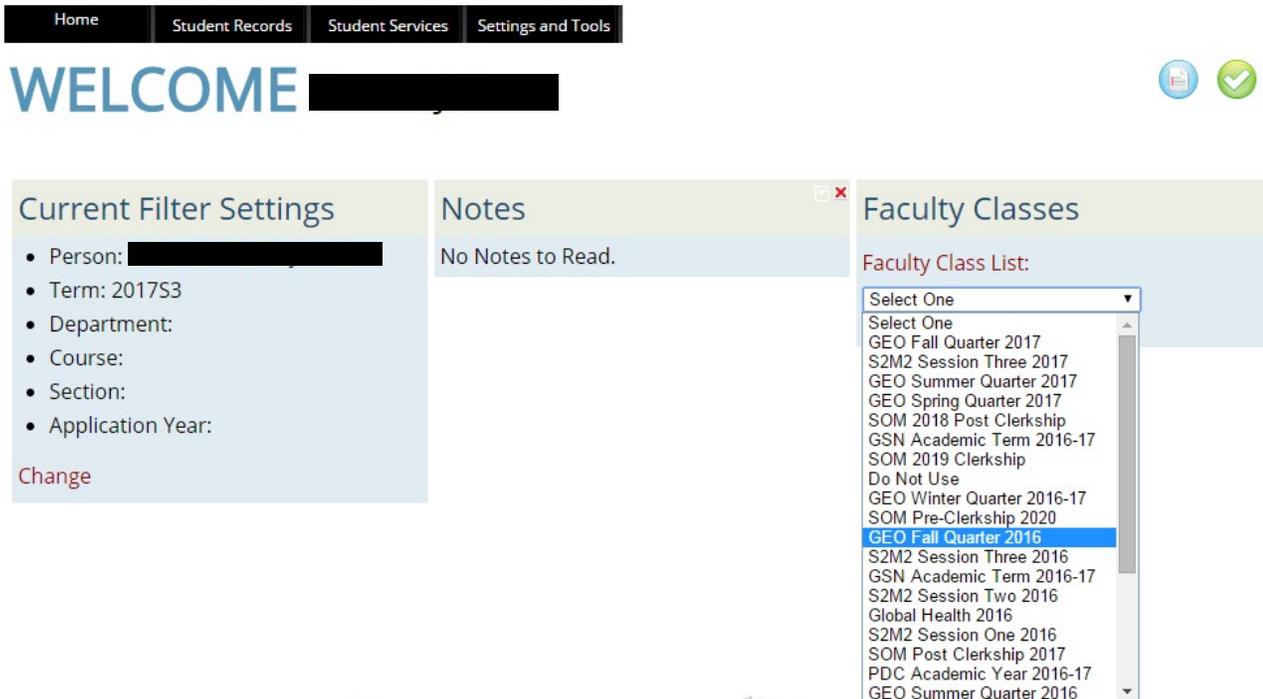
After logging in, you will see a screen similar to this one:



The screenshot shows a web browser window with the URL <https://registrar.usuhs.edu/empower/fusebox.cfm>. The page header includes the USU logo and the text "UNIFORMED SERVICES UNIVERSITY of the Health Sciences". The date "Wednesday, November 09, 2016" is displayed in the top right. A navigation bar contains "Home", "Student Records", "Student Services", and "Settings and Tools". The user is logged in as a redacted name, with "LOGOUT", "Admin Tools", and "Home" links. A "WELCOME" message is followed by a redacted name. Below this, there are three panels: "Current Filter Settings" with a list of filters (Person, Term, Department, Course, Section, Application Year) and a "Change" link; "Notes" with the text "No Notes to Read."; and "Faculty Classes" with a "Faculty Class List:" dropdown menu set to "Select One". At the bottom, there is a row of small images showing groups of people.

3. View your Class Roster.

Select a term in the **Faculty Class List**.



This screenshot is a zoomed-in view of the "Faculty Classes" section from the previous image. The "Faculty Class List:" dropdown menu is open, showing a list of terms. The term "GEO Fall Quarter 2016" is highlighted in blue. The list includes: "Select One", "GEO Fall Quarter 2017", "S2M2 Session Three 2017", "GEO Summer Quarter 2017", "GEO Spring Quarter 2017", "SOM 2018 Post Clerkship", "GSN Academic Term 2016-17", "SOM 2019 Clerkship", "Do Not Use", "GEO Winter Quarter 2016-17", "SOM Pre-Clerkship 2020", "GEO Fall Quarter 2016", "S2M2 Session Three 2016", "GSN Academic Term 2016-17", "S2M2 Session Two 2016", "Global Health 2016", "S2M2 Session One 2016", "SOM Post Clerkship 2017", "PDC Academic Year 2016-17", and "GEO Summer Quarter 2016".

Select the [Class Roster](#) of the course needed.

WELCOME [REDACTED]

Current Filter Settings

- Person: [REDACTED]
- Term: 2016Q4
- Department: IDO
- Course: 502
- Section: 1
- Application Year:

[Change](#)

Notes

No Notes to Read.

Faculty Classes

Faculty Class List:

GEO Fall Quarter 2016

- BCO-520-1 BIOCHEMISTRY-LECTURE
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#)
[Grading Elements](#)
- BCO-521-1 BIOCHEMISTRY-SUPPLEM
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#)
[Grading Elements](#)
- EID-601-1 EID SEMINAR
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#)
[Grading Elements](#)
- EID-901-1 RESEARCH IN EID
(No students registered at this time.)
- EID-901-2 RESEARCH IN EID
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#)
[Grading Elements](#)
- EID-901-3 RESEARCH IN EID
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#)
[Grading Elements](#)
- EID-901-4 RESEARCH IN EID
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#)
[Grading Elements](#)
- EID-901-5 RESEARCH IN EID
(No students registered at this time.)
- IDO-502-1 EXPERIMENTAL STATIST
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#)
[Grading Elements](#)
- IDO-704-1 ETHICS & RESP CONDUCT
[Class Roster](#) [Grading Roster](#)

This is what you will see. This roster will give you the student, ID, phone number and email address.

