



**POINT LOMA**  
NAZARENE UNIVERSITY

# Advising Guide Tutorial

*For more information, please contact the Office of Records*

*619-849-2286*

# Location of Advising Guide in the Portal

After logging into the portal, make sure you are under the “Students” tab, scroll down to “Records”, and then click on “Advising Guide”.

<b>FINANCIAL SERVICES</b> <ul style="list-style-type: none"><li>● Statement of Account</li><li>● Financial Aid Awards</li><li>● Meal Plan Selection</li><li>● Telephone Bill</li><li>● Update Health Insurance</li><li>● Financial Aid Applications</li></ul>	<b>PROFILE INFORMATION</b> <ul style="list-style-type: none"><li>● Active Hours</li><li>● Biographical Information</li><li>● Education History</li><li>● Employment History</li><li>● Other Active Addresses</li><li>● Standardized Testing Scores</li><li>● StrengthsQuest</li></ul>	<b>RECORDS</b> <ul style="list-style-type: none"><li>● Advising Guide</li><li>● Courses Offered</li><li>● Course Registration</li><li>● Co-Curricular Transcript</li><li>● GPA Projection</li><li>● Session Grades</li><li>● Session Schedule</li><li>● Unofficial Transcript</li></ul>	<b>STUDENT SERVICES</b> <ul style="list-style-type: none"><li>● Chapel Attendance</li><li>● Chapel Petition</li><li>● Housing and Services Information</li><li>● Public Safety Tickets</li><li>● Roommates</li><li>● Student Directory</li><li>● Voting</li><li>● Yearbook Reservation</li></ul>
<b>STUDENT EMPLOYMENT</b> <ul style="list-style-type: none"><li>● On-Campus Jobs</li><li>● Off-Campus Jobs and Internships</li><li>● Payroll Earnings Statement</li><li>● Timecard / Timeclock</li></ul>	<b>PROFILE UPDATE</b> <ul style="list-style-type: none"><li>● Update Addresses</li><li>● Update Denomination Affiliation</li><li>● Update Information Releases</li><li>● Update Marital Status</li><li>● Update Privacy Settings</li></ul>		<b>STUDENT SERVICES UPDATE</b> <ul style="list-style-type: none"><li>● Update Emergency Contacts</li><li>● Update Vehicle Registration</li></ul>

# Initialization Screen

Simply click the “Run Advising Guide” button at the bottom of this screen. Don’t change or select any options from the drop-down menu. The drop-drop menus are for creating “What If” situations. You can use this feature to see how many courses you have completed if you were to declare a different major or catalog year.

To view your Advising Guide, scroll down and click **Run Advising Guide**.

**Use default values, or change for "what if" scenarios**

Major1:	Business Administration (BUSA) ▼
Major2:	▼
Minor1:	▼
Minor2:	▼
Catalog:	Undergraduate 2009-2010 (UG09) ▼

Run Advising Guide

To see how your coursework could apply to another major or minor:  
Choose your potential majors/minors from the dropdown lists provided.  
Select the current year catalog to see the latest requirements.  
Click **Run Advising Guide** button to see results.

**For official major/minor changes, please see the Records Office.**  
*(To change session or program, use the button in the upper right corner)*

# Prerequisites Skills Section of Advising Guide

All students must fulfill the remedial math requirement (MTH099) in order to graduate from PLNU. This requirement can be waived with a Math SAT score of 470, ACT of 18 or above, or by passing the PLNU math placement exam offered in the math department on campus. As you can see at the very bottom of this section, it shows a student who took the math placement exam on August 10, 2004 and waived MTH099. Students also have the option of taking MTH099 as a course at PLNU, but these units do not count toward graduation. If you transfer a math course that is equivalent to or a higher level than MTH099, a waiver will appear in this section as well.

## PREREQUISITE SKILLS:

COMPLETED

Basic competence in mathematics is prerequisite to several required general education courses. Mathematics competency is satisfied by a score of 470 or above on the SAT test, passing a test administered by the Math Department or successfully completing MTH099. MTH099 does not count in the minimum 128 units required to graduate. This must be met by the Junior year.

MATHEMATICS COMPETENCY	Courses to complete:	Sequences 0 to complete:	0 COMPLETED
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SAT score of 470 or above waives MTH099.

