Advisor Degree Audit System Directions

Running Audit

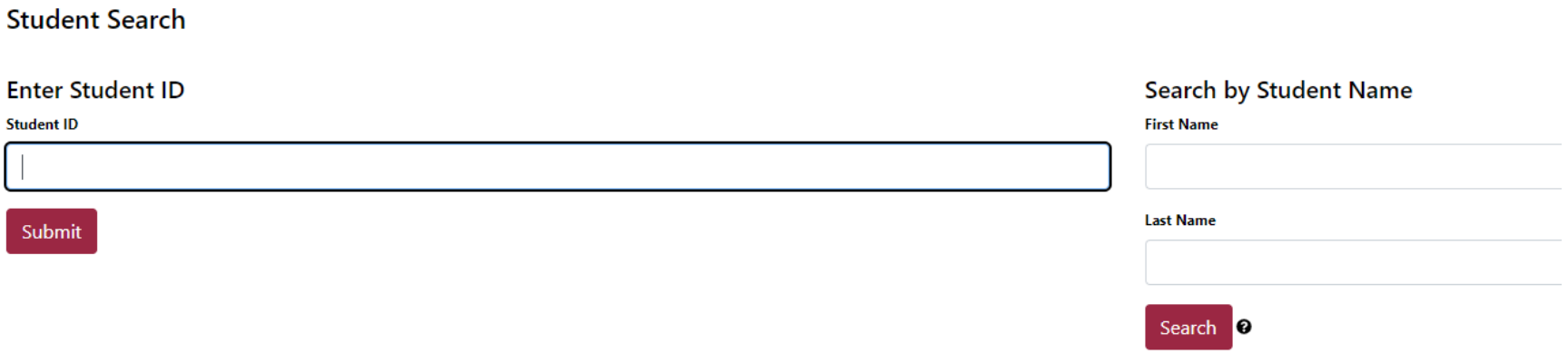
What If Audits

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

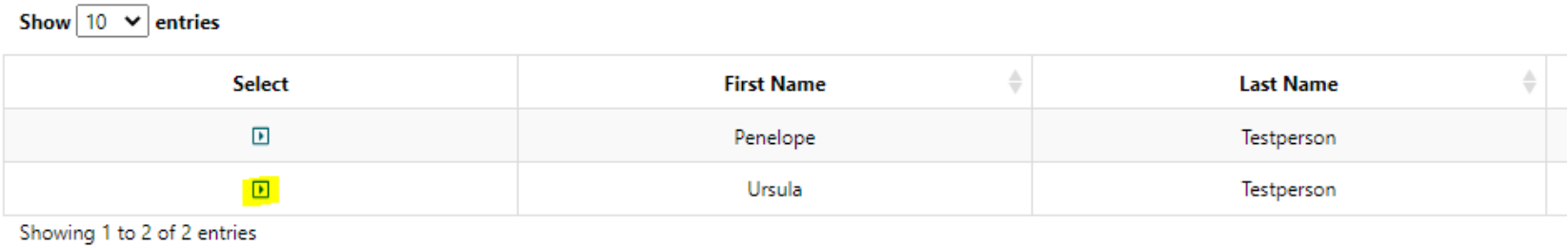
Running Audit:

- **Log into degree audit system with Alvernia email and password**
- **Click the "students" icon**

