



Degree Audit – Self-Service for Advisors

Updated March 2017

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If you have a question or problem, please submit it to our online help request form:

<http://www.lehigh.edu/registrar/help.html>



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Navigating to the Degree Audit

1. Open a web browser of your choice and navigate to go.lehigh.edu/degreeaudit
2. Sign in with your Lehigh user ID (abc123) and password.
3. After logging in, you'll be presented with the Degree Audit home screen.



LEHIGH
UNIVERSITY

Select your style: ● ●



Students ▾



Home



Students

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Finding a Student



1. On the Degree Audit home screen, click the “Students” icon.
2. You can search for a student by entering his/her LIN in the Student ID field and clicking “Submit.” This will allow you to begin requesting an audit for the LIN entered.



Student Search

Enter Student ID

Student ID

Submit


Search by Student Name

First Name

Last Name

Search

Tip: Click the question mark for search help.

3. If you do not know the student’s LIN, you may search by student name in the Student Name fields. Click “Search” to start your search for the student. This will return a list of students matching the name criteria entered. Select your student by clicking the triangle icon  under the “Select” heading. This will allow you to begin requesting an audit for the selected student.



Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search

Select	Name	Student Id
		
		



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Requesting an Audit

After searching for a student, you will be on the “Request an Audit” page. Here you can run an audit for the student’s declared major or run a “What-if” audit for a different program of interest.

1. To request the audit for the currently declared major(s), simply click the “Run Declared Programs” button.

Students - Audits -

Student: [redacted] Audits -

Request an Audit

▼ Run Declared Programs: Currently declared program

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BSBCB CHE	Bachelor of Science - Biochemistry	Fall 2014				

▶ Select a Different Program:

Advanced Settings Click to run the audit



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- To request a “What-if” audit, click “Select a Different Program” to begin making “What-if” selections. Options include all current degree programs and catalog years.

Request an Audit

▶ Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree: -

Catalog Year: -

Click “Select a Different Program” to bring up options to run a What-if audit.

Select both the Degree and Catalog Year.

Advanced Settings Click to view available options.

Run Different Program Cancel

Click to run the “What-if” audit.



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Completed Audit Request

After you request an audit for a student, the previous and current audits run display for that student. Each line signifies a different audit, and the most recent request will be at the top. Select "View Audit" to see the audit you just requested.



Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit

Displays date & time of audit request.

Indicates "What-if" audit was requested.

Delete

select all/select none

ID	Instd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
88935887		BSCECE	Fall 2013	02/27/2017 1:38 PM	WHAT-IF	HTML	acb211	IP	View Audit	<input type="checkbox"/>
88935886		BSSTAT	Spring 2014	02/27/2017 1:36 PM		HTML	acb211	IP	View Audit	<input type="checkbox"/>
88935885		BSSTAT	Spring 2014	02/27/2017 1:35 PM		HTML	acb211	IP	View Audit	<input type="checkbox"/>

Unique ID assigned to each audit request. Not a student's LIN.

Click "View Audit" to display the requested audit.

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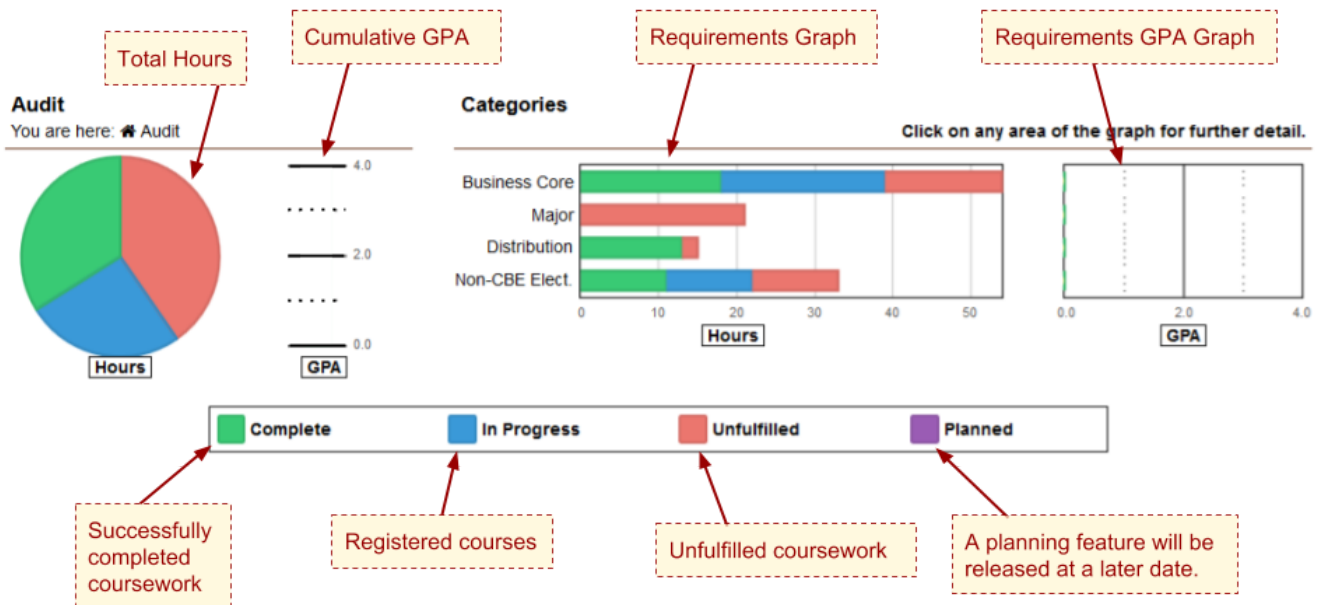
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Anatomy of an Audit

