

Processing Degree Audits

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Degree Audits act as a guide to assist a student with planning courses to take toward completion of their degree requirements. This Audit does not replace an official transcript and an 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** button and may not see this function.
3. **Review the student context information** displayed in the fields at the top of the window which includes current degree pursuit, major, school, student level and the date the last audit was processed.
4. To include In-Progress classes or to include pre-registered classes, **place a check in the appropriate check 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.

The screenshot shows the 'University of South Alabama Degree Audit' interface. At the top, there is a navigation bar with links: Back to PAWS, FAQ, Help, Print, Exception Management, Template Management, and Log Out. Below this is a search area with fields for Student ID, Name, Degree (BS), Major (BU: Business Administration), and Last Audit (Today). A red dashed arrow labeled '1' points to the 'Worksheets' tab. Another red dashed arrow labeled '2' points to the 'Process New' button. A third red dashed arrow labeled '3' points to the 'Student View' section. A fourth red dashed arrow labeled '4' points to the 'Include in-progress classes' and 'Include preregistered classes' checkboxes. A fifth red dashed arrow labeled '5' points to the 'Format: Student View' dropdown. A sixth red dashed arrow labeled '6' points to the 'Process New' button again. The 'Student View' section displays student information: Student, JAG Number, Class, USA GPA, Level (Undergraduate), Degree (Bachelor of Science), College (Mitchell College of Business), Holds (No), Sports, Program (BU: Business Administration), Major (BU: Business Administration), Concentration, and Minor. At the bottom, there is a 'Degree Progress' section showing 'Requirements' and '26%'.