Class Roster

[Faculty Class List](#)
[Student Attendance Summary](#)

Results for 2016Q4 IDO

[Export to Excel](#) [Printable Version](#)

Coll	Sess	Dept	Crse	Sec	Title	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
GEO	1	IDO	502	1	EXPERIMENTAL STATIST	3.00	Team	Student	Self	Scheduled	Bethesda, MD		

ID	Name	Phone	Loca	W	E-mail	Data Book
1			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>
2			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>
3			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>
4			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>
5			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>
6			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>
7			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>

It is possible to email individuals using the click boxes to the side and selecting the **Send Out Selected Email** on the bottom of the page.

11			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
12			MAIN	Final Grade Degree Expected Date	PHD	Detail <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

* Indicates the students included from cross referenced courses
 * Click Student's Name to display the student's data book
 * Distribute No Directory Info is on if you could not access student's data book

4. Checking grades.

Select a term in the **Faculty Class List** as described in [page 4](#).

Select the Grade Roster of the course you will be entering grades. You will be taken to the following page.

Select Final in the drop down. Select the appropriate grade for each student under **Input Grade**. When all necessary grades are entered, click **Submit Grades**.

Home
Student Records
Student Services
Settings and Tools

Grade Roster

Faculty Class List
Student Attendance Summary
Competency Grading
Preliminary Grading

There are 12 students (Final Grade) not Graded

- Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.

Coll	Sess	Dept	Crse	Sec	Descr	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
GEO	1	IDO	502	1	EXPERIMENTAL STATIST	3.00	Team	Student Self Scheduled			Bethesda, MD		

Select type of grading, then enter grades

Type of Grading:

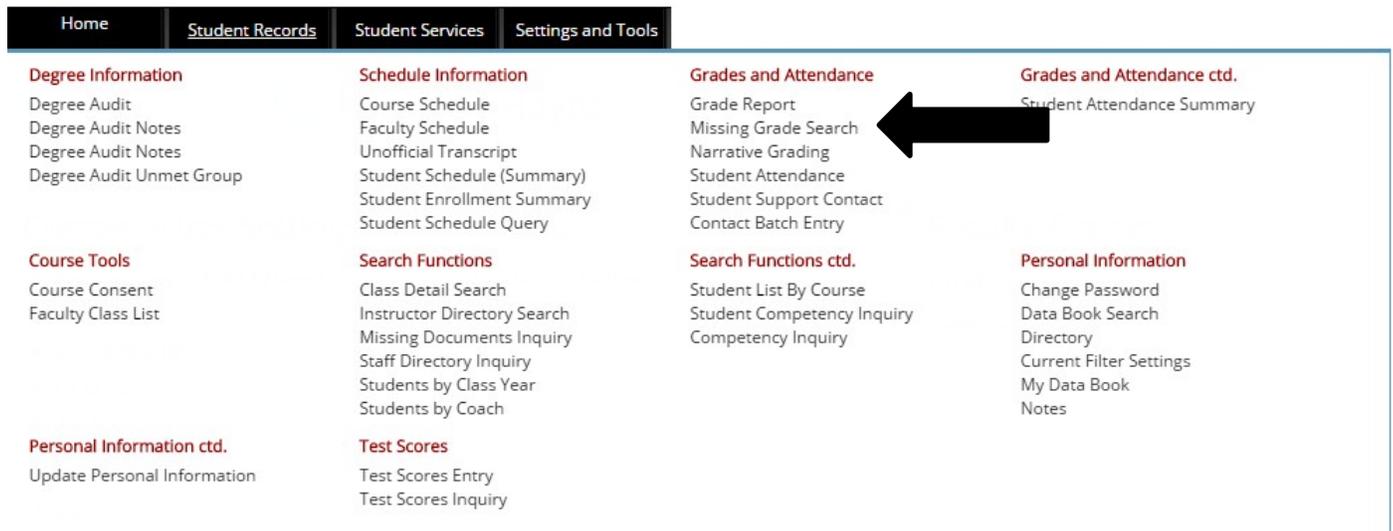
Select Interim / Final

[Printable Version](#)

TypeClass/ Div	Degree Expected Date	ID	Name	Interim Grade	Final Grade	Last Date Attendance	Expected Completion	Actual Completion	Input Grade	Input Actual Comp Date
1 CR Graduate Student							08/15/2016		***	11/09/2016
2 CR Graduate Student							08/17/2016		***	11/09/2016
3 CR Graduate Student							08/15/2016		***	11/09/2016
4 CR Graduate Student							08/15/2016		***	11/09/2016
5 CR Graduate Student							08/17/2016		***	11/09/2016
6 CR Graduate Student							08/15/2016		***	11/09/2016
7 CR Graduate Student							08/15/2016		***	11/09/2016
8 CR Graduate Student							08/15/2016		***	11/09/2016

5. Checking for missing grades.

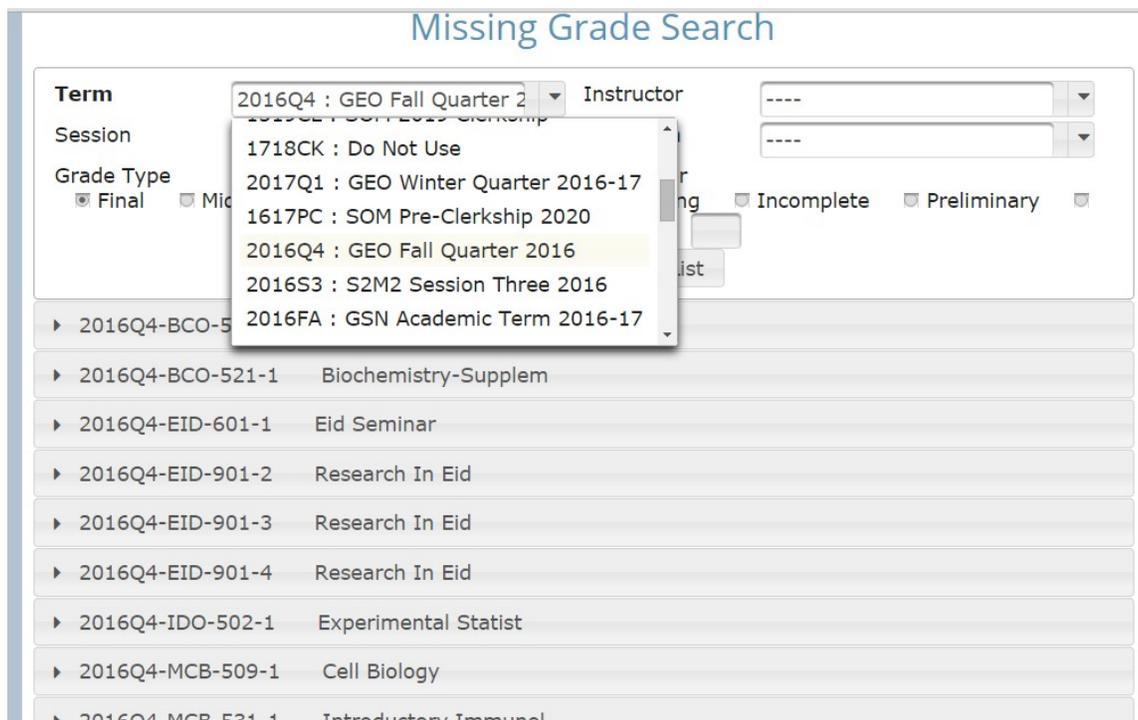
Select **Student Records** then under **Grades and Attendance** heading choose **Missing Grade Search**.



