Basic Features of the Yale Degree Audit

After logging in, allow several seconds for the degree audit to load all of your advisees.

Audit Menu
After the system has finished loading, the Name field drop-down at the top of the screen (highlighted below in red) will list all of your advisees. You can view their audits by selecting their names from the list.

Advanced Search
Clicking the “Find” icon in the upper left, will open a search screen that allows you to identify a subset of your advisees. For instance, you can select all advisees who are in the junior class in Berkeley College. Once you have set up your options, click the “search” button in the lower left and you will see your search results at the bottom of the screen:

Click ‘OK’ to return to the audit menu and only these students will appear in the Name field drop-down. You can further refine this list using the checkbox beside each listing and clicking ‘OK’.
Audit Worksheet

To view the current degree audit, use the default ‘Worksheets’ tab (highlighted below in red). The top of the worksheet includes general student information.

Below the student information is a series of requirement blocks. The first block is for the bachelor’s degree; the header states whether the student is seeking a B.A. or a B.S. Below the header is a summary of the other blocks in the audit.

Below the degree block, each of the distributional designation milestones has its own block outlining the requirements by year.
Following the freshman through junior milestone blocks, a final block shows progress for all distributional requirements needed for graduation.

The next block is for the major. This block will display the same disclaimer for all students (pictured below).

The major block may be followed by any or all of the following blocks, depending on the student’s academic history:

- **Fallthrough Courses** - courses for which the student receives credit toward the degree (i.e., the 36 total credits required) but that were not used in the audit to fulfill distributional requirements.
- **Insufficient** - courses in which the student enrolled but are not eligible for credit toward the degree (failed courses, withdrawals, etc.).
- **Not Counted** – aspects of the student’s academic record that do not currently count toward the degree but could in the future under certain circumstances. The most common items in this section are unactivated acceleration credits; and first term (L1) of a modern foreign language for which the second term (L2) has not yet been completed.
- **In progress** – enrolled courses that have not been graded. Courses appear in this section a few days after shopping period closes for the term.

The final section of the worksheet contains a legend and an important disclaimer about the degree audit.
**Course History**
You can view a simple chronological listing of a student’s courses by clicking on the “Course History” link near the top of the screen.

The course history will appear in a separate window and can be printed. Students may find this useful for showing their record to others. The printed history includes the same disclaimer found at the bottom of the degree audit worksheet.
Notes
The “Notes” tab provides space for notes to be entered on the degree audit. Notes can be viewed by the student, the residential college dean, the DUS, and anyone else officially assigned as an adviser to the student. **Once created, notes cannot be edited or removed, and become part of the student’s record bound by FERPA.**

Feel free to explore the additional features and informational views the degree audit provides. When you are finished, you can click on “Logout” in the upper right corner.