



## Degree Audit Information and Instructions for Advisors

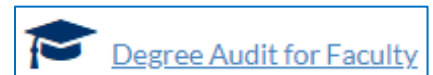
### Degree Audit access

- Faculty/Staff with advisor access to Banner Self-Service. If you are an administrative staff member who needs access to Degree Audit, please email [Registrar@newhaven.edu](mailto:Registrar@newhaven.edu) to request approval for access.
- Active undergraduate students who started in catalog year 2008 or later pursuing a degree (including Certificate programs).
- Active graduate students who started in catalog year 2009 or later pursuing a degree (including Certificate programs declared Fall 2020 or later).

### Log In

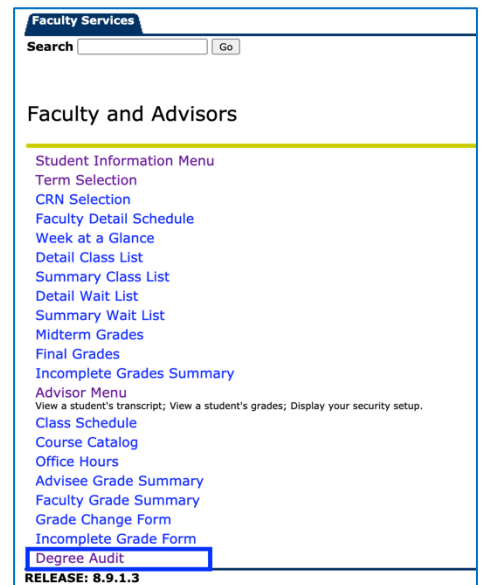
Go to <https://mycharger.newhaven.edu> and login with your university network username and password.

From the Faculty Resources page, click the Degree Audit for Faculty icon.



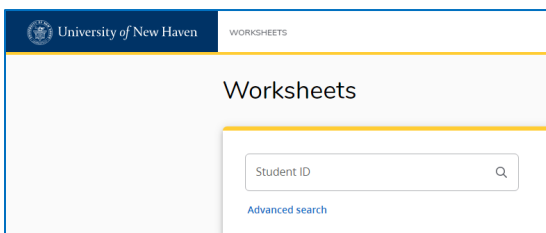
OR

From within Banner Self-Service (SSB), click on Faculty Services and choose the Degree Audit link

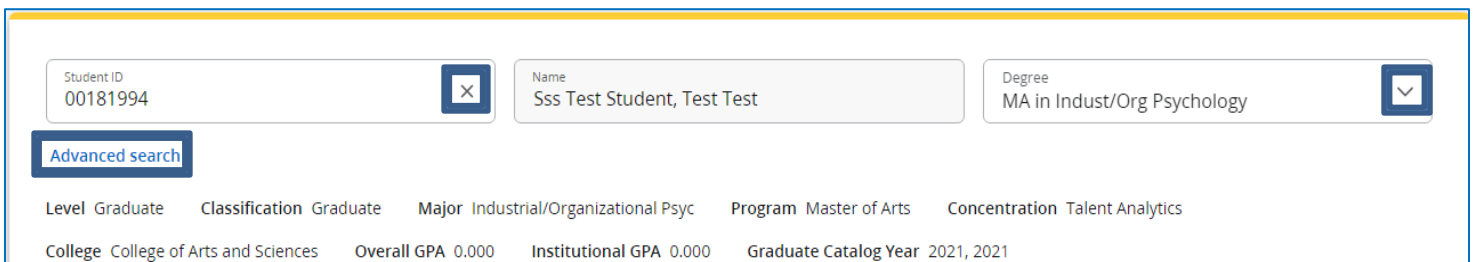


### Look up Student Records by Student ID Number

To find a specific student's record, enter the student's ID number (an eight-digit number beginning with 00) in Worksheets Student ID field and press the Enter key.



If a student has more than one degree, click the Degree dropdown arrow and select the degree.



Click the X in the Student ID box to start a new search.

## Look up Student Records by Advanced search.

Click on Advanced search. In the Find Students window, enter the student's first name, last name and click Search. You can use % as a wildcard if you are unsure of the spelling. Scran% returns all students whose last name begins with Scran; %scran% returns all students whose last name contains scran. You can use % in place of any character (a letter - scr%nton or a character - apostrophe or hyphen as in O%Connor and Martin%Jones).

- If one student record is found, it will appear checked in the Students Found section. Click Select and a Degree Audit will appear for the student.
- If multiple students are found, click Uncheck All and then check the student record you want. Click Select and a Degree Audit will appear for the student.
- You can also leave the Student ID or Name fields empty and search for groups of students based on the available selections. The more criteria you provide will narrow your search results (such as all juniors in a specific major). Click Select to leave all records checked in the Students Found section to review audits for all of those students. You will choose each student's record by selecting the student's name from the Name dropdown box on the Audit screen.
- Click Clear to start a new Advanced search.

## Degree Audit sections

The various sections of a sample Degree Audit report are displayed below.

