My Degree Tracker – Understanding the Audit

Overview
My Degree Tracker is a web-based degree audit and student advising tool that provides a clear and convenient method for students and advisors to track degree progress. It is intended to assist students in reaching their academic goals and to achieve a better understanding of their degree requirements.

Audit Types
There are two types of audits: **real** and **what-if**.
- **"Real" Audit (Student View Audit Report)** processes a student's coursework against the requirements associated with the student's degree data from the student system.
- **"What-if" Audit** processes a student's coursework against the requirements associated with pretend degree data and/or pretend coursework. The what-if feature is valuable when a student wants to see "what" the audit results would be "if" the major, minor, concentration, specialization, or catalog year were changed or if the student completes future planned courses.

Student View Audit Report
The Student View Audit Report lists all requirements necessary to complete a specific degree program including: courses needed, courses taken, courses currently being taken, how each requirement was satisfied, waivers/substitutions, challenge exams, transfer credits and much more.

Summary Block
Each audit will have a block of information at the top which provides an overview of the student's enrollment and status. The block includes*:
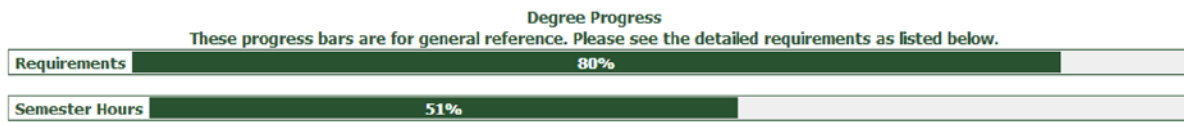
- Student's name (email embedded hyperlink)
- ID number
- Class Standing
- Advisor(s) (email embedded hyperlink)
- Overall GPA
- La Verne GPA
- Academic Standing

- Level
- Program/Degree
- College
- Major
- Concentration
- Minor
- Campus

* Academic Year (catalog year) will be re-added.

University of La Verne Degree Audit

Student View	A0000PxT as of 07/10/2018 at 11:04		
Student		Level	Undergraduate
ID		Program/Degree	Business Administration BA
Class	Junior	College	Business and Public Management
Advisors	Lopez, Sylvia F Aleman, Victoria M Murphy, Lisa M	Major	Business Administration
Overall GPA	3.45	Concentration	
La Verne GPA	3.90	Minor	
Academic Standing	Good Standing	Campus	Inland Empire Campus

Progress Bars

A graphic representation of a student's overall academic progress is seen via the "Degree Progress" bars.

Degree Progress
These progress bars are for general reference. Please see the detailed requirements as listed below.

| Requirements | 80% |
| Semester Hours | 51% |

- **Requirements**
  - Percentage of degree requirements completed overall.
- **Semester Hours**
  - This percentage is calculated by tracking the number of units a student has completed against the total number of units required for the degree. This does not include excess elective units.

Degree Block

The Degree Block specifies University of La Verne degree requirements and the student's completion status in reference to these requirements. The degree requirements are inclusive of university policies and program specific requirements based on a student's chosen course of study.

■ Degree in BA - Business Administration		Semester Hours Required: 128.00 Semester Hours Applied: 65.00
☐ 128 Semester Hours Required	Still Needed:	128 semester hours are required. You currently have 65; you still need a minimum of 63 more semester hour(s).
☐ Minimum 44 semester hours taken at the University of La Verne	Still Needed:	A minimum of 44 semester hours must be taken at the University of La Verne. You have 36; you still need a minimum of 8 more semester hour(s).
☐ Minimum 44 semester hours in upper division coursework	Still Needed:	A minimum of 44 semester hours in upper division coursework is required. You have taken 20; you still need 24 more semester hour(s).
☑ Minimum 16 upper division semester hours taken at the University of La Verne		
☑ You meet the minimum overall 2.0 GPA requirement.		
☐ The La Verne Experience	Still Needed:	See **The La Verne Experience** section
☐ General Education Req - Bachelor's Degree Programs	Still Needed:	See **General Education Req - Bachelor's Degree Prog** section
☑ Prerequisites for BA Business Administration		
☐ Major Requirements	Still Needed:	See **Major in Business Administration BA** section

La Verne Experience Block

The La Verne Experience block is required by all undergraduate students.

■ The La Verne Experience	
☑ University Values: Waived per Provost approval	
☑ University Reflection: Waived per Provost approval	
☐ Community Engagement	Still Needed: 1 Class in @ @ with Attribute LVCS

General Education Block

The General Education Block is required by all undergraduate students. The relevant GE block is called into the student's audit based on the student's location (campus) of enrollment.

