

ACCESSING THE DEGREE AUDIT TOOL

To access the degree audit tool:

1. Log onto the [Wolfweb](#) from BMCC's website
2. From the WOLFWEB – STUDENT ONLINE RESOURCES page, under the “Additional Resources” section, select the **Degree Audit** link.

WOLFWEB - STUDENT ONLINE RESOURCES

[View Messages \(6 unread\)](#)

Name: BOGUS STUDENT
Student ID: 178-0725
BMCC Email: bstudent0725@my.bluecc.edu
Degree Intent: AAOT

Get Connected!

- [Admissions Status](#)
- [Canvas](#) (connect to your courses)
- [Appointment Manager](#) (connect to your Advisor, Success Coach, Financial Aid and more)
- [Student E-mail](#) (connect to important information from the college)

Registration & Term Schedule

- [Register for Classes](#)
- [Register with a Permission Code](#)
- [Add a class](#)
- [Drop or withdraw from a class](#)
- [Print an existing schedule](#)

- [Log Out](#)

Faculty Advisor: *No advisor on file* [Contact](#)
Success Coach: *No success coach on file*

Manage your Student Account & Records

- [Pay my bill](#)
- [Change my Password](#)
- [Change personal information](#) (update address, phone, etc.)
- [Authorization to Release Information](#) (add or remove)

Additional Resources

- [Degree Audit](#) (tool to track progress towards degree completion)
- [Enrollment Verification](#) (to verify current/prior enrollment)
- [Financial Aid](#) (view file stats/current award)
- [Grades - most recent term](#)
- [Transcripts - Order an Official Transcript](#)
- [Transcripts - View/print an unofficial](#)

3. Check the “I understand...” Box and hit the “Go To My Degree Audit Home Page” button.

WELCOME TO DEGREE AUDIT!

DEGREE AUDIT is the program used by BMCC to process program evaluations. It has some great benefits which include accessibility from the Internet and audits that can be updated as more courses are completed.

THINGS TO LOOK FOR:

- Your degree audit will look different. Your program audit consists of:
 1. Requirements: **✓** *Indicates requirement (or sub-requirement) has been satisfied.*
 2. Sub-requirements: **✗** *Indicates requirement (or sub-requirement) has not been satisfied.*
- **Unused courses** will be listed at the end of the audit as **Courses in Progress (CIP)**, **Unsatisfactory** or **Satisfactory**.

 **PRINT THIS PAGE FOR REFERENCE BEFORE GOING ON TO VIEW YOUR AUDIT**

INSTRUCTIONS:

- From your **Degree Audit Home** page, select the **Official Program** audit from the **Restore Audit** drop down list. Click the **Restore Audit** button to view your results.
- **When you are finished**, select the **[CLOSE AUDIT]** button.

Every attempt has been made to insure the accuracy of this audit. However, because we are in the test phase of this program, discrepancies may occur.

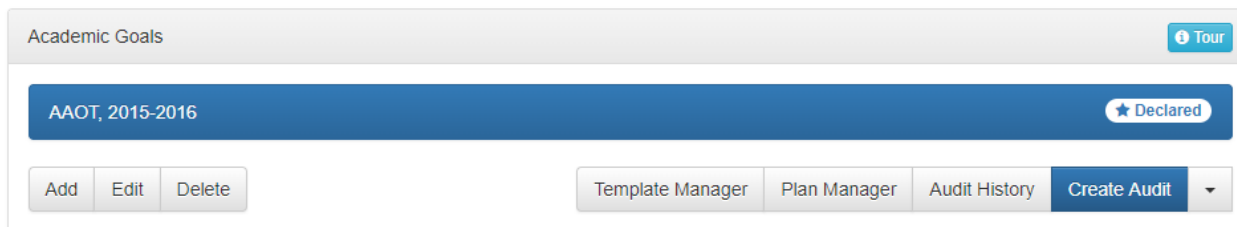
I understand and accept the above limitations of this audit.

[GO TO MY DEGREE AUDIT HOME PAGE](#)

You are now ready to create and run your degree audit!

CREATING AND RUNNING YOUR DEGREE AUDIT

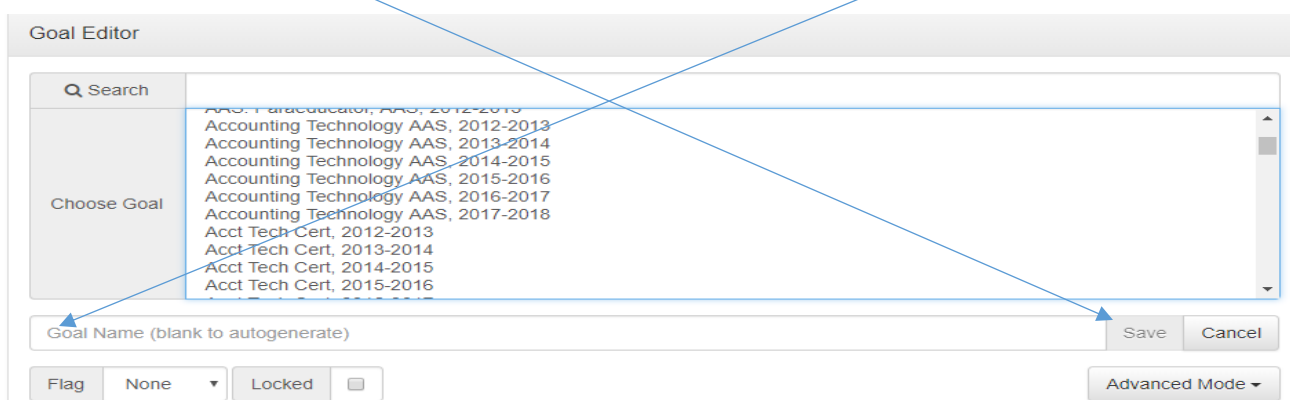
1. From the menu below, select "Add"



