



DegreeWorks Instructions

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What is DegreeWorks?

DegreeWorks is an easy to use, web based, degree audit and academic advising software designed to enhance the advisement and academic planning process at CCNY. DegreeWorks has powerful tools and features that allow students to view their academic progress at anytime and confirm how their course choices fulfill degree requirements.

DegreeWorks Functionality

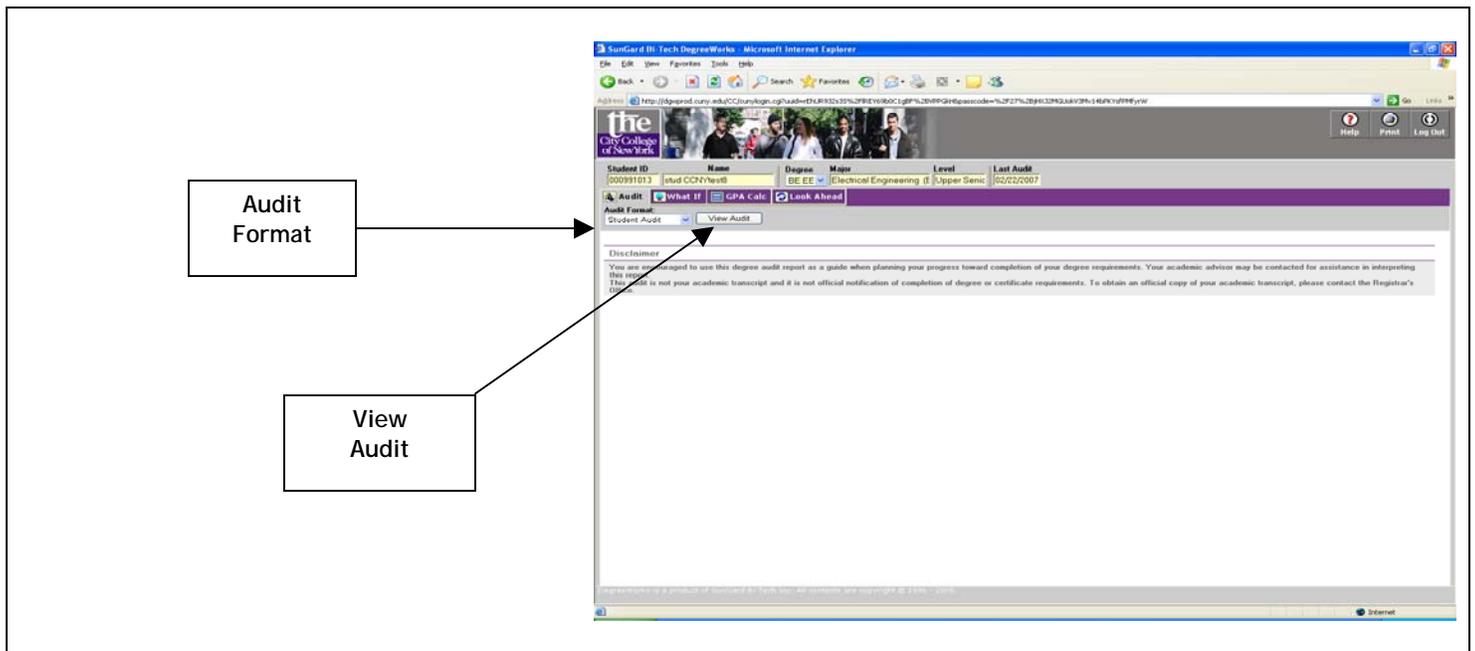
- Web Audits
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 - Registration Audit
- What-If Audits
- GPA Calculator
- Graduation Calculator
- Term Calculator
- Advice Calculator
- Look Ahead
- Student Planner (Advisors only)

Viewing or Processing Web Audits

Web audits are individualized, printable degree reports displaying courses taken, transfer credits, courses still needed to meet degree requirements and courses in-progress. The audits are arranged in a logical hierarchy of sections, called "blocks." The sections or blocks list the various components and requirements to earn your degree. Web audits can be viewed in three different formats:

- Student Audit- a complete and detailed audit of the student academic record.
- Concise Audit- this report hides academic advice and provides only requirements that were met.
- Registration Audit- provides only the courses "still needed" to meet degree requirements.

To process and view an audit, choose the Audit Format from the drop-down menu and click "View Audit," (DegreeWorks defaults to the "Audit" function upon login).



Advisors may view the audits of different students by changing the Student ID number and hitting "Enter" to retrieve the new student record. Advisors must click the "Process New" button to refresh and view the latest version of a student audit.

