

Accessing the Degree Audit System & Creating and Running a Degree Audit

Accessing the Degree Audit System:

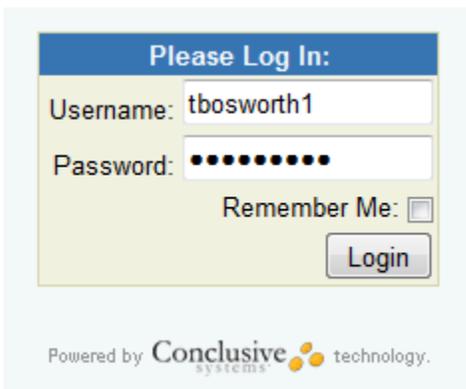
1. Go to the Staff Web page at <http://www.bluecc.edu/about-bmcc/staff-web>
2. Select the link “Degree Audit Login for Faculty”

Main Links:

- [Canvas](#)
- [Email - Web Access](#)
- [Faculty WolfTrax Login](#) **New login process as of 9.19.16**
 - To log in - use the user id and password you use when logging on to your desktop.
- [Degree Audit Login for Faculty](#) (requires login)

You will log in using the Username provided to you by the Registrar’s Office.

Your login page will look like this:



Please Log In:

Username:

Password:

Remember Me:

Powered by  technology.

Once you hit the “Login” button, you will come to the following page. Select the “Home” tab on the menu bar.



Conclusive systems
Manager Module

User: Theresa Bosworth (Logout)

Home Student Records Tables Users Communicator Jump to ... Go

Welcome to Manager. Please choose your destination from the tabbed menu above.

If you were expecting Advisor, please go [here](#) and bookmark the page for future reference.

Creating a Degree Audit:

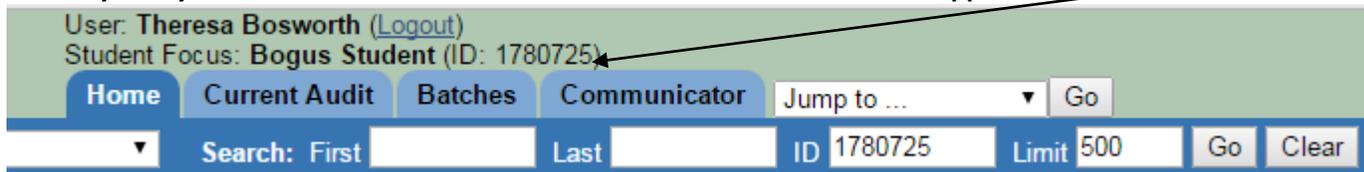
The first thing you will need to do is select the student you plan to create/run a degree audit for. To do this:

- Enter the students ID and hit "GO".



