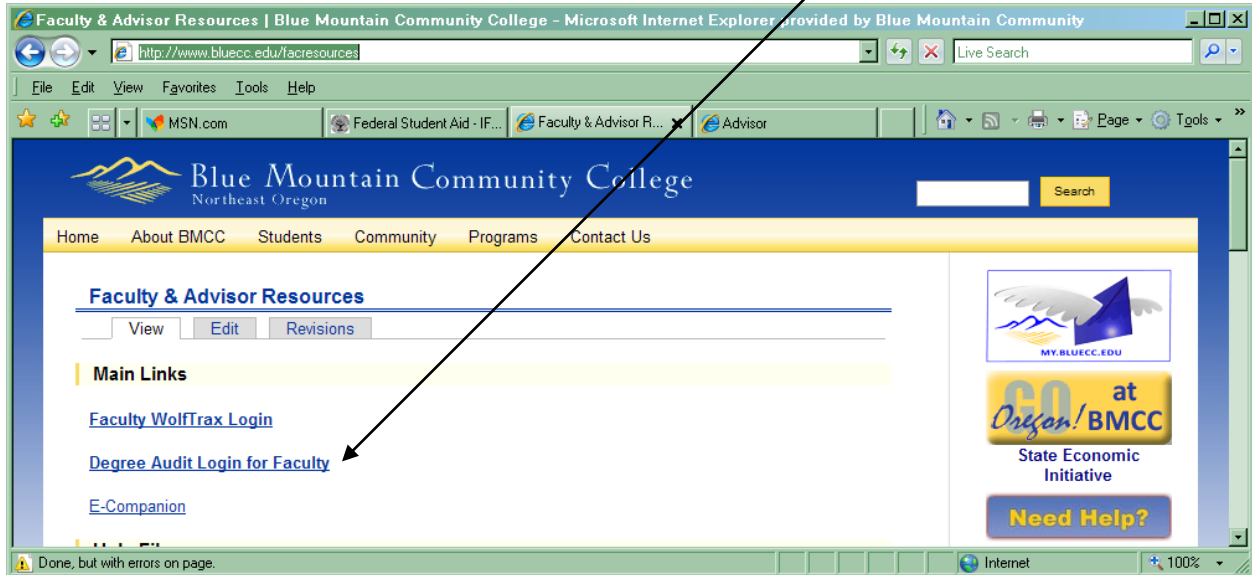


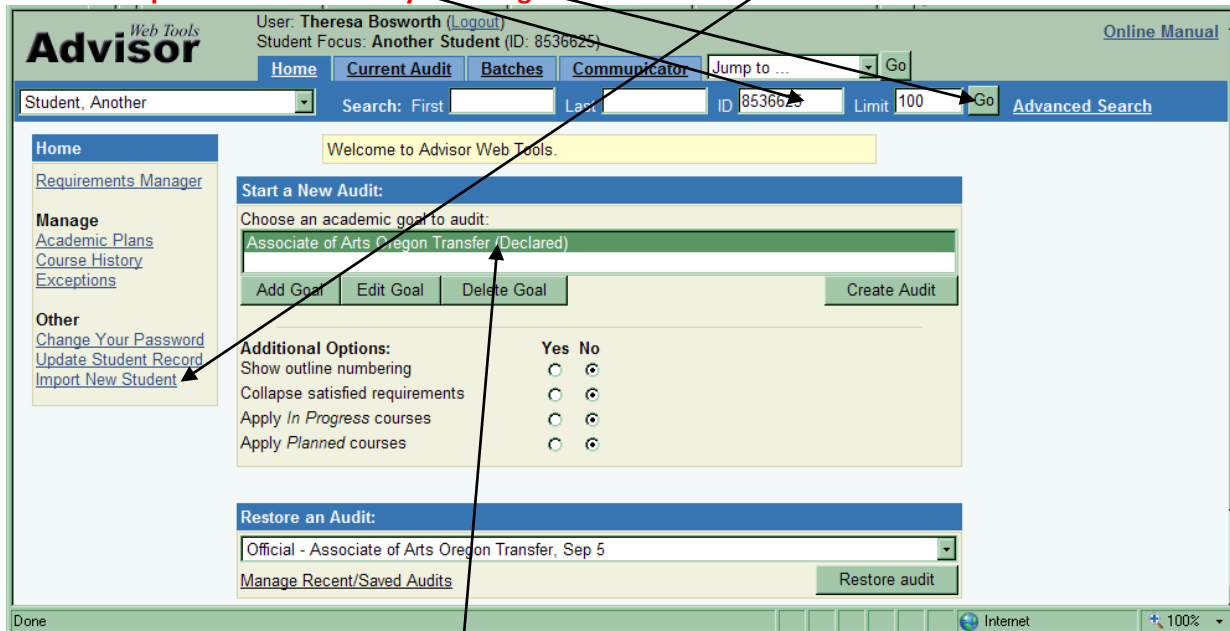
# Running a Degree Audit

To run a degree audit for a student:

