Creating a Degree Audit Report/Creating a What-if Report

The Degree Audit report is a very significant degree audit tool which can be used to advise and monitor degree progression for students. You are able to run this report in order to view a specific student's process towards graduation. The Degree Audit will indicate if the student has completed requirements needed to graduate or whether the student has outstanding requirements.

Using the what-if advising tool, you can run a simulated advisement report for a student that shows degree progress based on courses the student intends to take. This report also allows you to include grades in that what-if scenario. You can also run a pretend academic advisement report based on simulated careers, programs, plans, and sub plans.

From the NYU Home, Academics tab select Albert Login

- Enter your Net ID/Password
- Select the Faculty / Advisor tab
- Access the Degree Audit Report by clicking on the Degree Audit Report link
- The Advisor Center link is also located here
To move from the Advisor Center to the Degree Audit Report click on HOME

This is the first page you will see using the Degree Audit Report link.
To run a Degree Audit Report follow these steps

Step 1: Select Add a New Value tab

Step 2: Search for student using ID look up and populate the N number

Step 3: Use the Report Type look up and select ADVIS (see page 16 to set up user defaults)

Step 4: Click on ADD

Step 5: Click on Process Request button to process create this report

*Report Date, As of Date and Report Identifier to not need to be changed or modified to run this report.

*Report Status begins with Pending, once report has run it will read completed.

The next screen that will be provided is the Degree Report for the student.
Degree Report

This is the degree audit report; it will show the date it was last generated. Changes which have taken place since this was last created such as: New or changed Enrollment, Transfer Credit, Degree postings, Student Groups would cause the system to generate a new report with updated values shown. For questions in regard to the degree audit report, please send an email to degree.audit@nyu.edu.

Use the scroll bar on the right to view this report from top to bottom.

Reading the Degree Audit

Grade Status will include:

**Taken** indicates the student has completed a course
**In Progress** indicates the student is currently enrolled in a class or has not been given a grade yet.

**Note:** If a student is currently enrolled for a class the system will assume the student will successfully complete this part of the requirement and it will be shown as “in progress” and that part of the rule will be satisfied.

Each requirement will provide a description and notification if it has been satisfied or not satisfied. It will also detail how many units (credits) are required to satisfy this requirement, how many have been taken, and what is still needed.

If requirement is satisfied the arrow will be shown as example below. To view the information contained under a rule which as been satisfied, click on the arrow to expand and read additional information.

Click on green arrow to view completed status information.

This is an example of a satisfied requirement.
In the example below the student has met 2 parts of rule created. Notice 2 of the green tabs are “folded up” indicating completion, but the portion which has not been satisfied is open.

There can be different notes depending on the particular program. This is one example:

LSP NOTES/RESTRICTIONS/LIMITATIONS

Notes/Restrictions/Limitations on the Liberal Studies Program.

1. The information contained in this analysis should be used to guide you.
2. It should not take the place of consultation with an academic counselor.
3. You are responsible for checking the Bulletin and with your advisor to make sure you are following all school policies.
4. Should there be any errors, please discuss them with your advisor during your next advising appointment.
5. HIGH SCHOOL GRADUATION - Must supply proper certification of your high school graduation or GED.
6. Transfer credits were entered in various ways.
   - Unless NYU equivalencies have been entered, transfer credit will fulfill general elective requirements only.
   - See appropriate department for evaluation of transfer credit that may be applicable to your major/minor.
**Minimum Units for Graduation**

- **Not Satisfied:** Complete a minimum of 64 units. Courses with grades below "D" do not count.
  - Units: 64.00 required, 38.00 taken, 26.00 needed

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>T01.1001</td>
<td>Writing I</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>T01.1012</td>
<td>Writing II</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T02.101</td>
<td>Cultural Foundations I</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>T02.102</td>
<td>Cultural Foundations II</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T03.101</td>
<td>Social Foundations I</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>T03.102</td>
<td>Social Foundations II</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T07.5010</td>
<td>Life Science</td>
<td>6.00</td>
<td>Fall 2010</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>V41.--</td>
<td>English Transfer Semi-Equiv</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>TE</td>
<td></td>
</tr>
<tr>
<td>V55.1--</td>
<td>Map-Fsi Quant Reason</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>TE</td>
<td></td>
</tr>
</tbody>
</table>

**Re-sort lists by clicking on headers**

Grades will also include:

- **TE** = Test
- **OT** = Other Credit
- **TR** = Transfer Credit

If a rule has not been satisfied there are several messages which could be given. One message might indicate totals which have been taken or need to be taken, another message might show specific classes which need to be taken in order to satisfy this requirement.