Note: Students ONLY have access to their own academic record.

Reading Your DegreeWorks Audit

Address: http://dgwprod.cuny.edu/CC/cunylogin.cgi?uid=EH_LR9J2S35%2FREI696OC1G6F%2BPPGH0&passcode=%2F27%2BHHJ3ZME50/W1/RWC7/bmQc4w6v0I

the City College of New York

Help Print Log Out

Student ID	Name	Degree	Major	Level	Last Audit
000931013	stud CCNYtest0	BE EE	Electrical Engineering (E)	Upper Senic	02/22/2007

Audit What If GPA Calc Look Ahead

Audit Format: Student Audit View Audit

the City College of New York

Complete Any course number
 Nearly complete - see an advisor Complete except for classes in-progress

Student Audit #4936596 as of 02/22/07 16:29					
Name	CCNYtest0.stud	Degree	BE Electrical Engineering	Overall GPA	2.6399
ID	****1013	Major	Electrical Engineering (BE)	Reg Appt	N/A
Initial Admit Status	NEW TRANSFER GRAD/UGRD	Concentration	N/A	Reg Appt	N/A
Academic Status	SATISFACTORY	Second Major	N/A	Stops	N/A
English Placement	WR ENGL 11000	Minor	N/A	Advisor	N/A
Math Placement	N/A	Special Programs	N/A	QPA	043AS OF 10/10/06

Degree in Bachelor of Engineering-Electrical Engr Credits Required : 135 Catalog Year: 2005-2007 Undergraduate

<input checked="" type="checkbox"/> GPA Requirement Met				
<input checked="" type="checkbox"/> CUNY Proficiency Exam	Noncourse	CPE	P	
<input checked="" type="checkbox"/> CUNY Skills Assessment Requirements				
<input checked="" type="checkbox"/> School of Engineering General Educ Requirements				
<input type="checkbox"/> Major Requirements				
	SNL Needed	See block: Major in Electrical Engineering BE		
<input checked="" type="checkbox"/> New Student Seminar Exemption				
<input checked="" type="checkbox"/> CUNY Skills Assessment Requirements				
<input checked="" type="checkbox"/> CUNY Math Test Passed				
<input checked="" type="checkbox"/> CUNY Reading Test Exempted				
<input checked="" type="checkbox"/> CUNY Writing Test Exempted				
<input checked="" type="checkbox"/> School of Engr GE & Liberal Arts				
				Credits Required : 24 Catalog Year: 2005-2007 Undergraduate Credits Applied : 24
Students must take 6 credits in Liberal Arts Requirement courses at the 20000 level or higher, ENGR 27600 or ENGR 30000.				
<input checked="" type="checkbox"/>	ENGL 11000	FRESHMN COMPOSITION	TR	3 Transfer

ENGL 11000 FRESHMN COMPOSITION TR 3 Transfer

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Function Bar

Help Print Log Out Buttons

Student Header

Symbol Legend

Degree Section

CUNY Skills Assessment Section

Reading Your DegreeWorks Audit

SunGard BI-Tech DegreeWorks - Microsoft Internet Explorer

Address: http://dgwprod.cuny.edu/CC/cunylogin.cg?uid=EHUR912s35%2FPRE1690C1gBF%2BVPFGH&passcode=%2F27%26HX12MEHnc0hwUhx5od9gB4Egw

the City College of New York

Student ID: 000991013, Name: stud CCNYest8, Degree: BE EE, Major: Electrical Engineering (E), Level: Upper Semic, Last Audit: 02/22/2007

Audit | What If | GPA Calc | Look Ahead

Audit Format: Student Audit [View Audit]

School of Engr GE & Liberal Arts Credits Required : 24 Catalog Year: 2005-2007 Undergraduate Credits Applied : 24

Students must take 6 credits in Liberal Arts Requirement courses at the 20000 level or higher, ENGR 27600 or ENGR 30000.