**In the top two sections, take notice of the date and time of the most recent Data refresh and the Audit date.**

*Student data is refreshed every 24 hours during an overnight process.*

*Clicking the **Process** button reprocesses the audit in case it failed to refresh after the data was imported from Banner. Clicking the Process button does not refresh data added or changed in Banner since the last overnight refresh.*

**Please click the **Process** button to refresh the audit before contacting the Registrar's Office regarding student audits that do not appear to be correct.** Otherwise, please send a detailed email about the issue to [degreeaudit@newhaven.edu](mailto:degreeaudit@newhaven.edu).

The screenshot displays the 'Worksheets' interface for a Degree Audit. At the top, a status bar indicates 'Data refreshed 2/3/2021 2:17 AM'. Below this, search filters are set for Student ID (00181994), Name (Sss Test Student, Test Test), and Degree (MA in Indust/Org Psychology). The student's information is shown as Level Graduate, Classification Graduate, Major Industrial/Organizational Psyc, Program Master of Arts, Concentration Talent Analytics, College College of Arts and Sciences, Advisor Chris Haynes (Primary), Lisa Scranton, Overall GPA 0.000, Institutional GPA 0.000, and Graduate Catalog Year 2021, 2021. The 'Academic' tab is selected, showing 'Format Student View', 'Degree progress' (0% Requirements, 0% Credits), and 'Overall GPA 0.00'. Checkmarks are present for 'In-progress classes' and 'Preregistered classes'. A 'Process' button is highlighted with a red box. At the bottom, the 'Audit date 2/3/2021 2:17 AM' is also highlighted with a red box.

The first section of the audit contains student information (ID, name, major, concentration, advisor(s), GPA, etc.).

In the second section, with **Academic** selected, you can switch Formats from Student View, to Graduation or Registration Checklists.

- Graduation Checklist will display the same information as in the Degree Audit report without terms, grades, and rules information.
- Registration Checklist will display all the remaining requirements needed by the student to complete their academic program.

Audit date 2/3/20.

[Student data](#)

- Click on the Student data link to open the Student Data Report in a new browser tab. The Test-Dtl section of the report displays UNH test scores (if applicable to the student). Attributes are displayed in the Custom-Dtl section (ex: THRE, FOUR and PATH which are the dual degree attributes, as well as other types of attributes).
- Close the Student Data Report tab before looking up the next student, so you do not mix up an audit for one student and student data for another student.

Custom-Dtl		
CustomCode	CustomValue	
ATTRIBUTE	FOUR	
Report-Dtl		
ReportCode	ReportValue	
GPACREDITSIN	22	
GPACREDITSOV	32	
GPACREDITSTR	10	
GPAIN	3.918	
GPAOV	3.918	
GPATR	0.000	
Test-Dtl		
TestCode	TestScore	TestDate
ENGL	E1112	20200520
MATH	M1103	20200507

Select **What-If** to a generate a degree audit against a major or concentration that the student is considering but has not yet declared. The “What If” audit lists the coursework required for the new major or concentration; the courses the student has already taken that satisfy requirements; and the courses that still need to be taken to satisfy requirements. Be sure to select the correct college, concentration, etc., to ensure the accuracy of the What-If audit. Ex: if you select a degree for accounting, but the student is currently in criminal justice, you’ll have to be sure to update the college to Arts & Sciences so the correct Core requirements are pulled into the audit. Click the Process button to see results. The What-if report is divided into blocks according to degree, core curriculum, major, concentration, additional electives.

What-If Analysis

Use current curriculum
  In-progress classes
  Preregistered classes

Program

Catalog year \* 
 Degree \* 
 Level \*

Areas of study

Program 
 Major \* 
 Minor

College 
 Concentration

Future classes

Subject 
 Number

**Other sections** include Courses which do not satisfy audit requirements, In-progress courses, Not counted courses, and processed exceptions. Except for In-progress, these courses do NOT count toward the student's displayed degree or progress toward the displayed student's program. They will cause the student to accumulate more credit hours than will be required for the degree. If you feel these courses should count toward degree credits, you are required to submit a course substitution form to the Office of the University Registrar to handle this course either as a substitution for an existing course which has not yet been taken OR as an "Apply To" course toward that student's program.

If you continue to advise students who have the same course listed which does NOT count toward the program and the Degree Audit report has been written correctly as specified by the applicable catalog, you will have to either process the course as a "substitution" or as an "apply to" for the individual student, or proceed through proper academic channels to make the course a part of program requirements so it will be listed correctly in the catalog and added correctly to the rules for Degree Audit.

The legend of symbols and their meaning is at the bottom of the page.

Click the Expand all/Collapse all button to expand or collapse all cards to avoid scrolling through the entire audit. You can go directly to the card you want (major, concentration, core, exceptions, etc.). Graduation Checklist will display the same information as in the Degree Audit report without terms, grades, and rules information.

You can print and email from the controls at the top of the screen or click the more icon to use the GPA or Term Calculator, the Class History viewer, or enter or read Notes.

- Click the Printer icon to print the audit or save the audit as a PDF.
- Clicking on the Envelope icon will open the default mail program up and the user can compose an email. The TO: address is pre-populated for the user. For advisors, the TO address is populated with the student's University email address. For students, the TO address is populated with the advisor's University email address.

Contact for assistance using any administrative system: Lisa Scranton [lscranton@newhaven.edu](mailto:lscranton@newhaven.edu) 203.932.7485.  
v. February 9, 2021