Degree Progress

This guide outlines how to use the Advisor Center to perform a Degree Audit.

1. Enter the Student ID
2. Click Search
3. Select Academic Requirements from the drop down
4. Click the blue chevron symbol to process
5. You now have the Degree Progress Report

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<table>
<thead>
<tr>
<th>Current Academic Objective</th>
<th>Current Academic Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career: Undergraduate</td>
<td></td>
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<tr>
<td>Program: Undergraduate Degree Seeking</td>
<td>2011 Fall</td>
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<tr>
<td>Plan: Criminal Justice</td>
<td></td>
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<td></td>
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<tr>
<td>Expected Grad Term:</td>
<td>Last Term Registered:</td>
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<tr>
<td>Graduation Status:</td>
<td></td>
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<tr>
<td>Not Applied</td>
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</tbody>
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Expected Grad Term: Not Applied

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*** NOTE: IF YOU ARE A NEW OR CONTINUING STUDENT AND HAVE TRANSFER COURSEWORK, THE DEGREE AUDIT REPORT MAY NOT DISPLAY YOUR TRANSFER COURSEWORK. WE ARE WORKING TO INPUT THIS DATA, BUT THE EARLIEST YOU MAY SEE IT DISPLAYED, IS AT THE TIME OF CLEARANCE. THIS IS A WORK IN PROGRESS. YOUR PATIENCE IS APPRECIATED AS WE ADD A VERY USEFUL TOOL. PLEASE REFER TO YOUR HANDWRITTEN TRANSFER EVALUATION FOR CONFIRMATION OF SATISFIED REQUIREMENTS***

You are encouraged to use this degree audit report as a guide when planning your completion of degree requirements. Your academic advisor may be contacted for interpreting this report. This audit is not your academic transcript and it is not official completion of degree or certificate requirements.

ALL STUDENTS with questions about the completion of requirements for your major, minor, or the equivalence of transfer courses to courses in your major program, or evaluator in Enrollment Services or your faculty advisor.
6. Select Transfer Credit Tab to view student's incoming transfer credit information.
7. To View Course History you go back to the drop down menu by clicking on the Student Center Tab.

8. On the drop down menu select COURSE HISTORY. Click blue chevron icon to process
9. Course History displays both CSU STAN work and Transfer Work (8.9 Course History only displayed CSU Stan Work.)
10. To run a WHAT-IF Report for someone thinking about changing their major. Navigate to the student center drop down menu box and select What-If Report. Click blue chevron to process.
12. You can change the requirement term, change the plan, change the plan term and if the plan has a concentration you can add that and make the subplan term match the plan term.

13. Click Submit Request and the What-If report will run.
14. You will now see the What-If for the student thinking about changing from Criminal Justice Plan to an English Plan.

15. *NOTE: This is only a simulation to show the student how their course work will fall into place and how many units they would need to complete if they change plans.