WISER Student Self Service

How to Run a Degree Audit Report

The degree audit system allows you to run a report that will show you what requirements you need to complete in order to graduate. If you are thinking about changing your major, you can run a report that will show you how many credits you will need to earn and what courses you will have to take based on the new major.

On your Student Center page, click on **Boston Degree Audit**.

Boston Degree Audit

Alternatively, you can click on the **My Academics** icon and then click on **Degree Audit** and then **Boston Degree Audit**.

The login page will open in a new window.

Welcome to UMASS BOSTON DEGREE PROGRESS TOOLS

User Name:

Password:

LOGIN   CLEAR

Login
- Enter your campus email user ID (the part before the @) and your campus email password.
- Click on **Login**.
- The **Request Degree Audit Report** page will appear.

Request Degree Audit Report

Select A Program

⦿ Run Current Programs:

School	Degree Program	Title	Catalog Year
	MGT-BS	MANAGEMENT - BS	Fall 2004

◯ Run Selected Program:
Choosing a degree program here will not change your declared degree program.

Degree   [- ▼]

Catalog Year   [- ▼]

Options

Include In Progress Courses   [☑]

List All   [' ' - Default ▼]

What If Courses [' ' - Default ▼]

Run Type   [S - Course Sort ▼]

Format   [Regular (HTML) ▼]

[Run Audit] | Cancel

Important: Always run a new audit!

Note: You may return to this page by clicking on the **New Audit** button at the top right corner of an audit report or on the Completed Degree Audits page.

Select the Type of Audit
You may run a report based on your current major, the default option, or you may select a different major and run a "what if" report that shows what requirements you will have to meet if you switch to that major.

Run Current Program
This option is automatically selected. Your current degree program will be displayed.

Under **Options**:
- The *Include in Progress Courses* checkbox must remain checked.
- It is recommended that you leave the *List All* as Default.
- It is recommended that you leave the *linda* as Default.
- It is recommended that you leave the *Run Type* as S - Course Sort.
- In the *Format* dropdown, you may select **Regular (HTML**) – preferred to generate an interactive report – or **PDF**.

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Click on **Run Audit** at the bottom left of the page

Run a "What-If" Audit

What if I changed my major?

If you are considering changing majors, a "what if" audit will show you what additional courses you would need to take to fulfill the requirements for the new major.

In addition, once you have selected a **primary major and a catalog year**, you are free to add a concentration or track (depending on whether or not there is one associated with that major), additional majors, or minors. If there is no track or concentration associated with the major, the option to add a concentration or track will not be available. Adding a concentration, track, additional majors or minors is, of course, entirely optional. All that is needed to run a "what-if" audit is to select a primary major and catalog year.

Click **Run Selected Program**.
Select a **Primary Major**.
Select the **Catalog Year** on which the degree requirements should be based.
Buttons will appear allowing you to add a Concentration, an Additional Major and/or a Minor.

To add a concentration, click the **Concentration** button.
Dropdown menus will appear to the right.
The **catalog year** will automatically default to the primary catalog year you have already selected, but you can select a different catalog year if necessary.
Select a **concentration** from the dropdown menu. Your choices will appear on the left, under the primary major and catalog year.

To delete a concentration, press the red **X** next to the concentration

Adding an additional major follows the same process.

If the additional major has available concentrations or tracks, you can add them as well to the associated major, as the example below shows.

Notice that the **Add Concentration** button for the Additional Major is separate from the primary major. Be sure that you click in the correct location.

Adding a concentration to the additional major or adding a minor follows the same process.

Once you are satisfied with the configuration of your "what-if" audit, you can proceed to run the audit.

Click **Run Audit** in the lower left corner of the page.
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View the Audit Report
If no previous reports are available, the degree audit report will appear automatically.

If previous reports have not been deleted, the **Completed Degree Audits** page will open, displaying the new audit and any previously run audits, identified by type, date and time.

You may delete outdated audits by clicking on the checkbox at the far right of the audit row and then clicking Delete.

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

New Audit   Delete
                                    select all/select none

Click on the **View Audit** link to display your new audit.

The degree audit report will open in either interactive HTML format (shown below) or PDF, depending on the option you selected.

Report Features

<u>Student Information</u>
The top section of the report shows the major and catalog year on which the audit report is based.

BACHELOR OF SCIENCE
MANAGEMENT

Prepared On	04/24/2013 09:58 AM		Program Code	MGT-BS	Catalog Year	Fall 2004
Student ID			Graduation Date			

<u>Categories</u>
The top left section of the report will contain a pie chart showing the credit hours you have completed, are currently taking, and still need to complete.
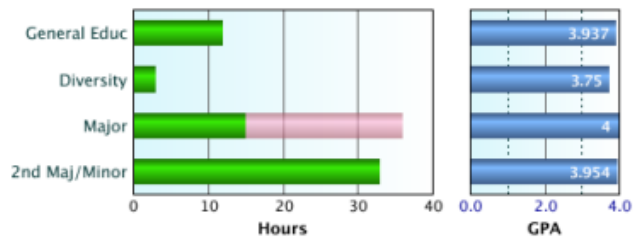
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Point your mouse to each section of the pie chart to display the number of credit hours in each category.

Your GPA will be displayed.

The graphs on the top right show the credit hours and GPA by type of requirement.

Click **Open all Sections** at the top left.

Point your mouse to the Information icon for an explanation of how to interpret the audit results.

Scroll to the bottom of the report to see the Legend.

Print the Report
Click on the **Printer Friendly** link at the top right of the report. A new window will open.

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Click on the **File** menu of your web browser and then click on **Print**. Select your printer as you normally would.

View Your Course History
Click on the **Course History** tab, located just below the charts at the top of the audit report page.

| Audit Results | Course History |

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View Transfer Credits
If you are a transfer student and would like to review the courses you transferred to UMass Boston, click the **Transfer Evaluations** tab to display details of courses transferred to UMass Boston from other institutions.

| Audits ▾ | Courses ▾ | Transfer Evaluations | Profile ▾ |
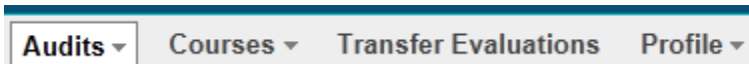
Log Out
Point your mouse to **the far right side of the blue bar** at the top of each page, then click on **Logout**.

Help
Logout
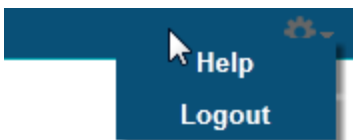
If you are logged into WISER, remember to sign out.