

## Degree Audit through Web Advisor

1. Sign onto [Web Advisor](#) as usual. Under Registration chose Program Eval

The screenshot shows the 'WebAdvisor for Students' main menu. It is divided into several sections: 'Academic Profile' (Grades, Grade Point Average by Term, Transcript, My Class Schedule, My Profile), 'Communication' (My Documents, E-mail My Advisor(s)), 'Registration' (Search for Sections, Search/Register for Sections, Register and Drop Sections, WebAdvisor for Students (PDF), Classrooms and Labs (PDF), Registration Ticket Times, Approvals and Holds, **Program Eval (Degree Audit)**), 'Financial Aid' (FA Award Letter, Financial Aid by Term, Financial Aid by Year, Contact Financial Aid), and 'Billing Information' (Account Summary, Account Summary by Term, Make a Payment, Billing Documentation (PDF), Approvals and Holds). An arrow points from the 'Program Eval (Degree Audit)' link in the Registration section to the 'Program Evaluation' page shown in the next screenshot.

Click "submit".

2. Put a check mark in the box by your program and click "submit"

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Program Evaluation' page. The browser's address bar shows the URL: <http://hera.philau.edu/PROD2/WA?TOKENIDX=8869383735&SS=3&APP=ST&CONSTITUENCY=WBFC>. The page content includes a header with 'Student LookUp / Choose Action Code / Program Evaluation' and 'Welcome Ilkel'. Below the header is a 'Program Evaluation' section with the instruction: 'You may select either an active program or a "What If" program.' There is a 'Printer Friendly View' link and a note '\* = Required'. Under the heading 'Choose One Active Programs', there is a table with one row: '1' in the first column, a checked checkbox in the second, and 'ACCT.BS.DAY Accounting, B. S.' in the third. Below the table are two dropdown menus: 'What if I changed my program of study?' and 'What work do you want to include?' (set to 'A - All (includes planned)'). A 'SUBMIT' button is at the bottom of the form. An arrow points to the checked checkbox in the table.

3. Your Degree Audit will appear. You have the option to read it on-line or to print it out.  
(example below)

Student LookUp / Choose Action Code / Program Evaluation / Program Evaluation 2 / Welcome Ilkel

**Graphical View**

12/06/07 Philadelphia University Academic Evaluation Page 1

Student: [Redacted]  
 Program: Fashion Industry Management, B. S. (FIM.BS.DAY)  
 Catalog: 2006  
 Ant Completion Date: [Redacted]  
 E-Mail Address: [Redacted]

Advisor: Philip S. Russel

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 This evaluation is for guidance only and is best used in consultation with your advisor.  
 No legal or binding agreement is intended or implied.  
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**\*\*\*ATTENTION STUDENTS\*\*\***  
 Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 residency (institutional) credits - 12 credits must be within the major core; 6 credits must be in College Studies in order to be eligible for a B.S. degree.

**\*\*\*DEFINITIONS\*\*\***  
 "Institutional Credits" = Residency Credits  
 "Combined Credits" = Residency + Transfer Credits  
 "Anticipated Additional" = Registered Credits + In-progress Credits + Credits of courses graded Incomplete  
 "Anticipated Remaining" = Credits remaining not yet registered

Program Status: In Progress

|                        | Required | Current Earned | Remaining | Anticipated(*) Additional | Remaining |
|------------------------|----------|----------------|-----------|---------------------------|-----------|
| Institutional Credits: | 60.00    | 15.00          | 45.00     | 30.50                     | 14.50     |
| Institutional GPA:     |          | 3.133          | Met       |                           |           |
| Combined Credits:      | 124.00   | 15.00          | 109.00    | 30.50                     | 78.50     |
| Combined GPA:          | 2.000    | 3.133          | Met       |                           |           |

**OR**

**If you would want to see how a change of major will affect your record**

4. At the question: What if I changed my program of study? Choose the new program from the drop down and submit.

Program Evaluation - Microsoft Internet Explorer

Student LookUp / Choose Action Code / Program Evaluation Welcome Ilkel

### Program Evaluation

You may select either an active program or a "What If" program.

**Printer Friendly View**

\* = Required

**Choose One Active Programs**

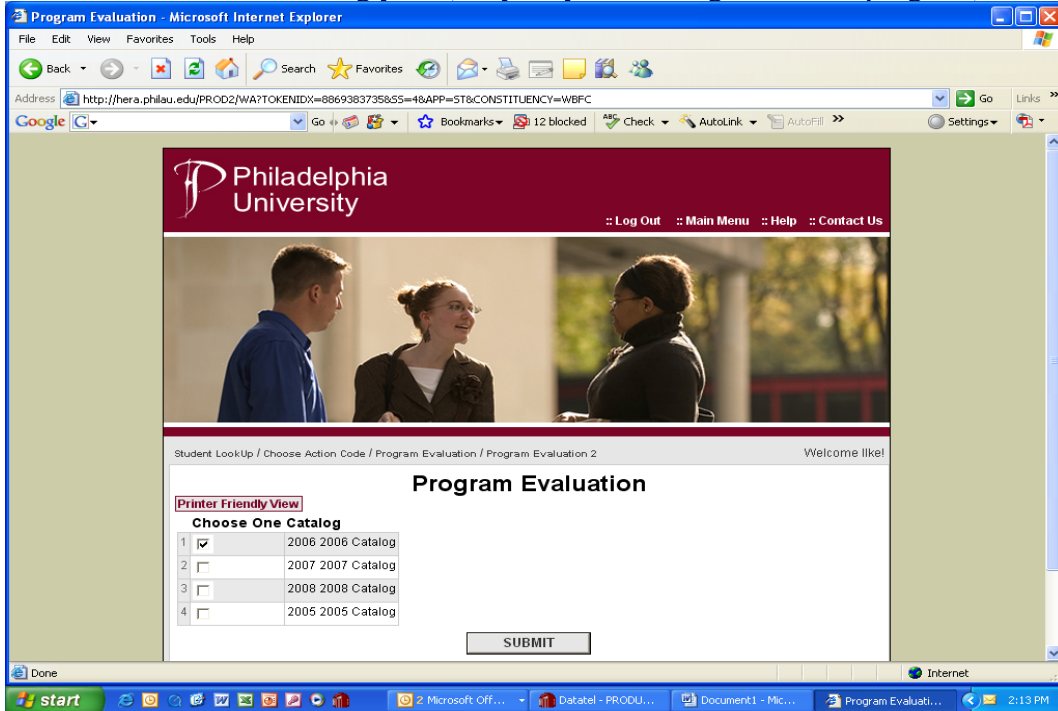
ACCT.BS.DAY Accounting, B. S.

What if I changed my program of study? **FIM.BS.DAY - Fashion Industry Management, B. S.**

What work do you want to include? **A - All (includes planned)**

**SUBMIT**

5. Choose the current catalog year (the year you will begin the new program). Click submit.



6. Your new Degree Audit will appear. This will show how your current course work will be credited to the new major. You have the option to read it on-line or to print it out.

