



# How To View My Degree Audit For Students

*Last edit date 10/11/2024*

This document provides instruction for students to access and navigate their Degree Audit. The Degree Audit allows you to see where the courses you have taken will fit into the overall set of degree requirements. It also allows you to track the progress towards degree completion, create a term-by-term plan of study, and explore how courses you have taken will fit into additional academic programs.

*Note regarding “Plans”- While there is a “Plans” feature located on the top menu of the Degree Audit, at this time we suggest students and advisors use the [“Plan Ahead”](#) feature via the Registration page, rather than this feature of the Degree Audit.*

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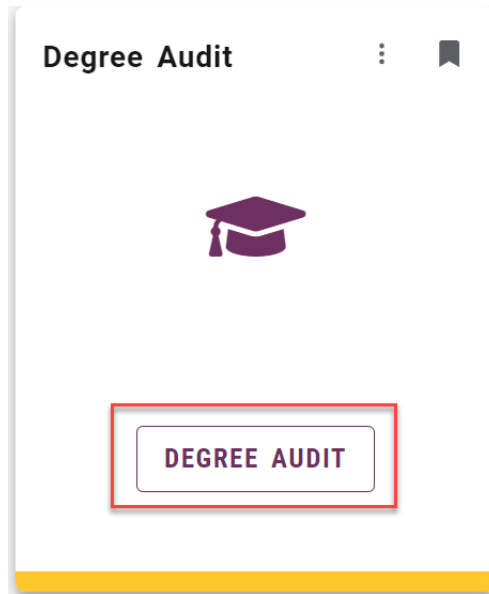
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## NAVIGATION

- From the RamPortal home page, locate the “Degree Audit” card.
- Click the “Degree Audit” button. If you do not see the card on your RamPortal home page, it might be on your “Discover More” archive page. Instructions to “Search for Cards” can be found on the [RamPortal Home Page Navigation](#) document.



## STUDENT INFORMATION

- The Student Information will be displayed in the top box of the Degree Audit page.
  - In addition to the students ID and name, the “Degree” box indicates the degree(s) being sought. A carrot ▾ dropdown inside this box will allow you to toggle between worksheets for students who have more than one degree on their records in RamPortal.
- The icons above the Student Information window allow you to print the audit or email your advisor. A GPA Calculator and Course History are available by clicking the “snowman” ellipses.
  - The print icon will create a pdf that you can print or save.
  - The envelope will display the student’s email information.

### Degree Audit 🖨️ ✉️ ⋮

Student ID  
 W00770388 ✕

Select Student  
 Student, Sam ▾

Degree  
 Master of Music ▾

[Advanced search](#)

**Level** Graduate    **Class** Graduate    **Major** Music Performance    **Concentration** Instrumental    **Admit Term** Fall 2023

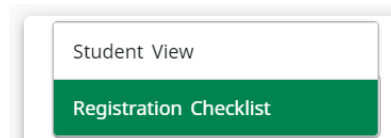
**Admit Type** Graduate: Admit    **Campus** West Chester Main    **Total Credit at Admission** 80    **Registration Hold(s)** Yes

**Other Hold(s)** Yes    **Advisor(s)** Joshua Auld (Major)

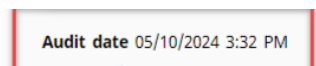
- The student information block provides information on the level, class, major, minor or concentration (when applicable), admit term, admit type, campus, registration holds and advisor(s).

