Degree Audit

This document contains information to request a degree audit, add and view advising notes, make exceptions, and moving classes. Your UAConnect security will determine which features you are able to access. Students and Advisors have access to run the Degree Audit Report from their respective homepages.

Requesting a Degree Audit

**Navigation:** NavBar > Navigator > Academic Advisement > UA AA Custom Components > Degree Audits > Degree Audit (Admin)

1. Type the student’s ID number in the **EMPL ID** field.
2. Click **Search**.

**Plan Selection**

1. Click **Run Report** for the desired plan or sub-plan. The *Report Detail* page opens displaying options to view additional information.

   - Click to identify directory information that has been restricted for this student.
   - Click to display negative service
   - Click to view the list of 3rd parties.
   - Click to view or add Advising
Report Detail
It is important to remember that non-coded plans, such as Correspondence Only or Global Campus, will not display on this request page. Refer to the icon legend for course status information.
Total Hours

1. Click the **Total Hours** link on the *Report Detail* page to view information regarding hours applied toward a degree, non-degree hours, and academic totals.

2. Click **Return to Detail** or **Return to Plans** at the bottom of the screen when finished.

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<table>
<thead>
<tr>
<th>Degree Audit</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Id</td>
<td></td>
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<tr>
<td>Program</td>
<td>WCOB</td>
</tr>
<tr>
<td>Plan</td>
<td>FINNBS</td>
</tr>
<tr>
<td>Sub-Plan</td>
<td>FNRE</td>
</tr>
<tr>
<td>Req Term</td>
<td>1149</td>
</tr>
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<td></td>
<td>Fa 2014</td>
</tr>
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</table>

**Hours Toward FINNBS - Finance**

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Future Term Enrolled Hours</th>
<th>UnMet Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>U of A Hours Passed</td>
<td>71.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer, Test, Other Hours</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incomplete Hours</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress Hours</td>
<td>21.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Remaining</td>
<td>27.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours of &quot;D&quot;</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hours Not Applied Toward FINNBS - Finance**

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Future Term Enrolled Hours</th>
<th>UnMet Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>U of A Hours Passed</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer, Test, Other Hours</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incomplete Hours</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failed Hours</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress Hours</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cumulative Totals**

| Academic Level          | Junior                               | Total Grade Points        | 211.330     |
| Total Hours Passed      | 78.000                                | / Total Taken Toward GPA  | 71.000      |
| Academic Standing       | Good Standing                         | = Cumulative GPA          | 2.976       |
| U of A Hours Passed     | 71.000                                | Major Grade Points        | 18.090      |
| Transfer, Test, Other Hours | 7.000                                | / Total Taken Toward GPA  | 6.090       |
| Total Hours of "D"      | 0.000                                 | = Major GPA               | 3.000       |
Major GPA

1. Click the Major GPA link on the Report Details page to view information about the student’s major GPA.

2. Click Return to Detail or Return to Plans at the bottom of the screen when finished.

3. Click the Major Requirement Details link to view the advisement requirements.

4. Click Return when finished.
Class Details

1. Click the **Class** link on the *Report Details* page to view detailed information regarding this class.
   
a. If the class is from the UA, the **Class** link opens to the *Schedule of Classes: Class Detail* page.

   ![Class Detail](image1)

   **Class Detail**
   
   ECN 3033 - 680 · Principles of Microeconomics (ACTS Equivalency: ECN 3023) · Sp, Su, Fa
   
   The University of Arkansas | Spring 2020 | Lecture

   **Meeting Information**
   
   Days & Times: MWF 10:00 - 10:50 AM
   
   Location: Student Center 115
   
   **Credit Hours:** 3
   
   **Meeting Status:** Completed
   
   **Enrollment Information**
   
   **Prerequisites:** MATH 1202 or higher, or a score of 26 or higher on the math component of the ACT exam, or a score of 610 or higher on the math component of the SAT.

   **Class Capacity:** 129
   
   **Enrollment Total:** 129
   
   **Available Seats:** 0
   
   **Class Availability:**
   
   **Description:** Microeconomics analysis, including market structure, supply and demand, production costs, price and output, and international economics. Credit will be awarded for only one of ECN 3023 and ECON 1023. Prerequisites: MATH 1202 or higher, or a score of at least 26 on the math component of the ACT exam, or a score of at least 610 on the math component of the SAT.

   ![Catalog Detail](image2)

   **Catalog Detail**
   
   **Course Detail**
   
   **Units:** 3
   
   **Grading Basis:** Graded
   
   **Course Components:** Lecture

   **Description:** Technical Composition II is a continuation of ENGL 1023, intended for engineering students. Prerequisite: ENGL 1023.

   **Course Detail**
   
   **Units:** 3
   
   **Grading Basis:** Graded
   
   **Course Components:** Lecture

   **Enrollment Information**
   
   **Enrollment Requirement:** General Education Core
   
   **Description:** Technical Composition II is a continuation of ENGL 1023, intended for engineering students. Prerequisite: ENGL 1023.

   **Return to Class Detail**

   ![Return to Class Detail](image3)

   **Return to Class Detail**

   ![Close button](image4)

   **Close** button

   **Return to Class Detail**

2. Click the **Return to Class Detail** link or the **Close** button to return to the *Report Details* page.
Degree Audit for Admin Users

Requirement Detail

1. Click the **Requirement Details** (Rqmnt Details) link on the **Report Details** page to view the list of courses that are eligible to satisfy that requirement.

2. Click the **Return** button to go back to the **Report Details** page.

![Advisement Requirements Table]

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**Advisement Requirements**

Requirement: 000012603  Composition II

> English Composition: ENGL 1023

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Description</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ENGL</td>
<td>1023</td>
<td>Composition II (ACTE Equivalency = ENGL 1023) (Sp, Su, Fa)</td>
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<tr>
<td>ENGL</td>
<td>1023</td>
<td>Technical Composition II (Sp, Su, Fa)</td>
<td>3.00</td>
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<tr>
<td>ENGL</td>
<td>1023H</td>
<td>Honors Composition II (Sp)</td>
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</table>

**ENGL1020 ENGLISH EXEMPT**

<table>
<thead>
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<th>Subject</th>
<th>Catalog Nbr</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

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*Return*
Making Substitutions and Exceptions

Completing a Course Substitution using the Move Feature
This method allows a one-to-one course substitution.

1. Identify the course you wish to move and click the Move link.

2. Click the Here link.

3. Add text in the Comments section.

4. Click SAVE.

5. Return to the Report Details page and verify that the course exception has been recorded.
Completing an Exception

This method allows the course requirement to be set aside.

1. Identify the Exception.

2. Click the Exception link.

3. Type text in the Comments section.

4. Click Save.

5. Return to the Report Details page to confirm the exception is recorded.