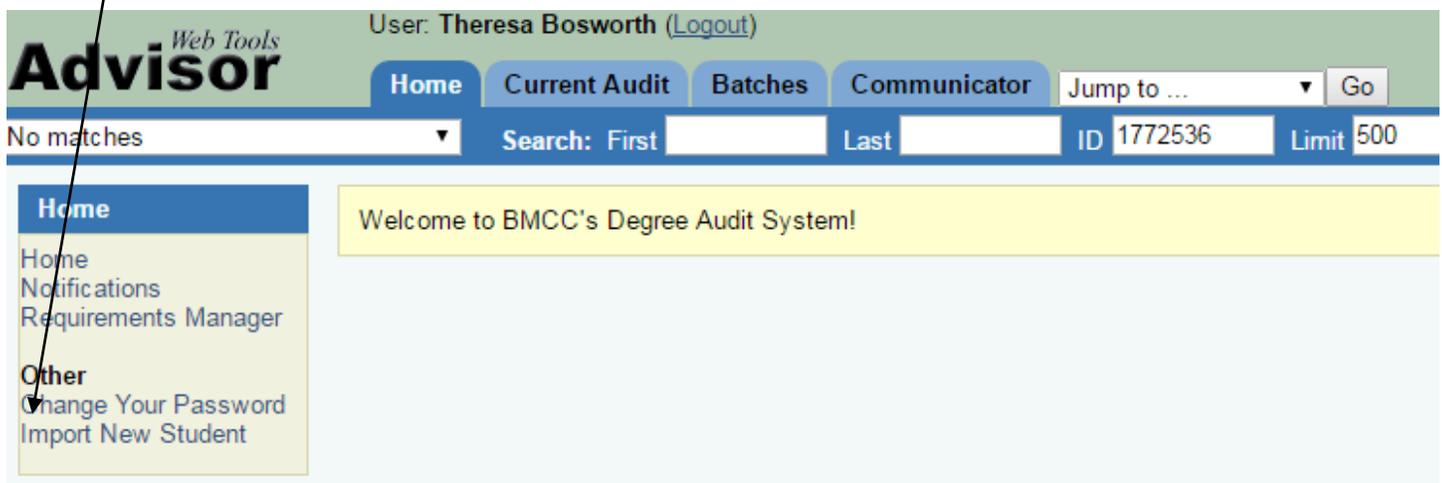
The screenshot shows the top navigation bar of the Advisor system. The user is logged in as Theresa Bosworth. The search bar is active, with the text "Student Focus (500)" in a dropdown menu. The search criteria are: First [], Last [], ID [], and Limit 500. There are "Go", "Clear", and "Advanced Search" buttons.

To verify that you have the correct student's record check to see what name appears here



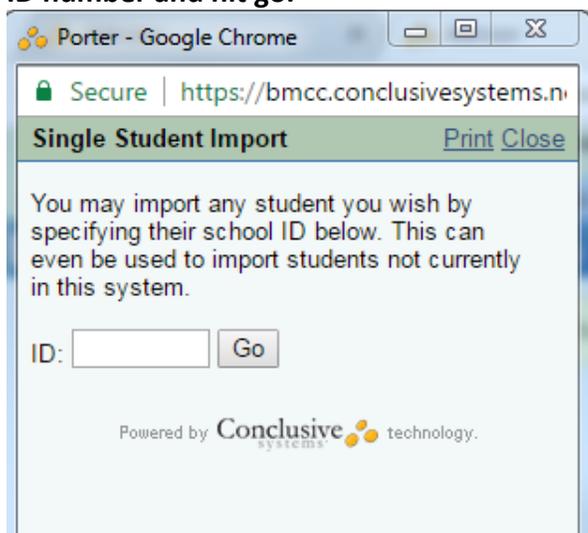
The screenshot shows the search results for the student ID 1780725. The search bar now displays "Student Focus: Bogus Student (ID: 1780725)". The search criteria are: First [], Last [], ID 1780725, and Limit 500. There are "Go" and "Clear" buttons. An arrow points from the text above to the student name in the search results.

Note – if the student's record does not appear you will need to import their record by selecting the "Import New Student" link under the **Other** category.



The screenshot shows the search results for the student ID 1772536. The search bar displays "No matches". The search criteria are: First [], Last [], ID 1772536, and Limit 500. There are "Go" and "Clear" buttons. A yellow banner says "Welcome to BMCC's Degree Audit System!". A navigation menu is visible on the left, with the "Other" category expanded to show "Change Your Password" and "Import New Student". An arrow points from the "Note" above to the "Import New Student" link.

When you select the "Import New Student" link, the following pop up will appear. Enter the students BMCC ID number and hit go.



The screenshot shows a pop-up window titled "Single Student Import" from the URL https://bmcc.conclusivesystems.n. The window contains the text: "You may import any student you wish by specifying their school ID below. This can even be used to import students not currently in this system." Below this text is an input field for "ID:" and a "Go" button. At the bottom, it says "Powered by Conclusive systems technology." with a logo.

Once you have the student's record open, you are ready to create an audit for your student.

- Select the "Add Goal" button

Welcome to BMCC's Degree Audit System!

Start a New Audit

Choose an academic goal to audit:

Add Goal Edit Goal Delete Goal Create Audit

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

Instructions: 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.

