

Degree Audit

Documentation for Students

The University of Mississippi

End User Documentation

04/2011

Degree Audit Support: 662.915.5222

E-Mail: degreeaudit@olemiss.edu

- Degree Audit is an advising tool for viewing a student's progress towards fulfillment of degree requirements. This tool can be used by students, advisors, chairs, deans, and other academic department staff. It does not replace the graduation application process; students still need to follow their respective college/school's graduation process.
- To access Degree Audit: Login to myOleMiss => Select the **Students** tab => Click the **Degree Audit** Folder from the left hand "Detailed Navigation" menu. => Degree **Audit**.
- Select **Degree Audit Help** for detailed information on how to use this application.
- The recommended browsers for the myOleMiss portal are the latest versions of [Internet Explorer](#) or [Firefox](#) for Windows users and the latest version of [Firefox](#) for Macintosh and Linux users. Safari is not supported for this application.
- Note: If you are a new or re-admitted, degree-seeking student you will not see an Audit at the beginning of your first enrolled term. New Audits are created before priority registration for the upcoming term.

Table of Contents

Degree Audit	1
Definitions and Important Notes	3
Audit Navigation.....	5
Selection Criteria	5
Current Audit Results	6
Select an Audit	6
Details Window	8
View Options.....	9
Subrequirement Description	9
Assigned Academic Work	9
Qualifying Academic Work.....	9
Toolbar Options.....	10
Academic Substitution	10
Academic History	11
Advising Notes	12
To View a Note	12
To Close the Advising Notes Window	12
Requirement Profile	13
Academic Substitution	14
Printing the Audit.....	17
Simulation Scenarios	17
Simulation Profile.....	17
Sample Simulation Scenario	18
Simulation Audit Results.....	20
Complete	21

Definitions and Important Notes

Before we begin, let's look at some important definitions and notes concerning the Degree Audit system.

Requirement Profile is a list of requirements necessary for completing a program of study including requirements for the major(s), minor(s), emphases, tracks, etc. This list will only include requirements for specializations the student is officially enrolled in.

Audit refers to the student's progress toward fulfilling his/her program requirements.

Exit Current Audit allows you to exit the current audit and return to the main roadmap step. The **Exit Simulation Profile** allows you to exit the current simulation profile creation process and return to the main roadmap step.

The screenshot shows a navigation bar with three buttons: "Previous Step", "Next Step", and "Exit Current Audit". Below the navigation bar is a "Notes" button. A vertical arrow points from the "Exit Current Audit" button to a progress bar. The progress bar consists of four steps: 1. Selection Criteria, 2. Current Audit Results, 3. Simulation Scenarios, and 4. Complete. Step 3 is currently selected. Below the progress bar are "Previous Step" and "Next Step" buttons.

Existing Audit Results							
Display							
Audit Name	Academic Year	Academic Session	Audit Run Result	Created by	Created On	Last Changed By	Last Changed On
BA in Mathematics 11S	2010-2011	Spring Semester	Not Fulfilled	Margaret Walden	04/12/2011 10:30:31	Margaret Walden	04/12/2011 10:30:31

Message Notifications: Throughout the system, messages will appear in the top left hand corner of the screen.

Example:

Program of Study M.A. in Higher Educ/Student Personnel Profile Type Created By SAP General Batch User Released Yes

Audit results updated

◀ Previous Step Next Step ▶ | Exit Current Audit

Audit results are displayed as fulfilled or not fulfilled, using color-coded symbols.

Indicates the requirement has been fulfilled. Indicates the requirement has not been fulfilled.

You can view the specific requirements by clicking on the ‘▶’. The ‘▼’ will return the view to the higher level requirements.

Searching: Throughout the application, you will encounter several opportunities to search for various objects (i.e. program of study, students, substitution). The search functionality is performed the same in every case. You can enter a portion of the text in the field and click the search button () to retrieve a list of objects from which to choose.