MATHEMATICS COMPETENCY	Courses to complete:	0
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MATHEMATICS COMPETENCY Courses to Complete: 0

Waiver MTH 99 - waives MTH099

Waiver MTH 113 - waives MTH099 and MTH113

Waiver MTH 123 - waives MTH099, MTH113 and MTH123

Waiver MTH 99 08/10/04

# General Education Requirements

This section includes all GE courses required for a degree at PLNU. The example below shows the first category labeled “Responding to the Sacred”, which includes courses from the School of Theology & Christian Ministry.

GENERAL ED REQUIREMENTS:				INCOMPLETE
RESPONDING TO THE SACRED	Courses to complete:	3	Sequences to complete:	2 INCOMPLETE
<p>Transfer students with 48 or more units (all of which were taken before transferring to PLNU) who did not transfer any religion courses, are only required to take one lower division bible and one upper-division religion listed below.</p>				
BIBLICAL FOUNDATIONS			Courses to complete:	2
BIBLICAL FOUNDATIONS Courses to Complete: 2				
BIB101	OLD TESTAMENT HISTORY & RELIGION	_____		
BIB102	NEW TESTAMENT HISTORY & RELIGION	_____		
THE CHRISTIAN TRADITION			Courses to complete:	1
THE CHRISTIAN TRADITION Courses to Complete: 1				
Choose - 1				
CHU395	THE CHRISTIAN TRADITION	_____		
THE306	THE LIFE OF HOLINESS	_____		
PERSONAL DEVELOPMENT	Courses to complete:	1	Sequences to complete:	1 INCOMPLETE

# Major Requirements

This section lists your intended major and the courses required to complete it. Some majors will also show how many total lower division and upper-division courses remain. If you have chosen a minor as well, that section will appear after the major requirements.

BUSINESS ADMINISTRATION				INCOMPLETE
LOWER DIVISION	Courses to complete:	8	Sequences to complete:	5 INCOMPLETE
ACCOUNTING			Courses to complete:	2
ACCOUNTING Courses to Complete: 2				
ACC201	PRINCIPLES OF FINANCIAL	_____		
ACC202	PRINCIPLES OF MANAGERIAL	_____		
BUSINESS			Courses to complete:	2
BUSINESS Courses to Complete: 2				
BUS212	PRINCIPLES OF MANAGEMENT	_____		
BUS213	ADMINISTRATIVE COMMUNICATION	_____		

# GPA & Earned Units Calculations

At the bottom of each section (GE, major, and all courses), there is a box of statistics. Each box calculates your cumulative GPA (both transfer and PLNU courses), your resident GPA (PLNU courses only), your cumulative earned units, and your residential earned units for that particular section. To view your total units earned overall and your current GPA, use the bottom box, which is located before the electives section. The row labeled “required” in the bottom box shows that you must complete a minimum of 128 units, the last 24 taken in residence, with a 2.0 GPA.

Statistics for GENERAL ED REQUIREMENTS:				
	GPA	Res GPA	Units	Res Hrs
Completed	3.670	3.670	10.00	10.00

Statistics for BUSINESS ADMINISTRATION				
	GPA	Res GPA	Units	Res Hrs
Completed	4.000	4.000	4.00	4.00

CUMULATIVE GPA & EARNED UNITS				
	GPA	Res GPA	Units	Res Hrs
Required	2.000	2.000	128.00	24.00
Completed	3.774	3.774	22.00	19.00
Required 24.00 of last 24.00 in residency.				
Completed 19.* of last 22.* in residency.				

# Courses & Sequences to Complete

Each required category has a header showing how many courses have been completed. In some instances, such as writing, you have the option of taking one 5 unit course (WRI110) or two courses worth 2 units and 3 units (WRI115,116). The “Courses to Complete” header will always list the minimum number of courses needed to fulfill a requirement, so if you took WRI115, the courses will show as complete, but the sequences will show as incomplete because you also need to take WRI116 to fulfill the sequence unit requirement. Sequences are marked by the gray headers. Below, there are two sequences “Composition” and “Speech”. This student would complete both sequences by taking WRI116 and COM100.

