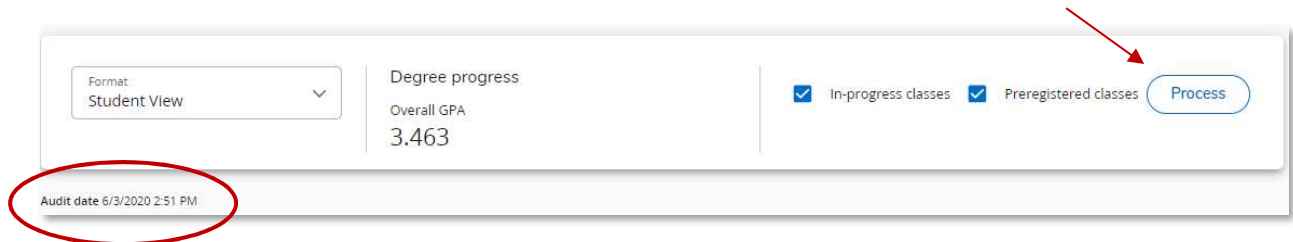# Step By Step
Instructions: Academic
Audit (for Advisors)

- Upon entering Degree Works, the first action you should take is to press the **Process** button. This will refresh the audit that is displayed. The last date a Process was requested is displayed in the Audit date field.
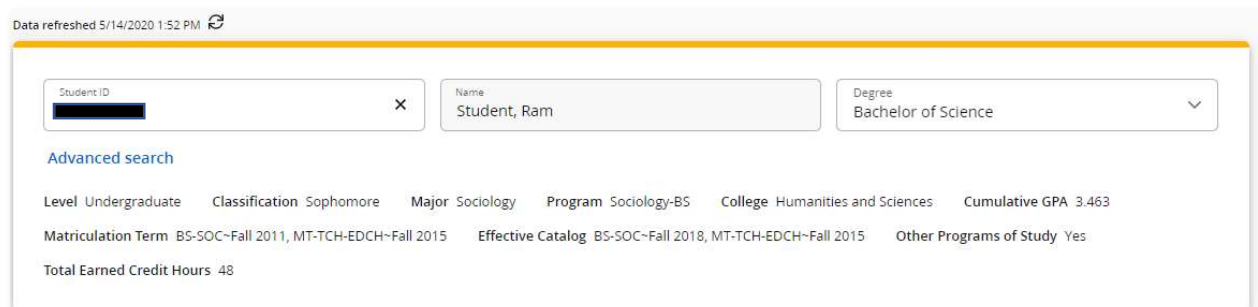

- Audits are updated nightly based on activity that has occurred on a student's academic record the previous day. The last update of student data (from Banner) is reflected in the Last Refresh field.

- If activity, such as a change in degree program, grading or registration has occurred during the day and you wish to see that activity reflected in the audit before the nightly update, select the **refresh symbol** followed by the **Process** button. Please note that it will take time for the data to refresh from Banner.

- Upon entering the Degree Works audit the view will default to the Student View within the Audits tab.

- At the top of the audit is the student context information, which includes the student's V#, name, and degree program. Right below the context information is additional information, which includes academic standing, cumulative GPA, matriculation term, major, classification, effective catalog, and total earned hours will be displayed.

- For students pursuing more than one major with the same degree, for example, History (BA) and English (BA), requirements for both majors and any associated concentration requirements will appear in the body as a single audit.

- For students pursuing more than one major with different degrees, for example, Chemistry (BS) and Dance and Choreography (BFA), the requirements for the majors and associated concentrations within the different degrees will display as individual audits. You can access the individual audits via the dropdown in the degree field located next to the student's name.

- Below the student context and additional information area you will see the Degree Progress bar, which displays the student's overall GPA, as well as offering the option to selected whether you would like to leave in-progress and preregistered classes on the audit (recommended).

- The remainder of the audit is organized in groupings of requirements referred to as blocks. Based on a blocks characteristics, effective bulletin, credits required and applied as well as a running total of required and remaining credit hours will be displayed.

- The order of the blocks begins with the high-level degree block associated with the student's primary program of study. This block contains a summary of the additional blocks within the audit.

- For undergraduate students, the next block that follows is the **University Core** block. In our example the University Core requirements have been waived based on an earned Associates degree.

- The next block that follows is the primary Major's **General Education** block. Please note that a student only needs to satisfy the general education requirements associated with the primary major.

- The next blocks that follows are the primary **Major** block, associated **Concentration** and in some cases **Collateral**, second **Major** and **Minor** blocks.

- Please notice that completed requirements are .

- Also note that requirements satisfied via a substitution/waiver will followed with an entry of *Exception By*. A summary of all substitution/waivers is displayed in the **Exceptions** block appearing farther down in the audit.

- The next blocks that follow are the **Upper-Level Courses** and **Open Electives** blocks.

- Based on an individual student's academic record, an **Insufficient Due to Grade or Repeat** block may appear displaying courses graded as F, W, NC as well as courses for which the grade exclusion policy has been applied appearing with grades of DN and FN. This block will appear after the Open Electives block.

- The next block that follows is the **In-progress** block, which displays a summary of current registration that appears throughout the audit denoted by a grade of IP.

- Based on an individual student's academic record, a **Not Counted** block may appear after the In- progress block. In this block you will see courses identified as duplicate credit (reflected on the transcript record with an "A" code, though the "A" will not display on the audit) yet taken under a different subject and/or number, e.g, STAT 208, 210, 212, 312 or MGMT 301.

- The **Exception** block following the In-progress block displays a summary of substitutions and waivers that appear throughout the audit denoted with a leading entry of *Exception By*.

NOTE: Please consult your Assistant or Associate Dean regarding your respective unit's exception practices and policies.

- A summary of advising notes appears as the last entry on the audit.

- A legend explaining the coding and symbols appearing throughout the audit is displayed at the bottom.