<input checked="" type="checkbox"/> Freshman Composition	ENGL 11000	FRESHMN COMPOSITION	TR	3	Transfer
<input checked="" type="checkbox"/> Writing for Engineers	ENGL 21007	WRITING-ENGINEERS	D	3	Spring 2004
<input checked="" type="checkbox"/> Engineering Economics	ENGR 27600	ENGRNG ECONOMICS	C	3	Fall 2004
LIBERAL ARTS CLUSTER REQUIREMENTS					
<input checked="" type="checkbox"/> One Class in three different clusters					
<input checked="" type="checkbox"/> Communications	SPCH 11100	SPEECH FOUNDATIONS	TR	3	Transfer
<input checked="" type="checkbox"/> Global & Societal	USSO 10100	DVLPMNT U S & PEOP	C-	3	Spring 2004
<input checked="" type="checkbox"/> Contemporary Issues	PSC 10100	U S POLITICS & GOVT	TR	3	Transfer
<input checked="" type="checkbox"/> Two Additional Cluster Courses	ART 10000	INTRO PRINCIPLES	TR	3	Transfer
	SOC 26600	FAMILY RELATIONSHPS	B	3	Fall 2004
<input checked="" type="checkbox"/> REQUIRED 6 CREDITS AT 20000 LEVEL OR HIGHER	ENGR 27600	ENGRNG ECONOMICS	C	3	Fall 2004
	SOC 26600	FAMILY RELATIONSHPS	B	3	Fall 2004

Major in Electrical Engineering BE Credits Required : 111 Catalog Year: 2005-2007 Undergraduate Credits Applied : 97 Major GPA: 2.7676

Unmet conditions for this set of requirements: 111 credits are required; you still need 14 more.

MATH & SCIENCE REQUIREMENTS					
<input checked="" type="checkbox"/> General Chemistry	CHEM 31606	GEN CHEM FOR ENGRNS	B-	3	Spring 2004
<input checked="" type="checkbox"/> Introduction to Computing	CSC 10200	INTRO COMPUTING	TR	3	Transfer
<input checked="" type="checkbox"/> Calculus I	MATH 20100	CALCULUS 1	TR	3	Transfer
<input checked="" type="checkbox"/> Calculus II	MATH 20200	CALCULUS 2	C	3	Spring 2004
<input checked="" type="checkbox"/> Calculus III	MATH 20300	CALCULUS 3	C	4	Fall 2004
<input checked="" type="checkbox"/> Methods of Differential Equations	MATH 39100	METH DIFF EQUATNS	A-	3	Spring 2005

Internet

General Education Section

Major Section

Reading Your DegreeWorks Audit

SunGard BI-Tech DegreeWorks - Microsoft Internet Explorer

Address: http://dwwprod.cuny.edu/CC/cunvlogin.cgi?uid=eEHUR9J2c35%2FIREY69b0C1gBF%2BYPGqH&ipasscode=%2F27%2BHJ32MGU923R Yms0vYVeGR8TEMlv

the City College of New York

Student ID: 000991013 Name: stud CCNytst6 Degree: BE EE Major: Electrical Engineering (E) Level: Upper Senic Last Audit: 02/22/2007

Audit What If GPA Calc Look Ahead

Audit Format: Student Audit View Audit

Still Needed 9 Credits in EE 35700 or 45100 or 43800 or 45000 or 45200 or 45300 or 45400 or 45500 or 45600 or 45800 or 45900 or 46000 or 46200 or 46400 or 51001 or CSC 31800 or 34200 or MATH 32800 or PHYS 32100 or 45200 or ENGR 30000 or 30100 or 10600 or 11100 or 11200 or BME 50100 or 50200 or 50300 or 50500 or BIO 32100 or CHEM 10401 Special Grade Other conditions exist that affect this requirement.

Additional Courses Taken					Classes: 6	Credits: 38
CSC 10400	DISCRETE STRUCTS 1	TR	3	Transfer		
Satisfied By: BORO OF MANHATTAN COMMUNITY						
CSC 21000	ASSEMBLY PRGRMG	TR	3	Transfer		
Satisfied By: BORO OF MANHATTAN COMMUNITY						
CSC 21200	DATA STRUCTURES	TR	3	Transfer		
Satisfied By: BORO OF MANHATTAN COMMUNITY						
ENGL 99903	LIT BASIC	TR	3	Transfer		
Satisfied By: BORO OF MANHATTAN COMMUNITY						
LA 99901	BLANKET CREDIT	TR	22	Transfer		
Satisfied By: BORO OF MANHATTAN COMMUNITY						
SPAN 12100	INTRO SPANISH 1	A	4	Summer 2006		

Non-Contributing Grades and Pending Permit Courses					Classes: 2	Credits: 0
EE 46200	PHOTONIC ENGRNG	WA	0	Spring 2006		
MATH 20300	CALCULUS 3	HF	0	Summer 2004		

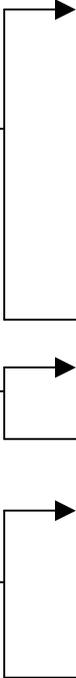
In-Progress					Classes: 6	Credits: 16
EE 37100	LINEAR FEEDBAK SYST	(3)		Fall 2006		
EE 42800	PHOTONICS ENGR LAB	(1)		Fall 2006		
EE 44100	SMICNDCTR MAT DEV 2	(3)		Fall 2006		
EE 44400	DGTL COMP SYSTEMS	(3)		Fall 2006		
EE 45700	DIGITL INTGRTO CIRC	(3)		Fall 2006		
EE 59866	SENIOR DESIGN 1	(3)		Fall 2006		

