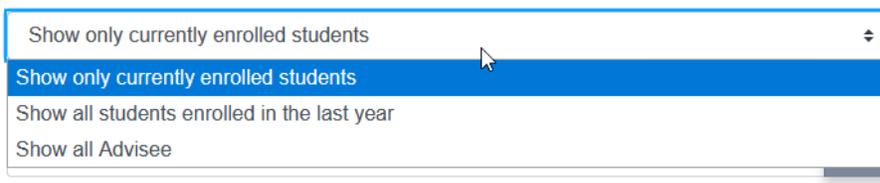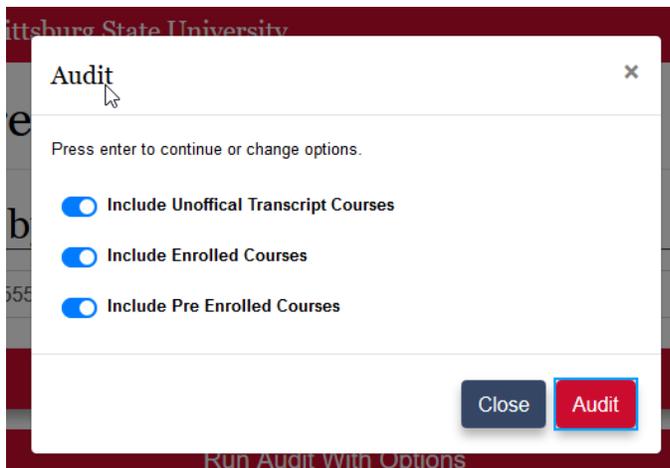## Quick Guide – New Degree Audit

To access the new degree audit, login to your GUS Portal and search for "Degree Audit New".

You can choose to enter a single PSU ID or pull a list of advisees. There are several options available for pulling advisees. Please see below.

In addition, you can choose to run a normal audit, a modified audit ("Run What If Audit") or run an audit based on the options below. The default for the normal audit is to include all enrollments.

Once you run an audit, you'll see the following. (Please note: at the top of the audit, you can quickly click to the "Advise Individual Student" page in GUS Classic.)

Degree Audit

Advise Individual Student on Gus Classic   Return to Search

Gus Gorilla
0999924

Catalog Year	2018*2019
Anticipated Degree Term	2024 Fall

Kelce Admission
Status — Not Admitted

Requirements

☐ **Must Take 2 Writing to Learn Classes**
  - ☑ 1st WL
  - ☐ 2nd WL

☐ **Minimum Base Requirement to Meet 124 Hours**
  - ○ **Credit hours Still Needed: 83**
    - Credit hours completed: 38
    - Credit hours attempted: 44
    - Credit hours calculated into GPA: 33
    - P grade credit hours: 16
    - Credit hours in progress: 3
  - ○ **GPA required: 2.0000**
    - Current GPA: 3.3333
    - Current grade points: 110

☐ **Courses Taken from PSU - 30 Hours Required**
  - ○ **Credit hours Still Needed: 0**
    - Credit hours completed: 29
    - Credit hours attempted: 35
    - Credit hours calculated into GPA: 24
    - P grade credit hours: 16
    - Credit hours in progress: 3

On the left hand side, you'll find an expandable info card for the student. This includes information on degree, major, minor; credits completed and attempted; grade points and GPA including overall, transfer and PSU GPA. On the right hand side, you'll notice the Graduation, Major and Minor requirements for the student. Red means not complete, yellow is in progress and green is complete. This section is also expandable.

As you move down the audit, you'll find any registrar notes for the student, the student's current schedule and future schedule and remedial course information, if applicable.

Notes From Registrar
03/13/20 TEST NOTE

Student Schedule
Schedule For 2020 Spring **3 Hours**

🖥	D3 COMM 105	Performance Appreciation	Hours: 3

Schedule For 2020 Fall **3 Hours**

🖥	D3 COMM 105	Performance Appreciation 🏳	Hours: 0

Courses being repeated/duplicated **3 Hours**

🏴	D3 COMM 105	Performance Appreciation	Hours: 3

Completed Percentage: **41.20%**
In Progress Percentage: **2.23%**

Remedial Courses
Total hours completed reduced by 3 hours due to MATH 017 Elementary Algebra 15/WF
Total hours completed reduced by 2 hours due to MATH 110 College Algebra with Review 15/WF

As you move beyond this information, you'll come to Required Coursework. Take a moment to review the icon legend prior to diving into the audit. In addition, note the options to show all completed areas, show selected courses schedule, expand all areas and generate pdf. (**The audit will initially run displaying only those areas not completed. In contrast with the old system, you can choose to also show completed coursework. Completed coursework includes when the course was completed and the grade achieved.**)

You do have a number of options when generating a pdf. See below.