## ACADEMIC SUMMARY

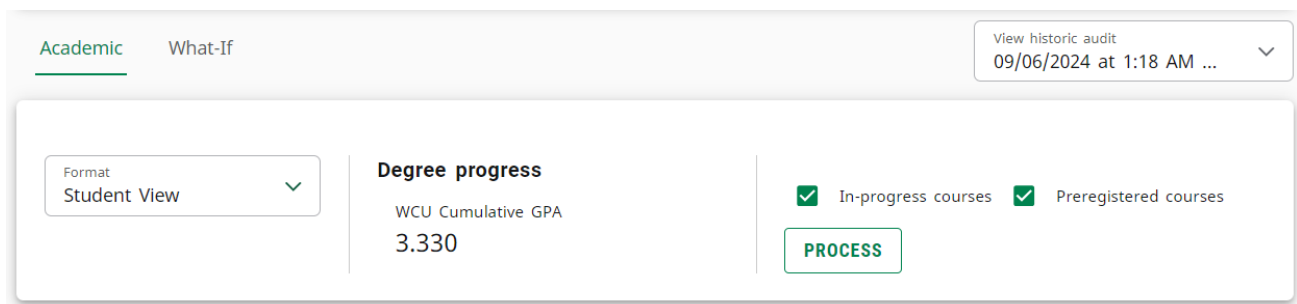
- An Academic Summary block appears below the Student Information block, displaying degree progress requirements, credits, cumulative GPA, and options to view the audit with or without In-progress and preregistered courses.
  - In the “Format” window, a student will find two drop-down options:
    - i. “Student View” is the default as it contains the most information.
    - ii. A “Registration Checklist” view is a filter to display only those courses still needed to fulfill the program requirements.



- “Audit date” – This date indicates the last date a new audit was processed. A new audit will automatically be processed when the student’s information changes, such as a curriculum, registration, or grade change.



- i. While the default audit includes “In-progress courses” (current term) or “Preregistered courses” (future courses in which the student is enrolled), a new audit can be run on-demand by unclicking the respective boxes, then click “Process” to run.
- The degree progress section of the audit provides their current cumulative grade point average. This is the *only* place on the audit where you will see the cumulative GPA; all other sections will display the GPA within the specific areas.



## DEGREE BLOCKS

- Below the Academic Summary block is a block for each program of study. Each student should have a degree and major block at minimum, but additional blocks will appear for additional majors, minor and concentration

degree programs. These blocks should align with the information displayed in the Student Information section above.

- The Degree Block displays only top-level requirements.

## Degree in Bachelor of Science

INCOMPLETE

Credits required: 120 Credits applied: 68 Catalog year: FALL 2021

Any advising and graduation notes are now located near the bottom of this audit.

○	Minimum Total Credits Required	<b>Still needed:</b>	You currently have 68 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 52 additional credits and all graduation requirements.
✓	Minimum 30 of last 60 Credits at West Chester University of Pennsylvania		
✓	Minimum 2.5 Cumulative GPA met		
○	General Education Requirements	<b>Still needed:</b>	See <a href="#">General Education Requirements</a> section
○	Additional Baccalaureate Requirements	<b>Still needed:</b>	See <a href="#">Additional Baccalaureate Requirements</a> section
○	Major Requirements	<b>Still needed:</b>	See <a href="#">Major in Business Management, BS</a> section
ⓘ	Minor Requirements		

### Blocks included in this block

[General Education Requirements](#)  
[Additional Baccalaureate Requirements](#)  
[Major in Business Management, BS](#)  
[Minor in Computer Science](#)

- You can expand or collapse the blocks by clicking the carrot on the top right of the degree block.
- A listing of the courses required for each degree program will be found in their respective boxes. Each course has an accompanying symbol:
  - Empty, red circles represent courses the student must still complete.
  - Half-filled, blue circles indicate courses that are in progress.
  - Circles with a green check mark indicate that the student has completed the associated course.
- Note the legend at the bottom of the Degree Audit page:

#### Legend

✓	Complete	○	Not complete
ⓘ	In-Progress (pending final grade)	ⓘ	Review needed - see advisor
☑	Not currently in use	@	Any subject and/or course number
(R)	Repeated course		

- The blue links in the “Blocks included in this block” section are hyperlinks to the sections below, which are other blocks included in the degree.

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**Blocks included in this block**

General Education Requirements

Additional Baccalaureate Requirements

Foreign Language Requirements

Major in Communication Studies, BA

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## GENERAL EDUCATION REQUIREMENTS

This block includes those courses required to satisfy WCU's General Education Program. For more information on specific program courses, access the current year Course Catalog via the [Academics website](#).

