Advisor Degree Audit System Directions

Running Audit

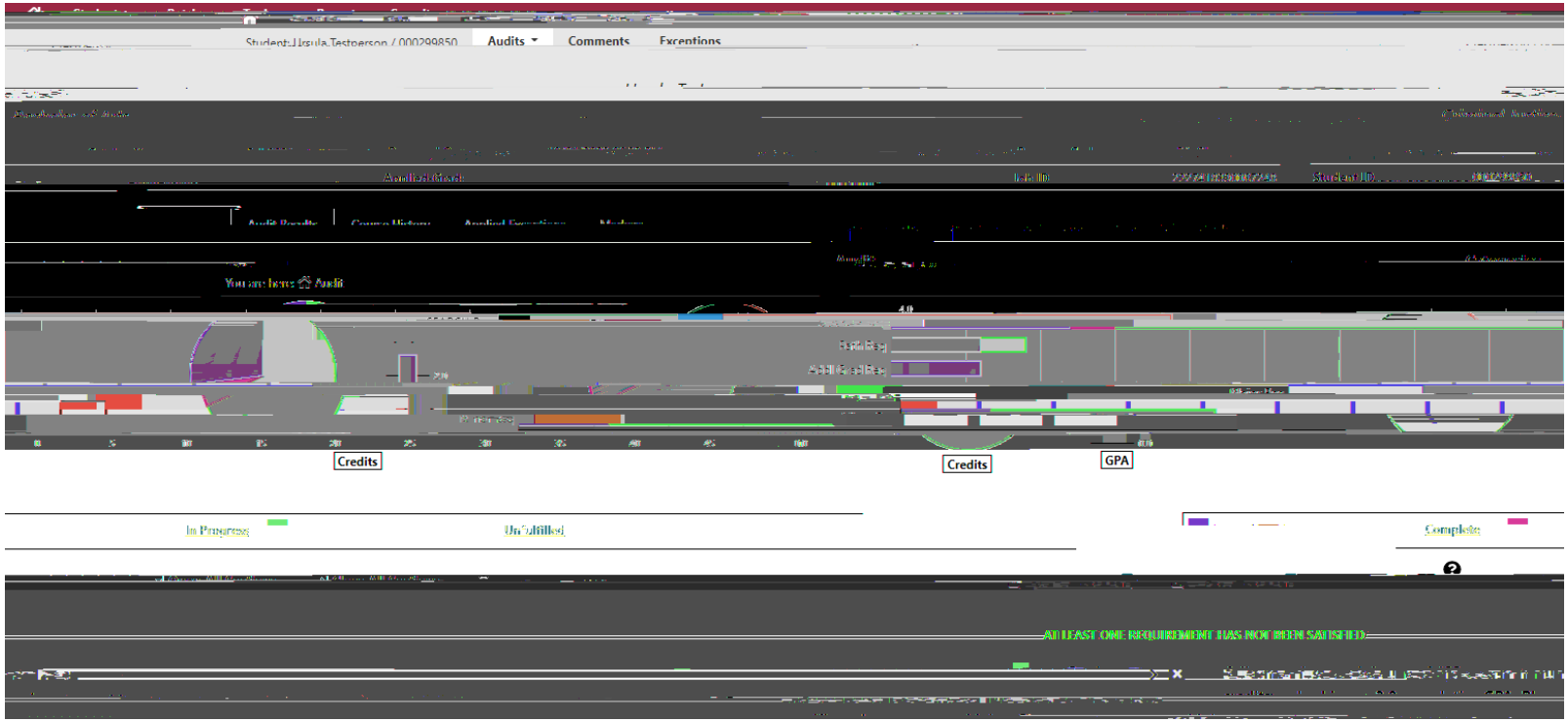
What If Audits

(Contact the Z P] • š Œ Œ [• K (( ] Á] š Z v Ç ‹ µ • š] } v • or assistance)

Running Audit:

- Loginto degree audit systemwith Alvernia email and password
- Clickthe ^ • š µ v š • _] v
- Next, search for the student by the ID# (with three zeros infront) or by the first name or last name

- ^ š µ v š [• µ] š Á] o o ‰ ‰ Œ v o } } l •] u] o Œ š } } v o } Á



- Click ? š } À] Á } • š Z š } µ o ‰ ‰ Œ } v • š µ v š [• µ] š
- Click › to open updifferent requirement sections (clic.! › again to close requirement sections)
- Scroll through audit and open up different sections to see what the student completed, has in progress, and has unfulfilled

What If Audits:

- Loginto degree audit systemwith Alvernia email and password

- o] l š Z ^ • š µ v š • _] } v
- Next, search forthe student by the ID# (with three zeros in front) or by the first name or last name

- / (• Œ Z Ç • š µ v š v u U o] l š Z } Æ š } š Z o (š •] } (• š µ v š [• v

- z}µ Á]oo Œ}µPZš š} šZ •šµ vš[• Œ }Œ v o] l šZ ^•

- Next, select the primary major first in the program drop-down box
  o](Á vš š} •š] l Á]šZ •šµ vš[• µŒŒ vš u i}Œ v iµ•š • }v u
  šZ v • o š šZ •šµ vš[• µŒŒ vš /u(µi}Œš (]Œ•š (}Œ šZ tZ š
- Then select the catalog year in the drop-down box, can only select the catalog year/term that the student entered Alvernia under OR move forward in catalog year/term. šµ vCANNOT move backwards
- After selecting primary major, you can choose to select a 2nd, 3rd or minor by clicking the corresponding boxes highlighted in yellow below

-
- After selecting the program(s) Ç}µ Á vš (}Œ šZ tZ š /(µ]šU o] l šZ Œ ^Œµv
- Then you will see what requirements are needed for that program and if any courses the student already completed or has