The screenshot shows a navigation menu with four main sections: Home, Student Records, Student Services, and Settings and Tools. The Student Records section is expanded, showing four sub-sections: Degree Information, Course Tools, Personal Information ctd., and Grades and Attendance. The Grades and Attendance section is further expanded, and 'Missing Grade Search' is highlighted with a black arrow. Other options in the Grades and Attendance section include Grade Report, Narrative Grading, Student Attendance, Student Support Contact, and Contact Batch Entry.

Select a term and click **Get List**. This screen will also allow you to search for incomplete grades.

This will give you a list of courses in that term with missing grades.



The screenshot shows the 'Missing Grade Search' interface. It features a search form with the following fields and options:

- Term:** A dropdown menu showing '2016Q4 : GEO Fall Quarter 2' selected. A list of other terms is visible in the dropdown, including '1718CK : Do Not Use', '2017Q1 : GEO Winter Quarter 2016-17', '1617PC : SOM Pre-Clerkship 2020', '2016Q4 : GEO Fall Quarter 2016', '2016S3 : S2M2 Session Three 2016', and '2016FA : GSN Academic Term 2016-17'.
- Instructor:** A dropdown menu with '----' selected.
- Grade Type:** Radio buttons for 'Final' (selected) and 'Midterm'.
- Search Options:** Checkboxes for 'Incomplete' (checked) and 'Preliminary' (unchecked).
- Get List:** A button to execute the search.

Below the search form, a list of courses is displayed, each with a right-pointing arrow and a course ID followed by the course name:

- 2016Q4-BCO-521-1 Biochemistry-Supplem
- 2016Q4-EID-601-1 Eid Seminar
- 2016Q4-EID-901-2 Research In Eid
- 2016Q4-EID-901-3 Research In Eid
- 2016Q4-EID-901-4 Research In Eid
- 2016Q4-IDO-502-1 Experimental Statist
- 2016Q4-MCB-509-1 Cell Biology
- 2016Q4-MCB-531-1 Introductory Immunol

Click the side arrow of the course you wish to view.

Missing Grade Search

Term 2016Q4 : GEO Fall Quarter 2 **Instructor** ----
Session ---- **Location** ----
Grade Type
 Final Midterm Elements
Search for
 Missing Incomplete Preliminary
Grade of

- ▶ 2016Q4-BCO-520-1 Biochemistry-Lecture
- ▶ 2016Q4-BCO-521-1 Biochemistry-Supplem
- ▶ 2016Q4-EID-601-1 Eid Seminar



▼ 2016Q4-EID-901-2 Research In Eid

Instructor Staff Students 15 Existing Preliminary

Instructor	Staff	Students	15	Existing Preliminary
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		
	No Grade	Grade		

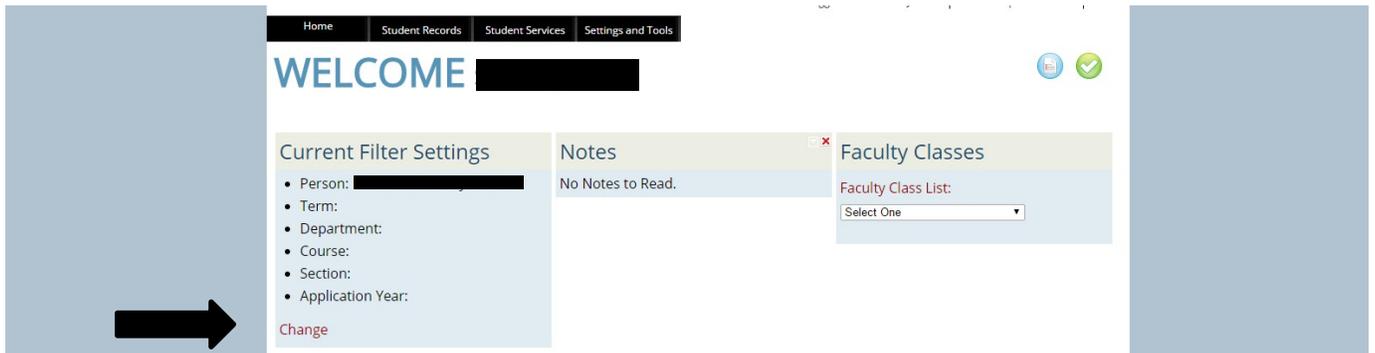
▶ 2016Q4-EID-901-3 Research In Eid

You can now see the instructor, the number of students missing grades, the students names, and email addresses.

