MyClarion Academic Advising (Degree Audit) Documentation: Viewing a Degree Audit Report in Advisor Center

1. Login to the MyClarion portal and select Advisor Center. (Note: If you are in Faculty Center, simply click the **Advisor Center** tab at the top of the screen to view the **Advisor Center**).

2. Now click the **My Advisees** link.

3. To view details about a particular student, click the **View Student Details** link. This will take you to a clone of that student's **Student Center**. You can alternatively click the **Student Center** tab at the top of this page. To change the student whom you are viewing, click the **Change Advisee** drop-down menu and select the correct student. Then click the **Change** button.

4. On the **Student Center** tab, you will see a clone of the student's **Student Center** page. This is what the student sees when he or she logs into PeopleSoft.

5. Under the **Academics** section, you can view a student's degree progress report by selecting **Academic Requirements** in the **other academic** drop-down menu. Click on the Go button (⟫).

6. You will be taken directly to the online **Degree Audit Report.** **The degree audit report pulls in the degree requirements based on the students declared program of study (i.e., all majors and minors for their career).**

Degree Audit Report Content

Report Header Section

- Date and time stamp to indicate the last time the report was generated.
- Icons in the legend communicating the completion status of the courses and degree requirements.
- An option to select a different career, if the student has more than one active career.
- Buttons to 'collapse all' requirements, 'expand all' requirements, or 'view report as pdf.'

Clarion University of PA | Undergraduate

This report last generated on   05/31/2012 9:25AM

This evaluation is provided for advisement: it is not an official record. Please report any additions or corrections to your advisor.

| collapse all | expand all | view report as pdf |

✔ Taken   ◆ In Progress   ★ Planned

▶ **Degree Limits - Undergrad (RG #99)**

Advisement Report Section

- **Satisfied** requirement groups are **collapsed**
- **Unsatisfied** requirement groups are **expanded**
- Data appears in a hierarchical structure
- Overrides, exceptions, and waivers appear on the advisement report under a **Notes** column that appears once the exception has been applied.

Requirement Groups Not Satisfied View

▼ **General Education Flags (RG #65)**

Not Satisfied: General Education Flags

General Education Flags (RQ #19)

Not Satisfied: Some majors have already defined courses that will fulfill these requirements. Please review your major requirements before selecting general education flagged courses.

▷ First Year Values Flag

▷ Second Year Values Flag

▽ Writing Intensive Flag

   Not Satisfied: Writing Intensive Flag

   • Courses: 2 required, 1 taken, 1 needed

The following courses may be used to satisfy this requirement:

> The student has not completed all General Education Flags. Therefore, the requirement groups appear in expanded mode.

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Requirement Not Satisfied and Satisfied View

Satisfied requirements are collapsed.

General Education Requirements for Nursing Majors (RG #374)

Satisfied: General Education Requirements

- Units: 0.00 required, 57.00 taken, 0.00 needed

Liberal Education Skills (RQ #328)

Satisfied: Liberal Education Skills

Complete 3 credits in English Composition and 3 credits in Mathematics.

- Units: 0.00 required, 6.00 taken, 0.00 needed

▷ English Composition

▷ Mathematics Requirement

▾ Writing Intensive Flag

Not Satisfied: Writing Intensive Flag

For an unsatisfied requirement, the report will show the courses that could be used to satisfy that requirement.

- Courses: 2 required, 1 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ACTG 354	Auditing	3.00	Fall and Spring		
ANTH 216	Women And Culture	3.00			
ANTH 362	Hist And Meth Of Anth	3.00			
ART 246	Illustration II	3.00	Fall		
ART 256	Graphic Des & Comp II	3.00	Spring		
ART 262	Weaving & Fib Scul II	3.00	Fall		
ART 266	Fabric Sur Des II	3.00	Spring		
ART 417	Latin American Art	3.00			

Students may also enroll in a course from their Academic Advisement Report in self service by selecting the course, clicking **View Class Sections**, then clicking **Select** next to their chosen section.

Course Lists View

If a requirement within the report contains "Wildcard Courses" (e.g., NURS 300 and 400 level courses), the system will generate a list of courses that meet that requirement. These courses will be visible when the user clicks on the link.

BSN Nursing Major Requirements (RQ #1066)

Satisfied: Complete 37 hours credit in the following with a minimum grade of C.

▷ Required Nursing Courses

▽ Required Nursing Electives

Satisfied: Required Nursing Electives

- Courses: 0 required, 2 taken, 0 needed

> The **When** Column shows when the course was completed if registered or graded. If not, the course will show terms when the course is typically offered (if available).

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	Required Nursing Electives				
NURS 320	Death And Grief	3.00	2009 SPRING	A	✔
NURS 347	Creating A Wellness Lfst	3.00	2007 FALL	A	✔

View All | 🗗   First ◀ 1-3 of 3 ▶ Last

Exceptions and Substitutions View

BA-ENGL Electives

Satisfied: English Ele...

> Exceptions appear under the "Notes" column. You can click on the link to see additional information about the exception made.

▽ English Electives
Satisfied: English ...

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
View Course List	English Electives					
CHEM 102	Elem Chem	3.00	2004 Fall			◆
					01	◆

All   First ◀ 1-3 of 3 ▶ Last

Academic Advisement Report

Return to Academic Advisement Report

Note	Long Description
01	Substitute English Lit 541 in place of Chemistry 102 to satisfy English Electives requirement.