How to Run a Student's Degree Audit Report

Degree Audits are not available to graduate students and non-matriculated undergraduate students.

UMass Boston uses a degree audit system, called uAchieve, which allows you to do the following:
- Run a degree audit report based on the student's current major
- Run a "what-if" report showing what the student would have to complete if he/she changed to another major

Please note:
- ✓ Students may run their own degree audits in WISER Student Self Service.

- ✓ Although the degree audit system may be accessed within WISER, you must log into it separately using your campus email user ID and password.

- ✓ You must have Adobe Acrobat Reader installed on your device in order to display and print the PDF version of an audit.

Access the Degree Audit Sign-in Page
If you are a UMass Boston staff member with security access to run a degree audit, you may access the degree audit system in two ways:

Without logging into WISER:
- In your web browser, navigate to http://wiser.umb.edu
- Scroll down and click on the Degree Audit login link for staff.
- The UMass Boston Degree Audit Services sign-in page will open.

Within WISER:
- If you are already logged in to WISER, navigate to:
  - **Campus Community > Student Services Center**
  - Enter the Student ID or last name and first name of the student whose progress report you wish to run
  - Click on **Boston Degree Audit** and click on **Go**. The same link is available under the **Quick Links** dropdown menu.
- The Degree Progress Tools sign in page will open.

Login

- Enter your campus **email user ID (firstname.lastname only)** and **password**.
- Click Login.
- The home page will open.

To run a degree audit, click on the **Students** icon.
The student search page will appear.

Search for the Student

- Enter the **Student Number (8 digits only)** and click **Submit**
  Or
- Enter the student's **first name** and **last name** and click **Search.**
  - A note about the search function: the search will return every name that contains any portion of the search values. For example, a search on L Brown will return all last names containing "Brown," including hyphenated last names, with all first names containing "L," such as Silas.
  - The student's unique name and ID number or a list of possible matches will appear.
- Click the **Select** button ▣ corresponding to the student.
- The **Request an Audit** page will appear.
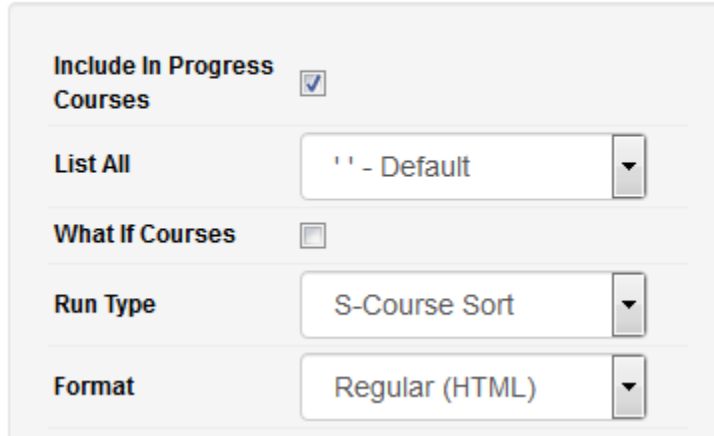
Select the Audit Format
The default is to display the audit in PDF format, for which you must have Adobe Acrobat Reader installed on your device. If you prefer to view the audit in your web browser, you may click **Advanced Settings** and change the **Format** option to **Regular (HTML)** as shown:

Advanced Settings *Click to view available options.*

Include In Progress Courses	☑
List All	' ' – Default ▼
What If Courses	☐
Run Type	S-Course Sort ▼
Format	Regular (HTML) ▼

Important: Run a new audit to see the student's most up-to-date report.

Select the Type of Audit
You may run a report based on the student's current major, the default option, or you may select a different major and run a "what if" report that shows what requirements the student will have to meet if he/she switches to that major.

- Run Current Programs

- Run What If Program

Run Current Programs
This option is automatically selected. The student's current degree program is displayed.

Click **Run Current Programs**.

The **Completed Degree Audits** page will open displaying the new audit and any previously run audits, identified by type, date and time.

