

Running a Degree Audit Report

Contents

Introduction	1
How to Run a Tar Heel Tracker Report (Admin Navigation)	3
How to Run a What-If (WHTIF) Report	5
Using the Audit	9
How to run another audit	10
Contact:.....	11

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.

Running a Degree Audit 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:

Catalog year	Term	Description
2009-2010	2099	2009 Fall
2009-2010	2102	2010 Spring
2009-2010	2103	2010 Summer I
2009-2010	2104	2010 Summer II
2010-2011	2109	2010 Fall
2010-2011	2112	2011 Spring
2010-2011	2115	2011 Summer
2011-2012	2119	2011 Fall
2011-2012	2122	2012 Spring
2011-2012	2125	2012 Summer

You can view a student's requirement term in one of two places: Student Program/Plan or via the Academics tab in Advisor Center.

Running a Degree Audit Report

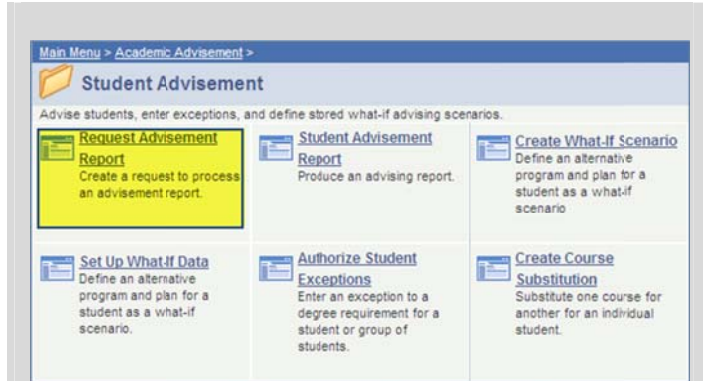
How to Run a Tar Heel Tracker Report (Admin Navigation)

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.



Find an Existing Value [Add a New Value](#)

ID: [dropdown] [text box] [magnifying glass icon]

Academic Institution: [dropdown] UNCC

Report Type: [dropdown]

Report Date: [dropdown]

Report Sequence: [dropdown]

Report Identifier: [dropdown] [text box] [magnifying glass icon]

User ID: [dropdown] [text box] [magnifying glass icon]

Date Processed: [dropdown] [text box] [calendar icon]

Report Status: [dropdown]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. Advisement Request Results
 - a. Click "Process Request" to process the audit.

Report Request [Report Request Log](#)

ID/Name	720140538	Bunson Honeydew	
Academic Institution	UNCC	UNC-Chapel Hill	
Report Type	ADDAR	Degree Audit Report	
Date Processed	05/11/2010	Report Status	Completed
*Report Date	[05/01/2010]	*As of Date	[01/01/3000]
*Report Identifier	ADMIN	Administrative Request	

Actions

[Process Request](#) [View Report](#)

Printer

[Save](#) [Return to Search](#)

Running a Degree Audit Report

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.

Bunson Honeydew ID: 720140533

Degree Audit Report

UNC-Chapel Hill | Undergraduate

This report last generated on 05/11/2010 10:13AM

collapse all expand all

Taken

▼ Degree Requirements for a Bachelor of Arts in the College of Arts and Sciences

Not Satisfied: Degree Requirements for a Bachelor of Arts in the College of Arts and Sciences

Final cumulative grade point average of at least 2.0

Satisfied: Final cumulative grade point average of at least 2.0

▶ Final cumulative grade point average of at least 2.0

Use the 'collapse all' or 'expand all' buttons to view more/less information on the requirement groups

Running a Degree Audit Report

How to Run a What-If (WHTIF) Report

1. Login to ConnectCarolina.
2. Navigate to the **Request Advisement Report** page

Academic Advisement > Student Advisement > Request Advisement Report

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.

