

## 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:

- 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.
- 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 information; View a student's schedule.
  - Advisor Menu  
View a student's transcript; View a student's schedule.
  - Submit Grade Change
- RELEASE: 8.5.3

Personal Information **Faculty Services** Employee

4. Select *Degree Audit*

#### Advisors Menu

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

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5. Select the current term for processing and click **Submit**.

### Select Term

Select the Term for processing then press the Submit Term button.

Select a Term:

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- Spring Semester 12-13
- Spring Semester 12-13
- Fall Semester 12-13
- Summer Semester 11-12
- Spring Semester 11-12
- Fall Semester 11-12
- Summer Semester 10-11
- Spring Semester 10-11
- Fall Semester 10-11
- Summer Semester 09-10
- Spring Semester 09-10
- Fall Semester 09-10
- Summer Semester 08-09
- Spring Semester 08-09
- Fall Semester 08-09

### Student/Advisee ID Selection

You may enter:  
1. The ID of the Student/Advisee you want to process, or  
2. A combination of partial names and/or a student search type. Then press the Submit button.

Student or Advisee ID:

OR

#### Student and Advisee Query

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both

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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

### Degree Audit

You are enrolled in the program(s) listed here. To view your degree completion plan, click "Generate New Audit" link at the bottom of this page. To investigate possible credit applications for another program, click the "What-If Analysis" link.

#### Curriculum Information

##### Primary Curriculum

Program: BS Sports Management

Catalog Term: Spring Semester 10-11

Level: Undergraduate

Campus: Medaille College

Degree: Bachelor of Science

First Major: Sport Management

Department: Sports Management

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9. Select **Generate New Audit** to process most current degree audit.

## Generate New Audit

To generate your degree audit, click the Program button, select current Term and click Generate Request.

Program: BS Sports Management  
 Degree: Bachelor of Science  
 Major: Sport Management

Term: Spring Semester 12-13

Generate Request

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**.

[ What-If Analysis ]

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.

Information for **John A. Doe** ← Student's full name

Select either the full degree audit report or the abbreviated version

Select to change how output looks: [Dropdown]

Admit term

The current term

Number of degree evaluation reports processed and date of current report

Minors and concentrations are listed here

Major: BS Sports Management

Program Description

Program : BS Sports Management  
 Campus : Medaille College  
 Degree : Bachelor of Science  
 Level : Undergraduate  
 Majors : Sport Management  
 Departments : Sports Management

Catalog Term : Spring Semester 10-11  
 Evaluation Term : Spring Semester 11-12  
 Expected Graduation Date :  
 Request Number : 3  
 Results as of : Sep 07, 2012  
 Minors :  
 Concentrations :

Program Evaluation

Shows if a requirement has been met

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.00	90.00	30	
Institutional Traditional:	Yes	30.00	45.00	15	
Last Number Institutional Required :	Yes	30.00	50.00	21	
Overall GPA :	Yes	2.00	3.09		

This area shows how many credits the program requires and if this requirement has been met; includes current enrollment

# of credits completed; includes current enrollment

# credits required to be taken at Medaille

Area Requirements

Required cum. GPA

Student's cum. GPA

Area : SPM BS - All courses	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.00	90.00	30	
Area GPA :	Yes	2.00	3.09		

Required major GPA

Student's major GPA

Detail Requirements

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes		ACC		101	3.00			201020	ACC	101	Fundamentals of Accounting I	3.00	TR	T
Yes	AND	ECO		201	3.00			201120	ECO	201	Microeconomics	3.00	B+	H
No	AND	ECO		380	3.00									
Yes	AND	MGT		175	3.00			201020	MGT	175	Mngmnt Concepts & Communication	3.00	A-	H
No	AND	MGT		240	3.00									
Yes	AND	MGT		335	3.00			201110	MGT	335	Organizational Behavior	3.00	A	H
No	AND	MGT		420	3.00									
Yes	AND	MIS		240	3.00			201120	MIS	240	Management	3.00	A	H

This column indicates whether or not the requirement has been met.