Status: There is not yet enough information to save the goal.

Next:

Choices need to be made beneath [Blue Mountain Community College](#).

-- **Blue Mountain Community College**
Please select at least 1 sub-requirement.

- + ** Storage **
- + 2012-2013
- + 2013-2014
- + 2014-2015
- + 2015-2016
- + 2016-2017
- + 2017-2018
- + Restructure

- 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

2016-2017
Please select at least 1 sub-requirement.

- Associate of Applied Science (AAS)
- Associate of Arts Oregon Transfer (AAOT)
- Associate of General Studies (AGS)
- Associate of Science (AS)
- Associate of Science Oregon Transfer/Business (ASOT/BUS)
- Associate of Science Oregon Transfer/Computer Science (ASOT/CS)
- Career Pathway Certificate of Completion (CPCC & SPCC)
- Certificate of Completion: 1-Year
- Certificate of Completion: Less Than 1-Year (LTOY)
- Limited Entry Programs: Fall 2016 Admission Requirements
- Oregon Transfer Module

2017-2018

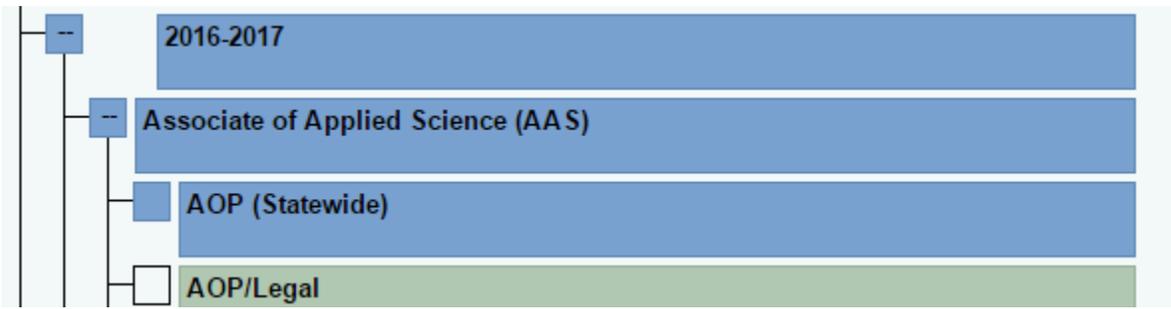
If they are seeking an AAS or Certificate program you will need to select the degree type. The items in "BLUE" identify the catalog year and type of degree you are running the audit for.

2016-2017

Associate of Applied Science (AAS)
Please select at least 1 sub-requirement.

- AOP (Statewide)
- AOP/Legal
- AOP/Medical
- Accounting Technology
- Agriculture Business
- Agriculture Production
- Agriculture Production/Crops
- Agriculture Production/Livestock
- Business Admin/Hospitality & Gaming
- Business Admin/Leadership and Service
- Business Admin/Web Development
- Business Administration

The Academic Year, Degree Type, and Degree selected will be highlighted in blue.



Now you need to name and save your Academic Goal for this student by completing the Yellow section at the top of your page.

We suggest you use the following naming convention:

- Name of Degree, Academic Year, your name
 - Example: AAS AOP 2016-17 – tbosworth

Add the name of your goal here and then hit the “Save Academic Goal” button. Once you have done this you will land back on the “Home” page.

Instructions: 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.

Next:
Click the "Save Academic Goal" button when you have finished choosing program requirements.

Save Academic Goal

Lock this academic goal

Goal Flag:

* Leave name empty to let Advisor name this Academic Goal

You are now ready to run the audit!

Running A Degree Audit

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

Welcome to BMCC's Degree Audit System!

Success: You have created the AOP AAS 16 17 - tbosworth Academic Goal.

