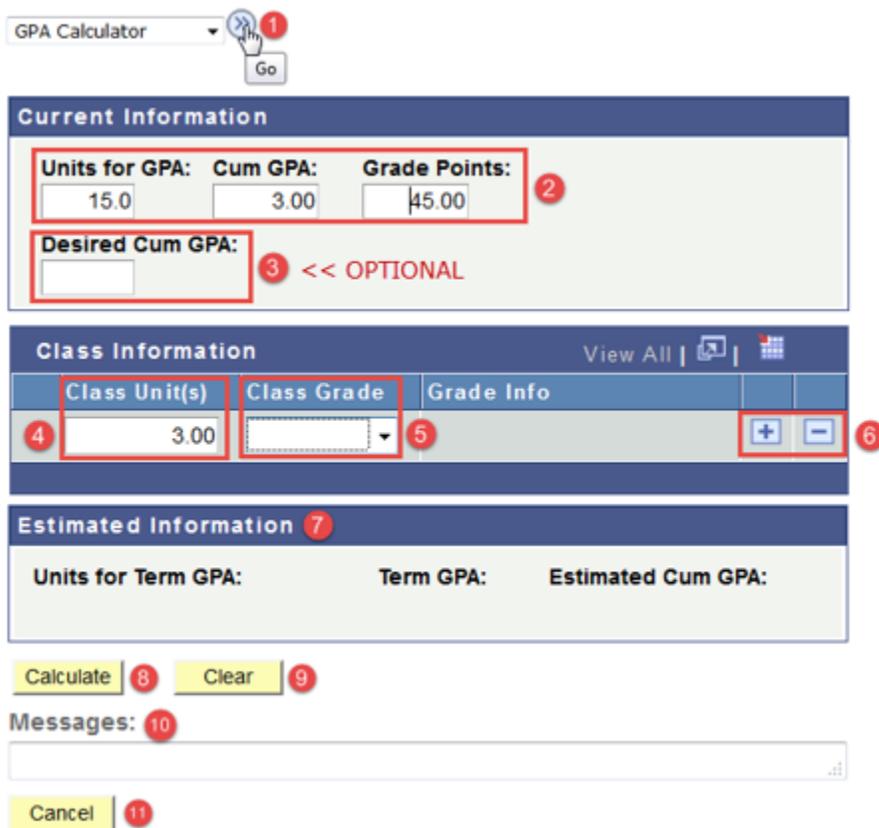# GPA Calculator *Quick Start Guide**

1. Select **GPA Calculator** from the "other academic…" dropdown menu, then hit the **Go** button in your Student Center, Advisor Center, or Student Services Center (Student) page.

2. Units for GPA, **Cum GPA**, and **Grade Points** pre-populate from the academic record. *Note: You can edit these boxes if you wish to perform a different calculation.*

3. *OPTIONAL:* If using the **Desired Cum GPA** box, enter the CGPA you are trying to attain.

4. Enter the number of **Class Unit(s)**/credits for each class.

5A. *If* using the **Desired Cum GPA** box above, you can leave some or all of the **Class Grade** boxes blank. When you click "calculate", the application will generate the minimum grades needed to meet the Desired Cum GPA or will give you a message that the Desired Cum GPA cannot be reached.

--OR-- 5B. *If* using this GPA Calculator to simply calculate specific grades, leave the **Desired Cum GPA** box blank. Use the **Class Grade** dropdown menu to indicate a grade in each class.

6. Use the **+ and - buttons** to adjust the number of classes you are taking/calculating.

7. This section will display the calculations for **Units for Term GPA**, **Term GPA**, and **Estimated Cum GPA** based on the data entered above.

8. Select **Calculate** to see the results of your GPA scenario.

9. Select **Clear** to remove any data you entered/changed. It restores **Units for GPA**, **Cum GPA**, and **Grade Points** to their initial values from your academic record. *Note: A "clear" is recommended between each of your calculations.*

10. Depending on your calculations, different messages may appear.

11. Select **Cancel** to return to your Student Center, Advisor Center, or Student Services Center (Student) page.