1. Log onto the degree audit system from the Faculty Resources page at <http://www.bluecc.edu/facresources>



2. Enter the students ID and hit "GO". **NOTE: If the students information does not show up you will need to "Import New Student" by selecting the button below.**



3. Do **NOT** use the "DECLARED" goal.

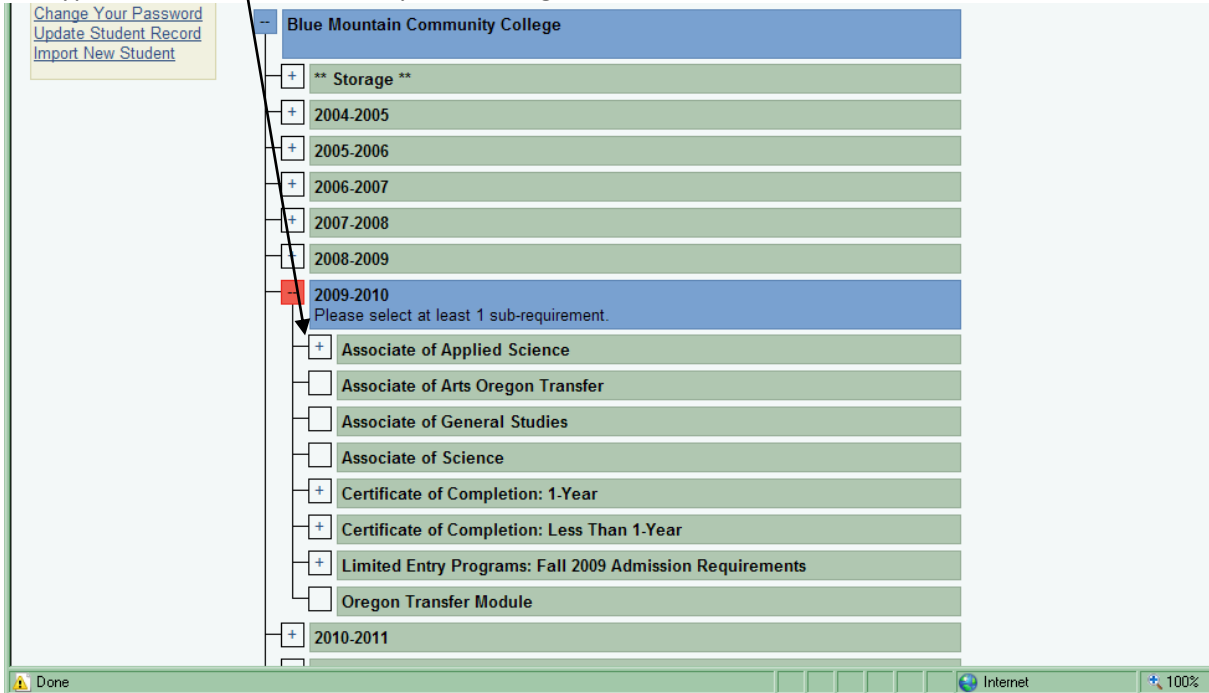
4. Select the "Add Goal" button

The screenshot shows the Advisor Web Tools interface. At the top, the user is identified as Theresa Bosworth (Logout) and the student focus is Another Student (ID: 8536625). The navigation bar includes Home, Current Audit, Batches, and Communicator. Below the navigation bar, there is a search area with fields for Student, First, Last, ID (8536625), and Limit (100). The main content area features a 'Start a New Audit' section with the instruction 'Choose an academic goal to audit:'. A dropdown menu is open, showing 'Associate of Arts Oregon Transfer (Declared)'. Below the dropdown are buttons for 'Add Goal', 'Edit Goal', 'Delete Goal', and 'Create Audit'. An arrow points to the 'Add Goal' button.