Delete Audits
If you wish to delete any previously run audits, click the Delete check box at the far right of the audit and then click **Delete**.
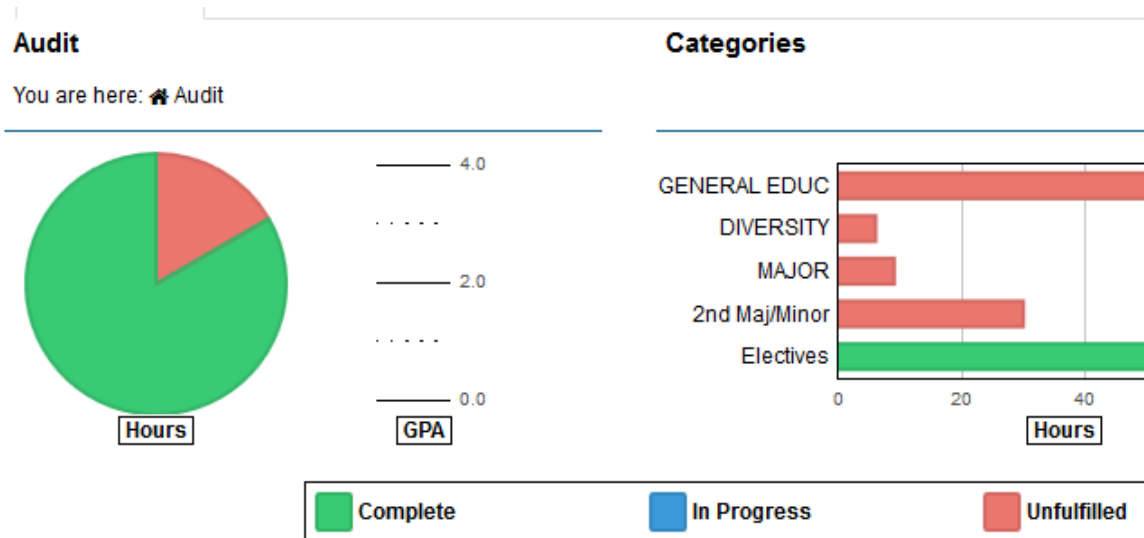
View the Audit Report

Click the **View Audit** link to display your new audit.

ID	Program	Catalog Year	▾ Created	Audit Type	Format	Run By	Course Type	View	Delete
	ENGL-BA	Fall 2016	05/30/2017 3:19 PM		PDF		IP	View Audit	☐

The degree audit report will be available in either PDF format (shown immediately below) or interactive HTML (see page 10), depending on the format option you selected.

The next page will provide an overview of the audit in chart format.

Click **Download PDF Audit** (below the pie chart).

Open the document downloaded to Adobe Acrobat Reader.

Program code: ENGL-BA   *Catalog year:* 2016FL

ENGLISH
BACHELOR OF ARTS

THIS DEGREE AUDIT REPORT IS BASED ON THE DATA FROM YOUR
OFFICIAL STUDENT RECORD. IF THERE ARE ANY PROBLEMS OR
DISCREPANCIES, OR IF YOU HAVE ANY QUESTIONS OR COMMENTS,
PLEASE SEE YOUR ADVISOR OR YOUR DEPARTMENT REPRESENTATIVE.

------> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <------

NO   GENERAL UNIVERSITY REQUIREMENTS FOR GRADUATION
          ****

        Earned: 33.00 *Credits*
                           21.00 >>*GPA CALC HRS*   57.00 >>*GPA POINTS*   2.714 *GPA*
        In-Progress: 15.00 *Credits*
        Needs: 72.00 *Credits*

ip - Ⓡ   A minimum of 120 credits required
                (33.00 *Credits taken*)
           IN-P --->   15.00 *Credits*
           Needs: 72.00 *Credits*

ip + Ⓡ   A minimum GPA of 2.0 is required
                                                2.714 *GPA*
           Needs: 2.000 *GPA*

ip + Ⓡ   University Residency Requirement:
           30 credit must be taken at Umass/Boston
                (27.00 *Credits taken*)
           IN-P --->   3.00 *Credits*

A link in the degree audit to a distribution requirement, such as Natural Sciences or World Languages, will take you to the Course Wizard, where you may view courses that will fulfill the requirement.