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Additional Courses Taken

Non-Contributing Grades and Pending Permit Courses

Courses In-Progress



Reading Your DegreeWorks Audit

Help

Provides the following useful links:

- E-SIMS
- Schedule of Classes
- Frequently Asked Questions (FAQs)
- Report a DegreeWorks Problem
- Academic Calendar
- Apply for Graduation
- DegreeWorks Instructions
- Career Services

Print

The Print button allows you to print your individualized audit report.

Log Out

Always log out when you finish using DegreeWorks. Logging out of DegreeWorks WILL NOT log you out of the CUNY Portal.

Function Bar

Contains the Audit, GPA Calculator, Look Ahead and Student Planner functions, (The Student Planner function is only available to advisors).

Symbol Legend

Explains the meaning of the various check box symbols.

Student Header

Contains your current academic status information.

.....

Audit report sections are divided into two columns. The left column outlines the requirements that need to be completed. The right column outlines the courses that can be used to complete the requirement or the courses used to meet the requirement. Hyperlinks to course descriptions are available in this column for courses that can be used to meet the requirement. Completed requirements or sections are designated with a check mark. Refer to the Symbol Legend for explanation of other symbols that may appear in the check boxes.

Degree Section

Provides an overview of your graduation requirements. Completed requirements are designated with a check mark.

CUNY Skills Assessment Requirements Section

Lists the CUNY Math, Reading and Writing requirements.

Major Section

Outlines all of the specific course and GPA requirements for your major.

General Education Section

The General Education or CLAS Core Curriculum section outlines the core curriculum and liberal arts requirements based on your degree program.

Additional Courses Taken

Courses for which you receive credit, but DO NOT apply to specific requirements.

Non-Contributing Grades and Pending Permit Courses

Non-Contributing Grades include: F, FIN, FAB, W, WA, WU, NC and #(grades). Permit courses that are pending receipt of grades by the Registrar's Office are also included in this section.

In-Progress

Current and registered courses are included in the In-Progress section.

Additional sections that may appear on your audit depending on your degree program are: Writing-Across-the-Curriculum Requirement, Undeclared Major and Not Counted.

What-If Audits

What-If audits can simulate a change of major and show how a student's courses will be re-distributed against the requirements for a different major. Students and advisors can instantly view how a change of major affects the time to degree.

To view or process a "What-If" audit:

- 1) Click the "What-If" button on the DegreeWorks function bar.
- 2) Select a degree **and** major that interests you, (You must select **both** a degree and a major for the What-if function to work. Minor and Concentration are optional). Your selections will appear in the "Chosen Areas of Study" box and can be de-selected by clicking on the item that you want to remove and clicking the "Remove" button.
- 3) Click "Process Audit" to view your What-If audit report.

The screenshot displays the SunGard BI-Tech DegreeWorks web application in a Microsoft Internet Explorer browser. The interface includes a header for 'the City College of New York' and a navigation bar with buttons for 'Audit', 'What If', 'GPA Calc', and 'Look Ahead'. Below this, a 'What-If Audit' section is visible, featuring dropdown menus for 'Degree' (set to 'BE - Electrical Engineering'), 'Level' (set to 'Upper Semic'), and 'Level Year' (set to '2005-2007 Undergraduate'). A 'Choose Your Different Areas of Study' section contains three dropdown menus for 'Major', 'Minor', and 'Concentration', each with a 'Pick a...' option. A 'Chosen Areas of Study' box is present on the right, with a 'Remove' button below it. The 'Process Audit' button is located at the bottom of the 'What-If Audit' section. Two callout boxes are present: 'Function Bar' with an arrow pointing to the 'What If' button, and 'Process Audit' with an arrow pointing to the 'Process Audit' button.

Note: You must click "Process Audit" each time after you select new criteria to refresh and view the latest version of an audit.

GPA Calculators

The GPA Calc function allows students to determine the number of courses and grades needed to improve their grade point average. There are three different types of GPA calculator functions:

- Graduation calculator - helps you determine how you need to perform to reach your desired GPA upon graduating.
- Term calculator - helps you set specific goals for the classes in your current term.
- Advice calculator - helps you determine how many credits of a specific grade average you need to reach your desired GPA.

