



Degree Audit

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Abstract

This document is provided to help you understand how to set up, maintain, and perform degree audit functions and tasks. Degree Audit allows you to automate the evaluation and verification of student academic transcripts against required criteria defined for each degree. The sequence of Degree Audit events is to first create degree audits in Degree Audit Setup, then use the student evaluation to assign degree audits to individual students and evaluate the student's transcript against the audit, and finally, use the reporting functions to report setup and student evaluation data.

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Table of Contents

Table of Contents	3
Degree Audit: Creating and Running Checklist	4
Creating a Degree Audit	4
Degree Audit Overview	5
Degree Audit Setup	6
Setting Up Degree Audit Programs	6
Step-By-Step: Create a Degree Audit Program	6
Setting Up Degree Audit Courses	7
Step-by-Step: Copy Courses into Catalog Term	7
Creating a Group	9
Step-by-Step: Create a Group	9
Adding Courses to a Group	10
Step-by-Step: Add Courses to a Group	10
Assigning Attributes to Courses	11
Step-by-Step: Define Course Attributes within a Group	11
Creating Formulas within Groups	12
Step-by-Step: Build a Formula within a Group	14
Creating Your Own SQL Formula	15
Step-by-Step: Create SQL Statement Formula	15
Creating a Requirement	16
Step-by-Step: Create a Requirement	16
Adding Groups to a Requirement	18
Step-by-Step: Add Groups to a Requirement	18
Requirement Formula	19
Step-By-Step: Create a Requirement Formula	19
Creating a Program	20
Step-by-Step: Create a Program	20
Adding Requirements to a Program	20
Step-by-Step: Add Requirements to a Program	20
Audit Setup Tab	21
Setup BYOR	23
Step-by-Step: Generating Setup BYOR	23
Degree Audit Student Evaluation	24
Step-by-Step: Perform Degree Audit Evaluation	24
Student Degree Audit Evaluation Report	26
Degree Audit Incomplete Courses Report	28
Step-by-Step: Generating Incomplete Courses Report	28
Manually Map Student Degree Audit	29
Step-by-Step: Manually Map a Degree Audit Program for a Student	29
Mass Update Audit	30
Step-by-Step: Perform a Mass Update Audit	30
Mass Add Degree Audit	32
Step-By-Step: Mass Add Degree Audit	32
Index	34

Degree Audit: Creating and Running Checklist

Upon completion of training in Degree Audit, participants should be proficient in the following areas. The user should be able to perform the following processes and answer the listed questions and provide adequate explanation.

Creating a Degree Audit

Planning

- What course catalog is used?
- What determines how courses are grouped?
 - Core courses.
 - Department specific.
 - Degree specific.
- What is important to remember when creating formulas?
- What determines Requirements groupings?
- How do you determine which Requirements go with Programs?
- When creating Groups and Requirements what should you strive for?

Creating

- How do you import courses into degree audit?
- Create Programs.
- Can you have multiple paths in a program?
- What is double dipping and where can it be set?
- How are Groups created?
- How are Requirements created?
- What is the most important rule when creating formulas?
- Enter Requirements into Programs.
- Where can required GPAs be set?
- How can you assign a degree audit to a student?
- If a degree audit changes what students are affected by the changes?
- What is Manual Mapping?
- How should you test new degree audits?
- Where can degree audits for a student be viewed from?

Running

- How do you run a degree audit for a student?
- What does the asterisk mean of the faculty and student portals?
- Can you change a student's degree audit? What can be an issue with changes?
- What reports can be used for planning future terms?

Degree Audit Overview

Courses – A course is the lowest unit in the Degree Audit hierarchy, and is usually a unit of study of a specific subject. Courses are normally copied into the Degree Audit function from the Master course table, although it is possible to create a course directly in Degree Audit where a suitable course definition does not exist in the Master course table. For example, a course based on “life experience” in a particular instance as it applies to one student.

Groups – A group is a combination of one or more courses with attributes determining how each course is a member of the group. A single course may be a member of many groups and have different attributes in each group. For example, the course ENG210 may be a member of both the Literature group and the Speech group. As a member of the Literature group, the course may be required, but as a member of the Speech group it may be optional. In either case, ENG210 is defined only once then “joined” into each group with the attributes specific to each group set at that time. In the group portion of Degree Audit, groups are created, courses are added to groups, and attributes set for courses.

Requirements – A requirement is composed of one or more groups. Just like courses, a group can be a member of many requirements with different attributes in each.

Programs – A program is composed of one or more requirements, and when combined with the degree, defines the degree program awarded to students achieving the criteria specified in the degree audit. Typical examples might be Accounting, Music, and Business Administration.

Degrees – A degree is the highest level of the Degree Audit hierarchy and is a broad label for a general level and field of study. Examples of degrees are Associate of Science, Bachelor of Art, and Master of Science. The degree label isn’t specific to the exact field of study, but indicates the level of study achieved. When combined with a program, it becomes the degree program awarded to students achieving the criteria specified in the degree audit. Examples of degree programs are Associate of Science – Accounting, Bachelor of Arts – Music, and Master of Science – Business Administration.

Catalog Term – A catalog term is used to identify different variations of degree programs being offered and to insure that a specific student can pursue a static set of requirements. When an institution defines and publishes the criteria required for degree programs it offers, and a student elects to pursue the courses of study to attain degrees, a quasi-contractual relationship exists. The student expects to receive a degree when he or she completes the specified course requirements, and expects the requirements to remain the same for the duration of the program. The catalog term is taken from the term calendar reference table.

