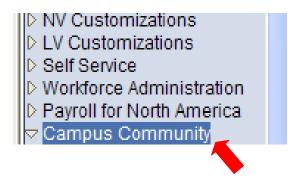


Navigating and Understanding The Degree Audit Report

The purpose of this document is to provide guidelines for Understanding how to run and read academic requirements (degree audit) report.

I. Student View

Step 1 From the main PeopleSoft menu, click Campus Community



Step 2 Click the Student Services Center link.



Step 3 In drop down box that says Other Academic Click the link that says Academic Requirement.

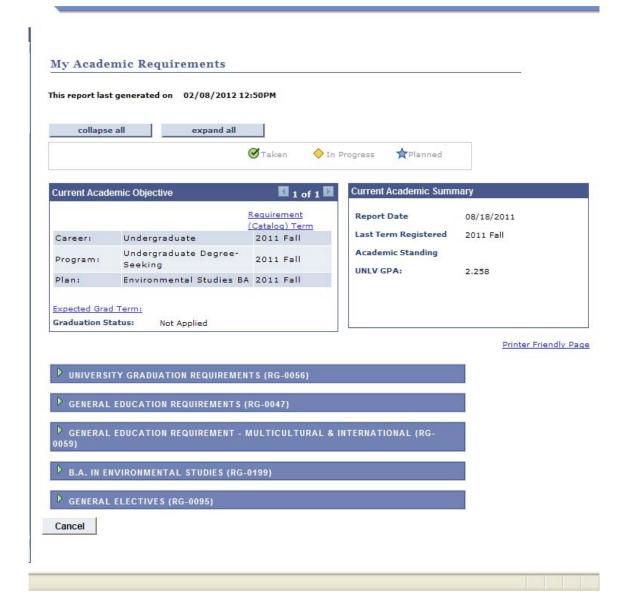


This will then take your Academic Requirements Degree Audit Report. Read area below on <u>Understanding the Degree Audit Report</u>.

Understanding the Degree Audit Report

The degree audit report shows the following information:

- Current Academic Objective: The Career, Program, and Majors, Minors, and Concentrations the students have. Plan houses the majors and minors; Subplans show the concentrations, emphasis, etc... This area also shows if a student has applied for graduation or not and what term they are expected to graduate
- Current Academic Summary: Date the report was first ran, The Last Term a Student Registered for; Academic Standing (if available) and overall UNLV gpa.
- The actual report shows the University Graduation Requirements, General Education Requirements, The major (plan) requirements, Minor (if applicable) requirements, Concentrations(sub-plans), general electives, and honors requirements (if applicable) General electives are any courses that are not used in the program but are used to count toward the total hours needed to graduate.



The audit is broken down into Requirement Groups (blue bars), Requirements, and Line Requirements. A requirement might have more than one line requirement to complete that area as well as a requirement group has more than one requirement to complete that area.



Upon entry into the degree audit, if an item is collapsed () this means a student has met all requirements for that area with courses taken by transfer, UNLV, or In Progress (IP). If students have IP grades satisfying a requirement they must fulfill the necessary grade for that requirement to stay completed. (Audit will display if a certain grade or GPA is needed)

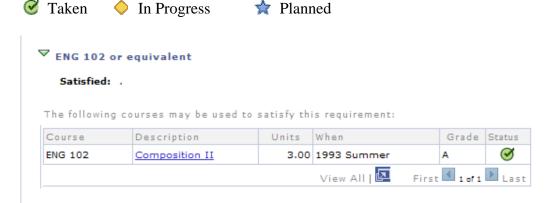
If the item is expanded (∇) this means a student still needs to fulfill something in that area.

Once you are navigating through the audit, you do have the option to collapse and expand all requirements so the Not Satisfied and Satisfied notices will help you to know what areas are still needed for completion of degree requirements.

If a course or courses are needed, the audit will show a list of courses acceptable for that area. If more than 10 courses are available there will be an arrow and View option at the bottom of the course list to expand the list to show all courses that can be used in that area:



If a course completes an area it will show the course, descriptions, units, when the student took the course, the grade received and status Status include:



If there are Substitutions for a student, this is noted with a number next to the course that is being approved for substitution in a field called Notes. You can click on that number to read any notes associated with that exception or substitution. Note that these are for student only and does not guarantee that all students will get this waiver and/or exception.