Note: The GPA Calculators DO NOT incorporate the college's "F" Repeat Policy in the calculations.

Using the GPA Calculator Functions

To use the GPA Calculator functions, click "GPA calc" on the DegreeWorks function bar. From the "GPA Calculators - Introduction Page," choose a GPA Calculator type from the drop-down menu and click Load.

The screenshot shows the SunGuard BI Tech DegreeWorks GPA Calculator interface. A box labeled "GPA Calc Drop Down Menu" has an arrow pointing to the "GPA Calc" button in the navigation bar. Another box labeled "Load" has an arrow pointing to the "Load" button next to the "Graduation Calculator" selection in the "Calculate types" dropdown menu. The main content area displays the "GPA Calculators - Introduction Page" with instructions: "Choose a GPA Calculator type and click Load." Below this, there are three bullet points: "Graduation Calculator" (Use this to determine how you need to perform to reach your desired GPA upon graduating), "Term Calculator" (Use this to set specific goals for the classes in your current term), and "Advice Calculator" (Use this to determine how many credits of a specific grade average you need to reach your desired GPA). The student information at the top includes Student ID 000991013, Name stud CCH/heat8, Degree BE EE, Major Electrical Engineering (E), Level Upper Senior, and Last Audit 02/22/2007.

Graduation Calculator

- 1) Select the Graduation Calculator from the "GPA Calc" drop-down menu and click Load.
- 2) Enter your total number of credits remaining toward your degree. Your current GPA will auto-fill, however, the calculator allows you to make changes to a hypothetical current GPA.
- 3) Enter the total number of credits required for your degree. "Credits Required" hyperlinks to a table that lists all CCNY degrees, major codes and number of credits required for each major.
- 4) Enter your Desired GPA.
- 5) Click Calculate. The calculator will provide you with the GPA that you must average over the remaining credits in order to achieve the desired GPA.

Note: If the average GPA that you must maintain exceeds 4.00, you will receive an error message.

- 6) Click "Recalculate" to change the criteria.

Graduation Calculator

The screenshot shows the Graduation Calculator interface in a Microsoft Internet Explorer browser window. The browser title is "SonCard BI: Tech DegreeWorks - Microsoft Internet Explorer". The address bar shows the URL: "http://dgwprod.cuny.edu/CC2unif/bgn.cgi?uid=4748932&35%2FBE1680C3gF%2BPPG%2Bpasscode=%2F27%2B9%2B9%2B270E2F03uE48A3gB". The page header includes the City College of New York logo and navigation links for "Help", "Print", and "Log Out".

The main content area displays a student profile for "Stud CCM474893" with details for "Degree: BEE EE" and "Major: Electrical Engineering". Below this, there are tabs for "Audit", "What If", "GPA Calc", and "Look Ahead". The "GPA Calc" tab is active, showing a "Calculator Types" dropdown set to "Graduation Calculator" and a "Load" button.

Callouts point to specific elements:

- "Credits Required Link" points to the "GPA Calc" tab.
- "Required Fields" points to the input fields for "Current GPA" (value: 2.679), "Credits Remaining", "Credits Required", and "Desired GPA".
- "Calculate" points to the "Calculate" button.

The screenshot shows a table titled "GPA Calculator Table - Majors Offered by CCNY" in a Microsoft Internet Explorer browser window. The browser title is "http://dgwprod.cuny.edu - Untitled Document - Microsoft Internet Explorer". The table lists various majors and their corresponding credit requirements.

Degree or Certificate	Major Code	Credits
Advanced Certificate:		
Bilingual Extension	901	18
Chemical Engineering	6AA	12
Civil Engineering	FA2	12
Computer Science	FA6	12
Electrical Engineering	FA3	12
Engineering Management	610	12
English Education	857	23
Mathematics Education	851	20
Mechanical Engineering	FA4	12
School Administration and Supervision	BE0	30/31
School District Administration	2EF	30/31
Science Education: Biology	879	20
Science Education: Chemistry	877	20
Science Education: Earth Science	873	20
Science Education: Physics	875	20
Social Studies Education	855	20
Bachelor of Architecture:		
Urban Design	512	32
Bachelor of Arts:		
American Studies	140	120
Anthropology	351	120
Area Studies: Asia, Latin American and Latino	141	120
Area Studies: Black, Puerto Rican, Jewish	142	120
Art	111	120
Art (K-12 Teacher)	925	120

A callout "Credits Required Table" in a circle points to the table.