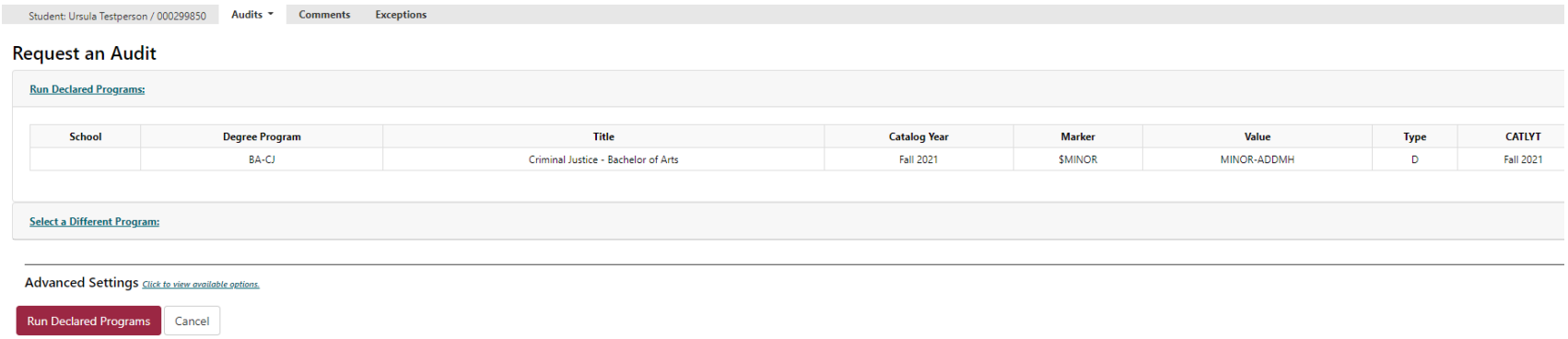
- **Next, search for the student by the ID# (with three zeros in front) or by the first name or last name**



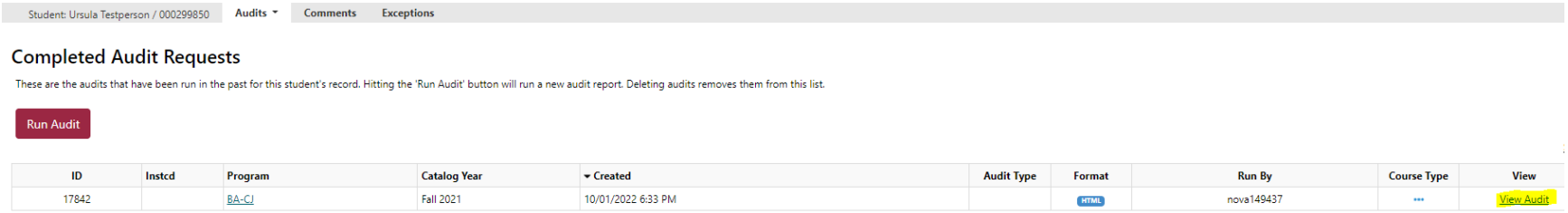
- **If search by student name, click the box to the left side of student's name (see below highlighted box)**



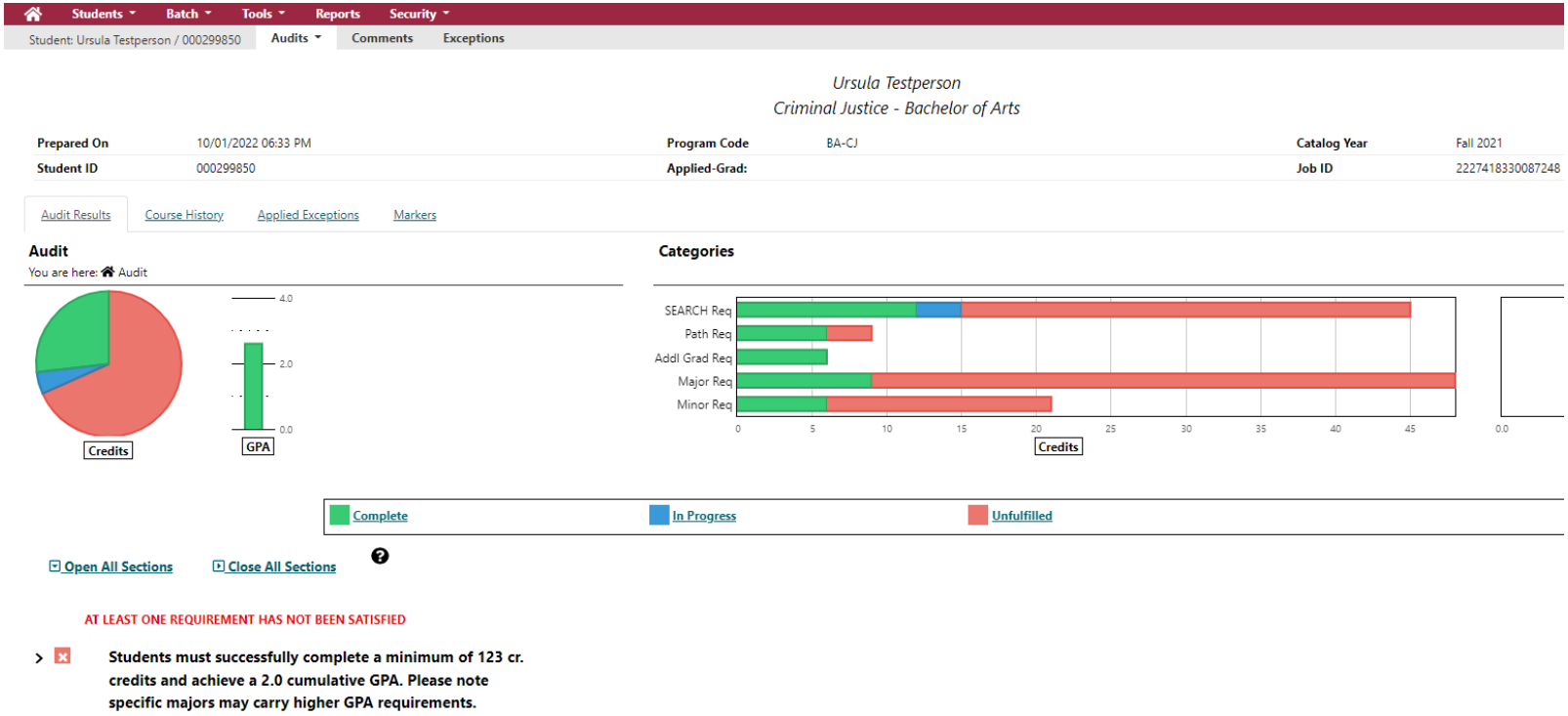
- **Click the red "Run Declared Program" button to run student's audit (give it a couple seconds to load)**



