**STEP BY STEP:**

1) Go to www.usouthal.edu
2) Click on the PAWS icon
3) Click on “Enter Secure Area”
4) Enter your J# and your Pin Number – click “Login”
5) Click “Student Services and Financial Aid”

6) Click “Student Records”
7) Click “Degree Evaluation” (not available if you have holds)
8) Select the Current Term – click “Submit”

Now review the Curriculum Information listed for the Primary Curriculum. Make sure all that information is correct. If yes, continue. If not, run a "What-If Analysis"

9) At the bottom center of page click “Generate New Evaluation”
10) Select the radio button (beside Program) – click “Generate Request”
11) Select the radio button for Detailed Requirements – click “Submit”

**Finished**

**What-If Analysis**

9) At the bottom right of page click “What If Analysis”
10) Select an Entry Term (semester you started at USA) – click “Continue”
11) Select a Program – click “Continue”
12) Select a major – click “Add More”
13) Add a concentration, or skip this step, click “Add More”
14) Select a minor – click “Submit”
15) Leave Evaluation Term as is – click “Generate Request”
16) Select “Detail Requirements” – click “Submit”

**Finished**

**Notes:**

If you are a double major you will need to run a separate “Degree Evaluation” for each major.

You can also add 2 minors or 1 concentration by clicking on the ADD button located on the select major screen (items 12-14 above).

Disregard the “Expected Graduation Date” and the “Program GPA” shown on your degree evaluation or what-if analysis.

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**Other Information on PAWS**

- Accounting/Fees
- Advisor Name
- Class Schedule
- Degree Evaluation
- Email
- Drop/Add Classes
- Grades
- Holds
- Register for Classes
- Time Ticket for Registration
- Transcript Evaluation
- Withdraw

**Arts and Sciences Advising Center * Alpha Hall South Room 345 * 251-460-7233**