Advisor Degree Audit System Directions

Running Audit

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 Students
- 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	Search by Student Name
Student ID	First Name
Submit	Last Name
	Search

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

Show 10 v entries		
Select	First Name	Last Name
Þ	Penelope	Testperson
	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)

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

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

Student: Ursula Testpers	on / 000299850	Audits -	Comments	Exceptions							
Completed Au	dit Reques	sts									
•			udent's record. Hit	tting the 'Run Audit' bu	tton will run a new au	dit report. Deleting audits removes them from this list.					
Run Audit											
Kun Audit											1
ID	Instcd	Program		Catalog Year	r	✓ Created	Audit Type	Format	Run By	Course Type	View
17842		BA-CJ		Fall 2021		10/01/2022 6:33 PM		HTML	nova149437		View Audit

🗥 Students - Batch - Tools - Reports Security -Student: Ursula Testperson / 000299850 Audits - Comments Exceptions Ursula Testperson Criminal Justice - Bachelor of Arts BA-CJ Prepared On 10/01/2022 06:33 PM Program Code Catalog Year Fall 2021 Applied-Grad: Student ID 000299850 2227418330087248 Job ID Audit Results Applied Exceptions Markers Course History Categories Audit You are here: 🏠 Audit ----- 4.0 SEARCH Req Path Req Addl Grad Req - 2.0 Major Req Minor Reg 35 40 45 0.0 10 15 20 25 30 GPA Credits Credits In Progress Complete Unfulfilled ø Open All Sections Close All Sections AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED > 🗙 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.

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

- 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

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First Name	Last Name 🌲
Penelope	Testperson
Ursula	Testperson
	Penelope

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Showing 1 to 2 of 2 entries
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- 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	
	BA-CJ	
Select a Different Program	E.	

- You will then see the below

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

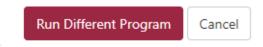
Students are not permitted to choose a Catalog Year earlier than the Year they last were admitted to Alvernia University. If you wish to choose a later year, please contact the Office of the Registrar.

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 U If you wish to choose a later year, please contact the Office of the Registrar.	niversity.
Program: Accounting - Bachelor of Science - BS-ACCTG	
Catalog Year: Fall 2021 Clear Selections	
Add: Second Major Minor Program	

Advanced Settings Click to view available options.



- 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.