To show selected courses schedule, you must first check the box to the right of the course. Once the chosen courses are selected, you may click on "Show Selected Courses Schedule" to view the current class schedule for each course.

Each blue/gray bar of the audit will provide a summary of areas completed and areas still needing attention.

Major: Rec Serv, Sport & Hsptly Mgmt

☑ **Core Elements (Pitt State Pathway)-Seek Advisement**
All Needed Areas Are Complete
0 Hours Still Needed To Satisfy Requirement
+

▢ **Essential Studies (Pitt State Pathway)-Seek Advisement**
All Needed Areas Are Complete
All Companion Elements Have Been Satisfied
0 Hours Still Needed To Satisfy Requirement
+

☑ **Pitt State Pathway Elective-Seek Advisement**
All Needed Areas Are Complete
0 Hours Still Needed To Satisfy Requirement
+

☑ **Gorilla Gateway (Pitt State Pathway)-Seek Advisement**
All Needed Areas Are Complete
0 Hours Still Needed To Satisfy Requirement
+

☐ **Rec Serv, Sport & Hosp Mgmt Major - Rec & Sport Mgmt**
Please complete 3 more area(s)
34 Hours Still Needed To Satisfy Requirement
+

Minor: Business Administration

☐ **Business Administration Minor [2.000 Gpa Required]**
Please complete 1 more area(s)
3 Hours Still Needed To Satisfy Requirement
+

Each bar can be expanded for additional detail.

☐ **Producing & Consuming for Business Only**
Please complete 1 more area(s)
3 Hours Still Needed To Satisfy Requirement
—

☐ **Area 1** **▬**

Group: 1   Courses Taken: 1, **Still Need**: 1   Hours Taken: 3, **Still Need**: 3   Select All: ☐
See catalog for gen ed if non-business major

☑ ECON 200   Principles of Microeconomics
Grade: Waived   Hours: 3

☐ ECON 201   Principles of Macroeconomics
Hours: 3 ☐

Major coursework, minor coursework (if applicable), degree hours requirements and other courses are noted in the audit.

Major and minor coursework according to the student's catalog is noted in these areas.

Degree hours requirements is a list of courses not used in the major or minor sections of the audit, but used in meeting the total hours requirement for the degree (typically 120 or 124) or for meeting upper division . The courses in this section can fluctuate as additional courses are completed by the student.

The list of courses not used in the audit includes courses not currently being used anywhere in the audit. Looking for a course substitute? This section can help identify courses available to use for substitutions. (The leftover courses under the degree hours requirements can also be used for this purpose.)

The D or F courses eligible to be repeated list notes courses that could be repeated to help a student improve GPA. Courses that need to be repeated to meet degree requirements are listed in the audit under the required areas.

Degree Hours Requirements

| 🎓 | Leftover Transcript Courses Counting Towards Degree Requirement of 124 Hours | + |

Other Courses

| 📝 | Courses Not Used In Audit | + |
| 🚩 | D or F Courses Elgibile To Be Repeated | + |

Beyond the blue/gray bars, you'll find the important notes from Degree Checking and of course, the disclaimer notice.

Special features of the audit:

- Substitutions and waivers are noted in the audit.

| Group: 1 | Courses Taken: 1, **Still Need**: 0 | Hours Taken: 3, **Still Need**: 0 |

| ☑ | COMM 207 Grade: A | Speech Communication ›Satisfied by: ENGL 101 English Comp Hours: 3 | ⇄ | Taken: 18/WF |

| ☑ | ECON 200 Grade: Waived | Principles of Microeconomics Hours: 3 |

- Courses transferred from other institutions and credit for prior learning are indicated in the audit.

Group: 1   Courses Taken: 1, **Still Need**: 0   Hours Taken: 3, **Still Need**: 0
Chosen from:

Transfer credit from Bethel College

Select All:

☑ MGT 101   Introduction to Business   ⇄ Taken:
   Grade: A   Hours: 3   19/SP

- Courses repeated are noted in the audit.

Group: 1   Courses Taken: 1, **Still Need**   This course is going to replace the one taken in **20/SP**.   d: 0   Select All:
[2 - 3 hrs] Chosen from:

☐ COMM 105   Performance Appreciation ⚑   Taking:
                Hours: 3   20/WF

- The student's Requirements section (top of audit) notes the course(s) that met the Writing to Learn requirements.

Satisfied by General Psychology WL in 19/WF

Requirements
Must Take 2 Writing to Learn Classes
☑ 1st WL
☐ 2nd WL

- Toolbar provides a visual representation of % of degree completed.

Completed Percentage: **41.20%**
In Progress Percentage: **2.23%**

Questions or Comments:

Please contact Degree Checking at degcheck@pittstate.edu