Example:

Current Information

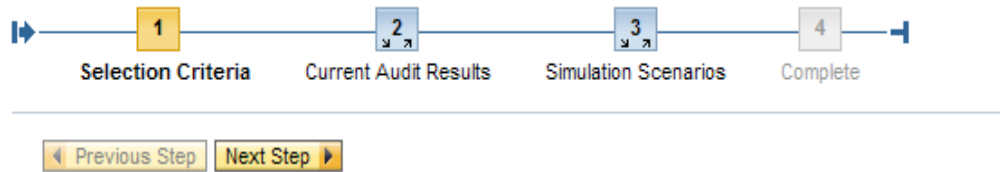
Program of Study: M.A. in Higher Educ/Student Personnel
 Requirement Catalog: Graduate Programs
 Catalog Version: 2008-09 Spring

Simulation Attributes

Program of Study: MA High Ed M.A. in Higher Educ/Student Personnel
 Requirement Catalog: Graduate Programs ▼
 Catalog Version: 2010-11 Spring ▼
 Name for Simulation Audit: Test Audit

Specializations: Select at least one major.	
<input type="checkbox"/> Specialization Type	Specialization Code
<input type="checkbox"/> Major	MA HEd Maj

Audit Navigation



Navigation for the Degree Audit application is divided into four major roadmap steps:

1. [Selection Criteria](#) – select specific program of study and audit type.
2. [Current Audit Results](#) – select specific audit to view.
3. [Simulation Scenarios](#) – prepare and maintain simulation audits.
4. [Complete](#) – End audit updates.

The **Previous Step** will take you back to the previous step in the main roadmap. The **Next Step** will take you to the next step in the main roadmap.

Selection Criteria

The first step in the main roadmap is the *Selection Criteria*. This step will allow you to select the your program of study.

Select the appropriate “Program of Study” from the drop-down list. The drop-down information will contain a historical list of all programs for which you have ever enrolled. After selecting the program of study, click the **Next Step** button to proceed to the Audit.

A screenshot of the Selection Criteria form. At the top is the Audit Navigation Roadmap diagram. Below it are two buttons: 'Previous Step' and 'Next Step'. The form contains three fields: 'Program of Study:' with a dropdown menu showing 'B.A. in Mathematics' (circled in red), 'Audit Type:' with a dropdown menu showing 'Degree Audit', and 'Execution Mode:' with a dropdown menu showing 'Actual'.

Current Audit Results

The second step in the main roadmap is the *Current Audit Results*. This step will allow you to display your audit results.

Select an Audit

Highlight the audit by clicking in the empty box to the left of it. Select **Display** to view the audit results for the selected program.

Existing Audit Results

<input type="checkbox"/>	Audit Name	Academic Year	Academic Session	Audit Run Result	Created by	Created On	Last Changed By	Last Changed On
<input type="checkbox"/>	BA in Mathematics 11S	2010-2011	Spring Semester	Not Fulfilled	Margaret Walden	04/12/2011 10:30:31	Margaret Walden	04/12/2011 10:30:31
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Click here to highlight and make your selection.

Note that the Audit Results are broken down into the following sections:

- A. [Details Window](#)
- B. [View Options](#)
 - a. [Subrequirement Description](#)
 - b. [Assigned Academic Work](#)
 - c. [Qualifying Academic Work](#)
- C. [Toolbar](#)
 - a. [Academic Substitution](#)
 - b. [Academic History](#)
- D. [Advising Notes](#)
- E. [Requirement Profile](#)

The screenshot shows a software interface for audit results. At the top, there are three buttons: "Previous Step", "Next Step", and "Exit Current Audit". Below this, a navigation pane on the left contains several sections:

- D** points to the "Advising Notes" button.
- C** is a bracket encompassing "Academic Substitution" and "Academic History" buttons.
- B** points to three checked checkboxes: "Subrequirement Description", "Assigned Work", and "Qualifying Work".
- E** points to the "Requirement Profile" section, which is expanded to show a tree of requirements. The "Engl 101 or Hon 101 (MAT)" requirement is highlighted in orange.

On the right side of the interface, a large bracket labeled **A** spans across the top of the main content area. Below this, the following text is displayed:

Engl 101 or Hon 101 (MAT) Academic Substitution Academic Substitution Exists

Subrequirement Description Complete Engl 101 or Hon 101 with a passing grade.

Details Window

The *Details Window* allows you to view detailed information about the audit. The information is based upon the [View Options](#) selected. Along with the view options, you can select to view details for the entire audit or any individual subrequirement by selecting it from the [Requirement Profile](#).

Engl 101 or Hon 101 (MAT)

Engl 101 or Hon 101 (MAT) Academic Substitution Academic Substitution Exists

Complete Engl 101 or Hon 101 with a passing grade.

