

# How to Read Your Degree Audit

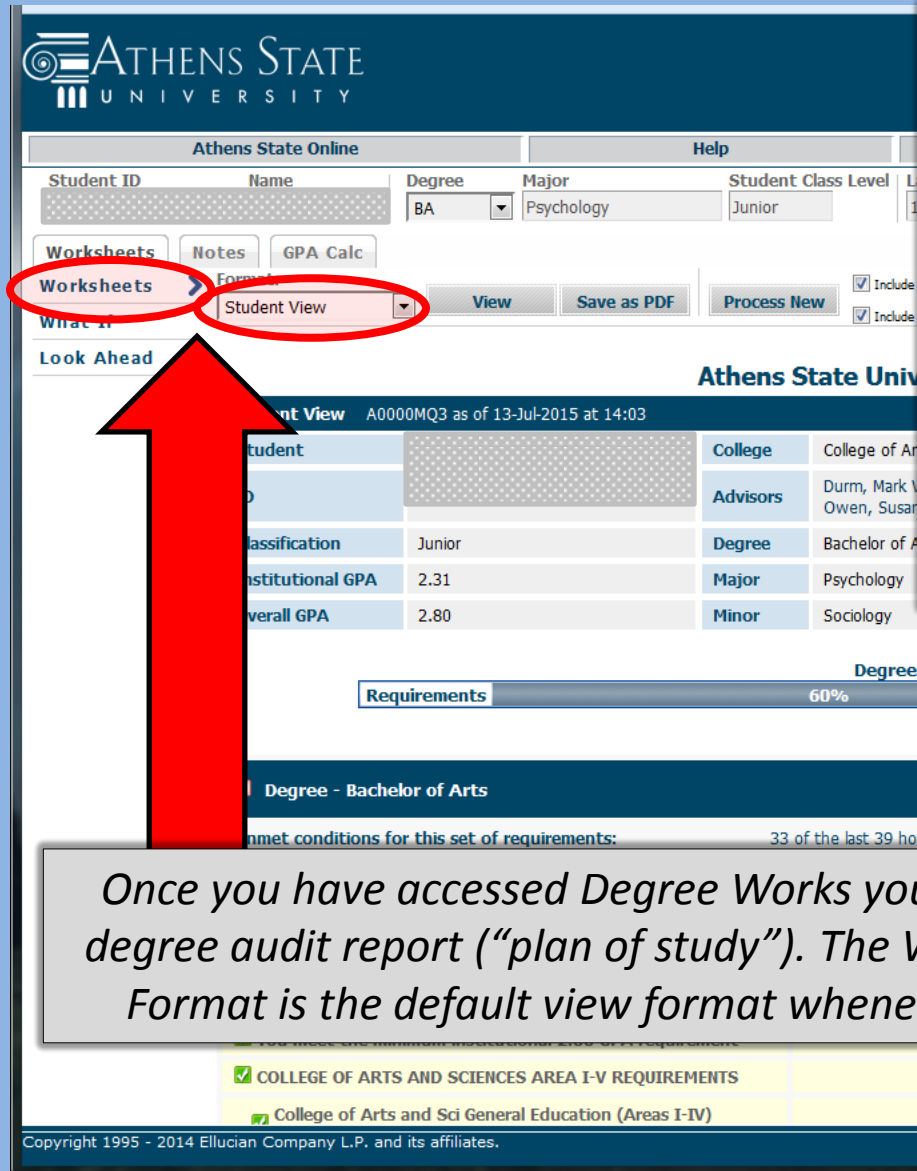


# Topics

- Main Sections of the Degree Audit: The Student View Worksheet and “Blocks”
- The Degree Block
- Features of a Typical Block
- Other Sections of the Audit
- **An Important Note**



# Degree Works



**Athens State Online** [Help](#)

Student ID: [ ] Name: [ ] Degree: BA Major: Psychology Student Class Level: Junior

**Worksheets** Notes GPA Calc

**Worksheets** Student View View Save as PDF Process New

**Athens State University**

**Student View** A0000MQ3 as of 13-Jul-2015 at 14:03

Student		College	College of Arts and Sciences
Advisors		Advisors	Durm, Mark V Owen, Susan
Classification	Junior	Degree	Bachelor of Arts
Institutional GPA	2.31	Major	Psychology
Overall GPA	2.80	Minor	Sociology

**Degree Progress**

Requirements 60%

**Degree - Bachelor of Arts** Catalog Term: Fall 2014 Hours Required: 124  
Hours Applied: 91

met conditions for this set of requirements: 33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens State.

