Explaining the Degree Audit Portlet

1. Log in to Viking Web

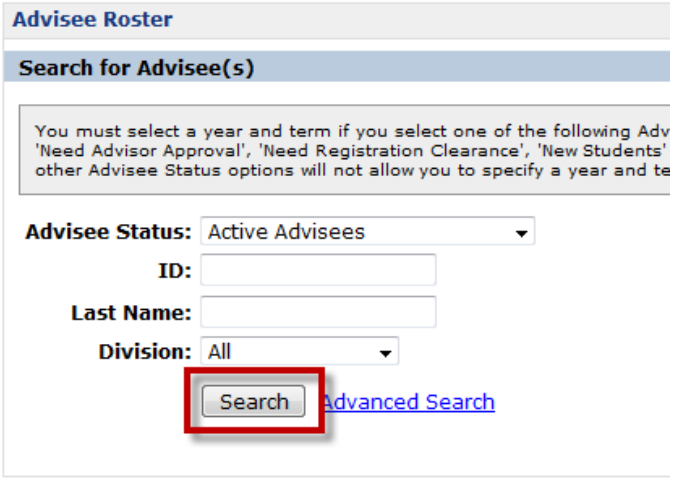
2. Click on the Employee Tab

3. Click on Advisement- either in the left hand navigation or in the middle of the screen.

OR

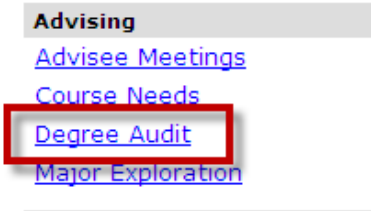
4. In the Advisee Roster portlet, search your advisees.

***To see how to change your default advisee status
from All to Active, see the CIT resource titled
How to Change Advisee Status.**



5. Click the name of one of the advisees.

6. Click on Degree Audit.



7. The links on the left hand side provide many details about the status of the student in various areas.

Explaining the Degree Audit Portlet

Jen Z WEB TEST Bar

Berry Street
Mount Berry, GA 30149

Credits Earned: 0.00
Overall GPA: **0.0000**
Last Term GPA: 0.0000
Probation Status: Good

Major 1: **Undeclared**

Advisors
Cathy Simpson Undergraduate
Arthur Cash WEB TEST Tracey Undergraduate

Requirements Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
Exercise Science	2007	MAJ1	63.00	0.00	0.00	0.00	0.0000	Not Met
Gen ED-53 -57 hrs	2005	GENED	53.00	0.00	0.00	0.00	0.0000	Not Met
Cultural Events	2005	CE	0.00	0.00	0.00	0.00	0.0000	Not Met
Free Electives	2005	ELCTV	0.00	0.00	0.00	0.00	0.0000	Not Met
Grd tot/not CUM GPA(124)	2005	TRAN	124.00	0.00	0.00	0.00	0.0000	Not Met

Advising Worksheet

Recalculate Student Progress

The first result screen displays a requirements summary as well as information about hours earned, GPA, advisor(s), and major(s). Please note that the hours earned and GPA displayed here are the combined GPA and hours (Berry and transfer). To see local GPA, go to the unofficial transcript link on the Advisee Details page.

After, clicking on the Exercise Science link this page appeared:

Advisee Roster - 155M

Advisee Roster > Advisee Details > Degree Audit Summary > 155M

Jen Z WEB TEST Bar

Exercise Science

Course Requirements

					Hours		Grade	
Req	**Description**	**Status**	**Course**	**Course Title**	**Needed**	**Earned**	**Needed**	**Earned**
BIO111	Prin of Cell Biology (4) (Required)	Required	See available courses...		4.00			
BIO206	Human Anatomy & Phys (4) (Required)	Required	See available courses...		4.00			
BIO207	Human Anato & Phys II (4) (Required)	Required	See available courses...		4.00			
HPE220	First Aid (1) (Required)	Required	See available courses...		1.00			
HPE221	Survey of Wellness (1) (Required)	Required	See available courses...		1.00			
HPE256	History & Principles of H (Required)	Required	See available courses...		3.00			
HPE309	Adaptive Physical Educati (Required)	Required	See available courses...		3.00			
HPE311	Biomechanics (4) (Required)	Required	See available courses...		4.00			
HPE312	Health forTeacher (WI) (Required)	Required	See available courses...		3.00			
HPE313	Community Health (Required)	Required	See available courses...		3.00			
HPE330	Motor-Learning Behavior (Required)	Required	See available courses...		3.00			
HPE404	Sports Administration (Required)	Required	See available courses...		3.00			
HPE411	Exercise Phys (4)(WI) (Required)	Required	See available courses...		4.00			
HPE496	Academic Internship (Required)	Required	See available courses...		3.00			
HPE496A	repeatable internship (Required)	Required	See available courses...		3.00			
HPE496B	repeatable internship (Required)	Required	See available courses...		3.00			
HPE498N	DS:Nutritional Analysis (Required)	Required	See available courses...		3.00			
MAT111	Elementary Statistics (Required)	Required	See available courses...		3.00			

Category Requirements

Requirement	Status	Needed	Earned
Science option (Required)	Required	8.00 Credits	

Advising Worksheet

Recalculate Student Progress

This screen provides additional detail about the requirement including the grade that must be met if the major requires that a specific grade is required to satisfy the criteria (such as *C* or better).

The Course Requirements section only displays those courses that are not yet completed. Courses are retrieved when the link is clicked. In cases where several courses comprise the general requirement, clicking the See Available Courses link provides a course listing. If a specific course comprises the requirement, no additional courses are retrieved when the link is clicked. The Course Requirements summary only displays those courses that have not yet been completed.

8. Use the breadcrumb trail to return to the Advisee Roster or the Advisee Details page.

Advisee Roster - 155M

Advisee Roster > Advisee Details > Degree Audit Summary > 155M