

Student 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
- You will appear on your student record and see the degree program(s) (including any additional majors or minors) that you are coded for in the system
- Click the red "Run Declared Program" button to run your 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](#)

Run Declared Programs Cancel

- Click “view audit” link to the right side (see below yellow highlight) to open audit

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.

Run Audit

ID	Instcd	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

- Your audit will appear and look similar to the one below

Students ▾ Batch ▾ Tools ▾ Reports Security ▾
 Student: Ursula Testperson / 000299850 Audits ▾ Comments Exceptions

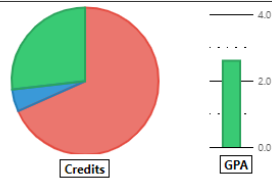
Ursula Testperson
Criminal Justice - Bachelor of Arts

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

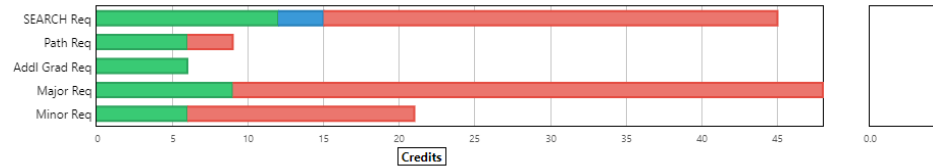
[Audit Results](#) [Course History](#) [Applied Exceptions](#) [Markers](#)

Audit

You are here: [Home](#) [Audit](#)



Categories






■ Complete ■ In Progress ■ Unfulfilled

[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.**

- Click  to view codes that could appear on your 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 you completed, have in progress, and have unfulfilled
- **NOTE:** as you scroll through your audit, be sure to pay attention to the different notes that are included, such as grade requirements

What If Audits:

- Log into degree audit system with Alvernia email and password
- You will be brought to your 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 you want to stick with your current major and just add a second major or minor, for example, then select your current major first for the What If audit
- Then select the catalog year in the drop-down box, you can only select the catalog year/term that you entered Alvernia under OR move forward in catalog year/term. You CANNOT move backwards
- After selecting primary major, you can choose to select a 2nd, 3rd or minor by clicking the corresponding boxes highlighted in yellow 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: 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 that you already completed or have in progress will fulfill any of the What If audit requirements.