COLLEGE OF ARTS AND SCIENCES AREA I-V REQUIREMENTS

College of Arts and Sci General Education (Areas I-IV)

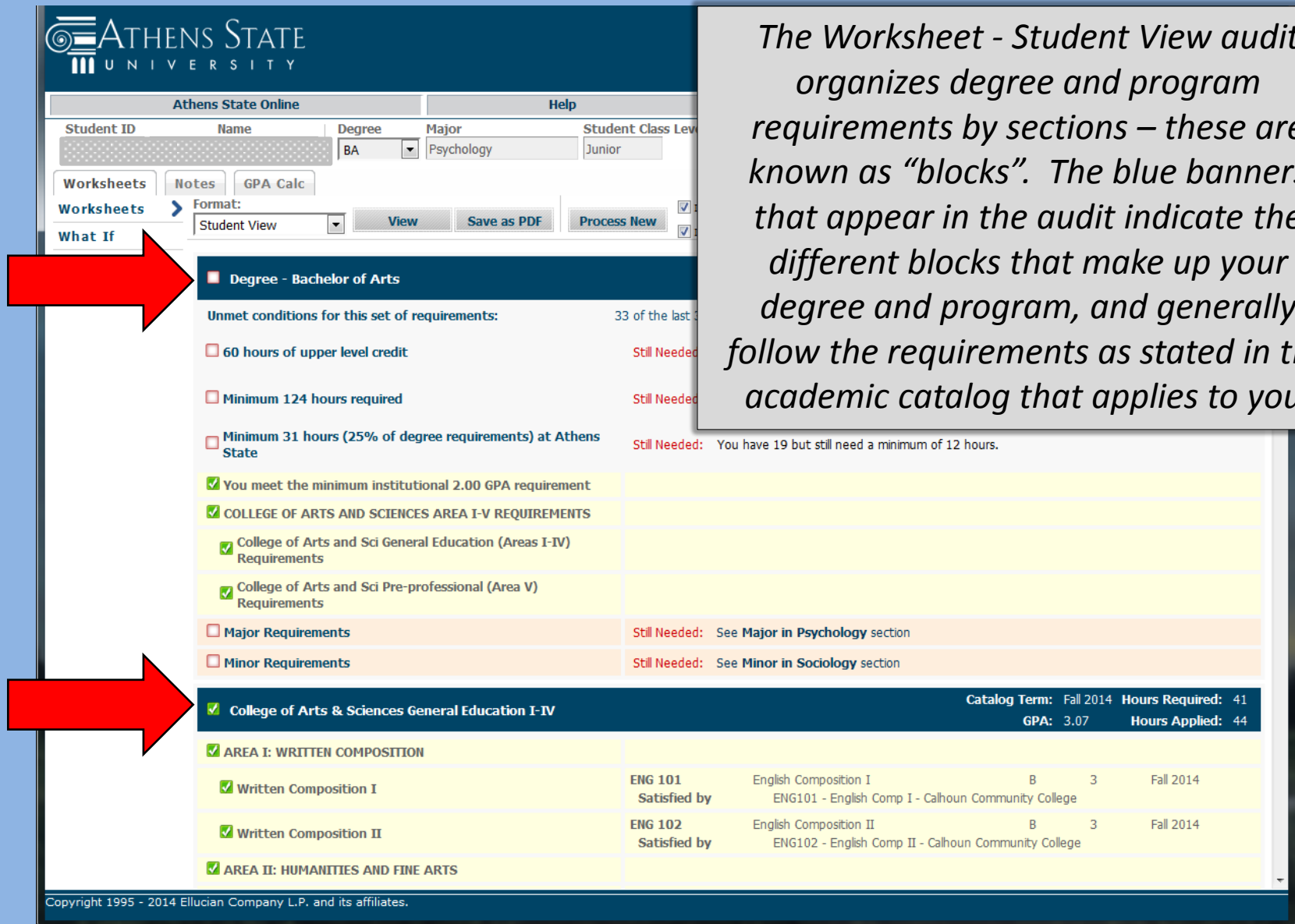
Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.

