Adviser Information - Early Degree Audit Review for Summer Graduating Seniors

Early Degree Audit Review for Summer2014 Graduating Seniors:

Dates to Remember:

- **Tuesday, April 15th** the AccessPlus e-report **STDNT-DEGAUDT FUTR CMNCEMT LIST** will run and be available to advisers **Thursday, April 17th.** This e-report will list students who have applied for graduation and will indicate one of the following:
    1. *All Requirements Met*
    2. *At Least One Requirement Has Not Been Satisfied*
- If advisers can clear up the unmet requirement, updates need to be submitted to the college office ***before*** **Friday, May 16, 2014.**
- College Offices will need to complete degree audit changes before **Friday, May 30, 2014**.
- **Tuesday, June 3, 2014:** AccessPlus e-report **STDNT-DEGAUDT *CURR* CMNCEMT LIST** will be available to advisers. This report will contain updated information since the April 15th e-report and will indicate if a student has *All Requirements Met (All Met In-Prog Used)* or *At Least One Requirement Not Met (At Lst 1 Req. Not Met)*

Early E-Report Information:

- The e-report will run before the term of graduation and then again on the night of the 10th day of classes (Summer Semester). The report will list advisees, who have applied for graduation and will indicate either *All Requirements Met* or *At Least One Requirement Has Not Been Satisfied*.
- Advisers should review degree audits for each of their advisees where *At Least One Requirement Has Not Been Met* is indicated. If advisers can clear up the unmet requirement, updates should be submitted to their college office immediately so changes can be made to the student's degree audit.

To Access E-report:

- Login to **AccessPlus** and select the **uBusiness tab**
- Select **e-Reports** from the left menu bar
- Under the **STDNT-DegAudt** heading, select the **STDNT-DegAudt *Futr* Cmncemt** List (before term of graduation) and **STDNT-DEGAUDT *CURR* CMNCEMT LIST** (after term of graduation has started) .
- On the e-report template page, enter **Semester** = SU; **Semester Year** = 2014; **College Code** = Enter college code (example LAS=S) and select *Search*. All majors for that college will appear.
- Click on desired major with most current Report Date. A list of students graduating in that major who have submitted a graduation application for Spring 2014 will appear.
- This list will indicate if a student has *All Requirements Met (All Met In-Prog Used)* or *At Least One Requirement Not Met (At Lst 1 Req. Not Met).* See example below.
- There could be more than 1 page to the report. One page will list students who have the major as a primary major and the second page will list students who have the major as an additional major. ***Be sure to review all pages of each major/curriculum*.**

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R1544 08-07-2012 Spring 2014 Degr Prog: S ADVRT A STDNT-DEGAUDT FUTR CMNCEMT LIST LAS PAGE 1
                                MAJOR MINOR MINOR MAJOR                        Adviser Name
   UNIV ID    Student Name          1     1     2       2 2    Degree Progrm Status      1
   111111111  SAMPLE, JOSEPH      ADVRT PSYCH DSGN             At Lst 1 Req Not Met Adviser Name
   222222222  SMITH, JANE         ADVRT                        At Lst 1 Req Not Met Adviser Name
   333333333  TEST, JAMES         ADVRT                        All Met In-Prog Used Adviser Name
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- Advisers need to review e-report to check for advisees who have the message *At Least One Requirement Has Not Been Satisfied* indicated. If advisers can clear up the unmet requirement, updates should be submitted to their college office immediately so changes can be made to the student's degree audit.