



## Registrar's Office

# READING DEGREE AUDITS

April 22, 2009.

Click on the **Degree Audits** tab. This takes you to a summary page. For a details page, see the left menu bar.

### **Degree Audits Summary.**

**View:** there is a separate view for each program, major, and minor you are on. Thus, if you are on the BAM/PA, you have one view for the degree requirements (which summarizes all credits needed for the degree) and another for the major requirements. All the other information on the page relates to the value you choose in the dropdown menu.

Ignore the **Valid for** dates.

**Declared on [date]:** the date you enrolled in this program. This is usually the date you enrolled at PBC.

Ignore the **Note** and the approval section at the bottom of the page.

### **Degree Audits Detail.**

In the **Show** field, select the requirements you wish to see.

- All Requirements: shows all requirements for the program chosen in the **View** field.
- In Progress Requirements: shows requirements you enrolled in for the current or a coming semester. If you have missing grades from previous semesters these requirements will show as well. (See **Additional Courses** below.)
- Completed Requirements: shows only requirements you have completed.
- Unfulfilled Requirements: shows only requirements that are not Completed, In Progress, or Planned. (See **Additional Courses** below.)
- Planned Requirements: not applicable with our registration procedure.

In the **View** field, select the degree/major/minor you wish to see.

- If you select the degree, you will see all the requirements for the degree and the major/minor.
- If you select the major/minor, you will see requirements for the major/minor only.

The **degree** title line (in bold) shows the degree name, your cumulative g.p.a., and the total number of credits you have completed toward the degree. This includes transfer credits. A symbol appears to the left.

Green check mark = all the requirements for the degree and any major/minor have been fulfilled.

Red flag = some requirements for the degree have not been fulfilled (they may be in progress).

The same information appears in **major** and **minor** title lines.

Requirements are grouped by **areas** as they were on the paper checksheets. Each area title appears in bold with a symbol to the left.

- Green check mark = all the requirements in the area have been fulfilled.
- Red flag = some requirements in the area have not been fulfilled (they may be in progress).

Each **requirement** appears as a set of lines with a symbol to the left.

- Green check mark = requirement has been fulfilled.
- Blue circular arrow = requirement is in progress. (If the requirement includes more than one course, the arrow shows that at least one of the courses is in progress. For example, say 6 credits of NT/OT/TH electives are required. You are enrolled in 3 credits and have not scheduled anything to fulfil the other 3 credits. The arrow will appear next to the requirement.)
- Red flag = requirement has not been fulfilled and is not in progress.

The first line shows the requirement title and the number of credits required. The requirement may be a specific course name and id (for example, BT 100 The Way: Biblical Foundations) or a designation for the kind of course required (for example, NT/OT electives >= 300). The indented line(s) underneath show the course(s) you have taken or are taking toward the requirement and the number of credits left to be scheduled, if any.

**Additional courses** are listed at the bottom. Degree Audit does **NOT** recognize courses with an I grade as 'in progress.' For example, if you have an I in HF 110 Written Composition, this course will be shown under 'Additional Courses' and the HF 110 requirement in GS will have a red flag. **Always check the Additional Courses** to see whether any with I grades fit into degree requirements.

If you entered Prairie before 2008 Fall and you are on a four-year program, some of the **areas** may be shown twice, with different courses under them. This is not an error; the order they are shown in helps Degree Audit fill in requirements correctly.

Degree Audit updates automatically as you enroll in courses and get final grades.

We enter exemptions and substitutions into Degree Audit as we receive them.

Note: Degree Audit is a work in progress. Please check with our office for up-to-date information.