General Education Req - Bachelor's Degree Prog					
☑ CRITICAL SKILLS					
☑ Written Communication A + B (C- or better)	ENG 1XX	Freshman Composition-CF81LVWA	C	3.00	Fall 2017
	Satisfied by	ENGL1A - Freshman Composition - MOUNT SAN ANTONIO COLLEGE			
	BUS 346	Written Business Communication	A	4.00	Summer 2011
☑ Oral Communication	SPCM 1XX	Public Speaking-CF81LVOC	C	3.00	Fall 2017
	Satisfied by	SPCH1A - Public Speaking - MOUNT SAN ANTONIO COLLEGE			
☑ Quantitative Reasoning	BUS 270	Business Statistics	A	4.00	Spring 2014
☑ LIFELONG WELLNESS OPTION(S)					
☑ Lifelong Wellness	BIOL 1XX	Human Sexuality-CF81LVLW	B	3.00	Fall 2017
	Satisfied by	BIOL15 - Human Sexuality - MOUNT SAN ANTONIO COLLEGE			
☐ AREAS OF KNOWLEDGE					
☑ Humanities	BUS 343	Foundations of Business Ethics	A	4.00	Winter 2012
	MUS 1XX	Film Music Apprctn-CF02LVHU	A	3.00	Fall 2017
	Satisfied by	MUS26 - Film Music Apprctn - RIVERSIDE CMTY COLLEGE			
☑ Social Sciences	ECON 228	Economic Theories & Issues	A	4.00	Spring 2012
	PLSC 1XX	Political Science-CF81LVSS	B	3.00	Fall 2017
	Satisfied by	POLI1 - Political Science - MOUNT SAN ANTONIO COLLEGE			
☐ Life Science	Still Needed:	1 Class in @ @ with Attribute LVLS			
☐ Physical Science	Still Needed:	1 Class in @ @ with Attribute LVPS			
☐ Creative Expression	Still Needed:	2.00 Credits in @ @ with Attribute LVCE			
☑ Business Administration GE Elective	ELEC 1XX	Intro to Comp Info Systems	A	3.00	Fall 2017
	Satisfied by	CIS1A - Intro to Comp Info Systems - RIVERSIDE CMTY COLLEGE			

Prerequisites Block

If required by the student's chosen program of study, any major prerequisites will be listed in this block. If the major does not require completion of prerequisites, this block will not appear on the student's audit.

Prerequisites for BA Business Administration					
A Grade of C- or better is required in all Prerequisite courses					
☑ Business Statistics	BUS 270	Business Statistics	A	4.00	Spring 2014
☑ Applied Quantitative Analysis	BUS 274	Applied Quantitative Analysis	A-	4.00	Fall 2013
☑ Economic Theories and Issues	ECON 228	Economic Theories & Issues	A	4.00	Spring 2012

Major Block

The major block details university-imposed requirements on all majors as well as major specific requirements including semester hours required for the major and the current major GPA and number of semester hours applied towards major requirements. (*The student's academic catalog year will be added to the header of this block.*)

Major in Business Administration BA		GPA: 3.88 Semester Hours Required: 48.00			
		Semester Hours Applied: 20.00			
☐ 48 Semester Hours Required	Still Needed:	48 semester hours are required. You currently have 20; you still need a minimum of 28 more semester hour(s).			
☐ Minimum 24 semester hours in upper division coursework	Still Needed:	A minimum of 24 semester hours in upper division coursework is required. You have taken 16; you still need 8 more semester hour(s).			
☑ 2.0 Major GPA					
☑ Minimum 16 upper division semester hours taken at the University of La Verne					
A Grade of C- or better is required in all Major courses					
Your Major GPA is 3.88; a Major GPA of 2.0 is required.					
☐ CORE REQUIREMENTS					
☑ Financial & Managerial Accounting	ACCT 203	Financial & Managerial Acctg	A	4.00	Winter 2011
☐ Business Finance	Still Needed:	1 Class in BUS 330			
☐ Legal Environment of Business	Still Needed:	1 Class in BUS 347			
☑ Principles of Marketing	BUS 360	Principles of Marketing	A-	4.00	Fall 2017
☐ Management Information Systems	Still Needed:	1 Class in BUS 410			
☐ Business Seminar	Still Needed:	1 Class in BUS 496			
☑ Principles of Management	MGMT 300	Principles of Management	A-	4.00	Spring 2013
☐ Leadership in Organizations	Still Needed:	1 Class in MGMT 355			
☑ Electives	BUS 343	Foundations of Business Ethics	A	4.00	Winter 2012
	MGMT 358	Culture & Gender Issues in Mgt	A	4.00	Fall 2011

Electives Block

If the student has completed or transferred any courses that cannot be used in the above blocks, the courses will be listed in the Electives Block.

Electives		Semester Hours Applied: 11.00			Classes Applied: 4
FREN 1XX	French-CF81LVHU		B	4.00	Fall 2017
Satisfied by: FRCH1 - French - MOUNT SAN ANTONIO COLLEGE					
HIST 1XX	History of the US-CF81LVSS		C	3.00	Fall 2017
Satisfied by: HIST1 - History of the United States - MOUNT SAN ANTONIO COLLEGE					
KINE 1XX	Self Defense-Women-LVAC		B	1.00	Fall 2017
Satisfied by: PE-I34 - Self Defense-Women - MOUNT SAN ANTONIO COLLEGE					
SOC 1XX	Sociology-CF81LVSS		B	3.00	Fall 2017
Satisfied by: SOC1 - Sociology - MOUNT SAN ANTONIO COLLEGE					

Insufficient or In-Progress Repeated Classes Block

Any course where a student earned a D, F, W, WF, NCR, WNC, NG, INC or IP grade will be listed in the Insufficient or In-Progress Repeated Classes Block.