This area lists all courses required in program of study

This column shows the grade received in the class. If no grade is listed and the requirement is met, this is a class in which the student is currently enrolled.

See next page.....

**In Progress Courses**

Area	Subject	Course	Title	Credits
SPM BS - All courses	ECO	260	Econometrics I	3.00
SPM BS - All courses	GEN	410	Diff. Persp. On Your World	3.00
SPM BS - All courses	PSY	385	Sports Psychology	3.00
SPM BS - All courses	SOC	301	Sports in Society	3.00
SPM BS - All courses	SPM	325	Legal/Ethic Issues in Sport Mgt	3.00

These courses are the courses in which the student is currently registered

**Courses Not Used**

Subject	Course	Title	Term	Credits	Grade
LAS	199	LAS OR FREE ELECTIVE	201020	3.00	TR

These courses have not been counted in the degree evaluation because they do not fulfill any requirement, the student did not pass the course, the student withdrew, or the student currently has an "I" grade for the course. If you feel any of these courses should be included in the student's program requirements, please contact [registrar@medaille.edu](mailto:registrar@medaille.edu)

### Abbreviated Format

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.

#### Degree Evaluation Report

10093692 Emily J. Kelley  
Nov 30, 2012 10:32 am

Information for

Select to change how output looks:

- Default XSL format
- Default XSL format
- Abbreviated XSL Format

#### Program Description

**Program :** BS Sports Management  
**Campus :**  
**College :** Medaille College  
**Degree:** Bachelor of Science  
**Level :** Undergraduate  
**Majors :** Sport Management  
**Departments :** Sports Management

**Catalog Term :** Spring Semester 10-11  
**Evaluation Term :** Fall Semester 12-13  
**Expected Graduation Date :**  
**Request Number :** 9  
**Results as of :** Nov 30, 2012  
**Minors :**  
**Concentrations :**

2. Select **Abbreviated XSL Format**.

Information for

Select to change how output looks:  
Abbreviated XSL Format

Student Name:  
Hours applied: 90 / 120

Program: BS Sports Management  
Majors: Sport Management

Program GPA: 3.09  
Overall GPA: 3.09

Concentrations:

Minors:

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.

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.

SPM BS - All courses

Area GPA: 3.09

--- Incomplete ---				
ECO380				
MGT240				
MGT420				
SPM377				
SPM400				
SPM477				
GEN411				
ECO261				
INT411				
PHI300				
--- Complete ---				
ACC101	ACC101	201020	TR	3.0
ECO201	ECO201	201120	B+	3.0
MGT175	MGT175	201020	A-	3.0
MGT335	MGT335	201110	A	3.0
MIS240	MIS240	201120	A	3.0
PSY385	PSY385	201210	R	3.0
SOC301	SOC301	201210	R	3.0
SPM220	SPM220	201020	TR	3.0
SPM320	SPM320	201020	B-	3.0
SPM325	SPM325	201210	R	3.0
SPM335	SPM335	201110	A	3.0
SPM340	SPM340	201120	A	3.0
ENG110	ENG110	201020	TR	3.0
ENG200	ENG200	201020	A	3.0
GEN110	GEN110	201020	TR	3.0
GEN220	GEN220	201020	B+	3.0
GEN230	GEN230	201110	B	3.0
GEN240	GEN240	201120	B+	3.0
GEN410	GEN410	201210	R	3.0
MAT115	MAT115	201120	C-	3.0
SPE130	SPE130	201020	TR	3.0
ECO260	ECO260	201210	R	3.0
ENG260	ENG260	201110	A-	3.0
MAT114	MAT114	201110	D	3.0
PSY100	PSY100	201020	TR	3.0
LAS ELEC	MAT110	201020	D-	3.0
FREE ELEC	ELE990	201020	TR	3.0
	ELE990	201020	TR	4.0
	ELE990	201020	TR	2.0
	ELE990	201020	TR	3.0

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**.