*Having introduced the essential features of Degree Works and basic navigation in a separate tutorial, this tutorial will discuss the main sections of the “Student View” Worksheet, and the basics on how to read your audit. **Remember that your advisor can always help you interpret your audit!***

*Once you have accessed Degree Works you will be taken directly to your degree audit report (“plan of study”). The Worksheets Tab – Student View Format is the default view format whenever you enter Degree Works.*

# “Blocks”

*The Worksheet - Student View audit organizes degree and program requirements by sections – these are known as “blocks”. The blue banners that appear in the audit indicate the different blocks that make up your degree and program, and generally follow the requirements as stated in the academic catalog that applies to you.*



**Athens State Online** **Help**

Student ID: [Redacted] Name: [Redacted] Degree: BA Major: Psychology Student Class Level: Junior

Worksheets Notes GPA Calc

Worksheets **Format:** Student View View Save as PDF Process New

**What If**

**Degree - Bachelor of Arts**

Unmet conditions for this set of requirements: 33 of the last 3

- ☐ 60 hours of upper level credit **Still Needed**
- ☐ Minimum 124 hours required **Still Needed**
- ☐ Minimum 31 hours (25% of degree requirements) at Athens State **Still Needed:** You have 19 but still need a minimum of 12 hours.
- ☒ You meet the minimum institutional 2.00 GPA requirement
- ☒ COLLEGE OF ARTS AND SCIENCES AREA I-V REQUIREMENTS
- ☒ College of Arts and Sci General Education (Areas I-IV) Requirements
- ☒ College of Arts and Sci Pre-professional (Area V) Requirements
- ☐ Major Requirements **Still Needed:** See **Major in Psychology** section
- ☐ Minor Requirements **Still Needed:** See **Minor in Sociology** section

**College of Arts & Sciences General Education I-IV** **Catalog Term:** Fall 2014 **Hours Required:** 41 **GPA:** 3.07 **Hours Applied:** 44

**AREA I: WRITTEN COMPOSITION**

- ☒ Written Composition I **ENG 101 Satisfied by** English Composition I B 3 Fall 2014  
ENG101 - English Comp I - Calhoun Community College
- ☒ Written Composition II **ENG 102 Satisfied by** English Composition II B 3 Fall 2014  
ENG102 - English Comp II - Calhoun Community College

**AREA II: HUMANITIES AND FINE ARTS**

Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.

# Blocks That Appear in Audits

- The audits for degree-seeking students will contain these blocks:
  - **Degree** (BA, BS, or BSED)
  - **General Education** (Areas I-IV)
  - **Pre-Professional** (Area V)
  - **Major(s)**
    - Multiple majors will appear in a single audit if under the same degree, i.e., if both are BS programs.
  - **Minor(s)**
    - If your program requires a minor, or if you have declared an optional minor (or multiple minors), the minor block(s) will appear in the audit

# “Missing Blocks”

*If you see a message similar to the one below in your audit, it means that your program **requires** a minor, but one is not declared in your official academic record. You should discuss minor options with your advisor, but you **must** declare the minor officially through the Office of Student Records using the Change of Major/Minor form.*

<input type="checkbox"/> College of Arts and Sci General Education (Areas I-IV) Requirements	Still Needed: See <a href="#">College of Arts &amp; Sciences General Education I-IV</a> section
<input type="checkbox"/> College of Arts and Sci Pre-professional (Area V) Requirements	Still Needed: See <a href="#">College of Arts &amp; Sciences Area V - Pre-Prof</a> section
<input type="checkbox"/> Major Requirements	Still Needed: See <a href="#">Major in Psychology</a> section
<input type="checkbox"/> Minor Requirements	Still Needed: <b>MINOR block was not found but is required</b>
Catalog Term: Fall 2014 Hours Required: 41	