## ADDITIONAL BACCALAUREATE REQUIREMENTS

This block includes those courses required in undergraduate programs of study which include Writing Emphasis, Speaking Emphasis requirements, and Language and Culture requirements for certain baccalaureate degrees. For more information on specific program courses, access the current year [Course Catalog](#).

## MAJOR BLOCK

**Major block** and other academic blocks list the course requirements that are found in the course catalog for your catalog year.

- The catalog year typically is the year you were admitted, or the year you began that program.
- The GPA listed is a calculated number for only those courses applying to that block and any other blocks that feed up into that block; your overall cumulative GPA is in the Student Information block above.
- Each block contains a tag box that will display an "Incomplete" in red to a "Complete" in green when all requirements are satisfied.

## Major in Business Management, BS INCOMPLETE

Credits required: 69   Credits applied: 22   Catalog year: SUMMER POST 2023   GPA: 3.818

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Minimum Major Credits Required	<b>Still needed:</b>	You currently have 22 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 47 additional credits and all major requirements.			
<input type="radio"/>	Minimum Major Credits at West Chester University or another PASSHE School	<b>Still needed:</b>	A minimum number of credits required for your major must be taken at West Chester University or another State System University. You have taken 22; you still need a minimum of 13 more credits.			
<input checked="" type="checkbox"/>	PRE-BUSINESS REQUIREMENTS - GRADE OF C OR BETTER					
<input checked="" type="checkbox"/>	Prin of Econ Macro	ECO 111	Prin of Econ Macro	A	3	Spring 2023
<input checked="" type="checkbox"/>	Prin of Econ Micro	ECO 112	Prin of Econ Micro	A	3	Spring 2022
<input checked="" type="checkbox"/>	Financial Acct	ACC 201	Financial Acct	A	3	Summer I 2023
<input checked="" type="checkbox"/>	Business Analytics I	ECO 251	Business Analytics I	A	3	Spring 2023
<input checked="" type="checkbox"/>	Brief Calculus; or Calculus I	MAT 161	Calculus I	B	4	Fall 2021
<input checked="" type="checkbox"/>	Prin of Management	MGT 200	Prin of Management	A	3	Winter 2022/2023
<input checked="" type="checkbox"/>	Principles of Marketing	MKT 250	Principles of Marketing	A	3	Fall 2022
<input type="radio"/>	BUSINESS CORE REQUIREMENTS - GRADE OF C OR BETTER					
<input type="radio"/>	Managerial Acct	<b>Still needed:</b>	1 Course in <a href="#">ACC 202</a>			
<input type="radio"/>	Legal Envr Bsns	<b>Still needed:</b>	1 Course in <a href="#">BLA 201</a>			

- For requirements that have not yet been completed, clicking on the blue course name and numbers will display a detailed description of the requirement. The title and credit hours and a full course description are shown. Then, a table with the Term, CRN, Section number, Seats open, meeting times and campus are listed.
  - For example, clicking on ACC 202 displays the following information:

## Course Information



### ACC 202 - 3 Credits - Managerial Acct

Introduction to Management Accounting. A conceptual approach to accumulating, processing, and analyzing financial information for management's use when making informed business decisions regarding the company.

#### Sections:

Term	CRN	Section	Seats open	Meeting times	Campus
Fall 2024	60016	02	39 (out of 40)	M W F 09:00am - 09:50am	Main Campus
Fall 2024	60017	03	39 (out of 40)	M W F 10:00am - 10:50am	Main Campus
Fall 2024	60018	04	40 (out of 40)	M W F 11:00am - 11:50am	Main Campus
Fall 2024	60019	05	40 (out of 40)	M W F 01:00pm - 01:50pm	Main Campus
Fall 2024	60020	06	40 (out of 40)	M W F 02:00pm - 02:50pm	Main Campus
Fall 2024	60021	08	40 (out of 40)	Tu Th 09:30am - 10:45am	Main Campus
Fall 2024	60022	09	40 (out of 40)	Tu Th 11:00am - 12:15pm	Main Campus
Fall 2024	60023	10	39 (out of 40)	Tu Th 12:30pm - 01:45pm	Main Campus
Fall 2024	60024	11	40 (out of 40)	Tu Th 02:00pm - 03:15pm	Main Campus
Fall 2024	60025	80	40 (out of 40)	M W 04:25pm - 05:40pm	Main Campus

- Clicking on an “attribute =” such as “attribute = WTR2”, will pull a detailed description for any courses that fit within that range or have the associated attribute. This can be particularly helpful if there are electives that can meet a requirement and a student wants to explore all the options available to them.