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



- **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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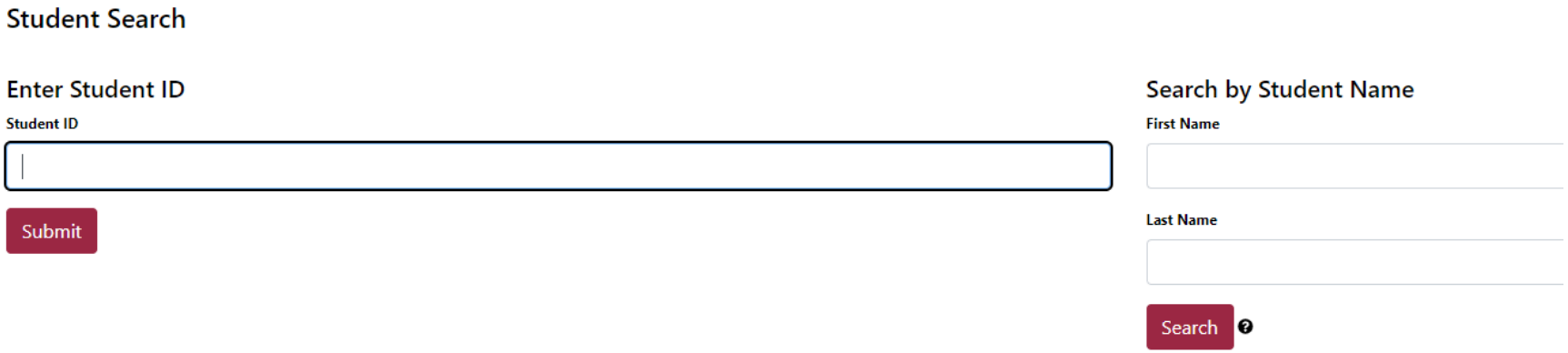
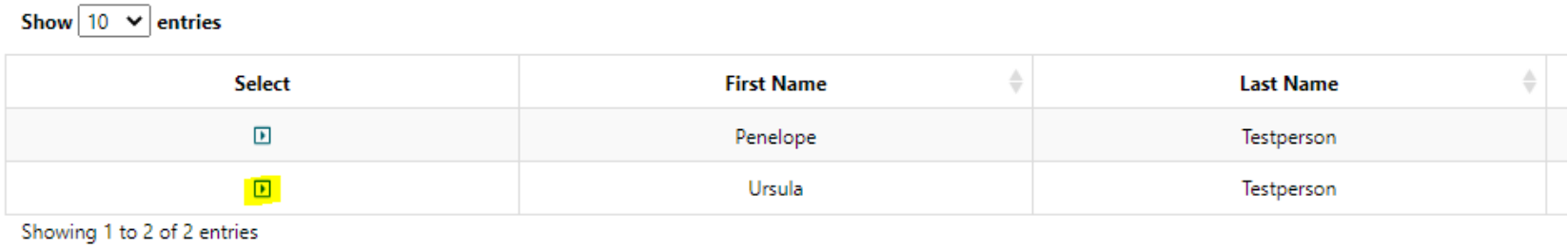
- **Click the "students" icon**

