University of Illinois at Springfield
Office of Records and Registration

DEGREE AUDIT SYSTEM INFORMATION/INSTRUCTIONS – ADVISORS:

University of Illinois at Springfield advisors can view a student's degree audit report online. **This report is an unofficial audit of degree progress** and includes completed and in-progress coursework. **The self-generated degree audit does NOT take the place of regular academic advising sessions. It should NOT be used to make decisions about future course selections, but should instead be used as a tool for degree planning.** In addition, please note the following:

- In most cases, audits will reflect day-old data and therefore, changes made to a student's record (e.g., dropping a course) are not always immediately reflected.
- When a student changes his/her catalog of record, that change may impact university requirements (e.g., general education, ECCE).

LOGGING IN:
Enter your NetID and password to log into the system. A link to the degree audit system can be found on the Records and Registration home page.

IMPORTANT NOTES:
- An advisor will need to know a student's UIN to access the student's audit.
- All degree requirements have been encoded into the degree audit system based on catalog year and term.
- Students who transferred to UIS through Summer 2004 had their credits accepted in block format. Beginning Fall 2004 and beyond, credit has been accepted in course-to-course format.
- An approved Student Petition Form is needed to document any deviation from the requirements listed in the student's catalog of record. All petitions must explain exactly what change(s) are being approved. Please be specific on all forms.
- If a student is earning two degrees or two majors, advisors will need to "force" an audit for the secondary curriculum (with a catalog term that matches the primary curriculum).

MENU ITEMS:
Upon logging in, you will be given the opportunity to enter your advisee's UIN. Once a student is selected, various features are available in the degree audit system. In addition to requesting/viewing a degree audit, you may also view a complete list of transfer courses the student has taken.

AUDIT REQUEST PAGE:
There are two options available for running audits:
1. **Run Declared Program**
   The default degree program reflects a student's current degree program and catalog year as stored in our system. Click the **Submit a New Audit** button to run an audit based upon the default program information. Select "**View Audit**" to review the newly ran audit.
2. **Run Different Program**
   This option allows a student to run an audit for a program that differs from the value currently stored in our system. Click the button next to this option, then select the desired degree program and associated

catalog year. Click the **Submit a New Audit** button to run the audit for the chosen program/catalog year. Select "**View Audit"** to review the newly ran audit.

Honors students who are interested in changing to a different major should keep in mind that their general education requirements will not be accurately reflected in their degree audit report until their change of major has been officially processed.

Students interested in potentially selecting a **different catalog** may choose to view their audit using an alternate catalog term. However, the catalog of record can only be officially changed via an approved Student Petition Form.

VIEW AUDITS:
Advisors may view a previous audit. Click **Audits** from the menu, then select **Manage**, and then **View Audit** to review a previous audit (note: audits are purged on a weekly basis). It is imperative that you look at the most recent degree audit report to view the most current audit.

VIEWING COMPLETE LIST OF TRANSFER COURSES:
Under the **Courses** heading, select **Transfer** to view a complete list of all transfer work in the appropriate format for the student (as either course-to-course or block credit). This listing of transfer courses is not an indication of the acceptance of credit toward a degree. In this section, you may sort by term, grade received, and/or institution.

PLANNED COURSES:
Students may add a planned (or hypothetical) course to an audit to determine the impact it may have in a "what-if" situation. Although this option should not be used to make decisions about future course selections, it can be used as a tool for degree planning without impacting any official records. To add a **Planned** course, enter the following:

- **Term**: This field is used to enter the appropriate year and term that the planned course will be taken.
- **Course**: This field is used to enter the appropriate course subject and number. Spacing is critical and must conform to this example: **ACC 310** (note: use capital alphabetic characters, a space, and then three numeric characters).
- **RCredit**: This value reflects the number of credit hours associated with the planned course.
- **Grade**: Select a grade from the drop down menu. This is useful to determine what grade may be required to raise your cumulative grade point average (GPA).
- **Title**: This field should be left blank.
- **Seq**: This field should not be adjusted.

LOGGING OUT:
Select the settings icon and then click **Log Out**. The logout screen will appear verifying that your logout was successful. Protect your personal information by closing all open browser windows when terminating your session (**note: numerous browser windows may need to be closed depending on the types of transactions completed**).

If you have any problems or questions utilizing the degree audit system, please contact the Office of Records and Registration. We can be reached by calling 217/206-8216 or by emailing registrar@uis.edu.