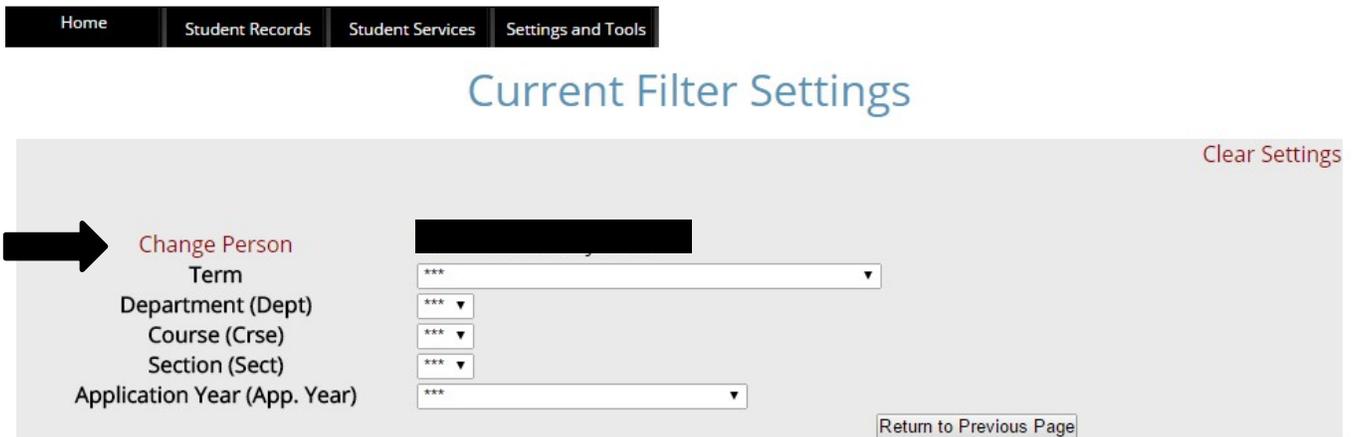
By clicking Grade you can navigate to the Grade Roster to enter grades ([page 7](#)).

6. Global name lookup

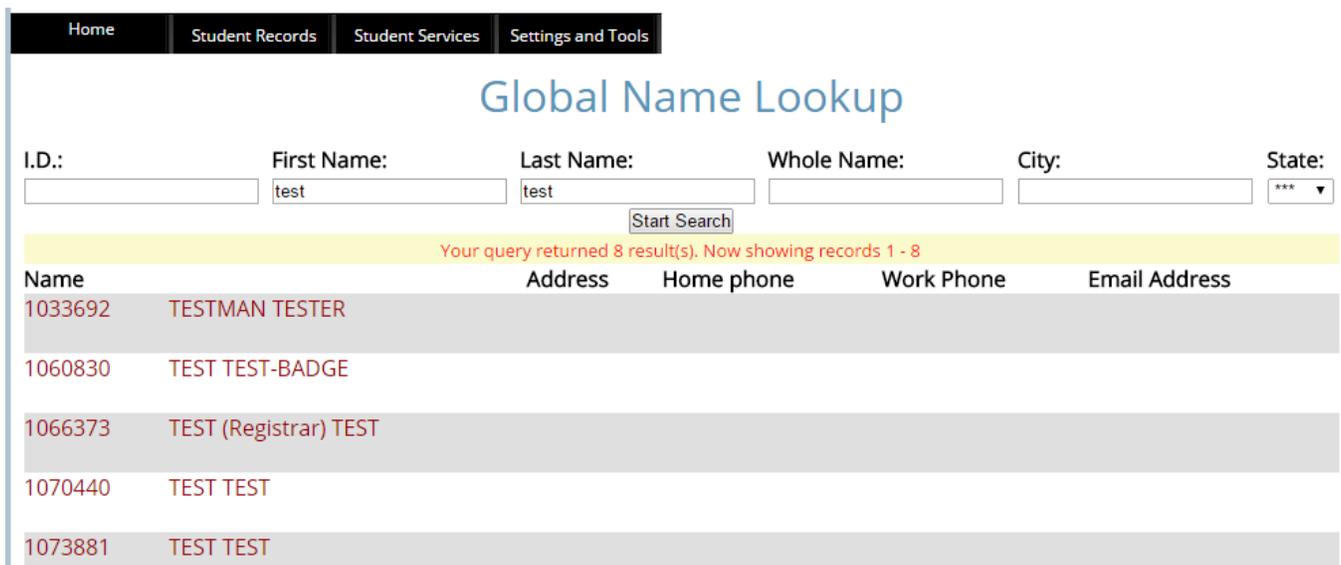
Click **Change** in Current **Filter Settings**.



Click **Change Person**.



Type in a person's name and select the name of the student needed.



7. Set the quarter/trimester/term

Click **Change** in **Current Filter Settings** as shown on [page 9](#).

From the pull-down menu, select the term for the information you wish to view.

8. View and print a student's course schedule

Set your term for the appropriate term ([the top of this page](#)) if you have not already done so.

Select **Student Records** then under **Schedule Information** heading choose **Student Schedule (Summary)**.

This is what you will see.

Student Schedule (Summary)

Student Schedule - GEO Fall Quarter 2016

[Printable Version](#)

Registered Courses

Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
MPO	601	1	MED PSYCH SEMINAR	1.00	07/25/16	07/25/16	Student	Self	Scheduled				Bethesda, MD
MPO	903	3	RESEARCH IN MED PSYC	5.00	07/25/16	07/25/16	Student	Self	Scheduled				Bethesda, MD
PMO	526	1	HEALTH SYSTEMS	4.00	07/25/16	07/25/16	Student	Self	Scheduled				Bethesda, MD
PMO	528	1	GLOBAL HEALTH I	3.00	08/11/16	08/11/16	Student	Self	Scheduled				Bethesda, MD
PMO	671	1	INTRO TO PRACTICUM &	1.00	07/25/16	07/25/16	Student	Self	Scheduled				Bethesda, MD

[Export schedule to your iPhone/Google/Outlook calendar](#)

[Export Instructions](#)

You can print this page or select the [Printable Version](#) (button in the upper right hand corner). You can also export to your iPhone/Google/Outlook calendar using the Export Instructions at the bottom of the screen

If you click on the underlined course name, you get the “**Details**” of the class. This gives you additional information about the class.

Student Schedule (Summary)

Student Schedule - GEO Fall Quarter 2016

[Printable Version](#)

Registered Courses

Dept	Crse	Sec	Title
MPO	601	1	MED PSYCH SEMINAR
MPO	903	3	RESEARCH IN MED PS
PMO	526	1	HEALTH SYSTEMS
PMO	528	1	GLOBAL HEALTH I
PMO	671	1	INTRO TO PRACTICUM

[Export](#)

https://registrar.usuhs.edu/empower/fusebox.cfm?fuseaction=WEBSRQ15DTIL&id=AD2DBE80FCE86FDA686718BEF5F...

https://registrar.usuhs.edu/empower/fusebox.cfm?fuseaction=WEBSRQ15DTIL&id=AD2DBE80FCE86FD



UNIFORMED SERVICES UNIVERSITY
of the Health Sciences

Course Detail	MPO 601 MED PSYCH SEMINAR
Other Info	
Course Notes	Fall/Winter/Spring/Summer Quarters Seminar Series In Topics Of Current Interest In Psychological Research. Students Are Expected To Read Pertinent Papers And Discuss Lecture Topics.; INST- Ettenhofer/Feuerstein DIR-
Location	Bethesda, MD
Seats Offered	60
Seats Available	32

9. View and print a student's unofficial transcript

Select **Student Records > Schedule Information > Unofficial Transcript**.

