Viewing and Running Degree Audits – For Advisors

The degree audit through MedailleOne is a great tool to monitor all of your advisees’ progress in their programs. You can view the degree audit in two separate formats:

a. **Full, default view**: shows the student’s program broken down by general education requirements and major requirements. Also lists the courses the student has taken, but that are not being used in their degree audit.

b. **Abbreviated format**: simply lists all of the requirements of the student’s program broken down by requirements complete and incomplete. *This format only shows courses being used in the student’s program. Does not show any courses not used.*

**Full- Default View**

1. Login to MedailleOne
2. Select the **Faculty Services Tab**
3. Select the **Advisor Menu**

**Faculty & Advisors Menu**

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades

*PLEASE NOTE: Grades must be submitted within 48 hours after the course final exam.*

- Course Search
- Look up Courses by Subject, Instructor, Day, Start Time, etc.
- Student Menu
- Display student informations: View a student’s schedule.
- Advisor Menu
- View a student’s transcript: View a student’s schedule.
- Submit Grade Change

**Advisors Menu**

- Term Selection
- ID Selection
- View Student Schedule
- Student Academic Transcript
- Degree Audit

**4. Select Degree Audit**

**Personal Information**  **Faculty Services**  **Employee**
5. Select the current term for processing and click Submit.

6. Enter the student’s ID number and click Submit.
   *Note- do not use the student and advisee query. It is not an accurate way to find the student you are looking for.*

The student’s name will appear. Verify this is the student whose information you are looking for and click Submit.

8. This screen shows the program(s) in which your advisee is currently registered.
   
   **Catalog term:** admit term
   
   **Level:** undergraduate or graduate
   
   **Degree:** the degree advisee will earn upon program completion
   
   **First Major:** lists primary major
   
   **Department:** lists the department under which advisee’s primary major is housed

9. Select Generate New Audit to process most current degree audit.
10. Select the radio button that corresponds with the program audit you would like to run.

*IF ADVISEE IS ENROLLED IN TWO DEGREE PROGRAMS, YOU WILL NEED TO RUN EACH SEPARATELY*

Select the most recent term and click *Generate Request*.

11. Your advisee’s degree audit will appear. This audit shows his/her degree program requirements and whether or not he/she has fulfilled each requirement. Below is a legend that explains what each component means and how to read the degree audit.
An abbreviated format of your advisee’s degree audit is also available. This view shows a summary of the program, major, minor, concentration, program requirements complete and incomplete, and program GPA and overall GPA. This format should be used for a quick summary of what is completed and is a great advisement tool. The full view gives you a more in-depth look at all of the courses your advisee has taken and includes the courses not used at the bottom.

1. After you click **Generate Request** the full, default view of your degree audit will appear.

2. Select **Abbreviated XSL Format**.
In this example, our student has applied 90 out of the required 120 credits to his program. This is indicated in red because the requirement has not yet been completely fulfilled. His program and overall GPAs are in green because he has successfully met the minimum GPA of 2.0 or higher.

3. The header information will list the student’s name hours applied, program, majors, concentrations, minors, program GPA and overall GPA. Requirements met will be indicated in green and requirements not met will be indicated in red.

4. All of the courses the student has taken at Medaille and the transfer credits accepted are shown like this. The courses listed at the top are the requirements not yet completed, while all of the requirements completed are listed below with the grades received. Courses are listed in alphabetical order. To have them broken down by general education and major requirements, use the full, default view.
Running a What-If Analysis

The What-If Analysis is a valuable tool to advisors because it allows them to see how a student’s credits would fit into another major. It is a useful advising tool because it will help advisors accurately explain where a student would stand in another major.

1. On the first page of the degree audit, instead of choosing Generate New Audit, choose What-If Analysis.

2. Select the term in which the advisee would begin the new program.

3. Select the program from the list that the advisee is interested in and click Continue (for this example, we chose BS Criminal Justice).
4. Select the first major from the drop down box. Click Add More if a concentration/minor is desired.

5. Click Submit when complete.

6. Click Generate Request.
7. A degree audit report will appear that has placed all the coursework that the advisee has completed so far at Medaille into the new program he/she is thinking of changing to.

8. This student did not take any courses while a sport management major that fulfill his criminal justice major requirements.

9. At the bottom of this What-If Analysis, this student has many courses that were not used. They did not fulfill any requirement in the criminal justice major and therefore do not fit in the degree audit for criminal justice.