At the top of the audit, you will see information about the student including his/her degree program, audit run date, catalog year, and estimated graduation date. Below this, there are tabs for the Audit Results (the main page of the audit) and Course History (displays all of the courses by term that a student has taken. See Course History on page 11 for additional details).



Below the student information are interactive graphs summarizing the student's academic progress. There are four different graphs. You can hover your cursor over each graph for more information.



Total Hours: Charts progress towards the total hours needed to complete the degree program

Cumulative GPA: Due to the complexity of each individual degree program at Lehigh, this feature is not utilized. See Overall GPA Requirement in body of audit for the cumulative GPA.


Requirements Graph: Charts progress towards the total hours necessary in the degree requirements categories (this graph allows you to click and navigate into the requirements and sub-requirements).



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Requirements GPA Graph: Due to the complexity of each individual degree program at Lehigh, this feature is not utilized.

The body of the audit will default to the closed position to give you an overview of the audit. If you want to see the complete audit with requirement details, you can select the “Open All Sections” option. You can also open the individual sections by clicking the  next to each requirement.

 **Open All Sections**

 **Close All Sections**



You will see the following symbols next to each requirement and sub-requirement:



= Complete requirements/sub-requirements



= In-progress requirements/sub-requirements



= Incomplete requirements/sub-requirements



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The interactive audit allows you to focus on a specific requirement by clicking on the requirement in the Requirements Graph.

The image below is an example after clicking the “Major” category from the Requirements Graph.

Category: Major
You are here: Audit > Category

Requirements
Click on any area of the graph for further detail.

Hours | **GPA**

Complete | **In Progress** | **Unfulfilled** | **Planned**

Open All Sections | Close All Sections | Printer Friendly

----- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED -----

General Degree Requirements

14SP	CHM 030	4.0	B+	Intro To Chemical Principles
13FA	PHY 011	4.0	A-	Introductory Physics I
13FA	PHY 012	4.0	A	Intro Physics Lab I
14SP	PHY 021	4.0	A	Introductory Physics II
14SP	PHY 022	1.0	A-	Intro Physics Lab II
13FA	MATH021	4.0	AP	Calculus I
13FA	MATH022	4.0	AP	Calculus II
13FA	MATH023	4.0	B+	Calculus III
14SP	MATH205	3.0	B+	Linear Methods
14SP	ENGR010	2.0	A	Applied Engr Computer Methods
13FA	ENGR005	2.0	A	Intro To Engineering Practice

Electrical Engineering Core

IP **Core ECE Courses**
Complete all courses as required.

14FA	ECE 033	4.0	B+	Intro To Computer Engineering
14FA	ECE 081	4.0	B	Principles Of Electrical Eng
15SP	ECE 121	2.0	IP	Electronic Circuits Laborator
15SP	ECE 123	3.0	IP	Electronic Circuits
15SP	ECE 126	3.0	IP	Fundmntls Semiconductor Device
15SU	ECE 108	4.0	IP	Signals and Systems
15SU	ECE 182	1.0	IP	Junior Lab
15SU	ECE 202	3.0	IP	Intro to Electromagnetics

NEEDS: 6 COURSES

SELECT FROM: [ECE 125](#) [ECE 136](#) [ECE 138](#) [ECE 203](#) [ECE 257](#) [ECE 258](#)

IP **Additional Math Courses**
Complete MATH 208 & MATH 231

14FA	MATH208	3.0	B	Complex Variables
15SU	MATH231	3.0	IP	Probability & Statistics

Approved Technical Electives

EARNED: 6.0 CREDITS
NEEDS: 12.0 CREDITS



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Reading an Audit

The image below provides an overview of the components of an audit.