For example, if you click on the **NSCI** link in a degree audit, you will be able to select a semester.

Distribution Area : Natural Sciences

test

2017 Fall - 118 results (Show)

2017 Spring - 128 results (Show)

2017 Summer - 42 results (Show)

2017 Winter - 1 results (Show)

Then you will see a list of courses being offered:

Distribution Area : Natural Sciences

test
2017 Fall - 118 results (Hide)

Subject & Catalog	Class Number	Course Title	Weekly Schedule	Class time	
ANTH 105	3587	Introduction to Biological Anthropology	MWF	08:00 - 08:50	More Info
ANTH 105	3588	Introduction to Biological Anthropology	MWF	09:00 - 09:50	More Info
ANTH 105	4397	Introduction to Biological Anthropology	MWF	14:00 - 14:50	More Info

Next Steps

- T**o run another audit for the same student,** click on the **Request Audit** button at the top right of the current audit in your web browser.

- **To return to the home page to select a new student**, click on the **Home** icon 🏠 in the upper left corner of the page.

- **To log out**, click on the Settings icon ⚙️ in the upper right corner and click **Log Out.** If you are logged into WISER, remember to log out.

Run a What If Audit

When you click the Run a What If Program link on the Request an Audit page, you will need to select a degree and a catalog year. Then you may add a concentration or track (depending on whether or not there is one associated with that major), additional majors or minors. If there is no track or concentration associated with the major, the option to add a concentration or track will not be available.

Adding a concentration, track, additional majors or minors is optional. All that is needed to run a "what if" audit is to select a degree program and catalog year.

On the **Request an Audit** page, click **Run a What If Program**.
Select a **Degree**.
Select the **Catalog Year** on which the degree requirements should be based.

Request an Audit

▸ **Run Current Programs:**

▾ **Run a What If Program:**

Choosing a degree program here will not change your declared degree program.

Degree   –   ▾

-
ACCELERATED NURSING – BS
AFRICANA STUDIES – BA
AMERICAN STUDIES – BA
ANTHROPOLOGY – BA
Catalog Year: ART – BA
ASIAN STUDIES – BA
BIOCHEMISTRY – BS
BIOLOGY – BS
CHEMISTRY – BA
CHEMISTRY – BS
Advanced Settings *Click to* CLASSICAL LANGUAGES – BA
CLASSICAL STUDIES – BA
COMMUNICATION – BA
Run Different Program   COMMUNITY DEVELOPMENT – BA
COMMUNITY STUDIES – BA
COMPUTER ENGINEERING – BS
COMPUTER SCIENCE – BA
COMPUTER SCIENCE – BS
CRIMINOLOGY AND CRIM JUS – BA

Buttons will appear allowing you to add a Concentration, if there is one, an Additional Major and/or a Minor.

▾ **Run a What If Program:**

Choosing a degree program here will not change your declared degree program.

Degree   MANAGEMENT – BS

Catalog Year: Fall 2016   Clear Selections

Add: Concentration Additional Major Minor

To add a concentration, click the **Concentration** button.
Dropdown menus will appear to the right.

The **catalog year** will automatically default to the catalog year you have already selected, but you can select a different catalog year if necessary.

Adding a Concentration:

Degree   MANAGEMENT - BS

Catalog Year: Fall 2016   Clear Selections

Add: Concentration   Additional Major   Minor

Catalog Year:

Fall 2016 ▾

Concentration:

– ▾   Never mind

–
ACCOUNTING CONCENTRATION
ENTREPRENEURSHIP CONCENTRATION
FINANCE CONCENTRATION
HUMAN RESOURCE MANAGEMENT CONCENTRATION
INTERNATIONAL MANAGEMENT CONCENTRATION
LEADERSHIP AND ORGANIZATIONAL CHANGE CONCENTRATION
MANAGEMENT INFORMATION SYSTEMS CONCENTRATION
MARKETING CONCENTRATION
SUPPLY CHAIN AND SERVICE MANAGEMENT CONCENTRATION

Advanced Settings *Click to view available options.*

Run Different Program   Cancel

▾ Run a What If Program:

Choosing a degree program here will not change your declared degree program.

