Log In and view the Worksheets Tab

- Navigate to https://degreeaudit.yale.edu and log in with your CAS credentials. Once logged in, please allow several seconds for Degree Audit to fully load.
- The Worksheets tab loads. The Worksheets tab shows the audit of a student’s degree progress. There are a series of “blocks” with information. The blocks may differ, depending on the level of the pursued degree.
- The top block contains student information. Information about the selected student displays inside this block.
- Use the Select Student drop-down menu in the block to select from your list of advisees.

Searching for Students

You can search with certain criteria to narrow in on a subset of your advisees.

1. Click the Advanced Search link below the Student ID field in the student information block to open the Find Students screen.
2. Enter your search criteria.

3. Click the **Search** button in the lower right corner. Your search results appear at the bottom of the screen.
   - You can sort the list by clicking any column header. The list of audits on the main screen will display in the order chosen here.
   - Uncheck boxes in the search results to exclude those students from the list of audits on the main screen.

4. Click **Select** to return to the main screen with only this list of selected students.
Information Blocks

The Student Information block shows basic information about the student.

The Degree block includes grade requirements and a summary of the other blocks in the audit.
The next block is for the major/program of study/coursework requirements.

Any or all of the following blocks may display, depending on the student’s academic history.

The **Fallthrough** block lists eligible courses that were not used for the major/program requirements. These may be excess courses, audited courses, or other courses that are not necessary for the major. Courses from this section are sometimes later applied to the major block by exception.
The *Ineligible* block includes courses in which the student enrolled but the courses are not eligible for credit toward the degree (failed courses, withdrawals, ineligible repeats, etc.).

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 160</td>
<td>Frontiers &amp; Contrvrses: Astrophys</td>
<td>F</td>
<td>0</td>
<td>Fall 2022</td>
</tr>
</tbody>
</table>

The *In-progress and Preregistered* block lists in-progress courses for which a grade has not yet been submitted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 121</td>
<td>Intermediate Microeconomics</td>
<td>IP</td>
<td>(1)</td>
<td>Spring 2023</td>
</tr>
<tr>
<td>ECON 340</td>
<td>Economics &amp; Politics of Devlp</td>
<td>IP</td>
<td>(1)</td>
<td>Spring 2023</td>
</tr>
<tr>
<td>FILM 457</td>
<td>Ital Filmm:Postwar to Postmodern</td>
<td>IP</td>
<td>(1)</td>
<td>Spring 2023</td>
</tr>
<tr>
<td>PHIL 267</td>
<td>Mathematical Logic</td>
<td>IP</td>
<td>(1)</td>
<td>Spring 2023</td>
</tr>
<tr>
<td>ECON 135</td>
<td>Intro Probability &amp; Statistics</td>
<td>IP</td>
<td>(1)</td>
<td>Fall 2023</td>
</tr>
<tr>
<td>ECON 350</td>
<td>General Equilibrium Theory</td>
<td>IP</td>
<td>(1)</td>
<td>Fall 2023</td>
</tr>
<tr>
<td>EPS 110</td>
<td>Dynamic Earth</td>
<td>IP</td>
<td>(1)</td>
<td>Fall 2023</td>
</tr>
<tr>
<td>MATH 310</td>
<td>Intro to Complex Analysis</td>
<td>IP</td>
<td>(1)</td>
<td>Fall 2023</td>
</tr>
</tbody>
</table>

The *Not Counted* block includes items in the student’s academic record that do not count toward the degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Reason</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI 207</td>
<td>Pop Music Theory</td>
<td>Max of zero classes/credits exceeded</td>
<td>A</td>
<td>1</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>MUSI 218</td>
<td>Aural Skills for Tonal Music</td>
<td>Max of zero classes/credits exceeded</td>
<td>A</td>
<td>1</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>MUSI 345</td>
<td>Lessons</td>
<td>Max of zero classes/credits exceeded</td>
<td>P</td>
<td>1</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>MUSI 346</td>
<td>Lessons</td>
<td>Max of zero classes/credits exceeded</td>
<td>P</td>
<td>1</td>
<td>Spring 2022</td>
</tr>
</tbody>
</table>
The *Exceptions* block will show a summary of exceptions if any exist on the audit.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Allow</td>
<td>Allow ECON 340 to apply here</td>
<td>06/12/2023</td>
<td></td>
<td>Major in Mathematics</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The *Notes* block will display only if any notes have been entered for the student.