Insufficient or In-Progress Repeated Classes		Semester Hours Applied: 8.00			Classes Applied: 2
BUS 274	Applied Quantitative Analysis		W	4.00	Fall 2012
BUS 330	Business Finance		W	4.00	Spring 2015

Legend and Disclaimer Block

Legend Block

The status of a course and/or requirement can be quickly determined by referencing the icon to the left of the course or requirement.

- ✅ Requirement Complete
- ☐ Requirement Not Complete
- ≈ Class in progress
- ≋ Nearly complete – see advisor (Example: Overall GPA is 1.9. An overall 2.0 GPA is required for graduation. Student is advised to see Advisor for more information.)
- @ Wildcard ("any")
  - Example: MATH@ = all classes in the discipline MATH.
  - Example: MATH 1@ = all classes in the discipline MATH were the first digit of the course number is a "1".
  - Example: MATH 100:199 indicates all courses from MATH 100 through MATH 199.

Disclaimer Block

"You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor may be contacted for assistance in interpreting this report. This audit is not your academic transcript and is not official notification of completion of degree or certificate requirements."

Legend			
✅ Complete	≈ Complete except for classes in-progress		
☐ Not Complete	≋ Nearly complete - see advisor		@ Any course number

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Exceptions

Exceptions (substitutions and waivers) will appear in the audit where the exception is made. The comment will detail what type of exception that was made, how it was satisfied, who entered the adjustment and when the exception was added to the student's academic record. All exceptions made to an academic record will be listed, where appropriate, throughout the audit and will be listed at the bottom of the audit after the Electives Block and before the Notes Block.

		ART 1XX	Beginning Art-LVCE-TEST	A	1.50	Fall 2018
☑ Fundamentals of Accounting I		Satisfied by	ART100 - Beginning Art - MOUNT SAN ANTONIO COLLEGE			
Exception By: Silverman, Jennifer A On:	08/22/2018		**Substitution : test sub exception**			
☐ Fundamentals of Accounting II		Still Needed:	1 Class in **ACCT 202**			
☐ Information Technology		Still Needed:	1 Class in **BUS 200**			
☐ Achieving Professional Success		Still Needed:	1 Class in **BUS 242**			
☐ Business Statistics		Still Needed:	1 Class in **BUS 270**			

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	test sub exception	08/22/2018	Silverman, Jennifer A	RA000332	Yes

Notes		
	Entered by	Date
Student was advised to schedule an appointment next term.	Silverman, Jennifer A	08/18/2018
Student was advised to register for the courses listed on the Planner.	Silverman, Jennifer A	08/18/2018

Notes

Notes added to a student's record will appear at the bottom of the audit after the Electives Block or after the Exceptions Block is any exceptions have been added to a student's record.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	test sub exception	08/22/2018	Silverman, Jennifer A	RA000332	Yes

Notes		
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Student was advised to schedule an appointment next term.	Silverman, Jennifer A	08/18/2018
Student was advised to register for the courses listed on the Planner.	Silverman, Jennifer A	08/18/2018

Other

Still Needed – Click on a "Still Needed" course (Ex. BUS 330) to link to the course catalog. By doing this, a new window will appear with the course description and any attached attributes. This feature also works when you click on an attribute such as "LVHU". Clicking on the attribute will open a new window which will provide a list of courses with the specified attribute.

Transfer coursework – Courses transferred to La Verne are identified on the audit with 0XX, 1XX or 3XX and list the name of the transferring institution.

		ENG 1XX	Freshman Composition-CF81LVWA	C	3.00	Fall 2017
☑ Written Communication A + B (C- or better)		Satisfied by	ENGL1A - Freshman Composition - MOUNT SAN ANTONIO COLLEGE			
		BUS 346	Written Business Communication	A	4.00	Summer 2011
☑ Oral Communication		SPCM 1XX	Public Speaking-CF81LVOC	C	3.00	Fall 2017
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☑ Quantitative Reasoning		BUS 270	Business Statistics	A	4.00	Spring 2014
☑ LIFELONG WELLNESS OPTION(S)						
☑ Lifelong Wellness		BIOL 1XX	Human Sexuality-CF81LVLW	B	3.00	Fall 2017
		Satisfied by	BIOL15 - Human Sexuality - MOUNT SAN ANTONIO COLLEGE			

Best Fit

Each time an audit is run, the Auditor Engine evaluates the student course data against the appropriate requirement blocks, determining which academic requirements have been satisfied and which await completion. Requirements are filled with courses based on the system's "best fit" algorithm. The

Auditor Engine (algorithm) determines where a class should be placed when it fits on multiple requirements and it also prioritizes which course will be used to fulfill a requirement when two courses have the same "best fit".

Non-course Requirements
The My Degree Tracker audit system allows for the use of non-course requirements. These requirements may include: theses, performances, attendance at required events, work experiences and application for graduation. Currently, this functionality is not being used for undergraduate programs, but will be added in the future.