

Faculty Advisor Guide

1. How to Log In

- a. Log in to [eCampus](#)
- b. Click on the Services tab on top
- c. Click on the Degree Audit icon (graduation cap)



2. Looking Up a Student

- a. Once the program comes up, click on the 'Students' icon.



Home



Students

b. Enter the student ID and hit Continue, or you can search by name.

c. After you enter the ID, the 'Request Audit' page will appear. In the 'Select A Program' section, 'Run Current Program' is the default option. Go to the bottom of the page and click 'Run Audit'.

↑
Students ▾
Batch


Student Search

Enter Student ID

Student ID

Search by Student name

First Name

Last Name 

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year
	04171	Social Work - Bachelor of Social Work	201209

Run Selected Program:
Choosing a degree program here will not change your declared degree program.

Degree ▾

Catalog Year ▾

Options

Include In Progress Courses

What If Courses ▾

Run Type ▾

Format ▾

|

d. The 'Running Results' page will appear. On the 'Completed Audit Requests' page, look under the 'New Audit' button (do not click the new audit button) and you will see the creation row. Go to the 'View' column. Click 'View Audit'. To see the one you just requested, look at the first line. It will show current date and time you requested the audit.

If you search by name, go to the correct student and click the 'play' button on the left side of their name. The 'Request Audit' page will appear. In the 'Select A Program' section, 'Run Current Program' is the default option. Go to the bottom of the page and click 'Run Audit'. The 'Running Results' page will appear. On the 'Completed Audit Requests' page, look under the 'New Audit' button (do not click the new audit button) and you will see the creation row. Go to the 'View' column. Click 'View Audit'

3. How to Read the Audit

You can open the whole audit (Click on Open all sections) or click the plus signs to see a specific requirement.

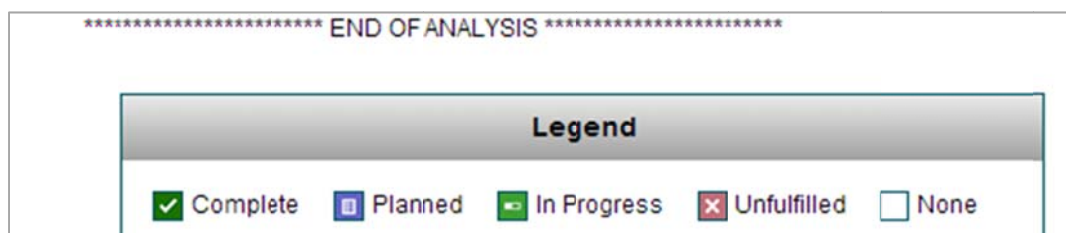
When looking at the audit, when you see IP that means the requirement is currently in progress. The IP will also appear for a course in progress.

The <D means the course is a duplicate and has been repeated. The grade has been averaged into the GPA.

The R means the course is repeatable for the credits and grade again.

a. The legend will appear at the end of the audit

- The check mark means the course is completed
- The X means the requirement still needs to be completed
- The in progress bar means the course is in progress





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The New Degree Audit Instructions

b. At the top of the screen you will see the student's information such as name, ID, catalog year, when the audit was prepared and what the student's major/degree is.

<i>MINNIE MOUSE Mathematics - Bachelor of Science</i>					
Prepared On	11/07/2013 02:54 PM	Program Code	04140	Catalog Year	201209
Student ID	0000000	Graduation Date		Job ID	2013110714541096

4. To Print an Audit

In the upper right hand corner of the audit, you will click on the Printer Friendly button. This will bring up the audit in another view. Right click and hit Print.

Please note that the audit will print without the student's name and id, at the request of the Provost's office.

5. To Run a New Audit

- Click 'Request Audit' on the right hand side of the screen.
- Under 'Select a Program', 'Run Current Program' will be the default check off.
- Click 'Run Audit'.
- Results will display on your screen showing any audits run for this student.
- Click 'View Audit'.
- The new audit will appear on the screen.



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6. To Run a 'What-If'

- Click 'Request Audit' on the right hand side of the screen.
- Under 'Select a Program', choose 'Run Selected Program'. (It's under 'Run Current Programs').
- Go to the Degree drop down box and choose the program you are interested in.
- Choose the current or future catalog year. (You must choose this or you will get an error message).
- There will also be a choice for you to choose a second major, a minor, or concentration, track, etc.
- Click 'Run Audit'.
- A new audit will appear on the screen.
- Scroll to the program you processed the 'What-If' for.