## Course Information



### ANT 312 - 3 Credits - Medical Anthropology

This course provides an overview of the field of medical anthropology, including theory, general methodology and concepts. The approach of the course is biocultural, focusing on the evolutionary and ecological bases of disease and health as well as how culture affects the definition and treatment of illness -- highlighting the interplay between biology and culture in human health and disease.

**Attributes:**

WRT2 WRT1

### ANT 367 - 3 Credits - Archaeology and Environment

In this course students will learn about how archaeologists study the relationships between human culture and the natural world, and how archaeology can be applied to some of today's environmental concerns. Grounded in archaeological research, the course covers topics such as past human impacts on the environment, environmental impacts on the archaeological record, spatial modeling and remote sensing in archaeology, and human ecology, including the role of cultural memory in current conservation practices.

**Attributes:**

WRT2 WRT1 SUP

**Sections:**

Term	CRN	Section	Seats open	Meeting times	Campus
Fall 2024	60062	01	28 (out of 28)	M W 01:00pm - 02:15pm	Main Campus

## MINOR BLOCK

- If a student has a minor, or multiple minors, the Minor Block will appear independent of their Major Block. Depending on the program of study, courses may be shared between the major and minor, so if CSC 141 was a requirement for a major, it can still be used here to complete a requirement for a minor.



## Minor in Computer Science

INCOMPLETE

Credits required: 19 Credits applied: 19 Catalog year: WINTER 2022/2023 GPA: 3.475

All Courses in the minor must be completed with a minimum grade of C- or better.

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Minimum Minor Credits Required					
<input checked="" type="checkbox"/>	Minimum Minor GPA of 2.0 Required					
<input type="checkbox"/>	Minimum Credits in Advanced Standing Coursework	<b>Still needed:</b>	You have taken 0 advanced standing credits. You still need a minimum of 6 more advanced standing credits. Advanced standing coursework is defined as 300-, 400-, or specific department-identified 200-level courses that satisfy minor requirements.			
<input checked="" type="checkbox"/>	Minimum Minor Credits at West Chester University or another PASSHE School					
<input checked="" type="checkbox"/>	Computer Sci I	CSC 141	Computer Sci I	A-	3	Fall 2021
<input checked="" type="checkbox"/>	Computer Sci II	CSC 142	Computer Sci II	A-	3	Spring 2022
<input checked="" type="checkbox"/>	Computer Sci III	CSC 240	Computer Sci III	B	3	Fall 2022
<input checked="" type="checkbox"/>	Data Structures & Algorithms	CSC 241	Data Structures & Algorithms	A-	3	Spring 2023
<input checked="" type="checkbox"/>	Intro Discrete Math	MAT 151	Intro Discrete Math	A	3	Spring 2022
<input checked="" type="checkbox"/>	Calculus I	MAT 161	Calculus I	B	4	Fall 2021

You may find two sections of courses at the bottom of the worksheet, the Fall Through section and the Incomplete which displays courses not counting towards the degree.

### FALL THROUGH

- Courses appear in the Fall Through section if they were passed or are in progress but cannot be applied automatically to any of the outstanding requirements.
  - Courses in the Fall Through section count towards the overall GPA but will not be calculated into the overall Major Block GPA, as they do not apply to a degree requirement at that time.
  - Students are encouraged to speak with their advisor if they believe a course that is in the Fall Through section should be fulfilling an outstanding degree requirement. If a course is an approved substitute for a required course, advisors can submit a request to the Registrar's Office to apply the course to an outstanding degree requirement. This does not apply to general education requirements, which would follow the normal course substitution process.
  - You may notice courses in the "Fall Through" section which have NC/no credits listed but can also be found in the General Education section where credits are listed. In most cases, these are multicomponent courses which have a non-graded component. (Biology with lecture and lab, FYE, etc.) The lecture component gets the grade and credits and shows up in the General Education block. The discussion component would be non-graded and 0 credits and so would show up in the insufficient section. For example, BIO 110, is split up into BIO 110 (graded lecture) and BIO 110L (non-graded lab).
  - Courses in the Fall Through section will not count toward CPOS (Course Plan of Study credits) for federal aid. Students should review the Fall Through section carefully during registration.

