

# Accessing Degree Requirements Electronically

Student Support Services



# GENISYS

## Electronic Degree Evaluations

- This presentation will present:
  - How to access your electronic degree evaluation located in GENISYS
  - How to maximize the information contained in the degree evaluation
  - How to notify the Registrar if you believe that something is not correct
- Additional information about Degree Evaluations is located on the [Registrar's Website](#)

# First Step: Log in to MyRegent Portal and Click on “GENISYS”

The screenshot shows the MyRegent Portal interface within a Windows Internet Explorer browser window. The browser's address bar displays the URL: [https://portalweb1.regent.edu/portal/page?\\_pageid=114,780559&\\_dad=portal&\\_schema=PORTAL](https://portalweb1.regent.edu/portal/page?_pageid=114,780559&_dad=portal&_schema=PORTAL). The page header features the Regent University logo and the text "MyREGENT". A navigation bar at the top contains several links: "Genisys", "Bb Blackboard", "WebMail", "OWA", and "iTunes U". A yellow arrow points directly to the "Genisys" link. Below the navigation bar, the page is organized into several sections: "MyRegent Home" with links for Student, Faculty/Staff, and Logout; "MyApplications" with links for LexisNexis, Library Patron Info, OWA, Office 2007 Forum, RefWorks, TheBranch, University Library Databases, Web Calendar, WebMail, Yahoo mail, and iTunes U; "MyFavorites" with a "Personalize" button; "MySearch" with a search text input field, a "Search" button, and a "Search using:" dropdown menu set to "Regent Website Search"; "Verse of the Day" featuring a quote from John 8:7; "Current Weather" with a "Personalize" button; and "Yahoo News" with a "Personalize" button. On the right side, there are sections for "University Announcements" (showing no announcements), "University News" with several news items and a "More News ->" link, and an "Events Calendar" for August 12, 2008, listing "Blackboard Certification". The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom level, with the system clock displaying "11:28 AM".

# Click “Student”

The screenshot shows a Windows Internet Explorer browser window displaying the Regent University Genisys main menu. The browser's address bar shows the URL: [https://genisys.regent.edu/pls/prod/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu&msg=<b>Welcome,+Joline+L.</b>](https://genisys.regent.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=<b>Welcome,+Joline+L.</b>). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search box, search button, and various utility icons. The browser's status bar shows "Done" and "Local intranet".

The main menu is displayed on a dark red background with the Regent University logo and the Genisys logo. Below the logo, there are six tabs: Personal Information, Alumni Services, Student Services & Financial Aid, Faculty Services, Employee Services, and Tuition and Student Fees On-line Payment. Below the tabs, there is a search box with a "Go" button and links for ACCESSIBILITY, SITE MAP, HELP, and EXIT.

The main menu content is as follows:

- Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- Alumni and Friends**  
Find classmates, communicate, career advisor, job posting, online giving, volunteer.
- Student** ← (indicated by a yellow arrow)  
Apply for Admission, register, view your academic records.
- Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
- Faculty and Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information
- Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data

# Click - “Student Records”

The screenshot shows a web browser window titled "Student Services & Financial Aid - Windows Internet Explorer provided by Regent University". The address bar displays the URL: [https://genisys.regent.edu/pls/prod/twbkwbis.P\\_GenMenu?name=bmenu.P\\_StuMainMnu](https://genisys.regent.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, bookmarks, and navigation. The page header features the Regent University logo and the "Genisys" brand name. Below the header is a navigation menu with tabs for Personal Information, Alumni Services, Student Services & Financial Aid (which is active), Faculty Services, Employee Services, and Tuition and Student Fees On-line Payment. A search bar is located below the navigation menu, followed by links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Student Services & Financial Aid" and lists several service categories: Registration, Student Records, Financial Aid, Verify Student Requirements, and Commencement RSVP. A large yellow arrow points to the "Student Records" link. The footer of the page includes the text "powered by" and "Local intranet".

