Degree Audit for Advisors

This document contains information needed to request a degree audit for your advisees.

Requesting a Degree Audit

1. Log on to UAConnect and click the Advisor Center tile.

2. Click the View Student Details link of the desired student from your advisee list. Or, check the box of the student you wish to view in your list of advisees.

3. Click the Degree Audit (Advisor) in the left navigation.
Advising Notes

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

The advising notes feature enables advisors to record notes about their interactions with students. They can be used to create notes with related comments, attachments and action items. The Advisor can send notifications to students, and a third person, regarding a note, and allow students to view, add comments and attachments to notes.

1. Click the **Related Content** link in the top right.

2. Select **Advising Notes** from the dropdown.

3. Hover over or near the thin line until ✰ appears. Drag the line to the left to enlarge the notes area.

For detailed instructions on creating and viewing **Advising Notes** see Advising Notes - Advisor.
Plan Selection

From the Degree Audit Plan Selection page, you can run reports on the student’s plans and sub-plans. In addition, you may also view any posted Advising Notes.

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

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.
## Degree Audit for Advisors

### Degree Audit Report Detail

- **Student ID**
- **Program**
- **Plan**
- **Sub-Plan**
- **Req Term**
- **Last Updated**
- **Advisor**

#### 3rd Party Release

- **Total Hours**
- **Total Hours Towards Degree**
- **Online Hours Towards Plan**
- **Cum GPA**
- **Applied for Graduation**
- **Academic Standing**

### Click here to sort your results by:

#### Default

1. **Go To Planner**
2. **Click here to select another Plan**
3. **Click here to view the Total Hours details**
4. **Click here to view the Cumulative GPA details**
5. **Click here to view the Requirement Details for the class**
6. **Click here to view the Class details**

### Degree Audit Notes:

- **11 - Kinesiology Core (9 Hrs)**
  - **MOTOR DEVELOPMENT**
  - **HONORS EXERCISE PHYSIOLOGY**
  - **EXSC 3353H**

- **12 - K-12 Teaching (30 Hrs)**
  - **THE PHYSICAL EDUC PROF**
  - **PHED 2003**
  - **PHED 3033**
  - **TEACHING FITNESS**
  - **PRIN PROBLEMS OF COACHING**
  - **ELEMENTARY PHYSICAL EDUC**
  - **PHED FOR SPEC POPULATIONS**

- **14 - General Electives (12 Hrs)**
  - **DRAWING FROM OBSERVATION**
  - **SURVEY UNIVERSE LAB**
  - **SURVEY OF THE UNIVERSE**
  - **HIST TRANSFER COURSE**
  - **SOCIAL PROBLEMS**

- **99 - Unused and Excess Courses**
  - **NON-TRANSFERABLE COURSE**
  - **BUSINESS APPL KNOWLEDGE**
  - **HUMAN ANATOMY**
  - **NON-TRANSFERABLE COURSE**
  - **FUNDAMENTALS OF NUTRITION**
  - **ACCOUNTING PRINCIPLES**

### Click here to review the student’s Planner

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Degree Audit for Advisors

Updated: 03.20.20
Total Hours

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

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

<table>
<thead>
<tr>
<th>Hours Applied Toward Degree</th>
<th>U of A Hours Passed</th>
<th>Future Term Enrolled Hours</th>
<th>3.000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer, Test, Other Hours</td>
<td>0.000</td>
<td>Planned Hours</td>
<td>0.000</td>
</tr>
<tr>
<td>Incomplete Hours</td>
<td>0.000</td>
<td>UnMet Hours</td>
<td>15.000</td>
</tr>
<tr>
<td>In Progress Hours</td>
<td>0.000</td>
<td>Total Hours Remaining</td>
<td>18.000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Hours of &quot;D&quot;</td>
<td>0.000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours for Non Degree</th>
<th>U of A Hours Passed</th>
<th>Future Term Enrolled Hours</th>
<th>9.000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer, Test, Other Hours</td>
<td>0.000</td>
<td>Planned Hours</td>
<td>0.000</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>

<table>
<thead>
<tr>
<th>Academic Totals</th>
<th>Academic Level</th>
<th>Total Grade Points</th>
<th>88.330</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Total Hours Passed</td>
<td>/ Total Taken Toward GPA</td>
<td>29.000</td>
</tr>
<tr>
<td></td>
<td>Academic Standing</td>
<td>= Cumulative GPA</td>
<td>3.045</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Major Grade Points</td>
<td>46.000</td>
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<tr>
<td></td>
<td></td>
<td>/ Total Taken Toward GPA</td>
<td>18.000</td>
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<tr>
<td></td>
<td></td>
<td>= Major GPA</td>
<td>2.875</td>
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</tbody>
</table>

Click here to Return to the Degree Audit report.

Return to Plans  Return to Detail
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 Detail 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](image)

   b. If the class is a transfer credit or test credit, the **Class link** opens to the Course Catalog: Catalog Detail page.

   ![Catalog Detail](image)

2. Click the **Close button** to return to the Report Detail page.
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.