Subrequirement Description

Assigned Academic Work

Object abbr.	Name	Event Pkg (Abbrev.)	Event Pkg (Desc.)
The table does not contain any data			

Qualifying Academic Work

Object abbr.	Name	Event Pkg (Abbrev.)	Event Pkg (Desc.)	Grade symbol	Scale
Engl 101	English Composition I				
Hon 101	Freshman Honors I				

Within the *Details Window*, you can view the subrequirement name, description, current result, academic substitutions, assigned academic work, and qualifying work.

Academic Administrators can also manually set an audit result to fulfilled, not fulfilled, in process and irrelevant.

- **Fulfilled** – Sets audit results to fulfilled or completed; turns results light to green.
- **Not Fulfilled** – Sets audit result to not fulfilled; turns result light to red.
- **In Process** – Sets audit result to in process; turns result light to yellow.
- **Irrelevant** – Tells the system to ignore subrequirement results.

Note: Manually set audit results will be set to yellow, if audit is refreshed. This action is to flag the subrequirement so the academic administrator can review the subrequirement to make sure the results should not be changed based on the refresh.

View Options

[Subrequirement Description](#)

[Assigned Academic Work](#)


[Qualifying Academic Work](#)

View Options will determine what information is displayed in the Details Window.

Subrequirement Description Assigned Work Qualifying Work

Subrequirement Description

Displays details for how to complete the sub-requirement.

 Engl 101 or Hon 101 (MAT) Academic Substitution Academic Substitution Exists


Complete Engl 101 or Hon 101 with a passing grade.

Subrequirement Description

Assigned Academic Work

Shows a list of courses that are currently being used to fulfill the sub-requirement.

Assigned Academic Work

Object abbr.	Name	Event Pkg (Abbrev.)	Event Pkg (
 The table does not contain any data			

Qualifying Academic Work

Shows courses that can be used to fulfill the sub-requirement.

Qualifying Academic Work

Object abbr.	Name	Event Pkg (Abbrev.)	Event Pkg (Desc.)	Grade symbol	Scal
Engl 101	English Composition I				
Hon 101	Freshman Honors I				
Writ 100	Introduction to College Writing				
Writ 101	First-Year Writing I				
ENGL 1XX	Generic 100 Level English				

To show information for each of the desired views, click once on the box next to the view option to select it. Multiple options can be selected.

Toolbar Options

Save Audit
Refresh Audit

Academic Substitution
Academic History

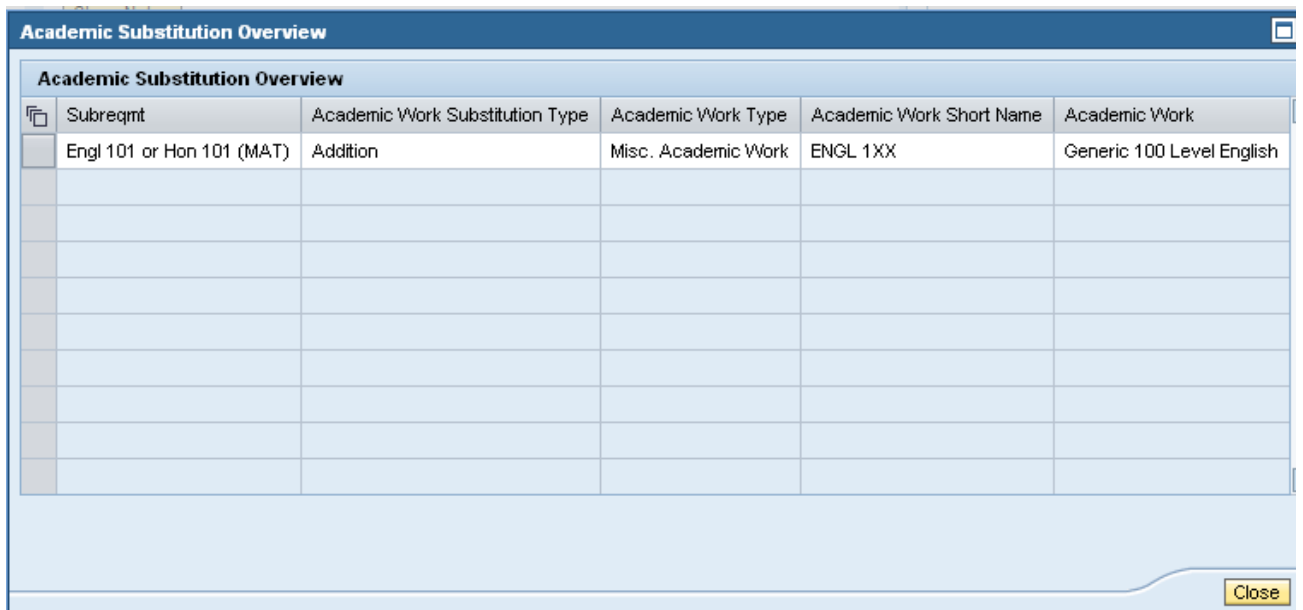
The *Toolbar Options* allow you to take action on the audit.