# Blocks That Appear in Audits

- Blocks that are program-specific and that may only appear in certain audits include:
  - TEP (Teacher Education Program) – appears if your program is a College of Education or College of Arts and Sciences program that leads to teaching licensure/certification
  - Professional Studies – appears if your program is a College of Education program that leads to teaching licensure/certification
  - Other Professional Credit – appears for College of Business Management of Technology programs only



# Audit Legend and Disclaimer

*The Legend at the bottom of the audit tells you what the various icons, symbols, and color-coding indicate. The Disclaimer also notifies users that the audit does not represent an official transcript or academic record.*

## Legend

✓ Complete

□ Not Complete

\* Pre-requisite required

≈ Complete except for classes in-progress

≈ Nearly complete - see advisor

(E) Class was Excluded

(T) Transfer Class

@ Any course number

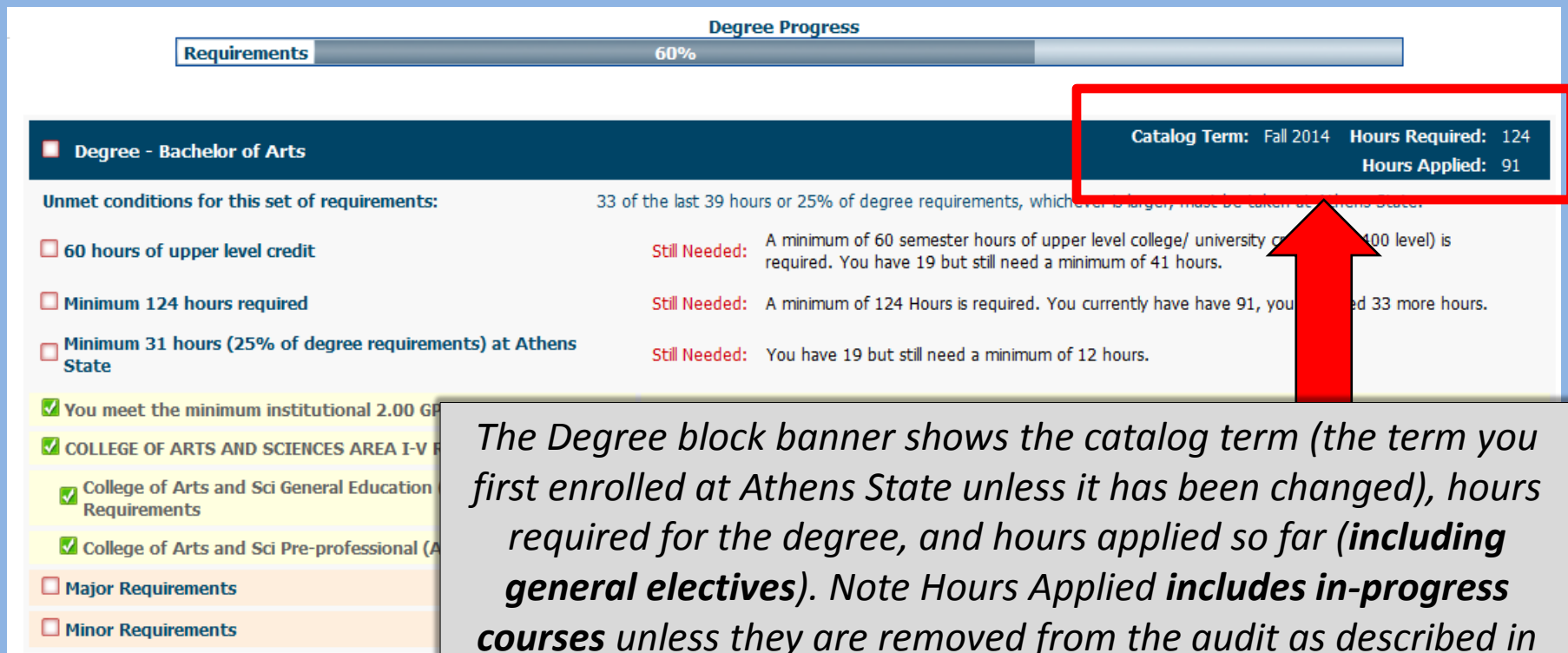
## Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor may be contacted for assistance in interpreting this report. This audit report is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office concerning your official degree/certificate completion status, or to obtain a copy of your academic transcript.