REGENT UNIVERSITY | *Genisys*

Personal Information | Alumni Services | **Student Services & Financial Aid** | Faculty Services | Employee Services | Tuition and Student Fees On-line Payment

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Services & Financial Aid

**Registration**  
Register and add/drop classes; Display your class schedule and financial information, etc.

**Student Records**   
View your holds; Display transcripts; Review charges and payments.

**Financial Aid**  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Verify Student Requirements**  
Before registering, check here for information that requires review and/or update.

**Commencement RSVP**  
Will you be attending the spring commencement ceremony?

powered by  
Local intranet

## Student Records

- View Holds**
- Midterm Grades**
- Final Grades**
- Grade Detail**
- Academic Transcript**
- Account Summary by Term**
- Account Summary**
- Select Tax Year**
- Tax Notification**
- Degree Evaluation**
- Dynamic Catalog**
- Class Schedule**
- View Student Information**
- Direct Deposit Information**



The degree evaluation tool is for degree seeking undergraduate students who began their program no earlier than the Fall 2007 term.

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Select Current Term

Student ID & Your name  
Jul 13, 2009 05:03 pm

 Please select the current term.

Select a Term:

**Step 1 – Select the Most Current Term**

**Step 2 – Click Submit**

Navigation bar of Internet Explorer showing address bar (https://genisys.regent.edu/pls/prod/bwlkfcap.P\_FacDispCurrent), search bar, and various toolbars like Google, Search, Bookmarks, and AutoFill.

Information for [REDACTED]

 You may generate a degree evaluation for the curriculum(s) listed below.  
If curriculum listed is not correct, please contact your advisor.

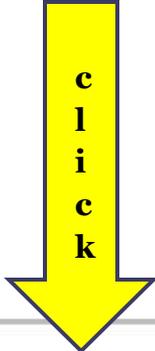
**Curriculum Information**

**Primary Curriculum**

**Program:** BS Org Leadership & Management  
**Catalog Term:** Spring 2009  
**Level:** Undergraduate  
**Campus:** Online Learning  
**College:** School of Undergrad. Studies  
**Degree:** Bachelor of Science

**First Major:** Org. Leadership & Management  
**Department:** Org. Leadership & Mgmt.

Email [REDACTED]



[ [View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) ]

RELEASE: 7.5

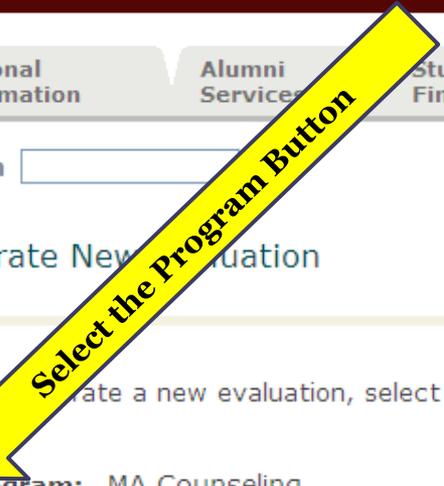
powered by  
**SUNGARD** HIGHER EDUCATION

Generate New Evaluation Student ID & your name  
Jul 13, 2009 05:05 pm

To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request.

Program: MA Counseling  
Degree: Master of Arts  
Major: Community Counseling  
Term: Fall 2007

Generate Request



Search

RETURN TO MENU SITE MAP HELP EXIT

Generate New

Student ID & name  
Jul 13, 2009 05:05 pm

To generate select a program, degree, major and anticipated graduation term and select generate request.

**Program:**

**Degree:**

**Major:**

**Term:**

- Fall 2007
- Fall 2009
- Summer 2009
- Spring 2009
- Fall 2008
- Summer 2008
- Spring 2008
- Fall 2007
- Summer 2007
- Spring 2007
- Summer 2006
- Spring 2006
- Fall 2005
- Summer 2005

**Step 1 – Select the Most Current Term**

Generate Request

**Step 2 – Click Generate Request**

Degree Evaluation Display Options Student ID & name  
Jul 13, 2009 05:07 pm

Please select the desired display.

For explanation of evaluation results, please see the tutorial [Interpreting the Degree Evaluation](#). This tutorial is also located on the [Registrar's Office website](#).