The screenshot shows a navigation menu with four main categories: Home, Student Records, Student Services, and Settings and Tools. Under 'Student Records', there are four sub-sections: Degree Information, Course Tools, Personal Information ctd., and Schedule Information. The 'Schedule Information' section is highlighted with a black arrow pointing to the 'Unofficial Transcript' link. Other links in 'Schedule Information' include Course Schedule, Faculty Schedule, Student Schedule (Summary), Student Enrollment Summary, and Student Schedule Query. Other sub-sections include Grades and Attendance, Grades and Attendance ctd., Search Functions, Search Functions ctd., and Personal Information.

There is also a Printable Version so you can easily print an unofficial copy of your transcript. (see below for an example of an unofficial transcript). The cumulative grade point average (GPA) is listed at the bottom of an unofficial transcript.

The screenshot shows a 'Student Unofficial Transcript' page. At the top, there is a navigation bar with 'Home', 'Student Records', 'Student Services', and 'Settings and Tools'. The page title is 'Student Unofficial Transcript' and there is a 'Printable Version' link. Personal information fields include Name, Mailing Address, Campus Mail Box, and Phone Numbers (FAX and PREF). Below this, there is a section for '(Current Information)' with a table for Major, Minor, Specialize1, Specialize2, and Track. The Major is listed as 'Medical Psychology-Mil & Civ' and 'Master of Public Health'. The next section is '(Degree)' with a table showing School/thesis, Degree, Major, Earned, and Awarded dates. The final section is '(Graduate Classes)' with a table showing Dept, Crse, SecInstr, Days, Time, Building, Title, GrAtt, Ern, Pts, and GPA. A link 'Show/Hide GEO Winter Quarter 2016-17 Beginning: 11/14/16' is visible above the class table.

Dept	Crse	SecInstr	Days	Time	Building	Title	GrAtt	Ern	Pts	GPA
MPO 601	1	Team	Student Self	Scheduled		MED PSYCH SEMINAR	START:			
							11/14/2016			
MPO 903	4	Staff	Student Self	Scheduled		RESEARCH IN MED PSYCHOLOGY	START:			
							11/14/2016			
PMO 1016.1		DFERAITFSR	Student Self			INFECTIOUS DISEASES OF PUBLIC HEALTH	START:			

10. View a student's grade report

Select the term ([page 10](#)).

Select **Student Records > Grades and Attendance > Grade Report**.

The screenshot shows a navigation menu with the following categories and items:

- Home** (selected)
- Student Records**
 - Degree Information**
 - Degree Audit
 - Degree Audit Notes
 - Degree Audit Unmet Group
 - Course Tools**
 - Course Consent
 - Faculty Class List
 - Personal Information ctd.**
 - Update Personal Information
- Student Services**
- Settings and Tools**
- Grades and Attendance** (highlighted with a black arrow)
 - Grade Report
 - Missing Grade Search
 - Narrative Grading
 - Student Attendance
 - Student Support Contact
 - Contact Batch Entry
- Grades and Attendance ctd.**
 - Student Attendance Summary
- Schedule Information**
 - Course Schedule
 - Faculty Schedule
 - Unofficial Transcript
 - Student Schedule (Summary)
 - Student Enrollment Summary
 - Student Schedule Query
- Search Functions**
 - Class Detail Search
 - Instructor Directory Search
 - Missing Documents Inquiry
 - Staff Directory Inquiry
 - Students by Class Year
 - Students by Coach
- Search Functions ctd.**
 - Student List By Course
 - Student Competency Inquiry
 - Competency Inquiry
- Test Scores**
 - Test Scores Entry
 - Test Scores Inquiry
- Personal Information**
 - Change Password
 - Data Book Search
 - Directory
 - Current Filter Settings
 - My Data Book
 - Notes

Here's a sample grade report. There is a **Printable Version** of this report, too.

The screenshot shows a sample grade report with the following details:

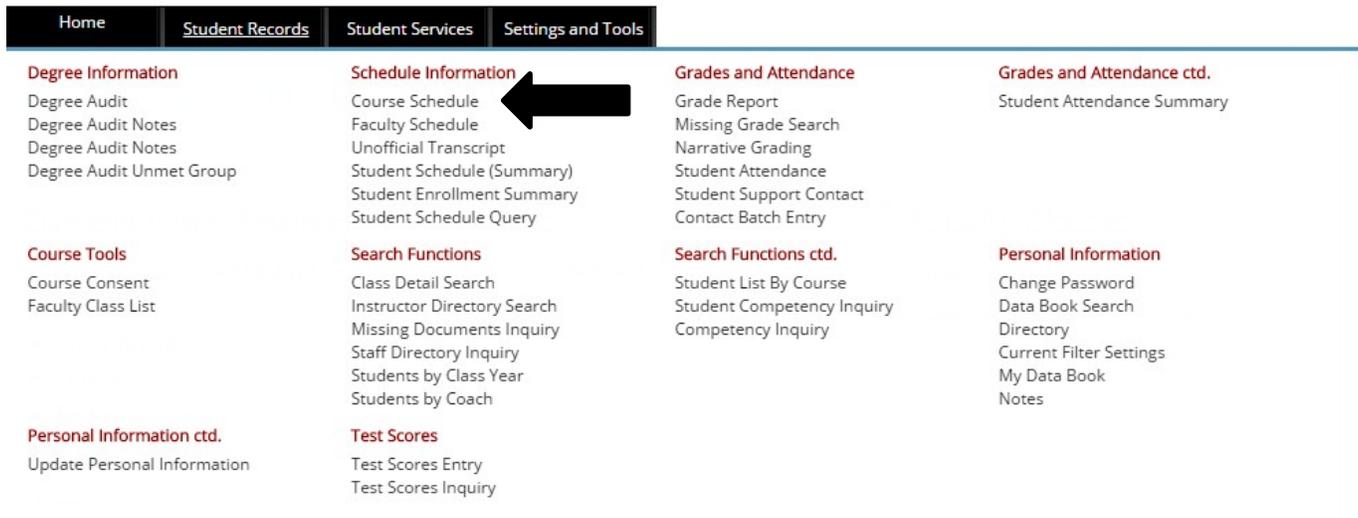
Grade Report
Grade Report - GEO Spring Quarter 2016