## INSUFFICIENT BLOCK

- This section contains courses that were not passed with an acceptable grade, for example, F, Withdrawn or courses that were repeated and do not have earned credits attached to them.

## UNDERSTANDING THE AUDIT

- Courses are placed into a best-fit algorithm which seeks to fulfill as many requirements as possible, as some courses would be acceptable for multiple requirements. Also, the algorithm will re-evaluate the placement of classes every time the audit is run to see if changes have been made that might affect the best fit for each one. For example, registering for a new class that can fill a spot already populated previously by another course. If that first course could also apply somewhere else, it might swap it out for the new course and move the first course to an alternate location. Depending on the requirement and/or the options available to satisfy it, the audit can be fluid regarding placement.
- Requirements can be listed in one of two ways:
  - Course type requirement - that looks for an instance of a course, for example, one class in Math 122. The number of credits is not looked at by this rule, so it is only used for courses with a set number of credits.

✓ MATHEMATICS REQUIREMENTS						
✓ CALCULUS I OPTIONS						
✓ Calculus I	MATH 121	Calculus I	B-	4	Fall Quarter	19-20
Calculus II	MATH 122	Calculus II	B-	4	Winter	

- Credit requirement – any combination of courses adding up to a minimum number of credits specified can be used to fulfill the requirement. This is used for electives and General Education requirements.
- Transfer courses – for most transfer courses, the original grade earned from another institution will be visible, along with an additional line indicating the school from which the credit(s) were earned.
  - For both types of requirements, you will see a list of courses or course options that are still needed.

### Still needed:



5 Credits in [ACCT @](#) or [AFAS @](#) or [ANTH @](#) or [ARBC @](#) or [ARCH @](#) or [ARTH @](#) or [BLAW @](#) or [BUSN @](#) or [CHIN @](#) or [COM @](#) or [CJS @](#) or [CULA @](#) or [DANC @](#) or [ECON @](#) or [ENGL @](#) or [EAM @](#) or [EDUC @](#) or [EDEX @](#) or [ENTP @](#) or [ESTM @](#) or [FIN @](#) or [FMST @](#) or [FREN @](#) or [GER @](#) or [GST @](#) or [HBRW @](#) or [HIST @](#) or [HRM @](#) or [HUM @](#) or [INTB @](#) or [INTR @](#) or [ITAL @](#) or [JAPN @](#) or [JWST @](#) or [KOR @](#) or [LANG @](#) or [LEAD @](#) or [MGMT @](#) or [MKTG @](#) or [MLSC @](#) or [MIP @](#) or [MUSC @](#) or [OPM @](#) or [OPR @](#) or [ORGB @](#) or [PHIL @](#) or [PHTO @](#) or [PROD @](#) or [PROJ 100:499](#) or [PSCI @](#) or [PSY @](#) or [PBHL @](#) or [REAL @](#) or [SCL @](#) or [SCRIP @](#) or [SCTS @](#) or [SOC @](#) or [SPAN @](#) or [SMT @](#) or [THTR @](#) or [TVST @](#) or [VSST @](#) or [WEST @](#) or [WGST @](#) or [WRIT @](#)

- The “@” symbol is a wildcard on your Degree Audit meaning “any,” so “Bio @” would mean that the student can take any course in the Bio area.
- Two numbers separated by a colon indicates a course range, such as any courses between 100 and 499.

**Still needed:**

4 Credits in @ 100:499

- If you click on a course or course subject in the list of Courses Still Needed, a popup window will appear with details including terms offered, current enrollment numbers and section meeting times.