Running a Degree Audit Report

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Introduction
The degree audit is an automated application that tracks a student’s progress toward degree completion. The interactive report provides real time feedback on a student’s academic progress. Students can also add courses to their planner and register for courses based on their requirements through the interactive report.

This guide will show you how to:
1. Run the various Tar Heel Tracker reports.
   a. ADDAR (Main Tar Heel Tracker Report)
   b. PLANR (Planner Tar Heel Tracker Report)
   c. WHTIF (What-If Tar Heel Tracker Report)
2. Identify the main components in the degree audit report.
3. Run additional degree audit reports.

Who will have a Tar Heel Tracker Report?

Students with a catalog year of 2009-2010 and later will have a Tar Heel Tracker report. Students with a catalog year prior to 2009-2010 will not have access to the Tar Heel Tracker report.
How do I determine a student’s catalog year?

The Tar Heel Tracker uses the requirement term values on the student's program/plan/sub plan stack to determine catalog year. All of the terms from the fall semester through the following summer semester fall into one catalog year. See the table below for term/catalog year values:

<table>
<thead>
<tr>
<th>Catalog year</th>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-2010</td>
<td>2099</td>
<td>2009 Fall</td>
</tr>
<tr>
<td>2009-2010</td>
<td>2102</td>
<td>2010 Spring</td>
</tr>
<tr>
<td>2009-2010</td>
<td>2103</td>
<td>2010 Summer I</td>
</tr>
<tr>
<td>2009-2010</td>
<td>2104</td>
<td>2010 Summer II</td>
</tr>
<tr>
<td>2010-2011</td>
<td>2109</td>
<td>2010 Fall</td>
</tr>
<tr>
<td>2010-2011</td>
<td>2112</td>
<td>2011 Spring</td>
</tr>
<tr>
<td>2010-2011</td>
<td>2115</td>
<td>2011 Summer</td>
</tr>
<tr>
<td>2011-2012</td>
<td>2119</td>
<td>2011 Fall</td>
</tr>
<tr>
<td>2011-2012</td>
<td>2122</td>
<td>2012 Spring</td>
</tr>
<tr>
<td>2011-2012</td>
<td>2125</td>
<td>2012 Summer</td>
</tr>
</tbody>
</table>

You can view a student’s requirement term in one of two places: Student Program/Plan or via the Academics tab in Advisor Center.
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How to Run a Tar Heel Tracker Report (Admin Navigation)

This section will show the tester how to run a degree audit in ConnectCarolina

1. Login to ConnectCarolina.

2. Navigate to the Request Advisement Report page

   Academic Advisement > Student Advisement > Request Advisement Report

3. Request Advisement Report Page
   a. Enter the student’s PID in the ID field
   b. Enter ADDAR or PLANR in the Report Type field.
   c. Click the “Search” button.

4. Advisement Request Results
   a. Click “Process Request” to process the audit.
5. Student Degree Audit Report
   By default items that are satisfied are collapsed and unsatisfied items are expanded.
   a. You can expand or collapse all requirements/requirement groups via the two buttons at the top of the audit.
   b. Run the audit report again to return to the default view.
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How to Run a What-If (WHTIF) Report

1. Login to ConnectCarolina.

2. Navigate to the Request Advisement Report page

3. Request Advisement Report Page
   d. Enter the student’s PID in the ID field
   e. Enter WHTIF in the Report Type field.
   f. Click the “Search” button.

4. Check the “Use Career Simulation” checkbox and then click on the “View/Change Career Simulation” link to set up a plan/sub plan what-if scenario for the student.
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5. Fill out the What-If Scenario for the desired program/plan/sub plan changes. In this example we are using a student who is currently in the BAAFAM AFAMAF major and doing a What-If for the BAPOLI major.
   a. Program: ASBA
   b. Plan: BAPOLI
   c. Sub Plan: blank
6. Click “Apply” and then “OK” to take you back to the main report request page.

7. You can also add What-If courses. Click on the “Add a What-If Course” link to add a What-If course.

*What-If courses place a course in the audit to see what would happen if the student enrolled in that particular course.*
8. Fill out the Career, Term, and Subject fields and click “Execute the Search” to look up a course.
   a. Let’s use POLI 219
   b. Navigate through the list and click the checkmark next to POLI 219

Note: The course does not need to be scheduled to be included in the What-If scenario. This just shows you what would happen IF that course were scheduled and IF that student enrolled in the course.

9. Now the full what-if scenario is set up. Click “Process Request” to process the What-If report.
10. At the top of the report you will see a question mark icon. This icon indicates What-If courses on the audit.

The What-If course now falls into all the applicable requirements.
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Using the Audit
This section will show the tester how to read and use the main areas of the audit report.

1. Reading the Degree Audit
   The degree audit is made up of Requirement Groups. Requirement Groups contain the Requirements that are applicable to a student’s program (degree), plan (major) and subplan (concentration/track)

   Class Status Symbols indicate the status of the courses being used in a requirement.

2. Reading a Requirement Group
   Perform this step for each requirement group in the student’s degree audit.

   Requirements – contain the actual course requirements for the program, plan and subplan.

   Requirement Line – Sub sections of a requirement.

   Statistics – Records and reports the statistics for requirement groups, requirements and requirement lines.
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How to run another audit
Run another Degree Audit
1. Scroll to the bottom of the report
2. Click on the ‘Return to Report Request’ link

3. Click the ‘Return to Search’ button.

4. Create a new Search
   a. Enter a new PID
   b. Remove the Report Date
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