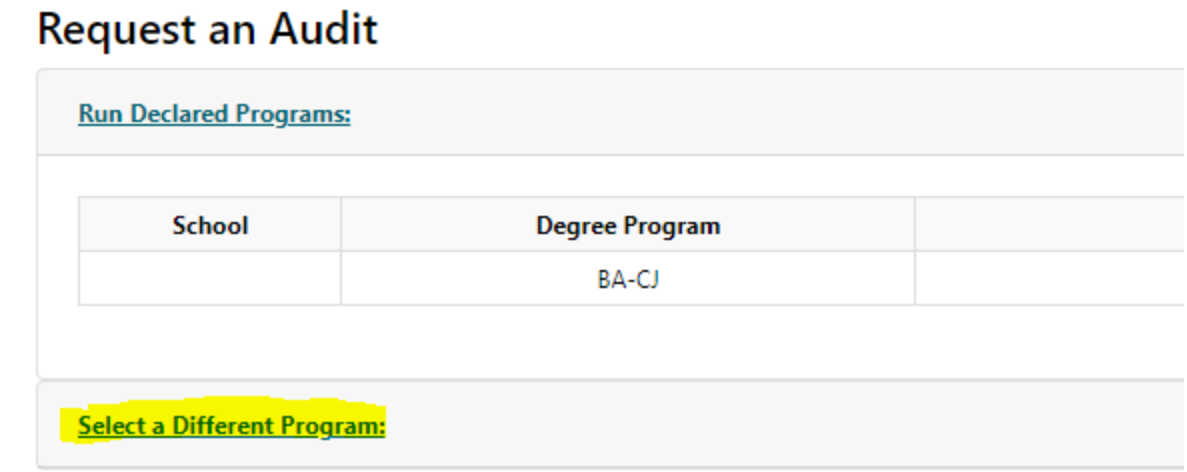
- **Next, search for the student by the ID# (with three zeros in front) or by the first name or last name**



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



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



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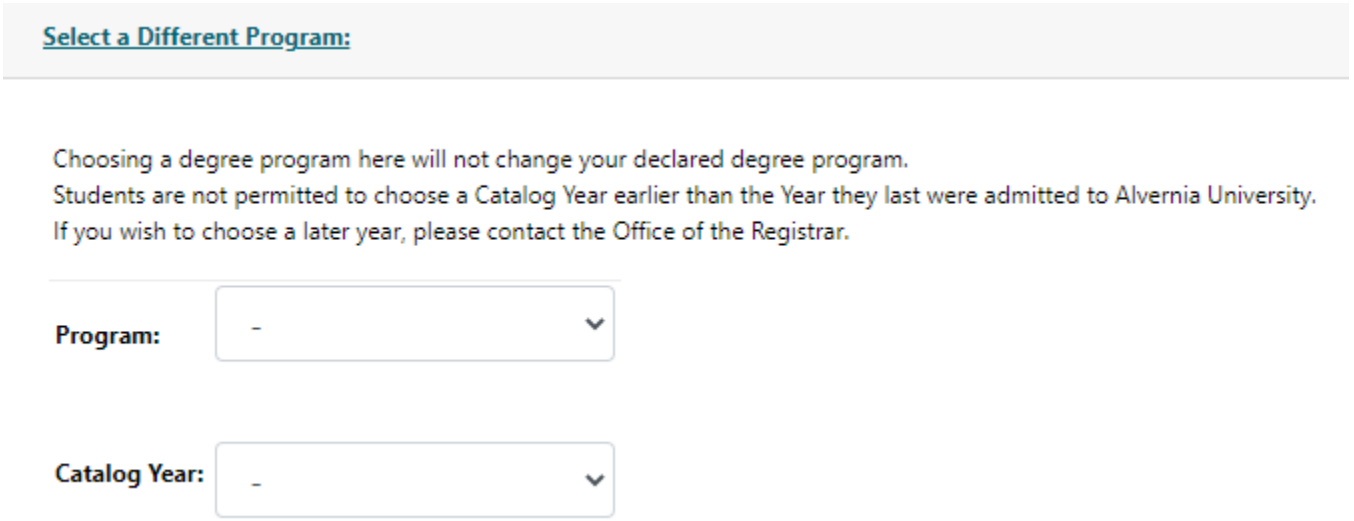
- **You will then see the below**