[Printable Version](#)

Graduate Courses													
Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Ern	Pts	GPA
MPO	511	1	PSYCHOPHARMACOLOGY	QUINLANJEF	1	3.00			A	3	3	12	
MPO	601	1	MED PSYCH SEMINAR	Team	1	1.00			P	0	1	0	
MPO	903	8	RESEARCH IN MED PSYC	Staff	1	8.00			P	0	8	0	
Term Totals										3.00	12.00	12.00	4.000

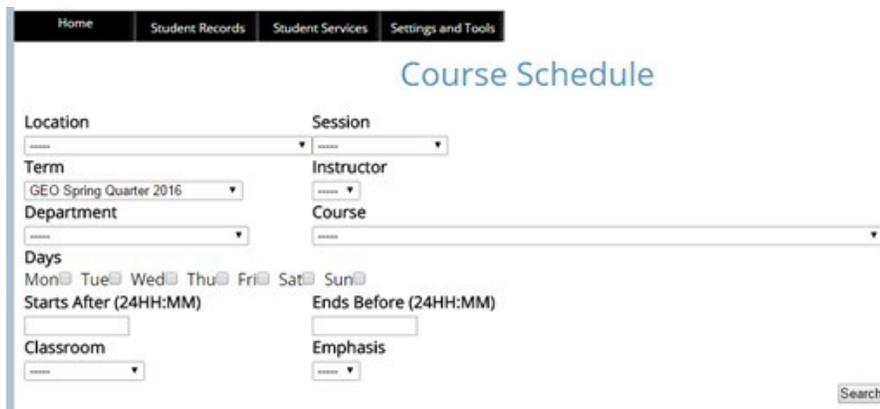
11. List of courses being offered for a semester

To obtain a list of courses being taught at USU in a given term, select **Student Records > Schedule Information > Course Schedule**.



The screenshot shows a navigation menu with four main categories: Home, Student Records, Student Services, and Settings and Tools. Under Student Records, there are four sub-sections: Degree Information, Course Tools, Personal Information ctd., and Schedule Information. The Schedule Information section is highlighted with a black arrow, and its sub-items are: Course Schedule, Faculty Schedule, Unofficial Transcript, Student Schedule (Summary), Student Enrollment Summary, and Student Schedule Query. Other sub-sections include Grades and Attendance, Search Functions, and Personal Information, each with their respective sub-items.

Below is the dialogue window that you'll get when you make this selection. You must select a **Term**.



The 'Course Schedule' form includes the following fields and options:

- Location:
- Session:
- Term:
- Department:
- Instructor:
- Course:
- Days: Mon Tue Wed Thu Fri Sat Sun
- Starts After (24HH:MM):
- Ends Before (24HH:MM):
- Classroom:
- Emphasis:
- Search:

If you select only the term, this gives you a complete list of all classes taught by USU in any location. If you know the **department**, you can select department to narrow the list.

Choosing a selection on the **Session** option can be confusing unless you are looking for a Graduate Education Fall or Pre-Fall course.

The **Detail** link on the right side of the screen provides important information about the class as shown here.

Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
2016Q2	MAIN	ATO	1012	1	NEUROPHYSIOLOGY/NEUR	8.00	Student	Self	Scheduled				30	23	Detail
2016Q2	MAIN	EID	504	1	MODELS OF EMERGING I	2.00	Student	Self	Scheduled				30	24	Detail
2016Q2	MAIN	EID	901	12	RESEARCH IN EID	12.00	Student	Self	Scheduled				30	8	Detail
2016Q2	MAIN	EID	901	3	RESEARCH IN EID	3.00	Student	Self	Scheduled				30	8	Detail
2016Q2		IDO	512	1	GRADUATE STUDENT TEA	1.00	Student	Self	Scheduled				30	30	Detail
2016Q2		IDO	512	2	GRADUATE STUDENT TEA	2.00	Student	Self	Scheduled				30	30	Detail
2016Q2		IDO	512	3	GRADUATE STUDENT TEA	3.00	Student	Self	Scheduled				30	30	Detail
2016Q2		IDO	512	4	GRADUATE STUDENT TEA	4.00	Student	Self	Scheduled				30	30	Detail
2016Q2	MAIN	MCB	502	1	MCB JOURNAL CLUB	1.00	Student	Self	Scheduled				30	14	Detail
2016Q2		MCB	531	1	INTRODUCTORY IMMUNOL	3.00	Student	Self	Scheduled				30	24	Detail
2016Q2	MAIN	MCB	601	1	SEMINARS IN MCB	1.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	801	1	TECH USED IN CELL &	4.00	Student	Self	Scheduled				30	23	Detail
2016Q2	MAIN	MCB	901	1	RESEARCH IN MOLECULA	1.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	10	RESEARCH IN MOLECULA	10.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	11	RESEARCH IN MOLECULA	11.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	12	RESEARCH IN MOLECULA	12.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	2	RESEARCH IN MOLECULA	2.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	3	RESEARCH IN MOLECULA	3.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	4	RESEARCH IN MOLECULA	4.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	5	RESEARCH IN MOLECULA	5.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	6	RESEARCH IN MOLECULA	6.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	7	RESEARCH IN MOLECULA	7.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	8	RESEARCH IN MOLECULA	8.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCB	901	9	RESEARCH IN MOLECULA	9.00	Student	Self	Scheduled				30	14	Detail
2016Q2	MAIN	MCO	506	1	PROKAR & EKAR CELL B	4.00	Student	Self	Scheduled				30	24	Detail

The **Detail** lists information like additional course requirements or special information about the class such as instructor and course credit.