The screenshot shows the 'Academic Goals' interface. At the top, there is a 'Tour' button. Below it, a goal 'AAOT, 2015-2016' is listed with a '★ Declared' status. At the bottom, there are buttons for 'Add', 'Edit', and 'Delete'. To the right, there is a menu with options: 'Template Manager', 'Plan Manager', 'Audit History', and 'Create Audit'. The 'Add' button is highlighted with a blue box.

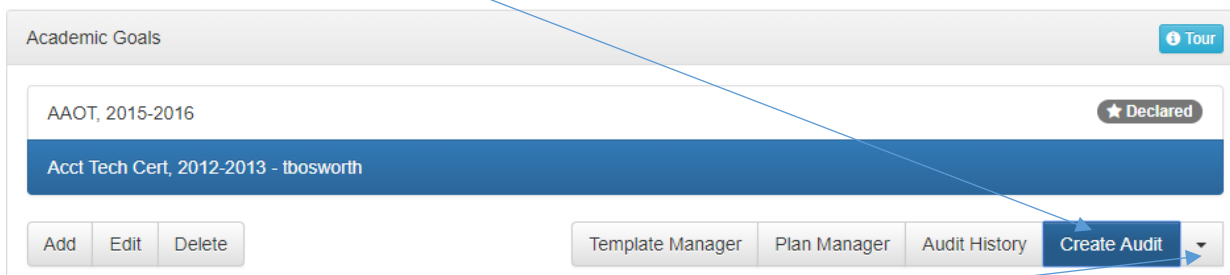
2. Degrees are now listed in alphabetical order.

- Select your goal. The goal name will automatically add itself in the Goal Name field.
- Add your name to the goal name so you know which one you have created. Example: Acct Tech Cert 2012-2013 - tbosworth
- Hit the "save" button.



The screenshot shows the 'Goal Editor' interface. On the left, there is a 'Choose Goal' dropdown menu. The dropdown is open, showing a list of goals in alphabetical order: 'AAOT, Paralegal, AAS, 2012-2013', 'Accounting Technology AAS, 2012-2013', 'Accounting Technology AAS, 2013-2014', 'Accounting Technology AAS, 2014-2015', 'Accounting Technology AAS, 2015-2016', 'Accounting Technology AAS, 2016-2017', 'Accounting Technology AAS, 2017-2018', 'Acct Tech Cert, 2012-2013', 'Acct Tech Cert, 2013-2014', 'Acct Tech Cert, 2014-2015', and 'Acct Tech Cert, 2015-2016'. Below the dropdown, there is a 'Goal Name (blank to autogenerate)' field. To the right of the field are 'Save' and 'Cancel' buttons. Below the field, there is a 'Flag' dropdown menu set to 'None', a 'Locked' checkbox, and an 'Advanced Mode' dropdown menu.

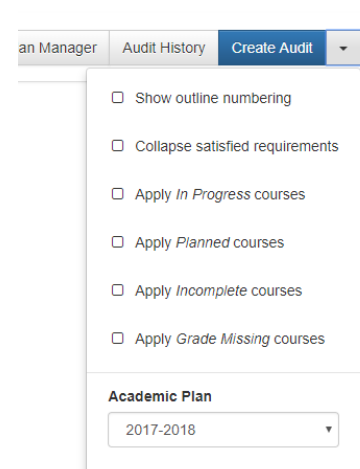
3. At the Academic Goal page, your recently created audit is highlighted. To run the audit, select the "Create Audit" button.



The screenshot shows the 'Academic Goals' interface. At the top, there is a 'Tour' button. Below it, two goals are listed: 'AAOT, 2015-2016' with a '★ Declared' status, and 'Acct Tech Cert, 2012-2013 - tbosworth' which is highlighted with a blue background. At the bottom, there are buttons for 'Add', 'Edit', and 'Delete'. To the right, there is a menu with options: 'Template Manager', 'Plan Manager', 'Audit History', and 'Create Audit'. The 'Create Audit' button is highlighted with a blue box.

HINT: If you would like to run the audit with "courses in progress", select the drop down arrow next to the "Create Audit" button prior to running the audit.

You may rerun your audit at any time!



The screenshot shows the 'Create Audit' dropdown menu. It contains several checkboxes for course selection: 'Show outline numbering', 'Collapse satisfied requirements', 'Apply In Progress courses', 'Apply Planned courses', 'Apply Incomplete courses', and 'Apply Grade Missing courses'. Below these checkboxes, there is an 'Academic Plan' dropdown menu set to '2017-2018'.