Academic Substitution

Academic History

Academic Substitution

Allows you to view academic substitutions for each subrequirement. See [Academic Substitution](#) section for more information on how to access substitutions.



The screenshot shows a window titled "Academic Substitution Overview" with a table containing the following data:

Subreqmt	Academic Work Substitution Type	Academic Work Type	Academic Work Short Name	Academic Work
Engl 101 or Hon 101 (MAT)	Addition	Misc. Academic Work	ENGL 1XX	Generic 100 Level English

A "Close" button is located in the bottom right corner of the window.


Academic History

Provides a list detailing the history of the student's academic work (courses). The table includes Academic Work, Specializations, & Performance Indices.

1. **Academic Work** displays all of the student's course work, the term which the course is/was taken, if the course was transferred from another college/university, the courses status, the credit hours earned, the grade earned.
2. **Specializations** shows a historical list of all programs of study, majors, minors, etc. for which the student has been admitted.
3. **Performance Indices** shows various performance indices such as GPA, earned hours, etc.

Academic Information				
Academic Work (abbr.,)	Academic Work	Scale Value	Scale (Desc.)	
Bisc 102	Inquiry Into Life Human Biology	Credit Granted	ZF Grade Scale	
Chem 105	General Chemistry I	Credit Granted	ZF Grade Scale	
Math 123	Trigonometry			
Phil 101	Introduction to Philosophy			
Chem 115	General Chemistry Laboratory I	Lowest Passing Grade	ABC Grade Scale	
Engl 101	English Composition I	Satisfactory	ABC Grade Scale	
Math 261	Unified Calculus & Analytic Geometry I	Failure	ABC Grade Scale	
Span 121	Accelerated Elementary Spanish	Satisfactory	ABC Grade Scale	
Pol 101	Introduction to American Politics	Good	ABC Grade Scale	
Ch E 103	Introduction to Chemical Engineering I	Satisfactory	ABC Grade Scale	
Engl 102	English Composition II			
Pol 103	Introduction to International Relations			
Ch E 104	Introduction to Chemical Engineering II			

CM : Specializations		
Program	Module Group	ModGrpCat.(Ds.)
B. S. Ch.E. in Chemical Engineering	Major - Chemical Engineering	Major

Performance Indices	
Perform. Index	Grade/Value
 The table does not contain any data	

Advising Notes

◀ Previous Step Next Step ▶ Exit Current Audit

Advising Notes ←

Academic Substitution Academic History

Advising Notes subsystem allows you to view Advising Notes.

To View a Note

Select the note and click on **View Note**. Details of the note will be displayed in the **Maintain Individual Notes** frame.

To Close the Advising Notes Window

Click on **Close Notes**.

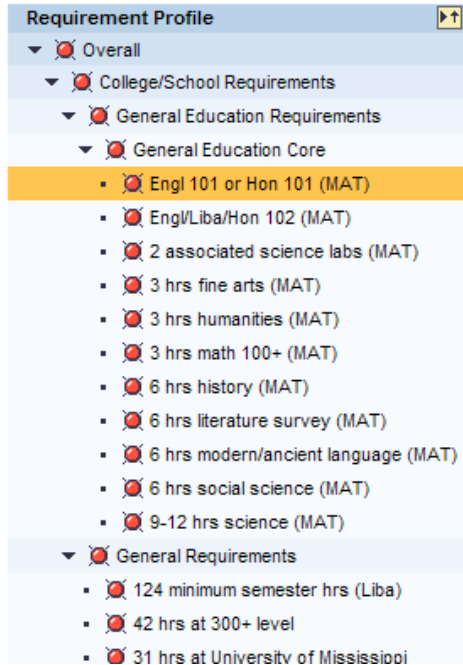
The screenshot displays the 'Advising Notes' subsystem interface. At the top, there is a navigation bar with buttons for 'Previous Step', 'Next Step', and 'Exit Current Audit'. Below this, the 'Advising Notes' button is highlighted with a black arrow pointing to it. Further down, there are buttons for 'Academic Substitution' and 'Academic History'.



