Step By Step Instructions:
Academic Audit (for Advisors)

- Upon entering Degree Works, the first action you should take is to press the Process New button. This will refresh the audit that is displayed. The last date a Process New was requested is displayed in the Last Audit field.

- Audits are updated nightly based on activity that has occurred on a student’s academic record the previous day. The last update of student data (from Banner) is reflected in the Last Refresh field.

- If activity, such as a change in degree program, grading or registration has occurred during the day and you wish to see that activity reflected in the audit before the nightly update, select the refresh symbol followed by the Process New button. Please note that it will take time for the data to refresh from Banner.

- Upon entering the Degree Works audit the view will default to the Student View within the Audits tab.

- At the top of the audit is the student context information, which includes the student’s V#, name, and primary program of study information displaying degree and major, classification, the last date an audit was generated and last Banner refresh.

- For students pursuing more than one major with the same degree, for example, History (BA) and English (BA), requirements for both majors and any associated concentration requirements will appear in the body as a single audit.

- For students pursuing more than one major with different degrees, for example, Chemistry (BS) and Dance and Choreography (BFA), the requirements for the majors and associated concentrations within the different degrees will display as individual audits. You can access the individual audits via the dropdown in the degree field located at the top of the audit within the student context area.
- Below the student context area you will see the header and Degree Progress bar.

- The header contains additional student information. Some of the additional information that you may find helpful when advising a student include, **Academic Standing** and **Registration Holds**. Please note that the Registration Holds entry reflects only Yes or No. Specific hold information can be accessed via the eServices View Holds link. The **Other Program of Study** field will alert you to the fact that a student is pursuing more than one major when a Yes entry appears.

- The progress bar tracks the completion percentage of all requirements on the audit. Completed requirements are represented by green boxes filled with a check mark.

- The remainder of the audit is organized in groupings of requirements referred to as blocks. Based on a blocks characteristics, effective bulletin, credits required and applied as well as a running total of required and remaining credit hours will be displayed.

- The order of the blocks begins with the high-level degree block associated with the student’s primary program of study. This block contains a summary of the additional blocks within the audit.

- The next block that follows is the **University Core** block. In our example the University Core requirements have been waived based on an earned Associates degree.

- The next block that follows is the primary Major’s **General Education** block. Please note that a student only needs to satisfy the general education requirements associated with the primary major.
- The next blocks that follow are the primary **Major** block, associated **Concentration** and in some cases **Collateral**, second **Major** and **Minor** blocks.

- Please notice that requirements satisfied by transfer work will identify the external course and associated institution.

- Also note that requirements satisfied via a substitution/waiver will lead with an entry of **Exception By**. A summary of all substitution/waivers is displayed in the **Exceptions** block appearing farther down in the audit.

- The next blocks that follow are the **Upper-Level Courses** and **Open Electives** blocks.
Based on an individual student’s academic record, an **Insufficient Due to Grade or Repeat** block may appear displaying courses graded as F, W, NC as well as courses for which the grade exclusion policy has been applied appearing with grades of DN and FN. This block will appear after the Open Electives block.

The next block that follows is the **In-progress** block, which displays a summary of current registration that appears throughout the audit denoted by a grade of IP.

Based on an individual student’s academic record, a **Not Counted** block may appear after the In-progress block. In this block you will see courses identified as duplicate credit (reflected on the transcript record with an “A” code, though the “A” will not display on the audit) yet taken under a different subject and/or number, e.g, STAT 208, 210, 212, 312 or MGMT 301.

The **Exception** block following the In-progress block displays a summary of substitutions and waivers that appear throughout the audit denoted with a leading entry of **Exception By**.

**NOTE:** Please consult your Assistant or Associate Dean regarding your respective unit’s exception practices and policies.
- A summary of advising notes appears as the last entry on the audit.

- A legend explaining the coding and symbols appearing throughout the audit is displayed at the bottom and left hand side.