Term Calculator

- 1) Select the Term Calculator from the "GPA Calc" drop-down menu and click Load.
- 2) Enter Class name, (e.g. ENGL 21000, ANTH 10100). This field is optional. Maximum of 8 classes allowed.
- 3) Enter number of credits, (**mandatory field**). Maximum of 8 credits allowed.
- 4) Select grade for class from drop-down menu, (**mandatory field**).
- 5) Click "Calculate" to view calculated GPA based on the grades provided, ("Current GPA" and "Credits Earned So Far" are auto-filled. Hypothetical changes are **allowed** to these two fields).
- 6) Click "Recalculate" to change the criteria.

The screenshot shows the 'Term Calculator' interface in a web browser. The 'Current GPA' field is set to 2.699 and the 'Credits Earned So Far' field is set to 143. Below these fields is a table for entering class information:

Class	Credits	Grade
Class 1	<input type="text"/>	<input type="text" value="A+(4.000)"/>
Class 2	<input type="text"/>	<input type="text" value="A+(4.000)"/>
Class 3	<input type="text"/>	<input type="text" value="A+(4.000)"/>
Class 4	<input type="text"/>	<input type="text" value="A+(4.000)"/>
Class 5	<input type="text"/>	<input type="text" value="A+(4.000)"/>
Class 6	<input type="text"/>	<input type="text" value="A+(4.000)"/>
Class 7	<input type="text"/>	<input type="text" value="A+(4.000)"/>
Class 8	<input type="text"/>	<input type="text" value="A+(4.000)"/>

A callout bubble points to the 'Current GPA' and 'Credits Earned So Far' fields with the text: "Changes allowed to these fields".

The screenshot shows the 'Term Calculator' interface after calculation. The 'Current GPA' is 2.699 and 'Credits Earned So Far' is 143. The 'Calculated GPA' is 2.690. Below this is a table showing the input data:

Class	Credits	Grade
ENGL 2100	3	B+
ANTH 1010	3	C-

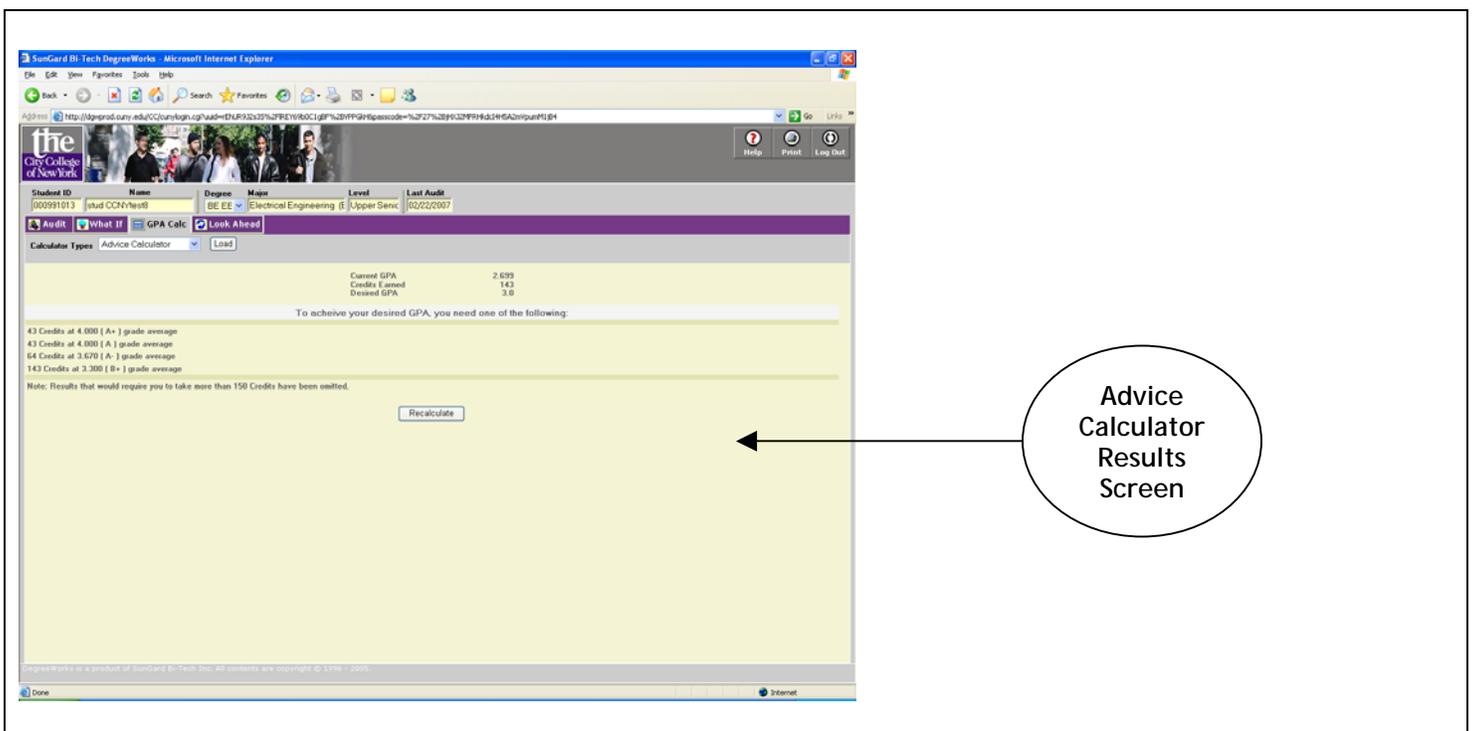
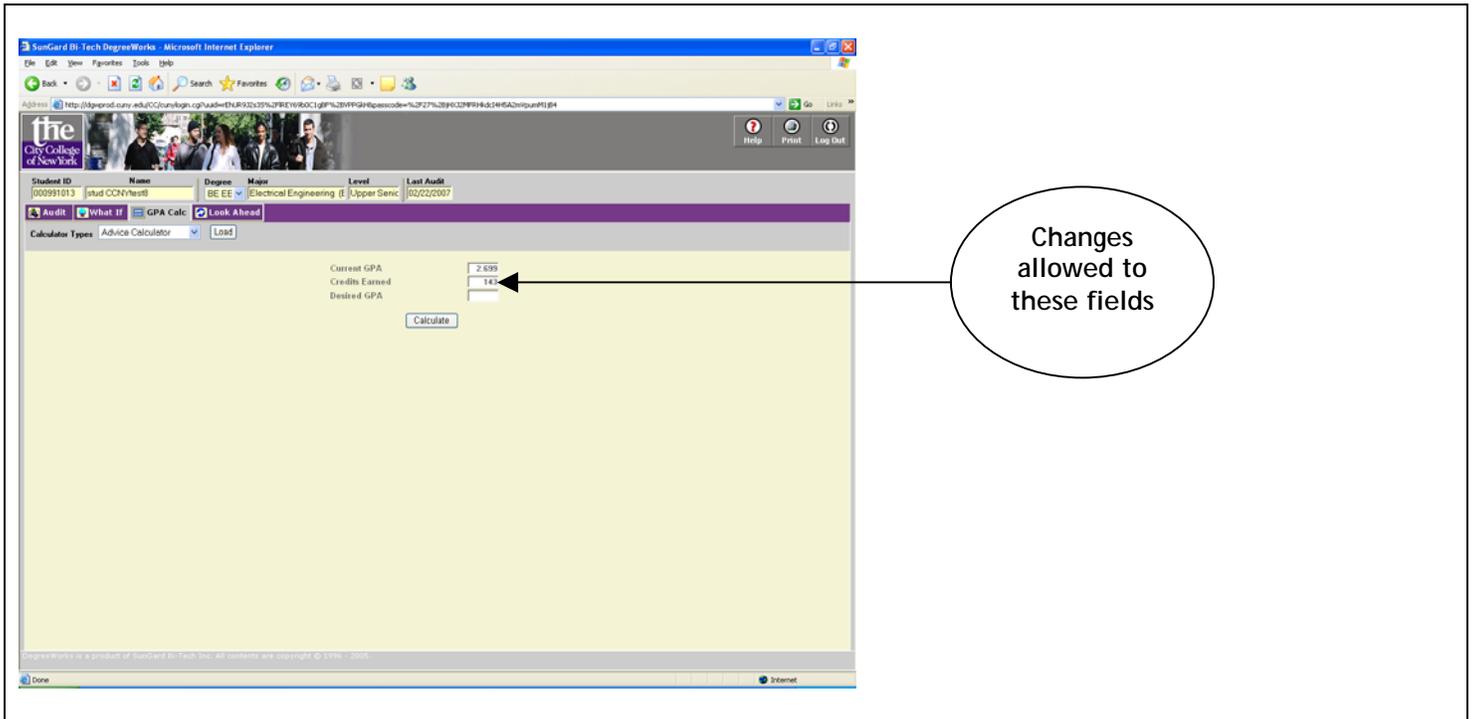
A callout bubble points to the 'Calculated GPA' field with the text: "Calculated GPA Results Screen".

Advice Calculator

- 1) Select the Advice Calculator from the "GPA Calc" drop-down menu and click Load.
- 2) Enter Desired GPA. "Current GPA" and "Credits Earned" fields are auto-filled by DegreeWorks; however, hypothetical changes are allowed to these fields.
- 3) Click "Calculate."
- 4) The Advice Calculator returns different scenarios in terms of number of credits and average grade necessary to achieve the desired GPA.

