Introduction to the Audit and Audit Header

November 2014
Topics

• Introduction to the Degree Audit
• Features of the Audit Header
Once you have entered the ID for a student or selected a group of students using Find (see the “Finding Students in Degree Works” tutorial), a student audit will be loaded. This tutorial will discuss the header section of the audit.
Many of the additional options available to advisors, seen on various tabs or selections such as “Notes”, “What If”, and “Look Ahead”, will be discussed in separate tutorials.
The Audit Header gives a summary of useful information about the student, and provides access to a variety of options and tools.

This arrow tells you which of the three options on the left (Worksheets, What If, or Look Ahead) you are currently viewing.
The Audit Header

Basic information for the student appears in these boxes (ID and Name masked here).

This box tells you the last time a new audit process ran for this student (more on this later).

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

<table>
<thead>
<tr>
<th>Student View</th>
<th>A0000ACw as of 29-Oct-2014 at 11:49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>Junior</td>
</tr>
<tr>
<td>Institutional GPA</td>
<td>2.25</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>2.93</td>
</tr>
<tr>
<td>College</td>
<td>College of Business</td>
</tr>
<tr>
<td>Advisor</td>
<td>Cox, Scott R</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Major</td>
<td>Acquisition &amp; Contract Mgmt</td>
</tr>
<tr>
<td>Minor</td>
<td></td>
</tr>
</tbody>
</table>

Degree Progress

Requirements 53%
The Audit Header

You can always enter a new ID or click on Find to select different students.

If you selected multiple students in Find, you can select a different student using this pull down.
If a student is pursuing multiple degrees (i.e., BS and BA, etc.) you can select the audit for the other degree here. If the student is pursuing majors under a single degree, the information for all majors will appear in this audit and no additional options will be available in this pull down.
Clicking on this icon allows you to add a note to the student’s audit (more on Notes in a separate tutorial).
The Audit Header

Clicking these links will take you to Self-Service Banner or to the Athens State Degree Works Help webpages.

More about Print and Save as PDF in a separate tutorial.
“Student View” in the Format box tells you that you are viewing the audit as the student sees it. This is always the default format when an audit is loaded. Advisors and students also have access to two other formats: Graduation Checklist and Registration Checklist. These formats will be discussed in other tutorials.
The Audit Header

Student data is refreshed nightly. Unless you are viewing the audit during registration or grade posting periods, the student’s data probably hasn’t changed recently. However, if you think data may have changed, you can always click “Process New” to run a new audit process. If the “Last Audit” box showed a past date/time before Process New, you will see it change to “Today” after the new audit is processed.
If you want to exclude in-progress and/or preregistered classes in the audit, you can uncheck the appropriate box and then click “Process New”.
Clicking this link opens a pop-up window that shows a summary of the student’s class history in chronological order. It includes transfer and institutional coursework. This history does not constitute any sort of unofficial or official transcript – the Office of Student Records still handles those.
The Audit Header

This 3-column student information header summarizes much of the important information about the student.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Degree</th>
<th>Major</th>
<th>Classification</th>
<th>Institutional GPA</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BS</td>
<td>Acquisition &amp; Contract Mgmt</td>
<td>Junior</td>
<td>2.25</td>
<td>2.93</td>
</tr>
</tbody>
</table>

Student Status: Active

Academic Standing: Good Standing

Degree Progress: 53%
As per institutional policy, GPAs are rounded to the second decimal place. If the student has not yet completed any courses at Athens State, the institutional GPA will appear blank.

If the student is a double major under one degree type, both majors will appear here. Only the primary major appears here.
The Audit Header

The advisor name is actually a hyperlink; students will be able to click on the name to send an email to their advisor.

Other relevant student info is in these columns. If the student has not yet completed any courses at Athens State, Academic Standing will be blank; likewise, Student Hold will be blank if the student does not have any holds.
End of Tutorial

- Please view the other available tutorials that will help you make the most out of using Degree Works.

  www.athens.edu/degreeworks