Processing Degree Audits

Degree Audits act as a guide to assist student with planning courses to take toward completion of their degree requirements. This Audit does not replace an official transcript and academic advisor may be contacted for assistance in interpreting this report. Degree audits are processed using the Worksheets tab. Follow these steps to proceed:

1. Use any of the methods described earlier to select the student you wish to process. This will automatically take you to the Worksheets screen and the most recent audit for this student will load automatically.

2. To ensure you are viewing the latest information available for this student, click the Process New button. Please note, not all users will have access to the Process New. ogress classes or to include pre-registered classes, place a box(s). Both of these boxes are selected by default.

5. Be sure to select the appropriate audit report format.

6. Click Process New button to process the new audit for the selected student.