Electrical Engineering Core (Requirement Title)

IP (Denotes sub-requirement is in-progress to completion) **Core ECE Courses** (Sub-requirement Title)
Complete all courses as required.

14FA	ECE 033	4.0	B+	Intro To Computer Engineering
14FA	ECE 081	4.0	B	Principles Of Electrical Eng.
15SP	ECE 121	2.0	IP	Electronic Circuits Laborator
15SP	ECE 123	3.0	IP	Electronic Circuits
15SP	ECE 126	3.0	IP	Fundmtis Semiconductor Device
15SU	ECE 108	4.0	IP	Signals and Systems
15SU	ECE 182	1.0	IP	Junior Lab
15SU	ECE 202	3.0	IP	Intro to Electromagnetcs

NEEDS: 6 COURSES (Student needs 6 courses to satisfy sub-requirement and should select from list of courses provided.)

SELECT FROM: [ECE 125](#) [ECE 136](#) [ECE 138](#) [ECE 203](#) [ECE 257](#) [ECE 258](#)

IP (Denotes sub-requirement is in-progress to completion) **Additional Math Courses** (Sub-requirement Title)
Complete MATH 208 & MATH 231

14FA	MATH208	3.0	B	Complex Variables
15SU	MATH231	3.0	IP	Probability & Statistics

(Semester student is/was enrolled in course)



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Course History

The “Course History” tab allows you to view a list of classes taken by the student. This list can be sorted by Year, Course, Hours, Grade, and Title, and can be filtered by Year and Grade. In addition, there is a graph indicating earned hours and GPA by semester. You can click on a bar in this graph to see course history from that specific term.

Course History



Click on green columns to filter course list below by term or use the 'filter by' drop down menu below. If you wish to return to the entire course list, just reset the 'filter by' settings to their 'generic' settings (usually the title of the filter such as "Year" and "Term")

Filter by: Grade ▼ Term ▼

Term	Course Term	Course	Hours	Grade	Title	Status
Transfer Courses	14SP	HMS 322	4.00	TR	Global Health Issues	✓
Transfer Courses	14SP	HMS 295	4.00	TR	Miscellaneous	✓
Transfer Courses	14SP	HMS 155	4.00	TR	Health, Illness & Healing	✓
Transfer Courses	14SP	GS 391	4.00	TR	Directed Research	✓
Transfer Courses	11FA	ENGL001	3.00	TR	COMPOSITION & LITERATURE	✓
2011FA	11FA	PSYC090	4.00	A	Psyc of Sterotype&Predjudice	✓
2011FA	11FA	PSYC001	4.00	B-	INTRO TO PSYCHOLOGY	✓
2011FA	11FA	MUS 065	1.00	A	Beginner Class Guitar	✓
2011FA	11FA	MATH021	4.00	A	CALCULUS I	✓
2011FA	11FA	GCP 010	3.00	A	Intro to Global Citizenship	✓

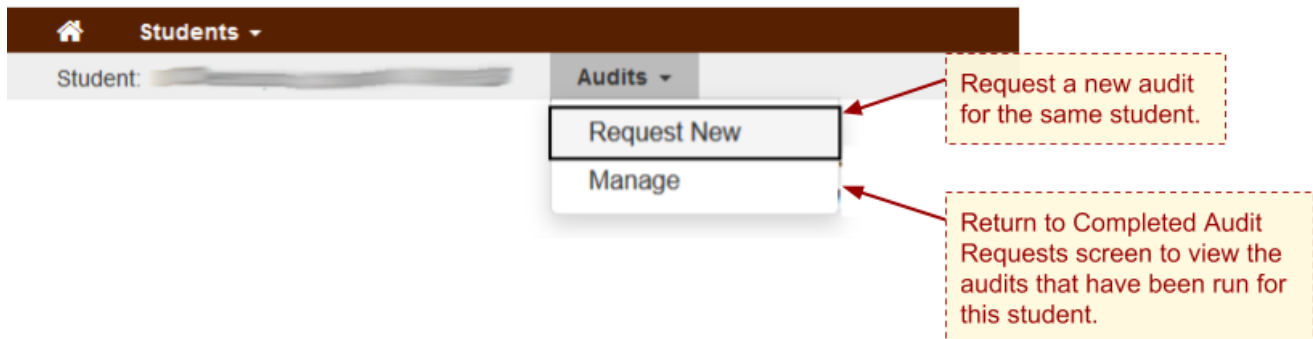


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Managing the Current Student's Audits

At any point, you can run a new audit for the student, or return to the Completed Audit Requests page to view the list of audits that have been run for this student by clicking the "Audits" menu.



Searching for a New Student

To run an audit for a new student, select "Search" from the "Students" menu or click the Home icon

 to restart the search process.