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## What-if Analysis

RELEASE: Spring Semester 06-07


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).

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## What-if Analysis

Information for

 **Step 3** : Select a major.

**Entry Term:** Spring Semester 12-13

**Program:** BS Criminal Justice

**Level:** Undergraduate

**Degree:** Bachelor of Science

**College:** Medaille College

**Campus:**

**First Major\*:**


4. Select the first major from the drop down box. Click **Add More** if a concentration/minor is desired.

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5. Click **Submit** when complete.

## What-if Analysis

Information for

 **Step 4** : Select up to three concentrations.

**Entry Term:** Spring Semester 12-13

**Program:** BS Criminal Justice

**Level:** Undergraduate

**Degree:** Bachelor of Science

**College:** Medaille College


**Campus:**

**First Major:** Criminal Justice

**First Department:** Social Sciences

**Concentration 1:**

## What-if Analysis

 **Step 4** : Select an evaluation term.

Please note, processing may take a few minutes.

**Entry Term:** Spring Semester 12-13

**Program:** BS Criminal Justice

**Level:** Undergraduate

**Degree:** Bachelor of Science

**College:** Medaille College

**Campus:**

**First Major:** Criminal Justice

**First Department:** Social Sciences

**Evaluation Term:**

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.

	Met	Credits		Courses	
		Required	Used	Required	Used
Area : CRJ BS Core courses					
Total Required :	No	49.00	0		0
Area GPA :	No	2.00	0.00		

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

**Detail Requirements**

Met	Condition Rule	Subject	Attribute	Low High	Required Credits	Required Courses	Term	Subject	Course Title	Attrib
No	(	CRJ		101	3.00					
No	AND	CRJ		160	3.00					
No	AND	CRJ		170	3.00					
No	AND	CRJ		201	3.00					
No	AND	CRJ		240	3.00					
No	AND	CRJ		250	3.00					
No	AND	CRJ		301	3.00					
No	AND	CRJ		303	1.00					
No	AND	CRJ		340	3.00					
No	AND	CRJ		350	3.00					
No	AND	CRJ		377	3.00					
No	AND	CRJ		420	3.00					
No	AND	CRJ		477	3.00					
No	AND	MAJOR ELEC 12 CREDITS MAJOR ELECTIVES								

Total Credits and GPA :

CRJ BS NON-CORE COURSES      SPM      4 / 7      FIELD EXPERIENCE II      3.00

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.

**Courses Not Used**

Subject	Course	Title	Term	Credits	Grade
ACC	101	Fundamentals of Accounting I	201020	4.00	TR
ELE	990	Free Elective/ACCT 2224	201020	3.00	TR
ELE	990	Free Elective/BUAD1043	201020	3.00	TR
ELE	990	Free Elective/ENC0020	201020	3.00	TR
ELE	990	Free Elective/GS 111	201020	3.00	TR
ENG	260	Bus. & Profess. Wrt.	201110	3.00	B+
GEN	230	Creative Expression	201110	3.00	F
LAS	199	LAS OR FREE ELECTIVE/MAC 1105	201020	3.00	TR
MAT	216	Survey of Introductory Calculu	201020	4.00	TR
MGT	175	Mngmnt Concepts &Communication	201020	3.00	TR
MGT	240	Financial Management	201120	3.00	B
MGT	335	Organizational Behavior	201110	3.00	A
MGT	420	Strategic Management I	201210	3.00	
MIS	240	Management Information Systems	201020	3.00	A-
SOC	301	Sports in Society	201120	3.00	C+
SPM	220	Sport Leadership & Mgmt	201110	3.00	C+
SPM	320	Sports Mktng & Promotion	201120	3.00	C+
SPM	325	Legal/Ethc Issues in Sport Mgt	201210	3.00	
SPM	335	Sport Event Management	201210	3.00	
SPM	340	History & Philosophy of Sport	201020	3.00	B
SPM	377	Field Experience I	201210	3.00	

**Rejected Courses**