

Basic Features of the Yale Degree Audit

After logging in, allow several seconds for the degree audit to load 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.

The screenshot shows the Yale Degree Audit interface. At the top, there is a blue header with the text "Yale Degree Audit". Below the header, there is a navigation bar with "Back to Self-Service" and "FAQ" links. The main area contains a search bar with "Find" and "Print" icons. The search bar has a "Name" field with a red box around it, indicating it is the focus. Other fields include "Student ID", "Degree", "Major", "Level", "Class of", "Residential College", "Last Audit", and "Last Refresh". There are also buttons for "View", "Save as PDF", "Process New", and "Include in-progress classes".

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:

The screenshot shows the "Find Students" search screen. It has a "Find" icon in the top left. The search criteria are: Student ID, First Name, Last Name, Degree, Level, Class of, Catalog Year, Residential College, Major, Student Type, and Student Type Codes. There is a "Search" button and a "Clear" button. Below the search criteria, there is a "Chosen Repeatable Search Criteria" section with a "Remove" button. The search results are displayed in a table with columns: ID, Name, Degree, Major, Level, and Class of. The results show 1 student found: ID 12345678, Name John Doe, Degree BS, Major Chemistry, Level UG, Class of 2017. There are "OK", "Cancel", "Check All", and "Uncheck All" buttons at the bottom.

ID	Name	Degree	Major	Level	Class of	
<input checked="" type="checkbox"/>	12345678	John Doe	BS	Chemistry	UG	2017

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.

Student View		AA15699D as of 10/07/2016 at 05:50	
Student	[Redacted]	Level	Undergraduate
ID	[Redacted]	Degree	Bachelor of Science
Class of	2019	College	Yale College
Advisors	RCD UCSA DUS	Major	[Redacted]
Overall GPA	[Redacted]	Placement Language	Arabic, LS, 09/22/2015
Citizenship	US Citizen	Sport	

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.

Degree in Bachelor of Science Catalog Year: 2015-2016 Credits Required: 36

36 Yale College Course Credits Credits Applied: 12.5

Note: When the Online Course Evaluation system is open, grades for that term will be unavailable.

DISTRIBUTIONAL REQUIREMENTS

- Freshman Year
- Sophomore Year
- Junior Year Still Needed: See [Distributional Requirements for Junior Year](#) section
- Senior Year - BA/BS Degree Completion Still Needed: See [Distributional Requirements \(for BA/BS Degree\)](#) section
- Major Requirements Still Needed: See [Major Requirements](#) section

Below the degree block, each of the distributional designation milestones has its own block outlining the requirements by year.

Degree in Bachelor of Arts Catalog Year: 2016-2017 Credits Required: 36

36 Yale College Course Credits Credits Applied: 17.5

Note: 'Credits Applied' includes any in-progress courses.

Note: When the Online Course Evaluation system is open, unevaluated courses will continue to display as in-progress until an evaluation is completed.

DISTRIBUTIONAL REQUIREMENTS

- First Year Complete Freshman Distribution YF
- Sophomore Year Complete Sophomore Distribution YF
- Junior Year Still Needed: See [Distributional Requirements for Junior Year](#) section
- Senior Year - BA/BS Degree Completion Still Needed: See [Distributional Requirements \(for BA/BS Degree\)](#) section
- Major Requirements Still Needed: See [Major in Economics](#) section

Distributional Requirements for Junior Year Catalog Year: 2016-2017

Requirement	Course	Prerequisites	Credits	Notes
<input checked="" type="checkbox"/> SKILLS REQUIREMENTS				
<input checked="" type="checkbox"/> Language Through Level 5	CHHS 162	AdvMod Chinese: AdvncdLearners	1	
<input checked="" type="checkbox"/> 2 Quantitative Reasoning Credits	CPSC 201	Intro to Computer Science	1	
	ECON 115	Introductory Microeconomics	1	
<input type="checkbox"/> 2 Writing Credits	PLSC 114	Intro to Political Philosophy	1	Still Needed: 1 credit(s) in any courses designated WR
<input checked="" type="checkbox"/> AREA REQUIREMENTS				
<input checked="" type="checkbox"/> 1 Humanities & Arts Credit	HIST 280	Catholic Intellectual Tradition	1	
<input checked="" type="checkbox"/> 1 Science Credit	E&EB 272	Ornithology	1	
<input checked="" type="checkbox"/> 1 Social Science Credit	PLSC 214	Politics of U.S. Public Policy	1	

Distributional Requirements (for BA/BS Degree) Catalog Year: 2016-2017

Requirement	Course	Prerequisites	Credits	Notes
<input checked="" type="checkbox"/> SKILLS REQUIREMENTS				
<input checked="" type="checkbox"/> Language Through Level 5	CHHS 153	IntermdModChineseAdvncdLearns	1.5	
<input checked="" type="checkbox"/> 2 Quantitative Reasoning Credits	CPSC 201	Intro to Computer Science	1	
	MATH 115	CalcOfFunctionsOfOneVariableII	1	
<input checked="" type="checkbox"/> 2 Writing Credits	PLSC 114	Intro to Political Philosophy	1	
	PLSC 214	Politics of U.S. Public Policy	1	
<input type="checkbox"/> AREA REQUIREMENTS				
<input checked="" type="checkbox"/> 2 Humanities & Arts Credits	HIST 101J	History American Conservatism	1	
	HUMS 071	Intellectual Circles	1	

Following the freshman through junior milestone blocks, a final block shows progress for all distributional requirements needed for graduation.

