

HOW TO RUN AN AUDIT AGAINST A COURSE PLAN

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REVISION HISTORY

Version	Date	Name	Description
1	2.16.16	Bracken	final

INTRODUCTION AND PURPOSE

Course plans are available to provide students' guidance towards completion of their degree requirements in a term based structure. This procedure document is intended to introduce users to Student Course Plans and show the user the different types of audits available for a student who has been assigned a course plan.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Tracking is currently disabled and not being used by UCR. When tracking is enabled, a student's completed coursework will be evaluated against their active plan to determine if they have completed their planned requirements by the planned term and are on-track for completing their degree program on-time. The Edit view may show a tracking status but it is not being used.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu/>) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

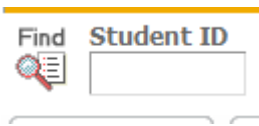
RUNNING A PLAN AUDIT

Using their plan, a student or Advisor can generate an audit to evaluate their degree progress. Generating an audit from a student's plan will show their progress towards their degree as all of their planned requirements are completed successfully.

A plan audit can be run from either view: Edit or Compact

STEPS

1. To access the Plan Audit for a student, first search for and select the student in the Degree Works interface. We recommend you use the student you created a plan for in *How to Create a New Plan*. Then open that plan.



2. Select **Audit** located at the bottom of the page

Worksheets Plans Notes Exceptions GPA Calc

Student Planner for: [Redacted] View: Compact View Plan List New Plan

Bioengineering Active: Yes
Degree: Bachelor of Science Status: LOCKED
Level: Undergraduate Tracking Status: ---

2013-2014

Fall 2013, Total Units: 14.0	Winter 2014, Total Units: 18.0	Spring 2014, Total Units: 17.0
--- BIEN 001 1.0	--- ENGL 001B 4.0	--- BIOL 005B 4.0
--- ENGL 001A 4.0	--- MATH 009B 4.0	--- MATH 009C 4.0
--- MATH 009A 4.0	--- (BIOL 005A and BIOL 05LA) 5.0	--- ENGL 001C or @ @W with BEEV 4.0
--- (CHEM 001A and CHEM 01LA) 5.0	--- (CHEM 001B and CHEM 01LB) 5.0	--- (CHEM 001C and CHEM 01LC) 5.0

2014-2015

Fall 2014, Total Units: 13.0	Winter 2015, Total Units: 17.0	Spring 2015, Total Units: 17.0
--- BIEN 010 4.0	--- CHEM 112A 4.0	--- CHEM 112B 4.0
--- MATH 046 4.0	--- CS 010 4.0	--- MATH 010B 4.0
--- PHYS 040A 5.0	--- MATH 010A 4.0	--- PHYS 040C 5.0
Breadth	--- PHYS 040B 5.0	--- (EE 001A and EE 01LA) 4.0

Last updated by: chaviz, cindy on 18-Nov-2015

Audit Print

3. A new window will open with the **Plan Degree Audit**

Plan Audit

UCR Degree Works Test

New Planner Worksheet: W00000DM as of 12/04/2015 at 15:22 Print

Student	[Redacted]	College	Bourms Engineering
ID	[Redacted]	Level	Undergraduate
Class Level	Freshman	Degree	Bachelor of Science
Advisor		Major	Bioengineering
Student Attribute		Concentration	
Cumulative GPA	3.270	Minor	
Academic Standing		Holds	

Degree Progress

Requirements	60%
Units	66%

Degree in Bachelor of Science
 Catalog Year: 2013-2014 Units Required: 180
Units Applied: 118

180 units are required for the degree, not to exceed 216 units. **Still Needed:** 180 units are required. You currently have 118, you still need 62 more units.

A Minimum of 36 units must be completed at UCR

35 of the last 45 units must be completed at UCR

4. Courses from the Plan will be **highlighted in blue**
5. **Only three of the requirement types will apply to the plan audit:**
 - a. Course requirement, a single course
 - b. Choice requirement, when there are several course options
 - c. Non-Course, when the requirement has been completed through other means (exams, speeches, projects, personal experience etc...)

Plan Audit

PHYS 040C GENERAL PHYSICS PLAN (5) Spring 2015

Major in Bioengineering Catalog Year: 2013-2014 Units Required: 80
GPA: 0.000 Units Applied: 50

Unmet conditions for this set of requirements: 80 units are required. You currently have 50, you still need 30 more units.

Elementary Biochemistry Still Needed: 1 Class in BCH 100

<input checked="" type="checkbox"/> Circulation Physiology	BIEN 105	CIRCULATION PHYSIOLOGY	PLAN	(4)	Winter 2016
<input checked="" type="checkbox"/> Biomechanics of the Human Body	BIEN 110	BIOMECHANICS OF THE HUMAN BODY	PLAN	(4)	Fall 2015
<input checked="" type="checkbox"/> Biosystems and Signal Analysis	BIEN 120	BIOSYSTEMS AND SIGNAL ANALYSIS	PLAN	(4)	Spring 2016
<input checked="" type="checkbox"/> Biotechnology and Molecular Bioengineering	BIEN 125	BIOTECHNOL&MOLEC BIOENGINEERNG	PLAN	(4)	Winter 2016
<input checked="" type="checkbox"/> Bioinstrumentation with Lab	BIEN 130	BIOINSTRUMENTATION	PLAN	(4)	Spring 2016
<input checked="" type="checkbox"/> Biophysics and Biothermodynamics	BIEN 130L	BIOINSTRUMENTATION LABORATORY	PLAN	(2)	Spring 2016
	BIEN 135	BIOPHYSICS & BIOTHERMODYNAMICS	PLAN	(4)	Fall 2016

Biomaterials Still Needed: 1 Class in BIEN 140A or CEE 140A

- d. Placeholder requirements will display at the bottom of the page
 1. Placeholders are user-defined requirements that need to be completed as part of the degree but a single course has not been identified

Plan Audit

Planner Placeholders

Breadth	HUMANITIES/SOCIAL SCIENCES
Breadth	HUMANITIES/SOCIAL SCIENCES
Breadth	HUMANITIES/SOCIAL SCIENCE
Breadth	HUMANITIES/SOCIAL SCIENCE
Breadth	HUMANITIES/SOCIAL SCIENCE
Breadth	HUMANITIES/SOCIAL SCIENCE

6. **Print** a Plan Audit
 - a. **The Audit is not saved on the system for later viewing**, but you can print the audit details using the **Print** link at the top right corner of the audit page.

Plan Audit

UCR Degree Works Test

New Planner Worksheet W00000GX as of 01/12/2016 at 11:33 **Print**

Student	Ahangama, Kusal Chinthana	College	Bourns Engineering
ID	860978988	Level	Undergraduate
Class Level	Senior	Degree	Bachelor of Science
Advisor		Major	Bioengineering
Student Attribute		Concentration	
Cumulative GPA	2.541	Minor	
Academic Standing		Holds	Direct Loan Exit Required Perkins Loan Exit Required

FINAL QUIZ

1. Placeholder requirements will display at the bottom of the page and are not included in the audit.
 - a. TRUE
2. The Audit against the Planned Courses is saved on the system so you can review it at a later time.
 - a. FALSE, the audit is not saved on the system so you will want to print the audit details if you want to have it to review later.
3. Courses from the Plan will be highlighted in blue in the audit so you know what is coming from the plan.
 - a. TRUE