# The Degree Block

*The Degree block shows a summary of all of the blocks required for the degree. It also specifies any General University requirements related to residency, upper level credit, GPA, and any other applicable requirements.*



**Requirements** 60%

**Degree - Bachelor of Arts** **Catalog Term:** Fall 2014 **Hours Required:** 124  
**Hours Applied:** 91

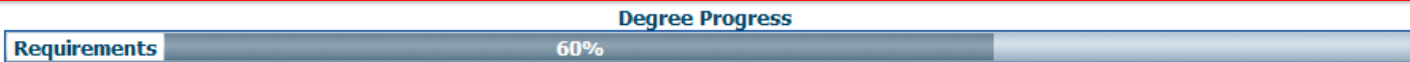
**Unmet conditions for this set of requirements:** 33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens State.

- ☐ 60 hours of upper level credit **Still Needed:** A minimum of 60 semester hours of upper level college/ university credit (400 level) is required. You have 19 but still need a minimum of 41 hours.
- ☐ Minimum 124 hours required **Still Needed:** A minimum of 124 Hours is required. You currently have have 91, you need 33 more hours.
- ☐ Minimum 31 hours (25% of degree requirements) at Athens State **Still Needed:** You have 19 but still need a minimum of 12 hours.
- ☒ You meet the minimum institutional 2.00 GPA
- ☒ COLLEGE OF ARTS AND SCIENCES AREA I-V
- ☒ College of Arts and Sci General Education Requirements
- ☒ College of Arts and Sci Pre-professional (A)
- ☐ Major Requirements
- ☐ Minor Requirements

*The Degree block banner shows the catalog term (the term you first enrolled at Athens State unless it has been changed), hours required for the degree, and hours applied so far (**including general electives**). Note Hours Applied **includes in-progress courses** unless they are removed from the audit as described in the Intro to Degree Works tutorial.*

# The Degree Block

*The Degree Progress bar is an estimate only. This estimate is based on the number of “boxes” in the audit and how many are completed.*



☐ Degree - Bachelor of Arts

Catalog Term: Fall 2014 Hours Required: 124

Hours Applied: 91

Unmet conditions for this set of requirements:

33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens State.

☐ 60 hours of upper level credit

**Still Needed:** A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 19 but still need a minimum of 41 hours.

☐ Minimum 124 hours required

☐ Minimum 31 hours (25% of degree requirements) at Athens State

☒ You meet the minimum institutional 2.00 GPA requirement

☒ COLLEGE OF ARTS AND SCIENCES AREA I-V REQUIREMENTS

☒ College of Arts and Sci General Education (Areas I-IV) Requirements

☒ College of Arts and Sci Pre-professional (Area V) Requirements

☐ Major Requirements

☐ Minor Requirements

*In any block, requirements that are not yet fulfilled appear as **red** unchecked boxes, and advice is given on what is still needed.*

*In any block, requirements that are fulfilled appear as **green** checked boxes.*



# Features of a Typical Block

*Here is an example of the features/notations seen in a typical block – a major block. While specific requirements in blocks vary, the features and notations in blocks are standard.*

## Major in Psychology

Catalog Term: Fall 2014 Hours Required: 40  
GPA: 3.00 Hours Applied: 12

Unmet conditions for this set of requirements: 40 hours are required. You currently have 12, you still need 28 more hours.

☐ 24 hours in upper-division coursework at Athens State

Still Needed: You have taken 12 hours but still need 12 hours in upper-division courses.

