

Advisor Degree Audit System Directions

[Running Audit](#)

[Adding/Viewing Comments](#)

[What If Audits](#)

(Contact the Registrar's Office with any questions or assistance)

Running Audit:

- Log into degree audit system with Alvernia email and password

- Click the "students" icon



- Next, search for the student by the ID# (with three zeros in front) or by the first name or last name

Student Search

Enter Student ID


Student ID

Submit

Search by Student Name

First Name

Last Name

Search 

- If search by student name, click the box to the left side of student's name (see below highlighted box)

Show entries

Select	First Name	Last Name
<input type="checkbox"/>	Penelope	Testperson
<input type="checkbox"/>	Ursula	Testperson

Showing 1 to 2 of 2 entries

- Click the red "Run Declared Program" button to run student's audit (give it a couple seconds to load)

Student: Ursula Testperson / 000299850 Audits ▾ Comments Exceptions

Request an Audit

[Run Declared Programs:](#)

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BA-CJ	Criminal Justice - Bachelor of Arts	Fall 2021	\$MINOR	MINOR-ADDMH	D	Fall 2021

[Select a Different Program:](#)

Advanced Settings [Click to view available options.](#)

- Click "view audit" link to the right side (see below yellow highlight)

Student: Ursula Testperson / 000299850 Audits ▾ Comments Exceptions

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

ID	Instd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View
17842		BA-CJ	Fall 2021	10/01/2022 6:33 PM		HTML	nova149437	---	View Audit

- Student's audit will appear and look similar to one below

Students Batch Tools Reports Security

Student: Ursula Testperson / 000299850 Audits Comments Exceptions

Ursula Testperson
Criminal Justice - Bachelor of Arts

Prepared On	10/01/2022 06:33 PM	Program Code	BA-CJ	Catalog Year	Fall 2021
Student ID	000299850	Applied-Grad:		Job ID	2227418330087248

[Audit Results](#) [Course History](#) [Applied Exceptions](#) [Markers](#)

Audit
You are here: [Audit](#)

Credits

GPA

Categories

Category	Complete	In Progress	Unfulfilled
SEARCH Req	12	3	30
Path Req	6	0	3
Addl Grad Req	6	0	0
Major Req	9	0	38
Minor Req	6	0	15

Credits

Open All Sections Close All Sections ?

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

> x Students must successfully complete a minimum of 123 cr. credits and achieve a 2.0 cumulative GPA. Please note specific majors may carry higher GPA requirements.

- Click ? to view codes that could appear on student's audit
- Click > to open up different requirement sections (click > again to close requirement sections)
- Scroll through audit and open up different sections to see what the student completed, has in progress, and has unfulfilled

Adding/Viewing Comments:

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First Name

Last Name

Search 

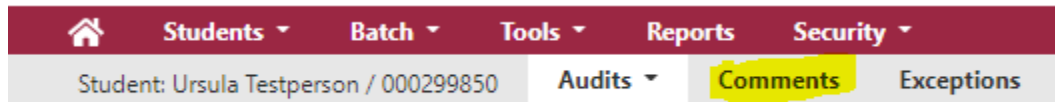
- If search by student name, click the box to the left side of student’s name (see below highlighted box)

Show entries

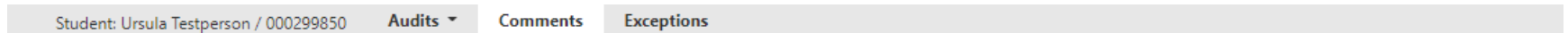
Select	First Name	Last Name
<input type="checkbox"/>	Penelope	Testperson
<input type="checkbox"/>	Ursula	Testperson

Showing 1 to 2 of 2 entries

- Click “comments” tab (see below highlighted “comments” tab)



- You will be taken to the comments page where you will see any comments you posted or that are shared with you (below is a test comment)

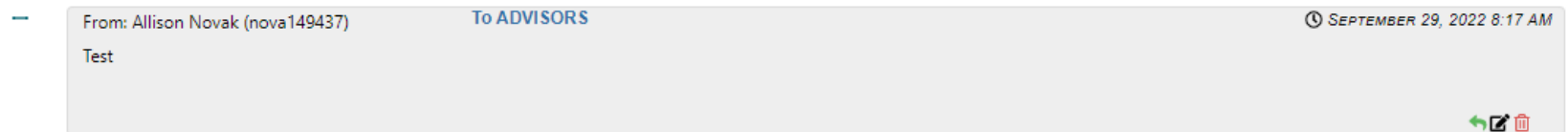


Comments

Enter your comments. Select the 'Share with' field to share the comment with others or the 'Private' field to create a private note.

Add New Comment

[Expand All](#) / [Collapse All](#)



- On your comment, you can respond (click green arrow), edit (click pencil/paper), and delete (click trash can)

Add New Comment

- To add a new comment, click the red “add new comment” button
- Will automatically default to share with other advisors, but you can change it to the other selections listed (see below)

Comment recipient:

Private
 Share with:
 To: Student
 To: Other Advisors

- To keep a comment private, click the circle next to “private” (see below highlighted circle)

Comment recipient:

Private Share with: To: Student To: Other Advisors

- To share a comment with a student, click “share with” and “student”
- Students will receive an email notification when an advisor leaves a comment
- If you check “share with” and “other advisors” that means if the student gets a new advisor in the future, then that future advisor can see comments that the previous advisor left
- You can also choose to select “share with” “student” and “other advisors”
- After typing in a comment in the blank comment box, click save (see below picture)

Comments

Enter your comments. Select the 'Share with' field to share the comment with others or the 'Private' field to create a private note.

[Expand All](#) / [Collapse All](#)

Add New Comment

From:

Comment recipient:

Private Share with: To: Student To: Other Advisors

- **NOTE: comments should only be about advising, such as course selections for students, any academic alerts and non-academic concerns should still be submitted through AU Advise/EAB**

What If Audits:

- Log into degree audit system with Alvernia email and password

- Click the “students” icon



- Next, search for the student by the ID# (with three zeros in front) or by the first name or last name

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<input type="checkbox"/>	Penelope	Testperson
<input type="checkbox"/>	Ursula	Testperson

Showing 1 to 2 of 2 entries

- You will be brought to the student's record and click the "select a different program" link (highlighted below)

Request an Audit

[Run Declared Programs:](#)

School	Degree Program	
	BA-CJ	

[Select a Different Program:](#)

- You will then see the below

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.
 Students are not permitted to choose a Catalog Year earlier than the Year they last were admitted to Alvernia University.
 If you wish to choose a later year, please contact the Office of the Registrar.

Program:

Catalog Year:

- Next, select the primary major first in the program drop-down box
 - if want to stick with student's current major and just add a second major or minor, for example, then select the student's current major first for the What If audit
- Then select the catalog year in the drop-down box, can only select the catalog year/term that the student entered Alvernia under OR move forward in catalog year/term. Students CANNOT move backwards
- After selecting primary major, you can choose to select a 2nd, 3rd or minor by clicking the corresponding

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.
 Students are not permitted to choose a Catalog Year earlier than the Year they last were admitted to Alvernia University.
 If you wish to choose a later year, please contact the Office of the Registrar.

Program: Accounting - Bachelor of Science - BS-ACCTG

Catalog Year: Fall 2021 Clear Selections

Add: Second Major Third Major Minor Program

Advanced Settings [Click to view available options.](#)

Run Different Program

Cancel

- After selecting the program(s) you want for the What If audit, click the red “run different program button
- Then you will see what requirements are needed for that program and if any courses the student already completed or has in progress will fulfill any of the What If audit requirements.