- 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

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 fulfulling 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.

	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:

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.
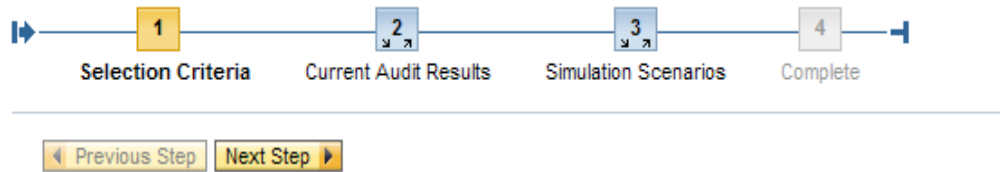
Example:

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.

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.

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

| ◀ Previous Step | Next Step ▶ | | Exit Current Audit |

D ⟶ Advising Notes

C

Academic Substitution   Academic History

B ⟶ ☑ Subrequirement Description ☑ Assigned Work ☑ Qualifying Work

A

Requirement Profile ▶↑

▼ ⦿ Overall

E ⟶ ▼ ⦿ College/School Requirements

  ▼ ⦿ General Education Requirements

  ▼ ⦿ General Education Core

  • ⦿ Engl 101 or Hon 101 (MAT)

  • ⦿ Engl/Liba/Hon 102 (MAT)

  • ⦿ 2 associated science labs (MAT)

⦿ **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

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_.

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 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.

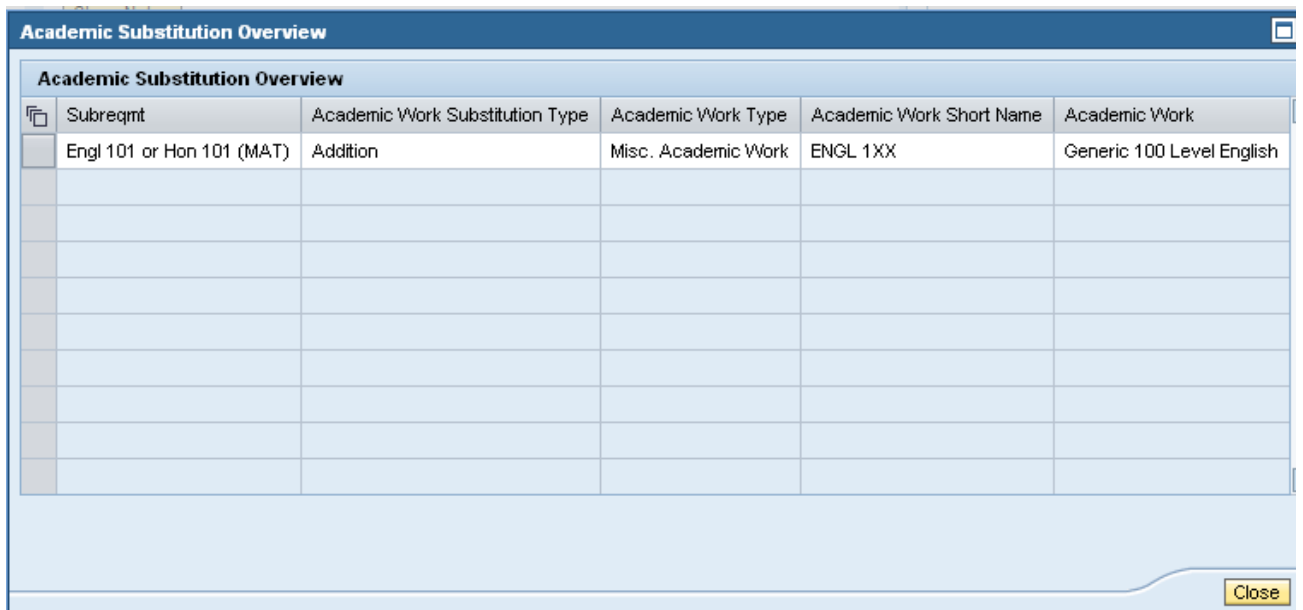| Toolbar Options	
Save Audit	Academic Substitution
Refresh Audit	Academic History

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

Academic Substitution	Academic History

Academic Substitution
Allows you to view academic substitiutions for each subrequirement.
See Academic Substitution section for more information on how to access substitutions.

Academic Substitution Overview

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

Close

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 perfomance 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 viewAdvising 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**.

