

Step By Step Instructions: Academic Audit (for Advisors)

- Upon entering Degree Works, the first action you should take is to press the **Process New** button. This will refresh the audit that is displayed. The last date a Process New was requested is displayed in the Last Audit 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 New** button. Please note that it will take time for the data to refresh from Banner.

The screenshot shows the Degree Works Academic Audit interface. At the top, there is a search bar with 'Find' and a magnifying glass icon. Below it, there are several fields: 'V Number' (with a dropdown arrow), 'Name' (with a dropdown arrow), 'Degree' (with a dropdown arrow), 'Major' (with a dropdown arrow), 'Classification' (with a dropdown arrow), 'Last Audit' (with a dropdown arrow), and 'Last Refresh' (with a dropdown arrow). The 'Last Audit' field contains '07/09/2014' and the 'Last Refresh' field contains '07/09/2014 at 10:47 am'. Below these fields, there are three tabs: 'Audits', 'Notes', and 'GPA Calc'. The 'Audits' tab is selected. Below the tabs, there is a 'Format:' dropdown menu with 'Student View' selected. To the right of the dropdown menu are three buttons: 'View', 'Save as PDF', and 'Process New'. The 'Process New' button is highlighted with a red circle. To the right of the 'Process New' button are two checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. To the far right, there is a 'Class History' link and a refresh icon (a circular arrow).

- 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 primary program of study information displaying degree and major, classification, the last date an audit was generated and last Banner refresh.
- 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 at the top of the audit within the student context area.



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Back to Self-Service		FAQ					
Name	Degree	Major	Classification	Last Audit	Last Refresh		
Student, Ram	BFA	Dance and Choreography	Sophomore	07/09/2014	07/09/2014 at 10:47 am		
	BFA						
	BS						
Format:		View		Save as PDF		Process New	
Student View				<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes		Class History	

- Below the student context area you will see the header and Degree Progress bar.
- The header contains additional student information. Some of the additional information that you may find helpful when advising a student include, **Academic Standing** and **Registration Holds**. Please note that the Registration Holds entry reflects only Yes or No. Specific hold information can be accessed via the eServices View Holds link. The **Other Program of Study** field will alert you to the fact that a student is pursuing more than one major when a Yes entry appears.
- The progress bar tracks the completion percentage of all requirements on the audit. Completed requirements are represented by green boxes filled with a check mark.

Student View		AA738BBA as of 07/09/2014 at 10:47	
Student	Student, Ram	College	School of the Arts
V Number	V [REDACTED]	Degree	Bachelor of Fine Arts
Classification	Sophomore	Major	Dance and Choreography
Matriculation Terms	BFA-DAN--Fall 2011	Concentration	
Effective Catalog s	BFA-DAN--Fall 2011	Minor	Biology
		Academic Standing	
		Registration Holds	No
		Cumulative GPA	3.463
		Other Programs of Study	Yes
		Total Earned Credit Hours	52
Requirements		Degree Progress	
46%			

- 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.
- 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.



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General Education: School of the Arts		Effective Bulletin: 2011-2012			
<input type="checkbox"/> Dance: General Education					
<input checked="" type="checkbox"/> Survey of Dance History	DANC 103	SURVEY OF DANCE HISTORY	A	3	Fall 2011
<input checked="" type="checkbox"/> Survey of Dance History	DANC 104	SURVEY OF DANCE HISTORY	B	3	Spring 2012
<input type="checkbox"/> Dance/Culture Elective	Still Needed: 1 Class in DANC 313* or 413*				

- 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 requirements satisfied by transfer work will identify the external course and associated institution.
- Also note that requirements satisfied via a substitution/waiver will lead with an entry of **Exception By**. A summary of all substitution/waivers is displayed in the **Exceptions** block appearing farther down in the audit.

Major in Chemistry	
<input checked="" type="checkbox"/> Major GPA of 2.0 required	A minimum GPA of 2.0 is required for the major. Your major GPA is currently 3.25. The GPA calculation for the major varies by Department. Please see an adviser to confirm the correct calculation of
<input checked="" type="checkbox"/> General Chemistry I	CHEM 101 Satisfied by
<input checked="" type="checkbox"/> General Chemistry Laboratory I	CHEZ 101 Satisfied by
<input checked="" type="checkbox"/> General Chemistry II	CHEM 102
<input checked="" type="checkbox"/> General Chemistry Laboratory II	CHEZ 102
<input type="checkbox"/> Organic Chemistry I	CHEM 301
<input type="checkbox"/> Organic Chemistry Laboratory I	Still Needed: 1 Class in CHEZ 301*
<input type="checkbox"/> Organic Chemistry II	Still Needed: 1 Class in CHEM 302*