Degree   MANAGEMENT - BS

Catalog Year: Fall 2017   Clear Selections

Add: Concentration   Additional Major   Minor

Concentration: ENTREPRENEURSHIP CONCENTRATION Fall 2017 🗑

To delete a concentration, press the trash can icon next to the concentration.

Adding an additional major, with its own concentration, or an additional minor follows the same process.

Request an Audit

▶ **Run Current Programs:**

▼ **Run a What If Program:**

Choosing a degree program here will not change your declared degree program.

Degree   MANAGEMENT - BS

Catalog Year: Spring 2017   [Clear Selections]

Add: [Concentration] [Additional Major] [Minor]

Concentration:ENTREPRENEURSHIP CONCENTRATION Spring 2017 🗑

Additional Major:LABOR STUDIES as a 2nd major Spring 2017 🗑

Once you are satisfied with the configuration of your what-if audit, you can proceed to run the audit.

Click [Run Different Program] .

View the Audit Report
The **Completed Degree Audits** page will open displaying the new audit and any previously run audits, identified by type, date and time.

Click the **View Audit** link to display your new audit.

The degree audit report will open in either interactive HTML format (shown below) or PDF, depending on the option you selected.

In HTML format, as shown below, the pie chart at the top left of the page shows the credit hours the student has completed, is currently taking, and needs to complete.

Point your mouse to each section of the pie chart to display the number of credit hours in each category.
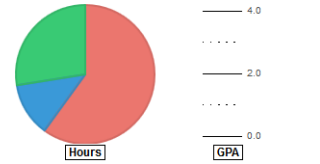
The student's GPA will be displayed.

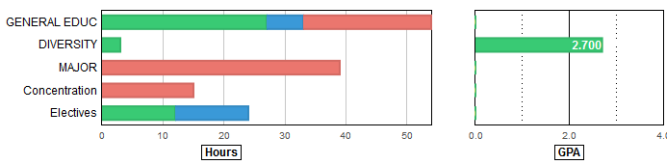The bar chart shows the credit hours and GPA by type of requirement.

MANAGEMENT - BS

Prepared On	05/31/2017 03:07 PM		**Program Code**	MGT-BS	**Catalog Year**	Fall 2016
Student ID			**Graduation Date**		

Audit Results   Course History   Applied Exceptions

Audit
You are here: 🏠 Audit

Categories

Click on any area of the graph for further detail.

GENERAL EDUC
DIVERSITY
MAJOR
Concentration
Electives

2.700

Hours   GPA   Hours   GPA

🟩 Complete   🟦 In Progress   🟥 Unfulfilled   🟪 Planned

⊞ Open All Sections   ⊟ Close All Sections   ❷   🖶 Printer Friendly

```
***THIS IS A WHAT-IF DEGREE AUDIT REPORT***
YOU HAVE CHOSEN A DEGREE PROGRAM OTHER THAN THE ONE
YOU ARE ENROLLED IN.  THIS REPORT WILL NOT MATCH
YOUR OFFICIAL STUDENT RECORD.  REQUIREMENTS MAY
CHANGE BASED ON THE TERM OF ENROLLMENT IN THE NEW
PROGRAM/PLAN.
```

------> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <------

⌄ ❌   **GENERAL UNIVERSITY REQUIREMENTS**
            COLLEGE OF MANAGEMENT
            ****

         Earned: 33.00 Credits

Click **Open all Sections** under the pie chart.

Scroll to the bottom of the report to see the Legend.

<u>Print the Report</u>
Click on the **Printer Friendly** link at the top right of the report. A new window will open.

⊞ Open All Sections   ⊟ Close All Sections   ⓘ   🖶 Printer Friendly

Click on the **File** menu of your web browser and then click on **Print**. Select your printer as you normally would.

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