REASON AND RHETORIC	Courses to complete:	1	Sequences to complete:	2	INCOMPLETE
COMPOSITION 1			Courses to complete:	0	
COMPOSITION 1 Courses to Complete: 0					
Complete (WRI120 Honors) or (WRI110) or (WRI115 and WRI116):					
	WRI120	HONORS IN COLLEGE COMPOSITION	_____		
	WRI110	COLLEGE COMPOSITION	_____		
		OR 2 of the following:			
*N		WRI115 writing	WRI115	SP98	3.00 A
		WRI116 COLLEGE COMPOSITION: RESEARC	_____		
SPEECH			Courses to complete:	1	
SPEECH Courses to Complete: 1					
Choose - 1					
	COM100	PRINCIPLES OF HUMAN	_____		
		OR 1 of the following:			
		COM231 ARGUMENTATION & DEBATE	_____		

## Units Versus Courses to Complete

If a category requires that you complete a certain number of units (see 4 unit economics requirement below), you have the option of completing one (4 unit) course, two (2 unit) courses, or even four (1 unit) courses. The “Courses to Complete” header will always list the minimum number of courses needed to fulfill a requirement (in this case, 1 four unit course). So if you complete a 2 unit economics course, the header will show as complete because you completed one course, but you will actually need to take one more 2 unit course to fulfill the “4 units of upper-division economics” requirement.

<b>BUSINESS I</b>						Courses to complete:	4
BUSINESS I Courses to Complete: 4							
BUS301	LEGAL ENVIRONMENT OF BUSINESS	_____					
BUS332	PRINCIPLES OF MARKETING	_____					
BUS410	BUSINESS FINANCE	BUS410	SP06	4.00	A		
BUS488	STRATEGIC MANAGEMENT	_____					
BUS489*		_____					
<b>ECONOMICS</b>						Courses to complete:	1
ECONOMICS Courses to Complete: 1							
4 units of upper-division Economics (300-490)							
ECO3**		_____					
ECO4**		_____					

## Section & Header Comments

Please be sure to read all the comments on your advising guide. They provide instructions or explanations of the requirements listed below. In this instance, the comments explain an exception made for first-time transfer students. If you qualify for this exception, you could choose either BIB101/102 and CHU395/THE306 and then your required courses would be complete. Since other students must complete three courses, the advising guide will always show this section as incomplete for transfers who utilize this exception. Please check with an Academic Records Specialist if you are unsure that you qualify for an exception.

RESPONDING TO THE SACRED	Courses to complete:	3	Sequences to complete:	2 INCOMPLETE
<p>Transfer students with 48 or more units (all of which were taken before transferring to PLNU) who did not transfer any religion courses, are only required to take one lower division bible and one upper-division religion listed below.</p>				
<b>BIBLICAL FOUNDATIONS</b>			Courses to complete:	2
<p>BIBLICAL FOUNDATIONS Courses to Complete: 2</p>				
BIB101	OLD TESTAMENT HISTORY & RELIGION	_____		
BIB102	NEW TESTAMENT HISTORY & RELIGION	_____		
<b>THE CHRISTIAN TRADITION</b>			Courses to complete:	1
<p>THE CHRISTIAN TRADITION Courses to Complete: 1</p>				
<p>Choose - 1</p>				
CHU395	THE CHRISTIAN TRADITION	_____		
THE306	THE LIFE OF HOLINESS	_____		

# Compare Requirements

Although the advising guide is a helpful tool, it is only a guide, so please compare it to the official academic catalog to ensure you complete all requirements. Your degree depends on it!

## ADVISING GUIDE

ACCOUNTING Courses to Complete: 1	
ACC374	INTERMEDIATE MANAGERIAL BUSINESS I
BUSINESS I Courses to Complete: 4	
BUS301	LEGAL ENVIRONMENT OF BUSINESS
BUS332	PRINCIPLES OF MARKETING
BUS410	BUSINESS FINANCE
BUS488	STRATEGIC MANAGEMENT
BUS489*	
ECONOMICS	
ECONOMICS Courses to Complete: 1	
4 units of upper-division Economics (300-490)	
ECO3**	
ECO4**	

## CATALOG

UPPER-DIVISION REQUIREMENTS		
COURSE	TITLE	UNITS
ACC 374	Intermediate Managerial Accounting	2
BUS 301	Legal Environment of Business	4
BUS 332	Principles of Marketing	4
BUS 410	Business Finance	4
BUS 488	Strategic Management	4
BUS 489	Business Internship	4
	Upper-division Economics (300-490)	4
<i>Approved OCP courses may satisfy this requirement</i>		
<b>TOTAL</b>		<b>26</b>

*Please report any discrepancies between your advising guide and the catalog by calling the Records Office at 619-849-2941*