Student 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**
- **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: 🏠 Audit
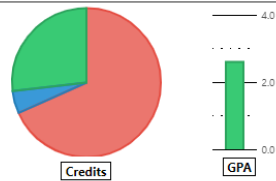
Categories
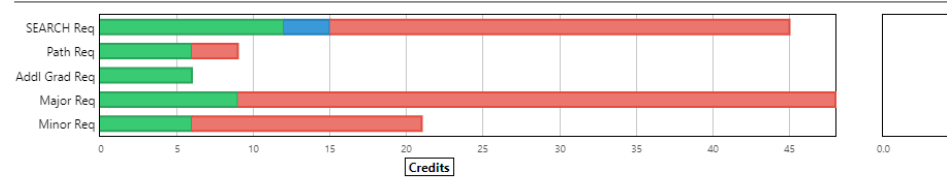
| ■ Complete | ■ In Progress | ■ Unfulfilled |

⊟ **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** ❷ **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**

Adding/Viewing Comments:

- **Log into degree audit system with Alvernia email and password**
- **Click "comments" tab (see below highlighted "comments" tab)**

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

-
- **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)**

Student: Ursula Testperson / 000299850	Audits ▾	Comments	Exceptions

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: Allison Novak (nova149437)	To ADVISORS	⏱ SEPTEMBER 29, 2022 8:17 AM
	Test		
			↩ ✎ 🗑

-

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

- **To add a new comment, click the red "add new comment" button**
- **You can choose to keep a comment private or share with your advisor**
- **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

From:

Comment recipient:

○ Private ● Share with: ☐ To: Student ☑ To: Other Advisors

Save   Cancel

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- **If your advisor shares a comment with you, then you will receive an email notification to your Alvernia email account**

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:

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- **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: [– ▾]

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- **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]

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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 that you already completed or have in progress will fulfill any of the What If audit requirements.**