Concentration in Chemical Science	
<input type="checkbox"/> Chemistry Electives	Still Needed: 3 Credits in CHEM 306* or 310* or 401* or 403* or 404* or 406* or 407*
Minor in Biology	
<input type="checkbox"/> 27 Credits are Required in the Minor	Still Needed: A minimum of 27 total credit hours is required for the minor. You currently have 0 credits.
<input type="checkbox"/> Minimum of 9 Upper-Level Credits Required	Still Needed:
<input checked="" type="checkbox"/> Minor GPA of 2.0 required	A minimum GPA of 2.0 is required for the minor. Your minor GPA is currently 3.333. The GPA calculation for the minor varies by Department; please see an adviser to confirm the correct calculation.
<input checked="" type="checkbox"/> University 300-400 lvl cr. req. is waived	
<input type="checkbox"/> Biology minor	
<input checked="" type="checkbox"/> Introduction to Biological Science I	BIOL 151
<input checked="" type="checkbox"/> Introduction to Biological Science I lab	BIOZ 151
<input checked="" type="checkbox"/> Introduction to Biological Science II	BIO 110
Exception By: Smith, Kristin L On: 07/29/2013	Substitution: BIO 110 (lecture); sub-waiver approved 2/15/13
<input checked="" type="checkbox"/> Introduction to Biological Science II lab	BIO 110
Exception By: Smith, Kristin L On: 07/29/2013	Apply Here: BIO 110 (lab); sub-waiver approved 2/15/13
<input checked="" type="checkbox"/> Cell Biology	BIOL 218
<input type="checkbox"/> Genetics	BIOL 310
<input type="checkbox"/> Ecology	Still Needed: 1 Class in BIOL 317*

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

Upper-Level Courses		Effective Bulletin:	2011-2012	Credits Required:	45
45 Credits in Coursework at the 300-Level or Higher is Required		Still Needed: A minimum of 45 credits at the 300-level or higher is required for the degree. You currently have 9 and need 36 more.			
Upper-level credit requirement		BIOL 303	BACTERIOLOGY	IP	(3) Spring 2013
		BIOL 310	GENETICS	IP	(3) Spring 2013
		CHEM 301	ORGANIC CHEMISTRY I	IP	(3) Spring 2013
		Still Needed: Complete 36 additional credit hours in 300- to 500-level courses or the equivalent to complete the 45 upper-level credits requirement for a Bachelor's degree.			
Open Electives		Credits Applied:			20
		Classes Applied:			9
DANC 101	MODERN DANCE TECH I & WKSP	B	3	Fall 2011	
DANC 102	MODERN DANCE TECH I & WKSP	B	3	Fall 2012	
DANC 103	SURVEY OF DANCE HISTORY	A	3	Fall 2011	
DANC 104	SURVEY OF DANCE HISTORY	B	3	Spring 2012	
ITAL 103	ELEMENTARY ITALIAN	A	4	Spring 2012	
PSYC 101	INTRODUCTION TO PSYCHOLOGY	A	4	Fall 2012	
PSYC 101	INTRODUCTION TO PSYCHOLOGY	AP	4	Fall 2011	
Satisfied by: PSYC101 - PSYCHOLOGY - Adv/Placement Code					

- 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.

Insufficient Due to Grade or Repeat		Credits Applied:	0	Classes Applied:	1
DANC 102	MODERN DANCE TECH I & WKSP	W	0	Spring 2012	

- 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.

In Progress			
BIOL 303	BACTERIOLOGY		IP
BIOL 310	GENETICS		IP
CHEM 301	ORGANIC CHEMISTRY I		IP
WRLD 230	INTRODUCTION TO WORLD CINEMA		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.

Not Counted		Credits Applied:	3
STAT 208	STATISTICAL THINKING	Maximum number of classes exceeded -	TR
Satisfied by: MATH171 - STATISTICAL DECISION MAKING - Longwood University			

- 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.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Also Allow	BIOL 110 (lab); sub-waiver approved 2/15/13	02/26/2013	Smith, Kristin L	RA000557	Yes
Also Allow	BIOL 110 (lecture); sub-waiver approved 2/15/13	02/26/2013	Smith, Kristin L	RA000557	Yes



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- 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 and left hand side.

Notes			
[GEN] Advised student of duplicate credit for PSYC 101.	Entered by Smith, Kristin L	Date 02/26/2013	
Legend			
 Complete	 Complete except for classes in-progress	 (T) Transfer Class	 * Prerequisite exists for this course
 Not Complete	 Nearly complete - see adviser	 @ Any course number	 IP In-progress



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