

## Reading the new Degree Audit.

After the audit loads there will be four main blocks of information that are highly relevant to the degree being sought. The order that they appear in from top to bottom are:

- General Degree Information - including a line for each of the main portions of the degree
- Major requirements that are unique to each degree
- UI core requirements (Comm, English, Natural & Applied Science and Math)
- General Core requirements
- Minor Requirements

Below that information are blocks that contain Free Electives Courses, In-progress classes, Insufficient courses and classes that are not counted towards the degree, followed by a Legend that explains the different symbols used within the audit. Once the core requirements have been completed, the detailed list will no longer appear, and it will be marked as Complete in the general degree information field

## Looking at the First Page.

1 → VandalWeb Transcript FAQ Print Log Out

2 → V Number \*\*\*\*\* Name Vandal, Joe Degree PhD Major Education Level GR Class Standing Graduate Last Audit Today

3 → Audit Planner GPA Calc

4 → What If Look Ahead

5 → View

University of Idaho

Student View AA450767 as of 02/25/2009 at 02:38

Student	Vandal, Joe	College	Education	Degree	Ph.D.
Advisor	Professor, Joe	Major	Education		
Academic Standing	Good Standing	Withdrawal Credits	2	Institutional GPA	3.76

Doctor of Philosophy (PhD) Catalog Year: Academic Year 2007-2008 Credits Required: 78 Credits Applied: 54

Unmet conditions for this set of requirements: 78 credits are required. You currently have 54, you still need 24 more. A minimum of 52 credits in 500-600 level courses are required. You have taken 33 but need 19 more credits.

3.0 GPA Requirement Met

Major Requirements Still Needed: See Major in Education (PhD) section

Blocks included in this block Major in Education (PhD)

Major in Education (PhD) Catalog Year: Academic Year 2007-2008

Unmet conditions for this set of requirements: A minimum of 18 credits in dissertation are required. You have taken 0 but need 18 more credits.

Study Plan Still Needed: You must select courses with your major professor and submit a Study Plan

Blocks included in this block

Free Electives

BUS 412	Human Resource Mgmt	A	3	Spring 2005
BUS 413	Leadership/Organizational Behavior	B	3	Spring 2005

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1. Links in the white bar across the top:
  - **VandalWeb**...click here to return to the Faculty & Advisors Student Menu in Vandalweb
  - **Transcript**...click here to view the selected student's web transcript
  - **Print**...click here to print the audit you are currently viewing
  - **FAQ**...click here to view frequently asked questions and answers
  - **Log Out**...click here to log out of Degree Audit and close your web browser
2. Grey boxes in the grey field:
  - Information on what student you are currently viewing. Notice that the "**Degree**" may be a drop down menu; this means that the student is currently registered for more than one program, and you can only view one program at a time.
3. Grey tabs across the top:
  - **Audit**: Summary all of your work and your progress towards the selected degree.

- **Planner:** Form that allows students to build an individualized study plan that can then be converted as part of the degree audit. (Will be used by Graduate Students, with an approval process)
  - **GPA Calc:** Lets you pick from three different calculators to help students determine the effect of anticipated course grades, necessary grades to be eligible for graduation, and what kinds of grades are needed to reach a certain GPA goal.
4. White tabs on the side:
- **What If:** Lets you shop around and view your progress towards degrees you are not registered for, but may want to pursue.
  - **Notes:** Lets you either create custom notes for students or pick from a list of predefined notes. Notes are viewable by everyone, including the student and other advisors. Once a Note is saved it appears at the bottom of the Audit.
5. Format Options: Located in "Audit", "What If" and "Look Ahead"
- **Student View:** Standard view of what has been done and what needs to be done
  - **Graduation Checklist:** View of what needs to be done in order to graduate
  - **Registration Checklist:** View of the classes that still need to be completed

## Looking at the "What If" Screen.

**Audit** | **Planner** | **GPA Calc**

**Audit** | **What If** | **Look Ahead**

Format: Student View **Process What-If**  Include in-progress classes  Include preregistered classes

Once you have all of your variables selected. Use this button to produce the "What If" report.

**What-If**

Level: Graduate  
Degree: Ph.D.  
Catalog Year: Pick a Catalog Year

**Choose Your Different Areas of Study**

Select an item to add it to your Chosen Area of Study

Major: Pick a Major  
Minor: Pick a Minor  
Concentration: Pick a Concentration

Chosen Areas of study

**Remove**

**Choose Your Future Classes**

Enter a course and click Add Course

Subject:   
Number:   
**Add Course**

Find

Courses you are considering

**Remove Course**

If your desired major is not on the drop down list. You need to pick the correct degree from the top block.

## Tips and Tricks:

To change which student you are viewing:

- Click the **VandalWeb** link,
  - Click **ID Selection**,
    - Put in new ID# or Query for new student
      - Verify the new student,
        - reopen **Degree Audit**

To Log Out without closing all of your browser windows:

- Click the **VandalWeb** link
  - Click **Exit** from the top right hand corner

When you click on an individual course number, you will be linked to a new window that will provide that course description.

“What If” will not only let you pick majors, minors and concentrations, it will also let you “What If” individuals courses as well.

The “Term GPA” Calculator can be used to calculate two different figures.

- If you leave the “Current Institution GPA” and “Institution GPA Hours Earned So Far” filled in with the default information and run the calculation, you will get a projected Cumulative GPA.
- If you zero out these two fields, you will have a projected single term GPA.

If a student is approved for any degree substitutions or waivers, these will appear on the Degree Audit once the form has been processed in the Registrar’s Office. \*\*Degree substitutions/waivers will not carry over into “What If” audits. Also substitutions/waivers will not carry over if a student changes majors or catalogs.

If you ever get these messages:

Status = 3701  
No requirement blocks were found for this student.  
Check the student's catalog years and other degree information.

Or

Still Needed: MAJOR block was not found but required

More than likely you chose an invalid, Catalog Year, Degree, or Major combination or we may not have built in the degree requirements for some programs out of older catalogs. Please review your “what if” selections and if necessary contact the Registrar’s office.