MycLarion Academic Advising (Degree Audit) Documentation: Viewing a Degree Audit Report in Advisor Center

1. Login to the MyClarion portal and select Advisor Center. (Note: If you are in Faculty Center, simply click the Advisor Center tab at the top of the screen to view the Advisor Center).

2. Now click the My Advisees link.

3. To view details about a particular student, click the View Student Details link. This will take you to a clone of that student’s Student Center. You can alternatively click the Student Center tab at the top of this page. To change the student whom you are viewing, click the Change Advisee drop-down menu and select the correct student. Then click the Change button.

4. On the Student Center tab, you will see a clone of the student’s Student Center page. This is what the student sees when he or she logs into PeopleSoft.

5. Under the Academics section, you can view a student’s degree progress report by selecting Academic Requirements in the other academic drop-down menu. Click on the Go button ( ).

6. You will be taken directly to the online Degree Audit Report. The degree audit report pulls in the degree requirements based on the students declared program of study (i.e., all majors and minors for their career).
Degree Audit Report Content

Report Header Section

- Date and time stamp to indicate the last time the report was generated.
- Icons in the legend communicating the completion status of the courses and degree requirements.
- An option to select a different career, if the student has more than one active career.
- Buttons to ‘collapse all’ requirements, ‘expand all’ requirements, or ‘view report as pdf.’

Advisement Report Section

- **Satisfied** requirement groups are **collapsed**
- **Unsatisfied** requirement groups are **expanded**
- Data appears in a hierarchical structure
- Overrides, exceptions, and waivers appear on the advisement report under a **Notes** column that appears once the exception has been applied.

Requirement Groups Not Satisfied View

The student has not completed all General Education Flags. Therefore, the requirement groups appear in expanded mode.

- **General Education Flags (RG #65)**
  - **Not Satisfied:** General Education Flags

- **General Education Flags (RG #19)**
  - **Not Satisfied:** Some majors have already defined courses that will fulfill these requirements. Please review your major requirements before selecting general education flagged courses.
    - First Year Values Flag
    - Second Year Values Flag
    - Writing Intensive Flag
      - **Not Satisfied:** Writing Intensive Flag
        - Courses: 2 required, 1 taken, 1 needed
        - The following courses may be used to satisfy this requirement:
Requirement Not Satisfied and Satisfied View

Students may also enroll in a course from their Academic Advisement Report in self service by selecting the course, clicking View Class Sections, then clicking Select next to their chosen section.
Course Lists View
If a requirement within the report contains “Wildcard Courses” (e.g., NURS 300 and 400 level courses), the system will generate a list of courses that meet that requirement. These courses will be visible when the user clicks on the link.

<table>
<thead>
<tr>
<th>BSN Nursing Major Requirements (RQ #1066)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Satisfied:</strong> Complete 37 hours credit in the following with a minimum grade of C.</td>
</tr>
</tbody>
</table>

- **Required Nursing Courses**

- **Required Nursing Electives**
  - **Satisfied:** Required Nursing Electives
  - Courses: 0 required, 2 taken, 0 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 320</td>
<td>Death And Grief</td>
<td>3.00</td>
<td>2009 SPRING</td>
<td>A</td>
<td>✔</td>
</tr>
<tr>
<td>NURS 347</td>
<td>Creating A Wellness List</td>
<td>3.00</td>
<td>2007 FALL</td>
<td>A</td>
<td>✔</td>
</tr>
</tbody>
</table>

Exceptions and Substitutions View

Exceptions appear under the “Notes” column. You can click on the link to see additional information about the exception made.