Start a New Audit:

Choose an academic goal to audit:
AOP AAS 16 17 - tbosworth

Add Goal Edit Goal Delete Goal **Create Audit**

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

Change audit flag to:

[Legend](#) [Move Courses](#) [Rerun](#) [Save/Rename](#) [Print View](#)
[Collapse Satisfied](#) [Make or Manage Exceptions](#)
[Expand All](#) [Share Audit](#)
[Hide Outline](#) [GPA Calculator](#)

Student: Bogus Student (1780725) **Audit Name:** AOP AAS 16 17 - tbosworth, Jan 21, 2017
Audit Date: 21 Jan 2017, 11:24 am **Academic Goal:** AOP AAS 16 17 - tbosworth
Year: 2016-2017 **Major:** AAS: Administrative Office Professional (Statewide)

		Courses	Credits	GPA	
2016-2017	Required Applied	2 Courses	8 Credits	1.50	
x 1 mandatory sub-requirement still needs to be completed. ✓ Do not allow repeat courses					
1 Associate of Applied Science (AAS)	Required Applied	2 Courses	8 Credits	2.00 1.50	
x The minimum cumulative GPA for this requirement is 2.00. Your GPA here is 1.50. Grade/Credits Graph x 1 mandatory sub-requirement still needs to be completed. ✓ No more than 12 credits of "Pass" credits can be applied towards this degree. ✓ Do not allow repeat courses					
1.1 AOP (Statewide)	Required Applied	2 Courses	93-93 8 Credits	1.50	

Reviewing the Degree Audit

Using the sample below you will find the following:

- This is a 2016-17 AAS AOP (Statewide)
- This degree requires 93 credits
-  that indicates that one or more requirements have not been met. This indicator will be in each area that a requirement has not been met.
-  indicates that a requirement has been met

