How to Read a Student Audit?

This document includes tutorials for the links listed below. Click the link to go to the section you wish to view. Click the section title to return to this menu.

- **Legend**
- **Class History**
- **Student Holds**
- **General Student Information**
- **Warning Block**
- **Degree Progress Bar**
- **Graduation Requirements/Degree Block and Unmet Conditions**
- **Foundations Curriculum Requirements**
- **Major Requirements**
- **Concentration Requirements**
- **Minor Requirements**
- **Elective Courses**
- **Insufficient Courses**
- **Remedial Courses**
- **Courses In-Progress**
- **Exceptions**
- **Advising Notes**

**NOTE:** All information in DegreeWorks is pulled from the students Banner Record. If information is inaccurate in DegreeWorks you must correct information in Banner INB.

**LEGEND**

- ✔ = Requirement Completed
- ☐ = Not Completed
- ~ = Complete except for courses in progress
- ≈ = Nearly complete – see advisor
- (T) = Transfer class
- @ = Any Course Number
- * = Prerequisites Required

**CLASS HISTORY**

By clicking the **Class History** link a window will open to display a listing of all the student’s courses, including current courses.

**This is not an official transcript.**

This window can be printed or saved as a PDF and emailed to a student. Ctrl + P to print the window
STUDENT HOLDS

Click the Student Holds link and a pop up window will display any current holds a student may have on their record.

***NOTE*** Please remember that DegreeWorks is refreshed nightly. Any holds which were removed during the day will be updated that night. The changes will be viewable in the student’s record the next day.

GENERAL STUDENT INFORMATION

The top part of the student’s record will contain basic information about the student’s degree program, GPA, class status, academic standing, etc.

You can email the student by clicking on the student name in the student view section. Likewise, the student can email the advisor by clicking on the advisors name.

WARNING BLOCK

If a warning exists it will appear under the General Student Information Block.

Warnings may include:
- Tuition Surcharge
- Need to apply for graduation
**DEGREE PROGRESS BAR**

The Degree Progress Bar shows a student an estimation of the student’s progress toward degree completion. This estimation is based on the number of requirements that have been checked completed. For students who are undeclared, this calculation will be based only on your first two years of coursework.

**GRADUATION REQUIREMENTS/DEGREE AND UNMET CONDITIONS**

*Degree Block – If they are declared this block will be their degree*

![Degree Block Table]

**If Block is titled General College the student is undeclared**

![General College Table]

This section indicates what is required for graduation in the selected degree. It includes minimum GPA and Credits required.

Any unmet conditions for a degree are listed under the title bar for this block. This area checks total hours (without remedial math), upper-level hours, institutional GPA, and residency requirements.

Once each of these requirements is complete, this advice will be removed from the student’s audit.

Foundations curriculum checkbox is shown under the degree block and will stay unchecked until all foundations course are complete.
The next part of a worksheet shows the student’s foundation curriculum. Requirements that are completed are checked off in the boxes on the left.

When a requirement has not been met, a list of acceptable courses appears. These courses are hyperlinked to a box that will display course information, any prerequisites, and real-time data on offerings in the current schedule of classes.

**MAJOR REQUIREMENTS**

This section checks a student’s Major requirements.

**CONCENTRATION REQUIREMENTS**

This section checks a student’s Concentration requirements.
MINOR REQUIREMENTS

This section checks a student’s Minor requirements.

ELECTIVES COURSES

This block lists courses which are not counted or needed towards the requirements of the degree.

These courses are counted toward total hours, but are not needed to fulfill specific core or major requirements.

INSUFFICIENT COURSES

Students who have failed, repeated, or withdrawn from courses will have an insufficient section.

This block lists courses in which the student has received a grade of Minimum Grade not met, (F)ail, (W)ithdrawal, and/or Repeated Courses.

These courses are not counted toward the degree requirements however they are counted in the GPA based on the grade.

REMEDIAL COURSES

Remedial coursework will appear in this section. These courses do not count toward a student’s total hours. Remedial math is the only course that will be shown here.
COURSES IN PROGRESS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Type</th>
<th>Date</th>
<th>Who</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 2000</td>
<td>Intro to Computer Literacy</td>
<td>CUR</td>
<td>1</td>
<td>Fall 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 3000</td>
<td>Introduction to Diversity</td>
<td>CUR</td>
<td>3</td>
<td>Fall 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELED 2123</td>
<td>Early Exp Perspective Toh</td>
<td>CUR</td>
<td>1</td>
<td>Fall 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1000</td>
<td>Approaching Literature</td>
<td>CUR</td>
<td>3</td>
<td>Fall 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 1790</td>
<td>Environmental Geology</td>
<td>CUR</td>
<td>4</td>
<td>Fall 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 2777</td>
<td>Ethnocultural Psychology</td>
<td>CUR</td>
<td>3</td>
<td>Fall 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEE 2000</td>
<td>Intro to Exceptional Children</td>
<td>CUR</td>
<td>2</td>
<td>Fall 2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currently enrolled students will also have an In Progress area that lists courses in which they are registered or have an Incomplete.

EXCEPTIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Date</th>
<th>Who</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Complete</td>
<td>Force complete the rule</td>
<td>11/30/2011</td>
<td>Basette, Amy H</td>
<td>RA000005</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Any exceptions that have been entered will be summarized at the end of the audit.

ADVISING NOTES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Entered by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student and advisor discussed internship forms and procedures.</td>
<td>Basette, Amy H</td>
<td>11/30/2011</td>
</tr>
<tr>
<td>GENERAL COMMENTS Student referred to Career Resources.</td>
<td>Krou, Rosalee M</td>
<td>11/29/2011</td>
</tr>
<tr>
<td>Student and advisor discussed graduate school options.</td>
<td>Krou, Rosalee M</td>
<td>11/14/2011</td>
</tr>
<tr>
<td>Student referred to the Pirate Tutoring Center.</td>
<td>Krou, Rosalee M</td>
<td>11/15/2011</td>
</tr>
</tbody>
</table>

The last block of the student audit contains any advising notes attached to a student’s record.