Distributional Requirements (for BA/BS Degree)		Catalog Year: 2017-2018	
SKILLS REQUIREMENTS			
<input type="checkbox"/> Language Requirement Not Yet Met	Still Needed:	See Foreign Language Distributional Requirement in the Academic Regulations. For information about completing the foreign language	
<input checked="" type="checkbox"/> 2 Quantitative Reasoning Credits	MATH 110	IntroToFunctionsAndCalculusI	1
	MATH 111	IntroToFunctionsAndCalculusII	1
<input type="checkbox"/> 2 Writing Credits	Still Needed:	2 credit(s) in any courses designated WR	
AREA REQUIREMENTS			
<input type="checkbox"/> 2 Humanities & Arts Credits	HSAR 247	Art & Myth in Greek Antiquity	(1)
	Still Needed:	1 credit(s) in any courses designated HU	
<input checked="" type="checkbox"/> 2 Science Credits	BIOL 101	Biochemistry and Biophysics	0.5
	BIOL 102	Cell Bio & Membrane Physiology	0.5
	BIOL 103	Genetics and Development	0.5
	BIOL 104	Ecology & Evolutionary Biology	0.5
<input checked="" type="checkbox"/> 2 Social Science Credits	ECON 115	Introductory Microeconomics	1
	PSYC 110	Introduction to Psychology	(1)

The next block is for the major. If the major requirements for a department are not yet included in the audit, the block will display a disclaimer.

Major Requirements		Catalog Year: 2015-2016	
MAJOR REQUIREMENTS			
<input type="checkbox"/> Major Requirements Incomplete	Still Needed:	Major requirements are not currently available through Yale Degree Audit. Please contact the departmental DUS for major advising.	

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.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	• Any course number
Disclaimer		
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the requirements listed above. You may contact your academic adviser or the University Registrar's Office for assistance in interpreting this report. This report is not your academic transcript, may not be error-free, and is not official notification of completion of any academic requirements. Please contact the University Registrar's Office regarding this degree audit report or your official degree completion status, or to obtain a copy of your official transcript.		

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 screenshot shows the Yale Degree Audit web application. At the top, there is a navigation bar with 'Back to Self-Service' and 'FAQ'. Below this is a search and filter section with fields for Student ID, Name, Degree (BS), Major, Level (UG), Class of (2019), Residential College, Last Audit (10/07/2016), and Last Refresh (Today at 5:41 am). There are buttons for 'Worksheets', 'Notes', 'Format: Student View', 'View', 'Save as PDF', 'Process New', and a checked checkbox for 'Include in-progress classes'. The 'Course History' link is highlighted with a red rectangular box. Other links include 'OCI Search' and 'Look Ahead'.

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.

Course History						
Student	[REDACTED]		Level	Undergraduate		
ID	[REDACTED]		Degree	Bachelor of Arts		
Class Of	2019		College	Yale College		
Advisors	RCD [REDACTED] DUS [REDACTED]		Major	[REDACTED]		
Overall GPA	[REDACTED]		Placement Language	Arabic, L1, 09/06/2016		
Citizenship	[REDACTED]		Sport			
Fall 2016						
ARBC	150	AdvancedModernStandardArabic I		1	L5	
ECON	110	Intro Microeconomic Analysis		1	QR	SO
GLBL	101	Gateway to Global Affairs		1		SO
MATH	115	CalcOfFunctionsOfOneVariableII		1	QR	
Spring 2016						
AMST	010	Islam in the United States		1	WR	HU
ECON	111	Intro Macroeconomic Analysis		1		SO
GLBL	121	Applied Quantitative Analysis		1	QR	
PSYC	141	The Criminal Mind		1		SO
Fall 2015						
BIOL	103	Genes and Development		0.5		SC
BIOL	104	Ecology & Evolutionary Biology		0.5		SC
CHEM	134L	General Chemistry Laboratory I		0.5		SC
MATH	112	CalcOfFunctionsOfOneVariable I		1	QR	
NELC	164	PoliticsAestheticsModArabicLit		1	L5	HU
PLSC	114	Intro to Political Philosophy		1	WR	SO
Disclaimer						
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the requirements listed above. You may contact your academic adviser or the Registrar's Office for assistance in interpreting this report. This report is not your academic transcript, may not be error-free, and is not official notification of completion of any academic requirements. Please contact the Registrar's Office regarding this degree audit report or your official degree completion status, or to obtain a copy of your official transcript.						

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.**

The screenshot displays the Yale Degree Audit web application. At the top, the header reads "Yale Degree Audit". Below this is a navigation bar with "Back to Self-Service" and "FAQ" links. A search bar is present with fields for "Student ID", "Name", "Degree", "Major", "Level", "Class of", and "Residential College". The "Degree" field is set to "BS" and "Level" to "UG". The "Last Audit" date is "10/07/2016" and "Last Refresh" is "Today at 5:41 am". A "Print" button and a "Log Out" link are also visible. On the left sidebar, the "Notes" tab is highlighted with a red box. Below the sidebar, the "Add New Note" section is active, showing a text area for entering a note and a "Save Note" button. A dropdown menu above the text area prompts the user to "Choose a predefined note from the list below".

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.