

HOW TO VIEW HISTORIC DEGREE AUDITS

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REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	final

INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure provides instruction on how to navigate and use historic degree audits saved by the system.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Up to three previously run audits (per level and degree objective) can be viewed. Each new audit created after the third causes the last, or oldest, audit to be deleted from the system.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. College Offices
4. 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

HISTORIC AUDITS

STEPS

1. From the Worksheets tab click on **History**. Up to three previously run audits (per level and degree objective) can be viewed. Each new audit created after the third causes the last, or oldest, audit to be deleted from the system. Click in the **Historic Report** drop-down window to see the dates and time of the last three audits.

Worksheets

Format: Student View

Historic Report: 12/01/2015 09:55 U/BA
11/24/2015 15:19 U/BA
11/24/2015 09:48 U/BA

View Save as PDF

History History - Introduction

What If Choose a report format and an historic report and click View.

What If History

Look Ahead

2. Select a historic audit then click **View**.

Format: Student View

Historic Report: 11/24/2015 15:19 U/BA

View Save as PDF

History - Introduction Page

Choose a report format and an historic report and click View.

- 3. The audit will then display below, in the same window.
- 4. From here you can click on **Save as PDF** to save an electronic copy of the audit.

Format: Student View

Historic Report: 11/24/2015 15:19 U/BA

View Save as PDF

UCR Degree Works Test

Student View A0001oOU as of 11/24/2015 at 15:19

Student	Littlelamb, Innocencia Damaiana	College	Humanities, Arts, and Soc Sci
ID	860809937	Level	Undergraduate
Class Level	Freshman	Degree	Bachelor of Arts
Advisor		Major	Psychology
Student Attribute		Concentration	
Cumulative GPA	0.000	Minor	
Academic Standing		Holds	

Degree Progress

Requirements 12%

Units 0%

<input checked="" type="checkbox"/> Degree in Bachelor of Arts	Catalog Year: 2013-2014	Units Required: 180
		Units Applied: 0
<input type="checkbox"/> 180 units are required for the degree, not to exceed 216 units.	Still Needed:	180 units are required. You currently have 0, you still need 180 more units.
<input type="checkbox"/> A Minimum of 36 units must be completed at UCR	Still Needed:	Minimum units completed at UCR: You have 0 but still need a minimum of 36 units.

FINAL QUIZ

1. Up to three historical degree audits can be viewed per level and degree objective.
 - a. TRUE
2. Once you have selected the day/time view you want, click on View.
 - a. TRUE