<h2>Course Schedule</h2>	
Course Detail	MCB 502
Other Info	MCB JOURNAL CLUB
Course Notes	Mcb Journal Club Meets Weekly For One Hour During Fall, Winter And Spring Quarters. Journal Club Is Designed To Provide Students With Experience In (1) Critically Analyzing The Primary Scientific Literature And (2) Presenting A Research Talk To A Diverse Audience. Students Typically Give 2 Presentations Per Year, At Least One Of Which Must Be A Journal Article. Students Who Have Advanced To Candidacy May Choose To Discuss Their Own Research For The Second Presentation.
Location	; INST- Frank Shewmaker DIR- JEFFREY HARMON, Ph.D
Seats Offered	Bethesda, MD
Seats Available	30
Course Credit	14
	1.00

12. Student Schedule Query

Select **Student Records** > **Student Schedule** > **Student Schedule Query**

Home	Student Records	Student Services	Settings and Tools
Degree Information Degree Audit Degree Audit Notes Degree Audit Notes Degree Audit Unmet Group	Schedule Information Course Schedule Faculty Schedule Unofficial Transcript Student Schedule (Summary) Student Enrollment Summary Student Schedule Query	Grades and Attendance Grade Report Missing Grade Search Narrative Grading Student Attendance Student Support Contact Contact Batch Entry	Grades and Attendance ctd. Student Attendance Summary
Course Tools Course Consent Faculty Class List	Search Functions Class Detail Search Instructor Directory Search Missing Documents Inquiry Staff Directory Inquiry Students by Class Year Students by Coach	Search Functions ctd. Student List By Course Student Competency Inquiry Competency Inquiry	Personal Information Change Password Data Book Search Directory Current Filter Settings My Data Book Notes
Personal Information ctd. Update Personal Information	Test Scores Test Scores Entry Test Scores Inquiry		

Select a term.

Home	Student Records	Student Services	Settings and Tools
<h1>Student Schedule Query</h1>			
Show Results for this time period			
Term	<div style="border: 1px solid gray; padding: 5px;"><p>***</p><ul style="list-style-type: none">2017Q4 - GEO Fall Quarter 20172017S3 - S2M2 Session Three 20172017Q3 - GEO Summer Quarter 20172017Q2 - GEO Spring Quarter 20171718CL - SOM 2018 Post Clerkship2017SP - GSN Academic Term 2016-171519CL - SOM 2019 Clerkship2017Q1 - GEO Winter Quarter 2016-171617PC - SOM Pre-Clerkship 2020<li style="background-color: #e0f0ff;">2016Q4 - GEO Fall Quarter 20162016S3 - S2M2 Session Three 20162016FA - GSN Academic Term 2016-172016S2 - S2M2 Session Two 20162016GH - Global Health 20162016S1 - S2M2 Session One 2016201617 - SOM Post Clerkship 20172016PD - PDC Academic Year 2016-172016Q3 - GEO Summer Quarter 20162016SU - GSN Academic Term 2015-16<p>***</p></div>		

13. Degree Audit

A degree audit allows you to see the courses your students are taking and how they fulfill general education, major, and minor requirements. You can access this degree audit by selecting **Student Records > Degree Information > Degree Audit**.

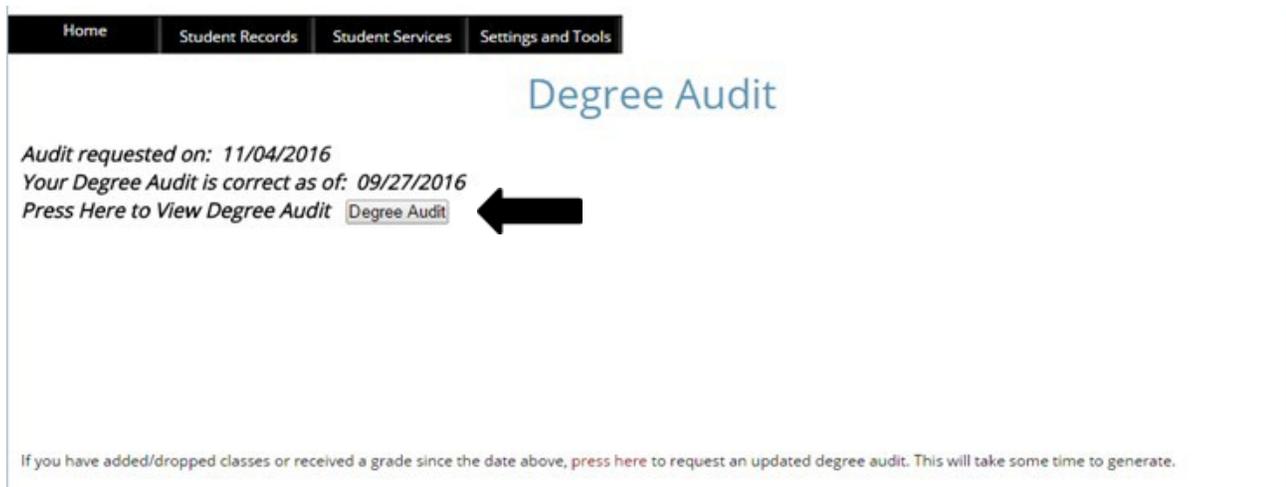


The screenshot shows a navigation menu with four main categories: Home, Student Records, Student Services, and Settings and Tools. Under Student Records, there are four columns of links. The first column, 'Degree Information', contains 'Degree Audit', 'Degree Audit Notes', and 'Degree Audit Unmet Group'. A black arrow points to the 'Degree Audit' link. Other columns include 'Schedule Information', 'Grades and Attendance', 'Course Tools', 'Search Functions', 'Personal Information ctd.', and 'Test Scores'.

IMPORTANT

This is not an official degree audit. It is meant as a useful tool.

Click on **Degree Audit** button to view your degree audit.



The screenshot shows the 'Degree Audit' page. At the top, there is a navigation bar with 'Home', 'Student Records', 'Student Services', and 'Settings and Tools'. The main heading is 'Degree Audit'. Below it, the text reads: 'Audit requested on: 11/04/2016', 'Your Degree Audit is correct as of: 09/27/2016', and 'Press Here to View Degree Audit' followed by a button labeled 'Degree Audit'. A black arrow points to the 'Degree Audit' button. At the bottom, there is a note: 'If you have added/dropped classes or received a grade since the date above, press here to request an updated degree audit. This will take some time to generate.'

Since the audit is so large, we'll explore it in pieces and try to understand it that way. The first part shows the current cumulative GPA.