Note: Results that would require you to take more than 150 Credits are omitted. You will receive an error message if it is not possible to achieve the desired GPA based on the maximum of 150 additional credits.

- 5) Click "Recalculate" to change the criteria.



Look Ahead

The Look Ahead function is a planning tool that allows you to see a degree audit showing courses for which you plan to register in future semesters.

To view or process a Look Ahead audit:

- 1) Click the "Look Ahead" button on the DegreeWorks function bar.
- 2) Enter the discipline code, (e.g. ENG, ANTH, BIO), and complete course number in the respective fields.
- 3) Click "Add Course" to create your list of planned courses or "Courses you are considering." If you do not know or are unsure of the course information, you can use the "Find" feature to perform an extended search for courses and their descriptions. To de-select a course, click on the item that you want to remove and click "Remove Course."
- 4) Once you have created your list of "Courses you are considering," click the "Process Audit" button to view your Look Ahead audit. Planned courses used in the Look Ahead function will appear in blue under the appropriate section or block.

The screenshot displays the SunGard BI Tech DegreeWorks interface in a Microsoft Internet Explorer browser window. The page title is "the City College of New York". The user is logged in as "Student ID: 000991013", "Name: stud OCN/yeast", "Degree: BE EE", "Major: Electrical Engineering", "Level: Upper Sem", and "Last Audit: 02/02/2007". The "Look Ahead" function is selected in the navigation bar. Below the navigation bar, there are buttons for "Student Audit" and "Process Audit", and a "Refreshed 11/22/2008 at 11:17" timestamp. The main content area is titled "Look Ahead Audit" and contains the following text: "To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the discipline code and number of each anticipated course. Once you have created your list of courses, click on the Process Audit button." Below this text, there is a form with two sections: "Enter a course and click Add Course" and "Courses you are considering". The "Enter a course and click Add Course" section has input fields for "Discipline" and "Number", a "Find" button with a magnifying glass icon, and an "Add Course" button. The "Courses you are considering" section is currently empty and has a "Remove Course" button below it. Four callout boxes with arrows point to specific elements: "Add Course Button" points to the "Add Course" button; "Find Feature" points to the "Find" button; "Planned Course List" points to the empty "Courses you are considering" box; and "Remove Course Button" points to the "Remove Course" button.

Student Planner (Advisors Only)

The Student Planner provides advisors with a blank grid scheduler to make course recommendations to students for up to 24 terms. Course recommendations and "Additional Comments" can be listed on the planner and stored for future reference.

To view or process a Student Planner audit:

- 1) Enter a Student ID number and hit "Enter" to retrieve a student record.
- 2) Click the "Student Planner" function on the function bar to bring you to the Academic Planner screen.
- 3) Enter the term or semester in the first field, (e.g. Fall 2006, Spring 2007, etc.). The planner allows for scheduling of 8 courses per term up to 24 terms.
- 4) Enter course recommendations under each term in the format of discipline code and complete course number.
- 5) Click the check box next to each term that you want to see in the Student Planner audit or use the "Check All" button to include all of the terms in the audit.
- 6) The "Save Planner" button will save course recommendations and "Additional Comments," and record the "Last changed by" Advisor name and date. Click the "Edit Planner" button to make changes to any course recommendations or comments and to return to the Academic Planner screen.
- 7) Click "Process Audit" to view the Student Planner audit. Student Planner course recommendations will appear in blue under the appropriate section or block.

This screenshot shows the 'Academic Planner' interface. At the top, there are navigation buttons: 'Save Planner', 'Undo Changes', and 'Clear All'. Below these are 'Process Audit', 'Check All', and 'Uncheck All'. The main area is a grid with columns for terms and rows for course recommendations. A callout box on the left points to the grid with the text 'Enter Course Recommendations'. A callout box on the right points to the first column of the grid with the text 'Term/Semester Field'.

This screenshot shows the 'Edit Planner' interface. At the top, there are navigation buttons: 'Save Planner', 'Undo Changes', and 'Clear All'. Below these are 'Process Audit', 'Check All', and 'Uncheck All'. The main area is a grid with columns for terms and rows for course recommendations. A callout box on the left points to the 'Edit Planner' button with the text 'Edit Planner'. A callout box on the left points to the 'Additional Comments' field with the text 'Additional Comments Field'. A callout box on the right points to the 'Last changed by:' field with the text 'Last Changed By Advisor and Date'.