The screenshot displays the 'Student Advisement' interface. At the top, there is a navigation menu: 'Main Menu > Academic Advisement > Student Advisement'. Below this, a grid of options is shown, with 'Request Advisement Report' highlighted in yellow. The main content area is titled 'Request Advisement Report' and contains a search form. The form has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Fields include: ID (with a callout 'Enter the PID'), Academic Institution (set to UNCCH), Report Type, Report Date, Report Sequence, Report Identifier (with a dropdown 'begins with'), User ID (with a dropdown 'begins with'), Date Processed, and Report Status. A 'Search' button is highlighted with a callout 'Click Search'. Below the search form, there is a 'Case Sensitive' checkbox and a 'Click Search' callout. The bottom section shows the results for a search: '*Report Date' 08/23/2011, '*As of Date' 01/01/3000, '*Report Identifier' ADMN, and 'Administrative Request'. Under 'Actions', there are buttons for 'Process Request' and 'View Report'. Under 'What-If Information', there is a checked 'Use Career Simulation' checkbox and a 'View/Change Career Simulation' link.

Running a Degree Audit Report

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 AFAMAFA 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.

Create What-If Scenario

ID/Name: 720237217 Albus Dumbledore
 Copy from student record: [Copy](#)

Program What-If Data		View All	First 1 of 1	Last
*Academic Institution	UNC-Chapel Hill			
*Academic Career	Undergraduate			
*Career Requirement Term	2099	2009 Fall		
*Requirement Term	2099	2009 Fall		
Student Career Nbr	1			
*Academic Program	ASBA	AS Bachelor of Arts		
Advisement Status	Include			

Plan What-If Data		View All	First 1 of 1	Last
*Requirement Term	2099	2009 Fall		
*Academic Plan	BAPOLI	Political Science		
Plan Sequence	10			
Advisement Status				

Sub-plan What-If Data		View All	First 1 of 1	Last
*Requirement Term				
*Academic Sub-Plan				
Plan Sequence	10			
Advisement Status				

Report Request	Report Request Log
ID/Name	720237217 Albus Dumbledore
Academic Institution	UNCCH UNC-Chapel Hill
Report Type	WHTIF What If Report
Date Processed	01/25/2011 Report Status Completed
*Report Date	01/25/2011 *As of Date 01/01/3000
*Report Identifier	ADMIN Administrative Request

Actions

[Process Request](#) [View Report](#)

Printer:

What-If Information

Use Career Simulation [View/Change Career Simulation](#)

[Add a What-if Course](#)

Running a Degree Audit Report

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.

Advisement Report Request Course Search

Select a valid career and term combination and then an academic subject. After selecting these three values, click the Execute the Search button to retrieve courses. Then, select a course or click Return to return to the Report Request page.

Career: Undergraduate

Term: 2011 Spring

Subject:

[Execute the Search](#)

[Return](#)

[Execute the Search](#)

Course ID	Subject	Catalog Nbr	Description		
<input checked="" type="checkbox"/>	010285	POLI	219	VIOLENCE, WOMEN, AND LAW	PH,NA,E3
<input checked="" type="checkbox"/>	004552	POLI	226	GOV/POL EAST ASIA	SS,BN
<input checked="" type="checkbox"/>	021204	POLI	230	DEMOCRACY & CITIZENSHIP	SS,CI,NA
<input checked="" type="checkbox"/>	022892	POLI	230H	DEMOCRACY & CITIZENSHIP	SS,CI,NA
<input checked="" type="checkbox"/>	001002	POLI	231	LAT AM/U S WRLD POL	SS
<input checked="" type="checkbox"/>	000902	POLI	232	UK POLITICS	NA,SS
<input checked="" type="checkbox"/>	018970	POLI	232H	UK POLITICS	NA,SS
<input checked="" type="checkbox"/>	000903	POLI	235	SOVIET/POST-SOV POL	SS,BN
<input checked="" type="checkbox"/>	019571	POLI	235H	SOVIET/POST-SOV POL	SS,BN
<input checked="" type="checkbox"/>	018971	POLI	236	POL EAST-CENT EUR	SS,BN