Degree Audit

Audit requested on: 09/27/2016
Your Degree Audit is correct as of: 10/21/2016

[Printable Version](#)

ID: [REDACTED] Term: GEO Fall Quarter 2016 Class/Div: Graduate Student
 Catalog: Historical Audit Status: Standard DA Status
 Degree: [REDACTED] Expected Graduation Date:

(Hide/Show Major)

	FIRST	SECOND	THIRD
Advisor:			
Catalog:	Historical		
College:	Graduate Education Office of School of Medicine		
Major:	Doctorate in Public Health		
Track:			
Specialization:			
Minor:			

(Show/Hide Totals)

TOTALS	Cumulative:	Earned:	Quality Points:	All Graduation Requirements Met?	Attempted:	GPA:
		298.00	442.000	NO	112.00	3.946
	Resident:	298.00	442.000		112.00	3.946
	Transfer:	0.00	0.000		0.00	0.000
	Lower:	0.00				
	Upper:	0.00				

(Show/Hide Audit Class)

Degree	General degree requirements			Requirements Met?
Resident:	Courses: 26	Credits: 62.00	Totals: Courses: 26 Credits: 62.00 Points: 166.000	NO

(Show/Hide GEO DRPH Year 1)

GEO DRPH Year 1	DRPH Year 1		Subgroup Met?
Res Need:	Courses: 0	Credits: 0.00	NO
Res Have:	Courses: 22	Credits: 56.00	
	Tot Need:	Courses: 0 Credits: 64.00	GPA: 3.000
	Tot Have:	Courses: 22 Credits: 56.00	GPA: 3.947
		Qty Points: 150.000	Attempted: 38.00

(Show/Hide NeedHave)

Need	Have	Credit	Grade	Points	Term	Info
IDO 511 EDUCATIONAL METHODS	3.00 C	IDO 511 EDUCATIONAL METHODS	3.00	A	12.000	2011Q4
IDO 704 ETHICS & RESP CONDOC	1.00 C	IDO 704 ETHICS & RESP CONDOC	1.00	P	0.000	2011Q4
PMO 1005 Strat Pln Healthcare	3.00 C					
PMO 1010 Diversity & Leader	2.00 C					
PMO 502 INTRODUCTION TO SAS	1.00 C	PMO 502 INTRODUCTION TO SAS	1.00	A	4.000	2011Q1
PMO 503 BIOSTATISTICS I	4.00 C	PMO 503 BIOSTATISTICS I	4.00	A	16.000	2010Q4
PMO 504 BIOSTATISTICS II	4.00 C	PMO 504 BIOSTATISTICS II	2.00	B	6.000	HISTRY
PMO 505 MICROCOMPUTER APPLIC	1.00 C	PMO 505 MICROCOMPUTER APPLIC	1.00	P	0.000	HISTRY
PMO 508 BIOSTATISTICS III	5.00 C	PMO 508 BIOSTATISTICS III	5.00	A	20.000	2011Q2
PMO 511 INTRODUCTION TO EPID	4.00 C	PMO 511 INTRODUCTION TO EPID	4.00	A	16.000	HISTRY
PMO 512 EPIDEMIOLOGIC METHOD	4.00 C	PMO 512 EPIDEMIOLOGIC METHOD	4.00	A	16.000	HISTRY
PMO 513 ADV EPIDEMIOLOGIC ME	4.00 C	PMO 513 ADV EPIDEMIOLOGIC ME	4.00	A	16.000	2011Q2
PMO 523 Fund US Health Ply	3.00 C					
PMO 526 HEALTH SYSTEMS	4.00 C	PMO 526 HEALTH SYSTEMS	4.00	A	16.000	HISTRY
PMO 528 GLOBAL HEALTH I	3.00 C					
PMO 529 REH & EFF EFF APPLIC	4.00 C	PMO 529 REH & EFF EFF APPLIC	4.00	A	16.000	HISTRY

The general education areas are listed next with the major(s) and then the minor(s) toward the end. Any electives that don't fit into any of these categories are listed at the very end.

In reviewing the **Core requirements**, this subgroup is not met. The courses on the left side are all possible courses that can be taken to satisfy Core requirement. On the right in the gray area are the courses that were completed. The C is the minimum grade that must be earned in the class to satisfy the requirement.

This is an example of a student's audit. Note that not all the requirements have been met. This person has a 3.947.

These *Elective* courses are listed at the very bottom of the degree audit. Remember that this is an unofficial degree audit.

(Show/Hide Electives)

Electives:

Course	Credit	Grade	Points	Term	Info
PMO 401 SEMINAR IN HEALTH AD	2.00	A	8.000	2013Q1	
PMO 503 BIostatISTICS I	4.00	A	16.000	HISTRY	
PMO 504 BIostatISTICS II	4.00	P	0.000	2011Q1	
PMO 511 INTRODUCTION TO EPID	4.00	B	12.000	2010Q4	
PMO 512 EPIDEMIOLOGIC METHOD	0.00	AU	0.000	2011Q1	
PMO 515 CHRONIC DISEASE EPID	0.00	AU	0.000	2011Q2	
PMO 522 META ANALYSIS	1.00	P	0.000	2011Q2	
PMO 526 HEALTH SYSTEMS	0.00	AU	0.000	2010Q4	
PMO 530 BEH & SEC SEI APPLIE	0.00	AU	0.000	2011Q3	
PMO 540 ENVIRONMENTAL HEALTH	4.00	A	16.000	HISTRY	
PMO 548 JOINT MED OPS & HUMA	3.00	A	12.000	HISTRY	
PMO 595 INTRODUCTION TO COMP	2.00	A	8.000	2011Q2	
PMO 608 DOCTORAL DATA CLUB	1.00	P	0.000	2013Q1	
PMO 608 DOCTORAL DATA CLUB	1.00	P	0.000	2013Q2	
PMO 611 CLASSIC STUDIES IN E	2.00	A	8.000	2010Q4	
PMO 613 PUBLIC HEALTH OF DIS	4.00	A	16.000	HISTRY	
PMO 651 HUMAN FACTORS ENGINE	3.00	A	12.000	HISTRY	
PMO 652 OCCUPATIONAL ERGONOM	3.00	A	12.000	HISTRY	
PMO 653 WORK ANALYSIS METHOD	3.00	A	12.000	HISTRY	
PMO 654 SAFETY ENGINEERING	3.00	A	12.000	HISTRY	
PMO 670 PUBLIC HEALTH PRACTI	6.00	P	0.000	2013Q2	

Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact The Registrar Office at registrar-online-request@usuhs.edu