Students who find discrepancies, errors, or omissions in their degree evaluation report should report them via e-mail to [DegreeAudit@regent.edu](mailto:DegreeAudit@regent.edu), with your name, student ID, and a detailed description of the issue(s).

- General Requirements
- Detail Requirements
- Additional Information

**Step 1 – Select Detail Requirements**

Submit

**Step 2 – Click Submit**

# Top Half of Degree Evaluation Tool Shows Your Program of Study & Hours Completed and Used

Detail Requirements - Windows Internet Explorer provided by Regent University

https://genisys.regent.edu/pls/prod/bwckcapp.P\_VerifyDispEvalViewOption

File Edit View Favorites Tools Help

Search Web

Search the web Search

Images News Maps Resize Highlight

Options

Detail Requirements

Page Tools

**Program :** B.S. in Criminal Justice  
**Campus :** Virginia Beach Campus  
**College :** School of Undergrad. Studies  
**Degree :** Bachelor of Science  
**Level :** Undergraduate  
**Majors :** Criminal Justice  
**Departments :** Government

**Catalog Term :** Fall 2009  
**Evaluation Term :** Fall 2009  
**Expected Graduation Date :** May 01, 2011  
**Request Number :** 19  
**Results as of :** Jul 13, 2009  
**Minors :**  
**Concentrations :**

	Met	Credits		Courses	
		Required	Used	Required	Used
<b>Total Required :</b>	No	120.000	71.000		24
<b>Required Institutional :</b>	Yes	30.000	48.000		17
<b>Program GPA :</b>	Yes	.00	3.83		
<b>Overall GPA :</b>	Yes	.00	3.83		
<b>Other Course Information</b>					
<b>Transfer :</b>			23.000		7
<b>In Progress :</b>			18.000		7

\*\*\* This is NOT an official evaluation. \*\*\*

# Degree Evaluation

- Five (5) distinct sections in a degree evaluation
  1. **UG Christian Foundations**
  2. **General Education Requirements**
  3. **Major\***
  4. **UG Electives** *-> for BA & BS ONLY*
  5. **Institutional Course Work\*\*** *-> for BA & BS ONLY*
- It may include a declared Emphasis, Concentration, Cognate and/or Minor. *-> for BA & BS ONLY*

*\*50% of your major must be unique to Regent\*\**

*\*\*30 credits of Institutional Course Work is required for BA & BS degrees*

	Required	Used	Required	Used
<b>Total Required :</b>	No	120.000	22.000	7
<b>Required Institutional :</b>	No	30.000	0.000	0
<b>Program GPA :</b>	No	2.00	.00	
<b>Overall GPA :</b>	No	2.00	.00	
<b>Other Course Information</b>				
<b>Transfer :</b>			22.000	7
<b>Unused :</b>			74.000	25

\*\*\* This is NOT an official evaluation. \*\*\*

**Area :** UG-ChrstnFndtn (12 hrs Gen Ed) - **Not Met**



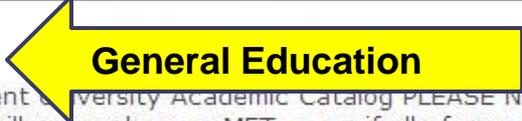
**Description :** Complete RELS 107, RELS 103, RELS 104, and RELS 206. Students with AA/AS degrees satisfy Christian Foundation requirements with successful completion of RELS 107.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No	(	RELS			107									
No	)AND(													
No	)OR(	RELS			206									
No	)AND(	RELS	Select Two courses			6 credits								
	)		RULE											

Total Credits and GPA 0.000 .00

\*\*\* unofficial evaluation \*\*\*

**Area :** General Education Requirements ( 37.000 credits ) - **Not Met**



**Description :** Complete all General Education Requirements as stated in the Regent University Academic Catalog PLEASE NOTE: If you have transfer quarter hour credits to meet your Gen Ed requirements, the Area will never show as MET, even if all of your required courses have you have questions regarding your graduation requirements please contact your academic advisor.