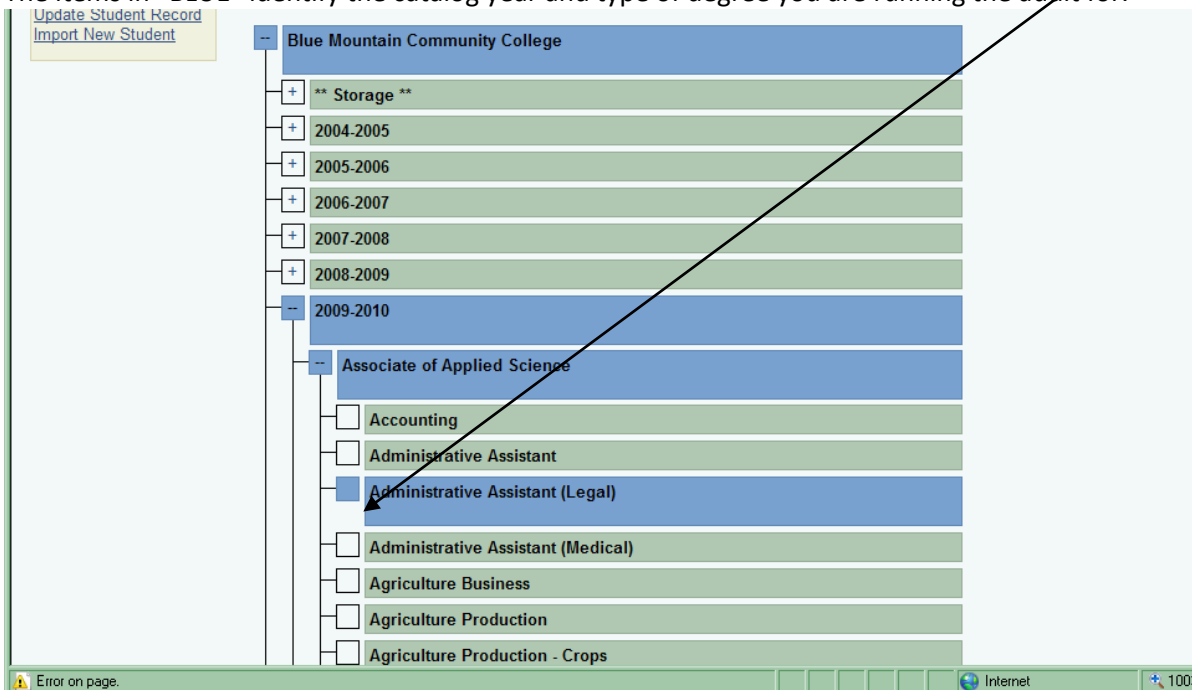
5. Select the Catalog Year for the degree they are seeking. Make sure you select the year they started taking their degree requirements at BMCC.

The screenshot shows the Advisor Web Tools interface. The user is Theresa Bosworth (Logout) and the student focus is Another Student (ID: 8536625). The navigation bar includes Home, Current Audit, Batches, and Communicator. Below the navigation bar, there is a search area with fields for Student, First, Last, ID (8536625), and Limit (100). The main content area features an 'Instructions' section with the text: 'Below is a representation of your school's program requirements. To create an academic goal, simply choose which program requirements you wish to include. When the goal is complete, you will be able to save it.' Below the instructions is a 'Status' section with the text: 'There is not yet enough information to save the goal.' Below the status is a 'Next' section with the text: 'Choices need to be made beneath Blue Mountain Community College.' Below the next section is a dropdown menu with the text: 'Blue Mountain Community College Please select at least 1 sub-requirement.' Below the dropdown menu is a list of years: 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, and 2011-2012. An arrow points to the dropdown menu.

6. Select the degree they are seeking: If there is a "+" sign next to the degree you will need to also select the type of AAS or Certificate they are seeking

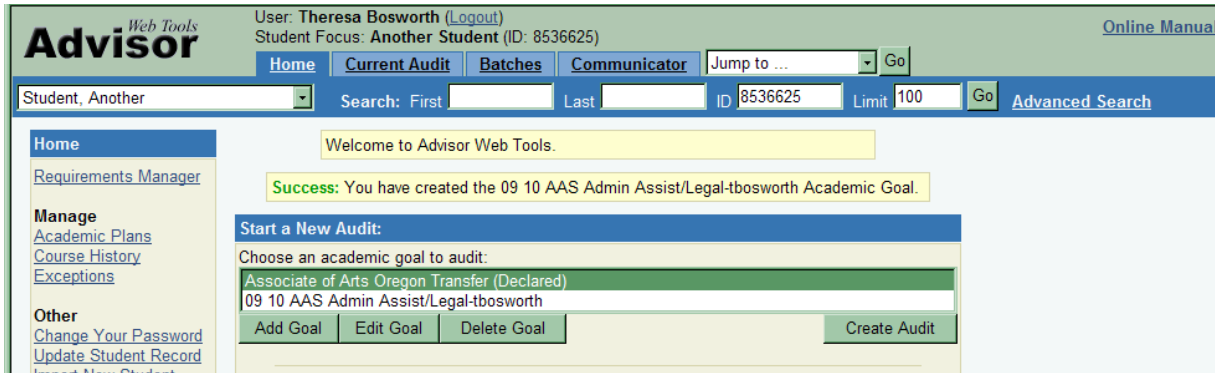


7. If they are seeking an AAS or Certificate program you will need to select the degree type. The items in "BLUE" identify the catalog year and type of degree you are running the audit for.