	Required	Applied	Courses	Credits	GPA																																
 2016-2017	Required	Applied	12 Courses	43 Credits	3.51																																
<ul style="list-style-type: none"> ✗ 1 mandatory sub-requirement still needs to be completed. ✓ Do not allow repeat courses 																																					
1  Associate of Applied Science (AAS)	Required	Applied	12 Courses	43 Credits	2.00 3.51																																
<ul style="list-style-type: none"> ✗ 1 mandatory sub-requirement still needs to be completed. ✓ No more than 12 credits of "Pass" credits can be applied towards this degree. ✓ The minimum cumulative GPA for this requirement is 2.00. Your GPA here is 3.51. ✓ Do not allow repeat courses 																																					
1.1  AOP (Statewide)	Required	Applied	12 Courses	93-93 43 Credits	3.51																																
<ul style="list-style-type: none"> ✗ Exactly 93 credits required. You need 50 more credits. ✗ 1 mandatory sub-requirement still needs to be completed. ✓ Do not allow repeat courses 																																					
1.1.1  Coursework	Required	Applied	12 Courses	43 Credits	3.51																																
✗ 3 mandatory sub-requirements still need to be completed.																																					
1.1.1.1  Accounting	Required		1-1																																		
<ul style="list-style-type: none"> ✓ Exactly 1 course required. <table border="1"> <tr> <td>Courses Applied:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• BA 211 - PRIN ACCOUNTING I</td> <td>4</td> <td>3.00</td> <td></td> </tr> </table> <p>Course Options: BA 111, 211 (show course titles)</p>						Courses Applied:				• BA 211 - PRIN ACCOUNTING I	4	3.00																									
Courses Applied:																																					
• BA 211 - PRIN ACCOUNTING I	4	3.00																																			
1.1.1.2  Discipline Related Courses	Required		All																																		
<ul style="list-style-type: none"> ✗ You must complete all courses here. You have 13 courses remaining. <table border="1"> <tr> <td>Courses Applied:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• BA 101 - INTRODUCTION TO BUSINESS</td> <td>4</td> <td>A</td> <td>FA/99</td> </tr> <tr> <td>• BA 110A - BUSINESS COMPUTER APPLICAT</td> <td>3</td> <td>A</td> <td>SP/11</td> </tr> <tr> <td>• BA 110X - BUSINESS COMPUTER APPLICAT</td> <td>3</td> <td>A</td> <td>WI/11</td> </tr> <tr> <td>• BA 131 - INTRODUCTION TO DATA PROCES</td> <td>4</td> <td>A</td> <td>WI/97</td> </tr> <tr> <td>• BA 206 - PRIN/MANAGEMENT</td> <td>5</td> <td>C</td> <td>SP/90</td> </tr> <tr> <td>• BA 214 - BUSINESS COMMUNICATIONS</td> <td>3</td> <td>A</td> <td>SP/97</td> </tr> <tr> <td>• BA 226 - BUSINESS LAW I</td> <td>4</td> <td>B</td> <td>FA/97</td> </tr> </table> <p>Required Courses: BA 101, 110A, 110X, 131, 206, 209Q, 214, 224, 226, 284*; BT 116, 121, 122, 140, 201M, 202M, 206, 220; HTM 131, 226 (show course titles)</p>						Courses Applied:				• BA 101 - INTRODUCTION TO BUSINESS	4	A	FA/99	• BA 110A - BUSINESS COMPUTER APPLICAT	3	A	SP/11	• BA 110X - BUSINESS COMPUTER APPLICAT	3	A	WI/11	• BA 131 - INTRODUCTION TO DATA PROCES	4	A	WI/97	• BA 206 - PRIN/MANAGEMENT	5	C	SP/90	• BA 214 - BUSINESS COMMUNICATIONS	3	A	SP/97	• BA 226 - BUSINESS LAW I	4	B	FA/97
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• BA 131 - INTRODUCTION TO DATA PROCES	4	A	WI/97																																		
• BA 206 - PRIN/MANAGEMENT	5	C	SP/90																																		
• BA 214 - BUSINESS COMMUNICATIONS	3	A	SP/97																																		
• BA 226 - BUSINESS LAW I	4	B	FA/97																																		
1.1.1.3  Ethics or Human Relations Course	Required		1-1																																		
<ul style="list-style-type: none"> ✓ Exactly 1 course required. <table border="1"> <tr> <td>Courses Applied:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• BA 285 - HUMAN RELATIONS IN BUSINESS</td> <td>3</td> <td>A</td> <td>WI/00</td> </tr> </table> <p>Course Options: BA 277, 285 (show course titles)</p>						Courses Applied:				• BA 285 - HUMAN RELATIONS IN BUSINESS	3	A	WI/00																								
Courses Applied:																																					
• BA 285 - HUMAN RELATIONS IN BUSINESS	3	A	WI/00																																		
1.1.1.4  Leadership Electives	Required		4-4																																		
<ul style="list-style-type: none"> ✗ Exactly 4 credits required. You need 4 more credits. <p>Courses Applied: 0</p> <p>Course Options: LD 110, 130, 131, 132, 133, 150, 211, 212, 215, 225, 288 (show course titles)</p>																																					
1.1.1.5  Math	Required		1-1																																		
<ul style="list-style-type: none"> ✓ Exactly 1 course required. <table border="1"> <tr> <td>Courses Applied:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• BA 104 - BUSINESS MATHEMATICS I</td> <td>4</td> <td>A</td> <td>SP/98</td> </tr> </table> <p>Course Options: BA 104; MTH 095, 105, 111, 112, 211, 212, 213, 231, 241, 243, 251, 252, 253, 254, 255, 256, 261 (show course titles)</p>						Courses Applied:				• BA 104 - BUSINESS MATHEMATICS I	4	A	SP/98																								
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• BA 104 - BUSINESS MATHEMATICS I	4	A	SP/98																																		

- 🖱 You can hover over a course to see the full course title
- 🖱 If you want to print a readable version of the degree audit select the "Print View" option

Have questions or need help?

- There is a Video Tutorial of how to create a Goal. To access the video, select the  on the top far right of the Home page within the Degree Audit tool.
- Contact our Credentialing and Completion Specialist, Linnet Preston, by phone at 541-278-5789.
- Email us at studentrecords@bluecc.edu