[Return](#)

Report type: What If Report

Date Processed: 01/25/2011 Report Status:

*Report Date: *As of Date:

*Report Identifier: Administrative Request

[Process Request](#) [View](#)

Printer:

What-If Information

Use Career Simulation [View/Change Career](#)

Term	Subject	Catalog Nbr	Course Name	G
1 2112	POLI	219	VIOLENCE, WOMEN, AND LAW	<input type="checkbox"/>

[Add a What-If Course](#)

Running a Degree Audit 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 screenshot shows a web interface for a degree audit report. At the top, there is a navigation bar with an 'expand all' button and filters for 'Taken' (green checkmark), 'In Progress' (yellow diamond), 'Planned' (blue star), and 'What-if' (question mark). Below this is a header for '09-2010 (Expand for Important Advisment Report Information)'. The main content area is titled 'Major Electives' and shows a requirement that is 'Not Satisfied'. The requirement is 'Four Additional POLI Courses at the 100 level or above.' (RQ0044:LN0010). Below the requirement, it states 'Courses: 4 required, 1 taken, 3 needed'. A table lists the following courses that may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	4 Additional POLI 100 or above				
POLI 219	VIOLENCE, WOMEN, AND LAW	3.00	2011 Spring		?

At the bottom of the table, there are navigation options: 'View All', 'First', '1-2 of 2', and 'Last'.

The What-If course now falls into all the applicable requirements.

Running a Degree Audit Report

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.

Course	Description	Units	When	Grade	Status
ARAB 204	INTERMEDIATE ARABIC II	4.00	2010 Spring		◆
BIOC 107	INTRO TO BIOCHEM	4.00	2009 Fall		◆
HIST 127	AM HIST TO 1865	3.00	2009 Fall		◆
HIST 130	20TH CENTURY AFRICA	3.00	2010 Spring		◆
HIST 135	SOUTH ASIA TO 1750	3.00	2010 Fall		◆
HIST 140	THE WORLD SINCE 1945	3.00	2009 Fall		◆
HIST 142	LATN AM COLON RULE	3.00	2009 Fall		◆
HIST 151	HIST OF WES CIV I	3.00	2010 Spring		◆
HIST 161	RUSSIA TO 1861	3.00	2010 Fall		◆
HIST 210	GLOBAL ISSUES	3.00	2010 Fall		◆

Running a Degree Audit Report

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

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HIST 130	20TH CENTURY AFRICA	3.00	2010 Spring		◆
HIST 140	THE WORLD SINCE 1945	3.00	2009 Fall		◆
HIST 210	GLOBAL ISSUES	3.00	2010 Fall		◆

View All First 1-3 of 3 Last

[Return to Report Request](#) [View Report](#) Click 'Return to Report Request' to start another degree audit report

Report Request [Report Request Log](#)

ID/Name: 720140538 Bunson Honeydew
Academic Institution: UNCCH UNC-Chapel Hill
Report Type: ADDAR Degree Audit Report
Date Processed: 05/11/2010 Report Status: Completed
*Report Date: 10/01/2010 *As of Date: 01/01/3000
*Report Identifier: ADMIN Administrative Request

Actions: [Process Request](#) [View Report](#)
Printer: [Return to Search](#) Click 'Return to Search' to start a new search

Find an Existing Value [Add a New Value](#)

ID: **Enter a new PID** → 720140538
Academic Institution: = UNCCH
Report Type: **Remove** → ADDAR
Report Date: **Remove** → 10/01/2010
Report Sequence: =
Report Identifier: begins with
User ID: begins with
Date Processed: =
Report Status: =
 Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Running a Degree Audit Report

Contact:

Stephen Katsaounis

962-9852

katsaoun@email.unc.edu

Jamie Samples

962-1081

samples@email.unc.edu

degreeaudit@listserv.unc.edu