<table>
<thead>
<tr>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student requested permission to use MUSI courses for MATH requirements. Permission denied.</td>
<td>06/12/2023</td>
<td></td>
</tr>
<tr>
<td>Student plans to study abroad summer 2023</td>
<td>06/12/2023</td>
<td></td>
</tr>
</tbody>
</table>

**Legend and Disclaimer**

The legend is at the bottom of the worksheet, followed by a disclaimer approved by the University General Counsel's Office.

**Legend**

- Complete
- Complete except for classes in-progress
- Any course number
- Not complete
- Nearly complete - see adviser
- Repeated class

**Disclaimer**

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the requirements listed above. You may contact your academic adviser or the Registrar's Office for assistance in interpreting this report. This report is not your academic transcript, may not be entered, and is not official notification of completion of any academic requirements. Please contact the Registrar's Office regarding this degree audit report or your official degree completion status, or to obtain a copy of your official transcript.

**Notes**

The *Notes* option allows you to view notes entered in the audit or add new notes. To add a note, click the three vertical dots above the student information block, then click the *Notes* option.
IMPORTANT: Please use discretion whenever adding a note. Notes are not confidential and can be seen by anyone viewing the audit, including students.

Click Add a new note and you will see a box to enter your desired text. When finished, click the Save Note button.
Commonly Used Features

**Class History**

You can view a simple chronological listing of a student’s classes in the *Class History*. To see the class history, click the three vertical dots above the student information block, then click the *Class History* option.

![Class History example](image)

**Save as PDF or Print**

You can save the audit as a PDF file—then print, save, or email the file—by clicking the print icon above the student information block. The PDF file will appear in a separate window and may take several seconds to create.

![Save as PDF example](image)
Update the Audit

Produce a New Audit with New Banner Data

The data refreshed date indicates the last time DegreeWorks checked Banner for new data. Hover your mouse pointer over the data refreshed date to see when the data was last changed.

Click the Refresh button to force the system to check Banner for new data. Use this feature if you believe there is new data in Banner that is not in the degree audit.

When you click the Refresh icon you will see a notification if there is new data in Banner and a new Degree Audit is generated, or if no new data was found.

Produce a New Audit without Checking Banner for New Data

Go to the Worksheets tab then click the Process button near the top of the page, just below the student information block.
FAQs

Where do I log in to Degree Audit?

- [https://degreeaudit.yale.edu/](https://degreeaudit.yale.edu/) and it may also be found among the resources listed here: [https://registrar.yale.edu/staff/academic-systems-and-resources](https://registrar.yale.edu/staff/academic-systems-and-resources)

How do I run a “What If” audit?

- See the [How to run What-If Audits](#) document. The document is internal to the URO staff.

How do I get a list of courses and grades?

- See the [Class History](#) section of this document.

I’m not seeing a student that I should.

- Email gsas.registrar@yale.edu

What is the contact if I need assistance with Degree Audit?

- Email gsas.registrar@yale.edu

My students’ PhD audits are not loading in Google Chrome.

- There is a known issue with PhD audits in Google Chrome. Mozilla Firefox that is the recommended browser for use with Degree Audit. We expect this to be resolved in summer 2023.

School-Specific Information

**Graduate School**

The *Milestones for the Ph.D.* block will show if it applies to the selected student.
The *Language Proficiency* block appears if the selected student has any language proficiency codes in *Banner* regardless of whether their program of study has a language requirement.

- If a student has met their language requirement and their *Banner* record has the G05 event code, the checkbox *Language Requirement Completed* checkbox will show in this block.

```
Language Proficiency

Catalog: Fall 2019

This block is informational only. It displays any language proficiency noted on your student record.

- [ ] Proficiency in French
- [x] Language Requirement Completed
```

**Yale College**

Coming soon