The main content area is divided into two panes. The left pane, titled 'Student-Related Notes', contains a 'List of Advisor Notes' table. The table has columns for 'Title', 'Date', 'Author', and 'Note Type'. A single row is visible with the following data: 'Advising Note 1', '04/15/2011', 'MWALDEN1', and 'Advising Notes'. A 'View Note' button is located above the table, and a 'Close Notes' button is located below it. Both buttons are circled in red. An arrow points to the 'View Note' button.

The right pane, titled 'Maintain Individual Notes', displays the details of the selected note. It includes fields for 'Notes Title' (Advising Note 1) and 'Notes Type' (Advising Notes). Below these fields is a 'Note Text' area containing the text: 'Last Changed by MWALDEN1 On 04/15/2011 / 13:16:01 : Note was enter through the GUI.'

Requirement Profile

Requirement Profile shows a list of all requirements and sub-requirements broken down by College/School Requirements, Major Requirements, Emphasis/Specialization Requirements, and Minor Requirements.



Remember:  indicates the requirement has been fulfilled  indicates the requirement has not been fulfilled.

You can view the specific requirements by clicking on the '▶'. The '▼' will return the view to the higher level requirements.

Academic Substitution

To View a Substitution

The option to view academic substitutions can be selected from the toolbar or from within the details of an individual sub-requirement.

The screenshot shows the 'Academic Substitution' interface. On the left, a 'Requirement Profile' tree is visible, with 'Engl 101 or Hon 101 (MAT)' selected. A 'Toolbar' box points to the 'Academic Substitution' button in the top navigation bar. On the right, the details for 'Engl 101 or Hon 101 (MAT)' are shown. A 'Sub-requirement' box points to the 'Academic Substitution' button within the sub-requirement's detail view, which also has a red circle around the 'Academic Substitution Exists' link.

If selected from the toolbar, the academic substitutions table will contain a list of all substitutions applicable to the audit. If selected from the within the sub-requirement, it will only contain substitutions for the specified sub-requirement.

Academic Substitution Overview					
Subreqmt	Academic Work Substitution Type	Academic Work Type	Academic Work Short Name	Academic Work	
Engl 101 or Hon 101 (MAT)	Addition	Misc. Academic Work	ENGL 1XX	Generic 100 Level English	

A. Academic Substitution Type: Addition, Exclusion, Override

- **Addition** shows specific academic work added to the list of qualifying work for the specified sub-requirement.
- **Exclusion shows** specific academic work that should be excluded from the list of qualifying work for the specified sub-requirement.
- **Override** shows academic work that replaces the normal list of qualifying work.

B. Academic Work Type: Module, CM: Misc. Academic Work, CM: Internal Qualification.

- **Module** – Any UM course.
- **CM: Misc. Academic Work** – Credited coursework that could not be equated to a UM course.

C. Academic Work: Specific course used as a substitution.

The audit will reflect the existence of the substitution and the change in the qualifying work. A module can be added to the student's qualifying academic work even before he/she has completed the course.

🔍 **Engl 101 or Hon 101 (MAT)** **Academic Substitution** **Academic Substitution Exists**

Complete Engl 101 or Hon 101 with a passing grade.

Subrequirement Description

Assigned Academic Work

Object abbr.	Name	Event Pkg (Abbrev.)	Event Pkg (Desc.)
The table does not contain any data			

Qualifying Academic Work

Object abbr.	Name	Event Pkg (Abbrev.)	Event Pkg (Desc.)	Grade symbol	Scale
Engl 101	English Composition I				
Hon 101	Freshman Honors I				
Writ 100	Introduction to College Writing				
Writ 101	First-Year Writing I				
ENGL 1XX	Generic 100 Level English				

Printing the Audit

Print an Audit

Use your internet browser button or CTRL key and P to select printer, then **Print**. Only what is currently displayed on the screen will be printed. Remember you can use the [View Options](#) boxes to determine what is viewed in the **Details Window**.