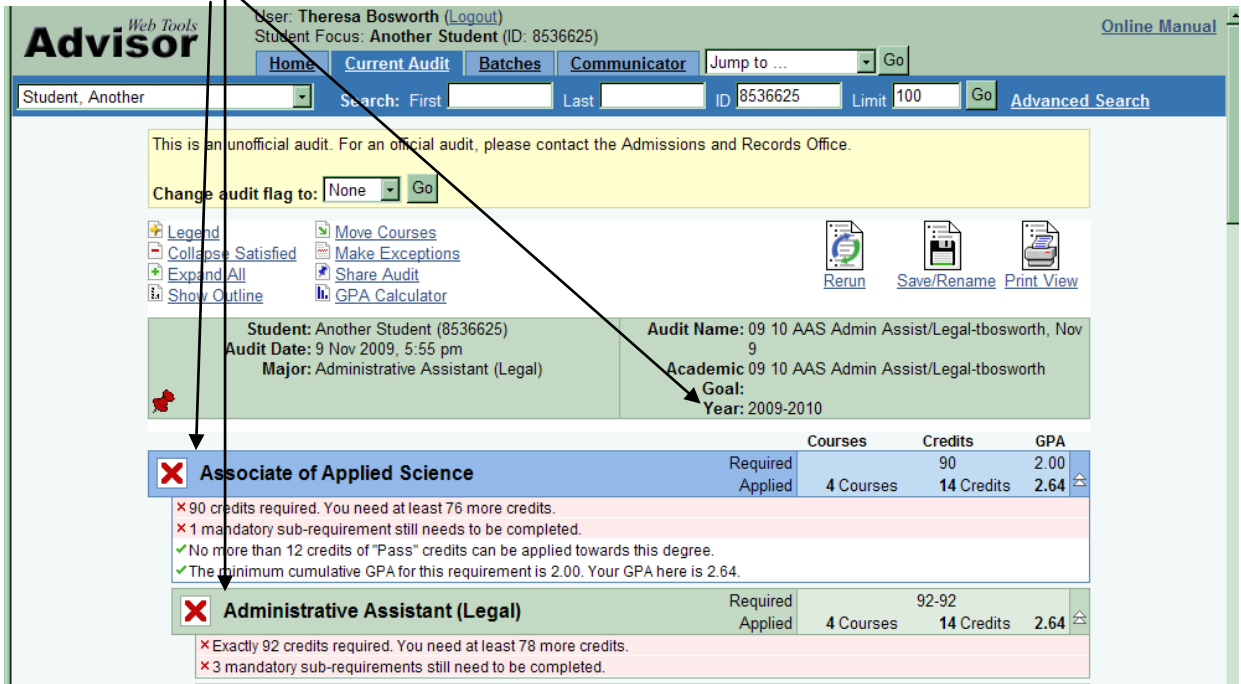
8. Name the goal and then press the “Save Academic Goal” button.  
 Name your goal by identifying the academic year, type of degree and then your first initial and last name. Using the example from above you would name this goal: **09 10 AAS Admin Assist/Legal-tbosworth**

Once you hit the “Save Academic Goal” button your screen should look like below:



9. To run the degree audit for this goal, select it and hit the “Create Audit” button.

10. Once you run the audit double check it to make sure that the catalog year and degree type is correct for the student:



### Additional Hints and tips when viewing a degree audit:

- 🖱️ If you see courses that are Upper and lower case these are transfer courses.
- 🖱️ If you see courses that are all UPPER CASE they are BMCC courses.
- 🖱️ If you want to print a readable version of the degree audit select the “Print View” option available once you have run the audit. These are much easier to read.

Advisor Web Tools User: Theresa Bosworth (Logout) Student Focus: Another Student (ID: 8536625) Online Manual

Home Current Audit Batches Communicator Jump to ... Go

Student, Another Search: First Last ID 8536625 Limit 100 Go Advanced Search

This is an unofficial audit. For an official audit, please contact the Admissions and Records Office.

Change audit flag to: None Go

Legend Move Courses Collapse Satisfied Make Exceptions Expand All Share Audit Show Outline GPA Calculator Rerun Save/Rename Print View

Student: Another Student (8536625) Audit Name: 09 10 AAS Admin Assist/Legal-tbosworth, Nov

- 🖱️ Be sure that the audit you are running is for the correct student.