☐ Social Psychology

Still Needed: 3 Hours in PS 331

☒ Child Psychology or Adolescent Psychology

PS 334 Adolescent Psychology C 3 Fall 2014

☒ Psychology of Learning or History/Systems of Psychology

PS 336 Psychology of Learning A 3 Fall 2014

☒ Statistics w/ Advanced Topics in Behavioral Sciences

PS 341 Stats with Adv Top in Beh Sci NA (3) Summer 2015

☐ Abnormal Psychology

Still Needed: 3 Hours in PS 352

☐ Experimental Psychology

Still Needed: 4 Hours in PS 380\* and 380L

☒ Physiological Psychology

PS 406 Physiological Psychology B 3 Spring 2015

☐ Cognitive Psychology

Still Needed: 3 Hours in PS 420

☐ Thinking, Writing, Speaking in the Behavioral Sciences

Still Needed: 3 Hours in PS 499

☐ Psychology electives approved by faculty advisor

Still Needed: 12 Hours in PS 300:499

An exit exam is required for graduation and is administered in PS 499. The departmental exit exam covers theories and concepts from all areas of the curriculum.

*Each Block header shows catalog term, hours required for the block, GPA for the block, and hours applied to the block so far. Note Hours Applied **includes** in-progress courses (unless they have been removed), but block GPA calculation is **only** for completed courses.*

# Features of a Typical Block

In any block of the audit worksheet, a **blue** area and a **blue “~”** box indicate the requirement is **in progress or nearly met**. In-progress courses or pre-registered courses always show the credit hours in parentheses, and the grade as “NA”.

<input type="checkbox"/> Major in Psychology		Catalog Term: Fall 2014 Hours Required: 40			
		GPA: 3.00 Hours Applied: 12			
Unmet conditions for this set of requirements: 40 hours are required. You currently have 12, you still need 28 more hours.					
<input type="checkbox"/> 24 hours in upper-division coursework at Athens State		Still Needed: You have taken 12 hours but still need 12 hours in upper-division courses.			
<input type="checkbox"/> Social Psychology		Still Needed: 3 Hours in PS 331			
<input checked="" type="checkbox"/> Child Psychology or Adolescent Psychology		PS 334	Adolescent Psychology	C	3 Fall 2014
<input checked="" type="checkbox"/> Psychology of Learning or History/Systems of Psychology		PS 336	Psychology of Learning	A	3 Fall 2014
<input checked="" type="checkbox"/> Statistics w/ Advanced Topics in Behavioral Sciences		PS 341	Stats with Adv Top in Beh Sci	NA	(3) Summer 2015
<input type="checkbox"/> Abnormal Psychology		Still Needed: 3 Hours in PS 352			
<input type="checkbox"/> Experimental Psychology		Still Needed: 4 Hours in PS 380* and 380L			
<input checked="" type="checkbox"/> Physiological Psychology		PS 406	Physiological Psychology	B	3 Spring 2015
<input type="checkbox"/> Cognitive Psychology		Still Needed: 3 Hours in PS 420			
<input type="checkbox"/> Thinking, Writing, Speaking in the Behavioral Sciences		Still Needed: 3 Hours in PS 499			
<input type="checkbox"/> Psychology electives approved by faculty advisor		Still Needed: 12 Hours in PS 300:499			

An

This advice represents a course number any PS course numbered 300 to 499 that is not required

This advice represents a course range; any PS course numbered 300 to 499 that is not required elsewhere can fulfill this slot. You will also sometimes see the “@” symbol in course advice – this represents a “wildcard”. So “PS 3@” would mean any 300 level psychology course can fulfill the slot.



# Features of a Typical Block

## ☐ Major in Psychology

Catalog Term: Fall 2014 Hours Required: 40

GPA: 3.00 Hours Applied: 12

Unmet conditions for this set of requirements: 40 hours are required. You currently have 12, you still need 28 more hours.

## ☐ 24 hours in upper-division coursework at Athens State

Still Needed: You have taken 12 hours but still need 12 hours in upper-division courses.

