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
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.
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.
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.
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.
2. 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.

- Click “Select a Different Program” to bring up options to run a What-if audit.
- Select both the Degree and Catalog Year.
- Click to run the “What-if” audit.
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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Insted</th>
<th>Program</th>
<th>Catalog Year</th>
<th>Created</th>
<th>Audit Type</th>
<th>Format</th>
<th>Run By</th>
<th>Course Type</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>88935887</td>
<td>BSCECE</td>
<td>Fall 2013</td>
<td>02/27/2017 1:38 PM</td>
<td>HTML</td>
<td>actb211</td>
<td>IP</td>
<td>View Audit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Spring 2014</td>
<td>02/27/2017 1:36 PM</td>
<td>HTML</td>
<td>actb211</td>
<td>IP</td>
<td>View Audit</td>
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<td>Spring 2014</td>
<td>02/27/2017 1:35 PM</td>
<td>HTML</td>
<td>actb211</td>
<td>IP</td>
<td>View Audit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Displays date & time of audit request.

Indicates “What-If” audit was requested.

Click “View Audit” to display the requested audit.
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).
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
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.
Reading an Audit
The image below provides an overview of the components of an audit.
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.

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”).

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Term</th>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Title</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Transfer Courses</td>
<td>14SP</td>
<td>HMS 322</td>
<td>4.00</td>
<td>TR</td>
<td>Global Health Issues</td>
<td>✔</td>
</tr>
<tr>
<td>Transfer Courses</td>
<td>14SP</td>
<td>HMS 290</td>
<td>4.00</td>
<td>TR</td>
<td>Miscellaneous</td>
<td>✔</td>
</tr>
<tr>
<td>Transfer Courses</td>
<td>14SP</td>
<td>HMS 155</td>
<td>4.00</td>
<td>TR</td>
<td>Health, Fitness &amp; Healing</td>
<td>✔</td>
</tr>
<tr>
<td>Transfer Courses</td>
<td>14SP</td>
<td>GS 301</td>
<td>4.00</td>
<td>TR</td>
<td>Directed Research</td>
<td>✔</td>
</tr>
<tr>
<td>Transfer Courses</td>
<td>11FA</td>
<td>ENGL001</td>
<td>3.00</td>
<td>TR</td>
<td>COMPOSITION &amp; LITERATURE</td>
<td>✔</td>
</tr>
<tr>
<td>2011FA</td>
<td>11FA</td>
<td>PSYC090</td>
<td>4.00</td>
<td>A</td>
<td>Psych of Stereotype&amp;Predjudice</td>
<td>✔</td>
</tr>
<tr>
<td>2011FA</td>
<td>11FA</td>
<td>PSYC001</td>
<td>4.00</td>
<td>B-</td>
<td>INTRO TO PSYCHOLOGY</td>
<td>✔</td>
</tr>
<tr>
<td>2011FA</td>
<td>11FA</td>
<td>MUS 065</td>
<td>1.00</td>
<td>A</td>
<td>Beginner Class Guitar</td>
<td>✔</td>
</tr>
<tr>
<td>2011FA</td>
<td>11FA</td>
<td>MATH21</td>
<td>4.00</td>
<td>A</td>
<td>CALCULUS I</td>
<td>✔</td>
</tr>
<tr>
<td>2011FA</td>
<td>11FA</td>
<td>CPR 010</td>
<td>3.00</td>
<td>A</td>
<td>Intro to Global Citizenship</td>
<td>✔</td>
</tr>
</tbody>
</table>
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.