Simulation Scenarios

Step 3 in the main roadmap is Simulation Scenarios. This functionality is for use with creating “What If” scenarios. By altering your program of study, you can show how your academic work will apply to an alternative program of study.

Simulation Profile

Allows entry of a desired program of study to map the required courses, number of credit hours, and other requirements to fulfill and earn a degree this program. The results are based on the student’s majors, specializations (major, emphasis, etc.), and minors.

Use the drop down to search for a program by entering some portion of the program name to return result(s).

Specialization Type	Specialization Code	Specialization Name
Major	MA HEd Maj	Major - Higher Ed/Student Personnel

Note: Depending on the program of study, you may also be given the option to select additional majors, minors, emphases, or other specializations.

Sample Simulation Scenario

The following pictures will show the steps required to setup an audit for the B.A. in Political Science with a minor in mathematics.

1. Select B.A. in Political Science as the Program of Study.
2. Select Catalog Version. *The Catalog version is the catalog used when you start(ed) your program of study. The system will default to the current catalog version.*
3. Enter Name for Simulation Audit. *This can be a name of your choice. You will be able to access the results for the Audit with this name.*
4. Search for minor in mathematics by clicking the search button for Minor.

The screenshot shows a progress bar at the top with steps: Selection Criteria (1), Current Audit Results (2), Simulation Scenarios (3), Simulation Profile (a), Simulation Audit Results (b), Simulation Scenarios (3), and Complete (4). Below the progress bar are buttons for 'Previous Step', 'Next Step', and 'Exit Simulation Profile'.

Current Information

Program of Study: M.A. in Higher Educ/Student Personnel
 Requirement Catalog: Undergraduate Programs
 Catalog Version: 2007-08 Fall

Simulation Attributes

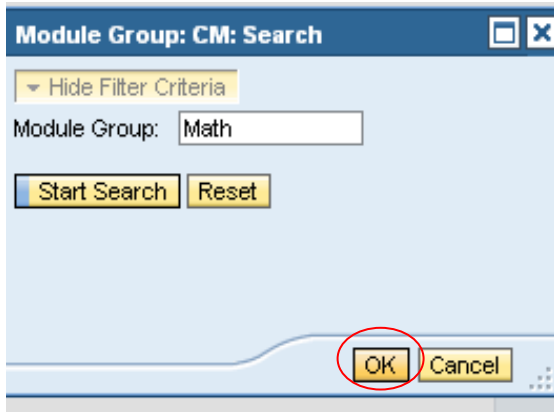
Program of Study: BA Pol Sci B.A. in Political Science 1
 Requirement Catalog: Undergraduate Programs
 Catalog Version: 2007-08 Fall 2
 Name for Simulation Audit: Audit Test 3

Specializations: Select at least one major.

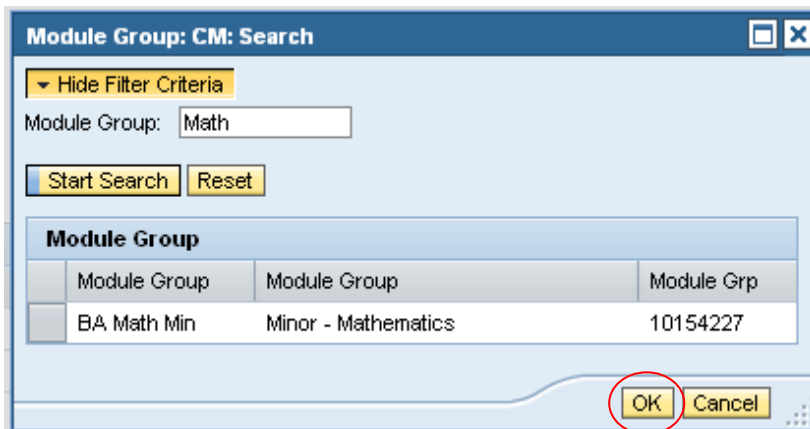
Specialization Type	Specialization Code	Specialization Name
<input type="checkbox"/> Major	BA PolSc Maj	Major - Political Science
<input type="checkbox"/> Major		
<input type="checkbox"/> Major		
<input type="checkbox"/> Minor		
<input type="checkbox"/> Minor		

The search button for the Minor row is circled in red and labeled with the number 4.

