

Appendix C

How to Obtain a GPS Report

Step 1: Log onto SOS

Step 2: Click on Student Tab

Step 3: Click on Degree Evaluation

The screenshot shows the SOS website interface. At the top, there is a blue banner with the text "WELCOME TO S.O.S." and a logo on the right. Below the banner is a navigation menu with links for "All Users", "Employees", "Faculty", "Financial Aid", "Students", and "MyWork". The "Students" link is circled in red. Below the navigation menu is a "Students" section with a grid of service tiles. The "Degree Evaluation" tile is circled in blue. A red arrow points from the "Students" link to the "Degree Evaluation" tile, and a blue arrow points from the "Degree Evaluation" tile to the "What If" section in the next screenshot.

Step 4: Click on What If located on the Worksheets. See below.

The screenshot shows the "What-If Analysis" form in the SOS system. The form is titled "Academic" and "What-If". It includes the following fields and options:

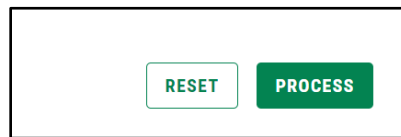
- What-If Analysis** (expandable section)
- Use current curriculum
- In-progress classes
- Preregistered classes
- Program**
- Catalog year *: 2023-2024
- Degree *: Associate of Applied Science
- Level *: Undergraduate
- Areas of study**
- Major *: Occupational Therapy Ast AAS
- Additional areas of study** (expandable section)

Step 5: Select current application cycle year from the Catalog Year drop down.

Step 6: Select Associates of Applied Science from the Degree drop down. *Keep undergraduate level.

Step 7: Select Occupational Therapy Ast AAS from the Major drop down.

Step 8: Click the Process What-If button at the bottom of the screen. This process may take a few minutes to generate the request.



Step 9: Click Print on the top right corner. Keep a copy and submit one copy in the application packet.



Step 10: Select PDF dimension: Letter- Portrait. Open PDF. Upload one copy in the online application packet.