[Advising Notes]

Student-Related Notes

📄 List of Advisor Notes

[View Note]

🗐	Title	Date	Author	Note Type
	Advising Note 1	04/15/2011	MWALDEN1	Advising Notes

[Close Notes]

📝 Maintain Individual Notes

Notes Title: Advising Note 1
Notes Type: Advising Notes

Note 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.
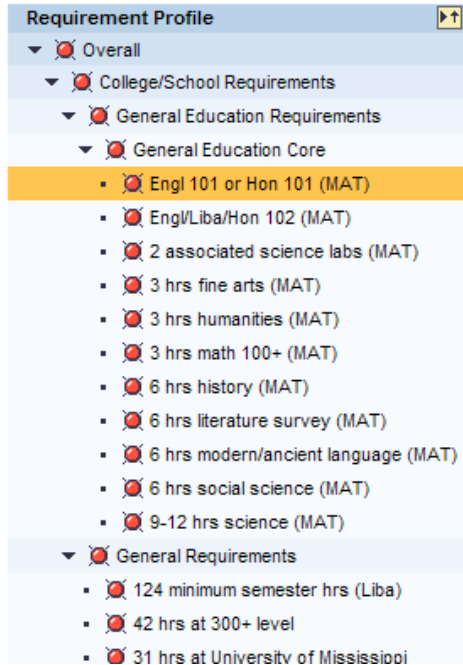
Remember: ▣ indicates the requirement has been fulfilled ◉ indicates the requirement has not been fulfilled.

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.

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.

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 (
	ⓘ The table does not contain any data				

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				

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.

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

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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.

5. Enter a portion of the name of the Minor and click OK.
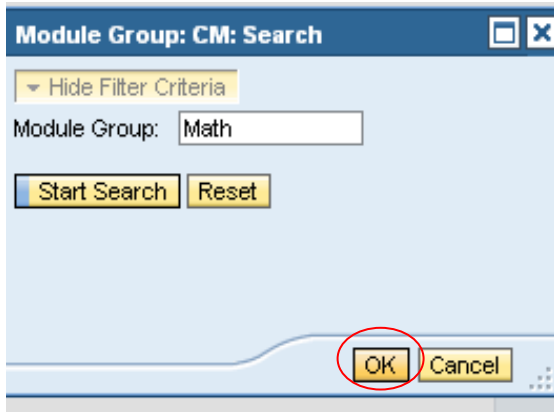
6. Select appropriate minor and click **OK**.
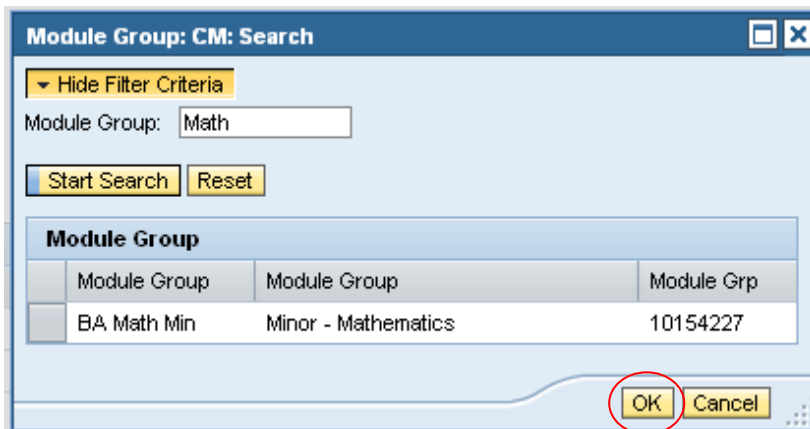
7. Click **Next Step** to run simulation audit.

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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.

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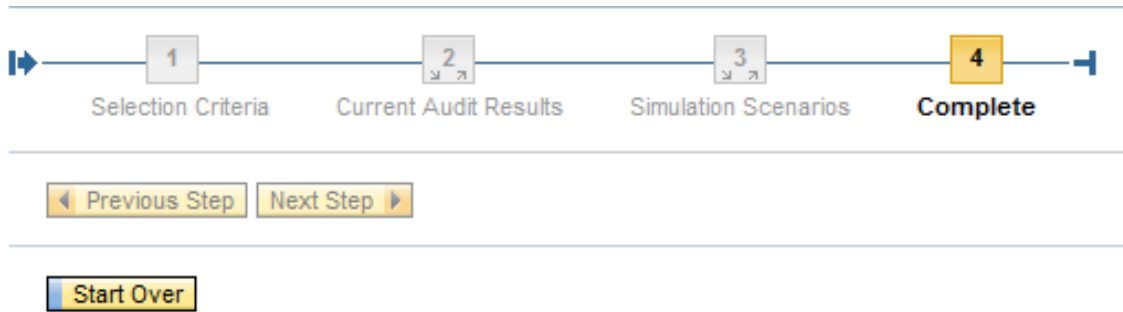
For questions regarding how the Degree Audit interface works, please refer to the online documentation at the following link below. If you are still unable to find the answer to your question, please e-mail degreeaudit@olemiss.edu or (662) 915-5222.

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