5. Enter a portion of the name of the Minor and click OK.



6. Select appropriate minor and click **OK**.



7. Click **Next Step** to run simulation audit.

1 Selection Criteria 2 Current Audit Results 3a Simulation Scenarios **a** Simulation Profile b Simulation Audit Results 3c Simulation Scenarios 4 Complete

Previous Step **Next Step** Exit Simulation Profile

Current Information

Program of Study: M.A. in Higher Educ/Student Personnel
 Requirement Catalog: Undergraduate Programs
 Catalog Version: 2007-08 Fall

Simulation Attributes

Program of Study: BA Pol Sci B.A. in Political Science
 Requirement Catalog: Undergraduate Programs
 Catalog Version: 2007-08 Fall
 Name for Simulation Audit: Audit Test

Specializations: Select at least one major.		
Specialization Type	Specialization Code	Specialization Name
<input type="checkbox"/> Major	BA PolSci Maj	Major - Political Science
<input type="checkbox"/> Major		
<input type="checkbox"/> Major		
<input type="checkbox"/> Minor	BA Math Min	Minor - Mathematics
<input type="checkbox"/> Minor		

Simulation Audit Results

Audit Results will be built according to the simulation profile information entered on the previous screen. It will include all specialization types as specified. The example below shows requirements for the B.A. in Political Science and for the minor in mathematics.

1 Selection Criteria
 2 Current Audit Results
 3 Simulation Scenarios
 a Simulation Profile
 b Simulation Audit Results
 Simulation Sc...

◀ Previous Step
Next Step ▶
Exit Current Audit

Save Audit
Academic Substitution
Academic History

Subrequirement Description
 Assigned Work
 Qualifying Work

Requirement Profile

- Overall
 - College/School Requirements
 - Major Requirements**
 - Major Requirements - Core
 - Residency hrs (POL)**
 - 18 hrs 300+ level (POL)
 - 33 hrs political science (POL)
 - Pol 103 - C min (POL)
 - Pol 102 - C min (POL)
 - Pol 251 - C min (POL)
 - Pol 101 - C min (POL)
 - Add'l 3 hrs 300+ level (POL)
 - Resident Major GPA (POL)
 - Overall Major GPA (POL)
 - Minor Requirements**

Residency hrs (POL)

Residency hrs (POL) Academic Substitution No Academic Substitution Exists.

Calculation Details

Key Figure/Condition	Operand	Calculated Value/Grade	Requested Value/Grade	Result	Unit/Scale
Resident Credit Hours	GE	0	12.00	❌	CRH

Assigned Academic Work

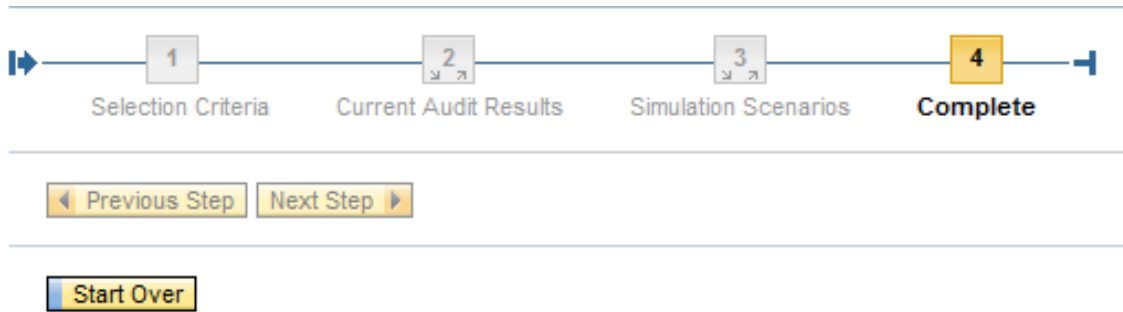
Object abbr.	Name	Event Pkg (Abbrev.)	Event Pkg (Desc.)
The table does not contain any data			

Note: The options for viewing, maintaining and printing the audit are the same as the option for accessing the official audit.

Note: The bookings are included for simulation runs, not in the official audits.

Complete

The final step in the main roadmap is the **Complete** step. At this point, you can close the application or you may select Start Over to restart the audit application with the same student or a different one.



For questions regarding how the Degree Audit interface works, please refer to the online documentation at the following link below. If you are still unable to find the answer to your question, please e-mail degreeaudit@olemiss.edu or (662) 915-5222.

[Back to Table of Contents](#)