This example shows this requirement was not satisfied and gives specific information on what should be taken in order to satisfy the rule.
If there are multiple rows click on the view all link to view all rows (classes).
Click on the blue link which is the title of the class to view details of this class.

Course link detail shown:

To close the report or to run this for another person click on – Return to Report Request which is located on the bottom of the page.

To create a new request for a different student click on ADD
Creating and running a What-If Report

Return to the initial log on page (by clicking on ADD if needed)

Step 1: Enter the Student’s ID (or conduct a search using the Look Up ID button which will allow you to enter the Campus ID)

Step 2: Select the Report Type = “WHAT” for “What-If Report”

NOTE: If you do not see the What-If Report type as shown below you will need to request security access to the report

Step 3: Select Add to process request

Step 4: Under the What-If Information banner, select the Use Career Simulation checkbox to enter what if major and minor information for the student or use the Add a What-If Course to identify courses that the student will take; you may use the Career Simulation and the What-If Courses together
What-If Career Simulation

When you access this page, all fields are blank. To retrieve the student's existing record, click the **Copy** button, the student’s current career, program, plan and sub plan will populate. You can then use the field values to make changes to the program, plan, and sub plan data in order to run a report with simulates changes the student would like to make. You are able to insert rows, as necessary.

**Step 1:** Select the Use Career Simulation checkbox then select the **View/Change the Career Simulation** link

![Image of the What-If Career Simulation page]

**Step 2:** Enter the required information or use the Copy button to copy the student’s existing Career-Program-Plan (CPP) information first to make updates.
Make changes after clicking on copy or populate all fields by using drop downs and look ups.

**Step 3:** Select **OK** to save your updates and exit the page

**Step 4:** Select **Cancel** to delete your updates and return to the previous page

**Step 5:** Select **Apply** to save your updates and remain on the Create What-If Scenario page
Step 6: Click on the **Process Request** to run the What-If report based on your setup.

![Report Request](image)

Step 7: View the What-If Results. In this example student would like to see what classes they have already taken will fulfill a French Major.

Top of report will read “What-if Report” details will follow about requirements required for this degree.

### What-If Report

**French Major (Fall 2004 - )**

- **Not Satisfied:** Courses with grades below “C” will not count for the major. Pass/fail grade option may not be used for the major.
  - Courses: 9 required, 0 taken, 9 needed

**French Major**

- **Not Satisfied:** Complete at least 9 courses (36 units) beyond V45.0030 by selecting from the areas below.
  - **French Major: GPA**
  - **Advanced Language**
    - **Not Satisfied:** Complete 3 courses from:
      - FREN-UA 101-102, 105-107, 109-110.
        - Courses: 3 required, 0 taken, 3 needed
  - **Language/Civilization Course**
    - **Not Satisfied:** Complete either the language or civilization courses:
      1. FREN-UA 115 - Masterpieces of French Literature
      2. FREN-UA 163 - Society & Culture: Middle Ages - Present
        - Courses: 1 required, 0 taken, 1 needed
Create a What-If Course Report

You are also able to use the what-if advising tool to run a simulated advisement report for a student that shows degree progress based on courses the student intends to take in the future. This report also allows you to include grades in that what-if scenario.

Step 1: Select the Add a What-If Course link

Step 2: Enter the Career of the course, the term that the student will take the course, and the course Subject

NOTE: You may have to narrow your Subject search by using a Description or partial description once you are in the search page
Step 3: Once you have values in each field, select the **Execute the Search** button.

Step 4: When the list is provided select the check box next to the course you wish to add to the course what-if list as shown below.
Step 5: Click on *Return* when you are done

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>29399</td>
<td>MATH-UA 121</td>
<td>121</td>
<td>Calculus I</td>
</tr>
</tbody>
</table>

Add more by clicking on Add a What-if Course link
Step 6: You may enter a What-If Grade for each course and/or adjust the units that default for each course from the Course Catalog

- Use the Delete Row button to remove a course before you Process the Request for the report

View the report which will show the classes you have included at “what-if” classes. Notice the “what if” classes which have a blue question mark are located where the course would meet the requirement.
Go to the next student or change or add additional courses by clicking on **Return to Report Request**.

**User Defaults:** Set up your user defaults so that each time you navigate to the Degree Audit page and run a report you do not need to use the look up to select ADVIS for each student it will automatically populate for you. If you want to run the “what-if” report just change the report type.

**Navigate to:** Set Up SACR>User Defaults and click on the User Default 4 tab User the look up and select ADVIS. SAVE your changes.