

Running a Degree Audit in Web for Faculty

Running a Primary Audit

1. _____ **Find student by CWID or name.**
 - Choose “Advise by Student ID or Name” link under Advisor menu.
 - Enter student ID or name and click on Search.
 - Select correct student and click on Continue.
2. _____ **Select Degree Audit.**
 - Choose “Degree Audit” under Advisor menu.
 - If primary information is correct, click on Submit to view audit.

Running a Secondary Audit/Modeling

1. _____ **Find student by CWID or name.**
 - Choose “Advise by Student ID or Name” link under Advisor menu.
 - Enter student ID or name and click on Search.
 - Select correct student and click on Continue.
2. _____ **Select Degree Audit.**
 - Choose “Degree Audit” under Advisor menu.
 - To run a secondary audit, click on Modeling and click on Submit.
3. _____ **Select Major.**
 - Choose desired major and click on Submit.
4. _____ **Select Program and Catalog.**
 - Choose desired catalog year and click on Submit to view audit.