## ☐ Social Psychology

Still Needed: 3 Hours in **PS 331**

## ☒ Child Psychology or Adolescent Psychology

**PS 334** Adolescent Psychology C 3 Fall 2014

## ☒ Psychology of Learning or History/Systems of Psychology

**PS 336** Psychology of Learning A 3 Fall 2014

## ☒ Statistics w/ Advanced Topics in Behavioral Sciences

**PS 341** Stats with Adv Top in Beh Sci NA (3) Summer 2015

## ☐ Abnormal Psychology

Still Needed: 3 Hours in **PS 352**

## ☐ Experimental Psychology

Still Needed: 4 Hours in **PS 380\*** and **380L**

## **PS 352** 3 Hours **Abnormal Psychology**

Print

Physiological Psychology B 3 Spring 2015

Prerequisite: Junior class standing This course presents an in-depth survey of the field of psychopathology. Considerable emphasis is placed upon DSM IV terminology and diagnostic criteria and upon research related to the etiology and treatment of mental disorders. All major diagnoses are covered, but special attention is focused upon schizophrenia and other serious mental disorders. Additional attention is focused upon contemporary issues such as de-institutionalization, commitment procedures, and insanity defense.

: 3 Hours in **PS 420**

: 3 Hours in **PS 499**

: 12 Hours in **PS 300:499**

kit exam covers theories and concepts from all areas of the curriculum.

### Sections:

Term	Crn	Section	Seats Open	Course Title	Meeting Times
Summer 2015	31653	0	6 (out of 25)	Abnormal Psychology	Th 15:10 - 17:10 Th 15:10 - 17:10 TBA
Fall 2015	10006	1	6 (out of 30)	Abnormal Psychology	Th 14:30 - 17:20

*If a course is still needed, the course number(s) showing in the advice is a hyperlink. Clicking the course number displays a pop-up window with current course information.*



# Other Sections of the Audit

*Courses that don't fulfill requirements for various reasons are placed in other sections depending on the reason.*

## General Electives

*Acceptable credit that does not or is not needed to fulfill a specific program requirement.*

MUS 100EL	MU225-Survey of Music Industry	B	3	Fall 2013
-----------	--------------------------------	---	---	-----------

Satisfied by: MU225 - Survey of Music Industry - University Of North Alabama

MUS 111	MU201-Music Theory I	D	3	Fall 2013
---------	----------------------	---	---	-----------

Satisfied by: MU201 - Music Theory - University Of North Alabama

ORI 100EL	UNA101-University Experience	B	1	Fall 2013
-----------	------------------------------	---	---	-----------

Satisfied by: UNA101 - University Experience - University Of North Alabama

SOC 208	Intro to Criminology	C	3	Fall 2013
---------	----------------------	---	---	-----------

Satisfied by: S

## Insufficient

*Courses that are unacceptable due to grade or withdrawal.*

0 Classes Applied: 1

PS 341	Stats with Adv Top in Beh Sci	F	0	Fall 2013
--------	-------------------------------	---	---	-----------

## In-progress

*These courses also appear elsewhere in the audit if they satisfy a requirement once completed.*

PS 304	Drugs			
--------	-------	--	--	--

SO 360	Contemp American Family	NA	3	Fall 2014
--------	-------------------------	----	---	-----------

SO 362	Deviant			Fall 2014
--------	---------	--	--	-----------

## Not Counted

*Repeats or other courses that are excluded from being used in the audit.*

Classes Applied: 1

ADM 100EL	ADM102-Computer Aided Des	B	0	Fall 2013
-----------	---------------------------	---	---	-----------

Satisfied by: ADM102 - Computer Aided Des - Calhoun Community College



# An Important Note

- While Degree Works is “programmed” for the courses and requirements for your catalog, program, and major, it also uses a “best fit” approach when there are multiple options that can be used to fulfill a requirement (for example, when a list of courses can fulfill a slot)
- As Degree Works sees more options available (such as when you register for or complete additional courses), it may choose to move a course from one place in the audit to another – this is part of the “best fit” approach



# End of Tutorial: How to Read Your Degree Audit

- Please view the other available tutorials that will help you make the most out of using Degree Works.

[www.athens.edu/degreeworks](http://www.athens.edu/degreeworks)