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credit
No	(	CORNRSTONE	Cornerstone		3		credits							
No	)AND(	WRCOMMTH	Writing, Comm and Math		12		cred		200940	COMM	110	Public Speaking	COMM	3.00
									200940	MATH	102	College Algebra	MATH	3.00
No	)AND(	HISTORY	History		6		credits		200940	HIST	101	Western Civilization I	HIST	3.00
No	)AND(	PHILOSOPHY	Philosophy		3		credits							
Yes	)AND(	NATSCIENCE	Natural Science		4		credits		200940	BIOL	101	INTRO TO BIO W/LAB	NSCI	4.00
Yes	)AND(	SOCSCIENCE	Social Science		3		credits		200940	TRSB	200	Gen Ed Soc/Beh Sci.-200 level	SSCI	3.00
Yes	)AND(	HUMANITIES	Humanities		3		credits		200940	FREN	101	INTRO FRENCH I	HUMN	3.00
Yes	)AND(	ARTS	Arts		3		credits		200940	TRAR	200	GEN ED ARTS - 200 LEVEL	ARTS	3.00
	)													

Browser address bar: [https://genisys.regent.edu/pls/prod/bwckcapp.P\\_VerifyDispEvalViewOption](https://genisys.regent.edu/pls/prod/bwckcapp.P_VerifyDispEvalViewOption)

Browser menu: Edit, View, Favorites, Tools, Help

Search bar: Search Web, Search the web, Search

Browser toolbar: Home, RSS, Print, Page, Tools

Browser tabs: Detail Requirements

Area : **BA Criminal Justice (Major) ( 48.000 credits ) - Not Met**



Description : Complete all Criminal Justice major requirements (minimum 48 credit hours)

Met	Condition Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade
Yes	(	CRJU	131				201010	CRJU	131	Intro to Criminal Justice		3.000	
Yes	)AND(	CRJU	220				201010	CRJU	220	Criminology		3.000	
No	)AND(	<u>CRJU</u>	231										
No	)AND(	<u>CRJU</u>	280										
Yes	)AND(	CRJU	313				201010	CRJU	313	Research Methods		3.000	
Yes	)AND(	CRJU	321				201010	CRJU	321	Data Analysis		3.000	
No	)AND(	<u>CRJU</u>	330										
No	)AND(	<u>CRJU</u>	335										
No	)AND(	<u>CRJU</u>	340										
No	)AND(	<u>CRJU</u>	361										
No	)AND(	<u>CRJU</u>	410										
No	)AND(	<u>CRJU</u>	430										
No	)AND(	<u>CRJU</u>	460										
No	)AND(	<u>CRJU</u>	345										
No	)OR(	<u>CRJU</u>	350										
No	)AND(	CRJRULE Choose 2 courses from catalog											

Browser address bar: [https://genisys.regent.edu/pls/prod/bwckcapp.P\\_VerifyDispEvalViewOption](https://genisys.regent.edu/pls/prod/bwckcapp.P_VerifyDispEvalViewOption)

Browser menu: File, Edit, View, Favorites, Tools, Help

Search bar: Search Web, Search

Browser tabs: Detail Requirements

**General Education Electives**

**Area :** UG Electives ( 23.000 credits ) - **Not Met**

**Description :** Complete 23 credits in any discipline

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits
No				100	499	23.000		200910	BUSN	260	BUSINESS LAW		3.0
								200940	GOVT	304	International Relations		3.0
								200910	TRSC	100	Gen Ed Natural Sci.-100 level		4.0
								000000	TXSB	200	Coll.Lv Ex. Soc/Beh Sci-200 lv		3.0
								000000	TXSC	100	Coll.Lev Ex Natural Sci-100 lv		3.0
												Total Credits and GPA	16.0

\*\*\* unofficial evaluation \*\*\*

**Area :** 30 hrs of Institutional Crswrk ( 30.000 credits ) - **Met**

**Description :** All students must complete at least 30 hours of coursework at Regent University

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits
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**Report all discrepancies, errors, and omissions in your degree evaluation report via e-mail to:**

**[DegreeAudit@regent.edu](mailto:DegreeAudit@regent.edu)**

Include your name, student ID, and a detailed description of the issue(s).

For additional information please visit the [Registrar's Website](#).