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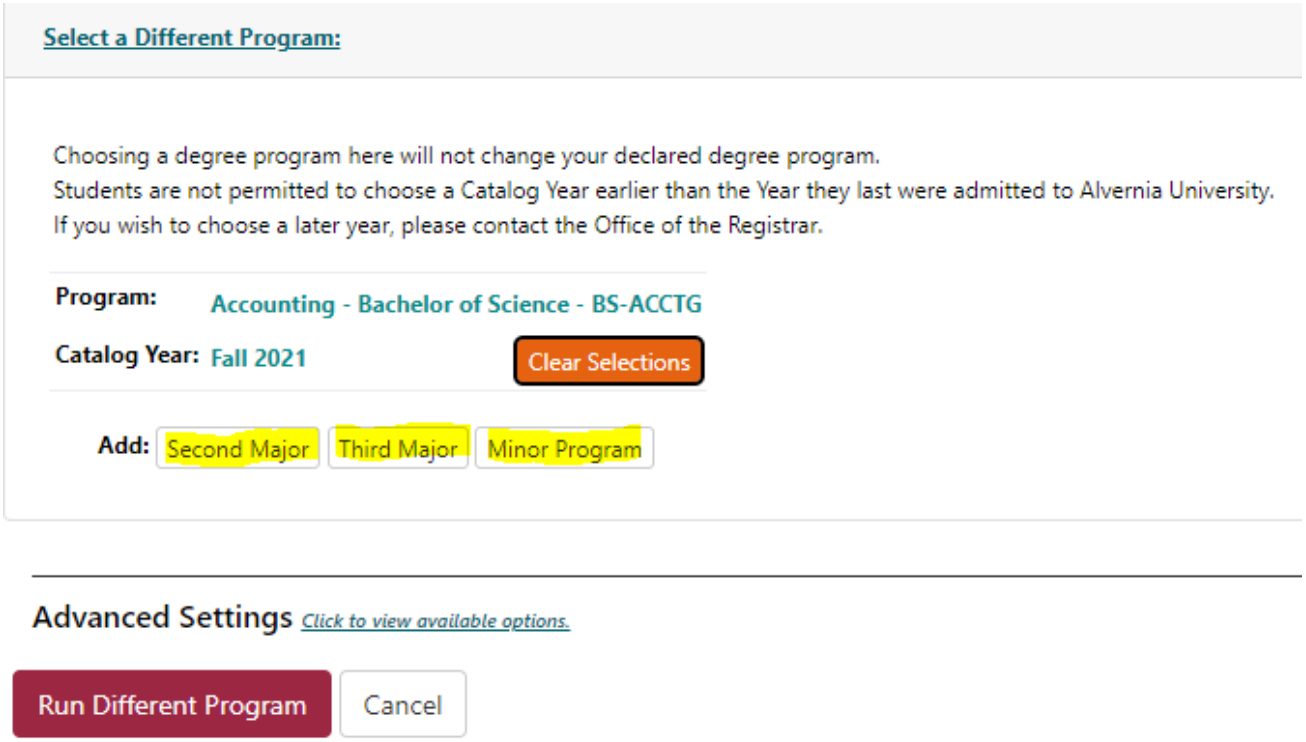
- **Next, select the primary major first in the program drop-down box**
    - **if want to stick with student's current major and just add a second major or minor, for example, then select the student's current major first for the What If audit**
- **Then select the catalog year in the drop-down box, 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**



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- **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.**