Degree Audit Setup

Before performing a degree audit evaluation for a student, the Degree Audit courses, groups, requirements, programs, and degrees must be defined. Initially the Program must be created and then the degree audit can be created for that program starting at the course level.

Setting Up Degree Audit Programs

A Degree Audit program must be selected before setting up or modifying the actual degree audit for that program.



Step-By-Step: Create a Degree Audit Program

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup**. The Degree Audit Setup page displays.

Figure : Degree Audit Setup

2. Select the **Revision Term** to create the degree audit in. Normally degree audits will match the revision term that correspond to program requirement changes. It should match the program course requirements that the student needs to achieve their degree.
3. To display the actual transcript course or equivalent course title that the student has taken to meet a requirement vs. the course title of the requirement check **Use transcript course title instead of audit course title**.



Note: When you select a Revision Term a message may display that states “There is no Degree Audit Setup data for Revision term. Do you wish to copy setup data from another Revision term?”

This will allow you to copy all the degree audits from another revision term to the new term. It may be easier to copy degree audits and make changes if the previous degree audits are similar. Click **Yes** to copy from another term, or **No** to continue creating data for this term. If you click Yes, a dialog box displays asking which term you would like to copy and you can select the appropriate term from a list. If you click No, continue with creating the first Degree Audit.

4. After selecting the term click the **Programs** tab. A list of previously created programs display.

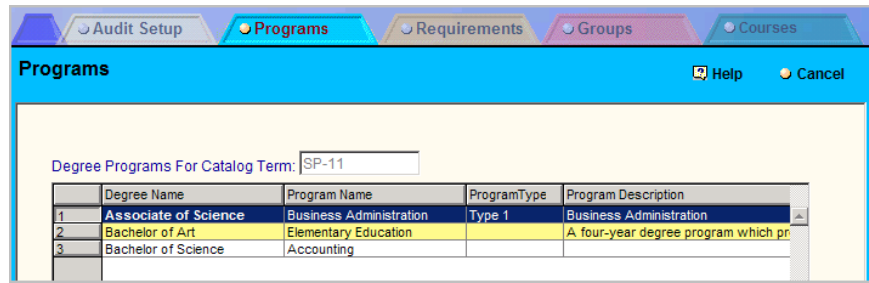


Figure : Degree Audit Programs

- Right click in the **Degree Programs for Catalog Term** data grid. A blank **Program Details** window opens.

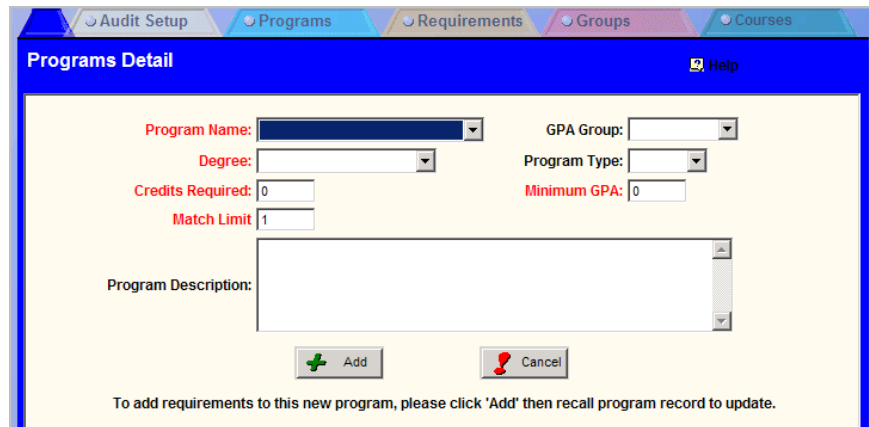


Figure : Degree Audit Program Details window

- Select the **Program Name**, **Degree**, **Credits Required** (for the whole program) and **Minimum GPA** (required to pass the program).
- Enter a number in the **Match Limit** field that will determine program wide, (over multiple requirements) how many times a course may count towards completion of the degree audit. This number can be from 1 to 9999. For example, if a student has taken and passed BIO103LEC and this course is in two requirements and the Match Limit is set to two then both requirements will have this class listed as completed.
- Click **Add** to add the program or **Cancel** to cancel the addition. The new Degree Audit Program displays in the data grid.

Setting Up Degree Audit Courses

A course is the lowest unit in the Degree Audit hierarchy, and is usually a unit of study of a specific subject. Courses are normally copied into the Degree Audit function from the Master course table, although it is possible to create a course directly in Degree Audit where a suitable course definition does not exist in the Master course table. For example, a course based on “life experience” in a particular instance as it applies to one student would merit creation within Degree Audit.



Step-by-Step: Copy Courses into Catalog Term

- Highlight the **Program** and click the **Courses** tab. Right-click inside the data

grid to open the **Courses Detail** screen to add new courses. You will be prompted with the following copy options:

- **Copy All From Master** – Copies all courses from the course Master table.
- **Copy One From Master** – Allows you to choose a single course to copy from the Master table.
- **Enter Manually** – Allows you to manually enter a course record. This course record exists only within Degree Audit. It will not be created in the course Master table.

2. Double click a course to modify course information for the degree program.

The screenshot shows the 'Courses Detail' screen in the CAMS Enterprise software. The interface has a blue header with the title 'Courses Detail' and a 'Help' icon. Below the header, there is a form with the following fields:

- Department: AC
- Course: 221
- Type: L
- Course Name: MANAGERIAL ACCOUNTING
- Credits: 3
- Minimum Grade Point: 1
- Course Division: ECONOMICS (dropdown menu)
- Grouping: (empty text box)

Figure : Degree Audit Course Detail

Any changes made to this screen will affect all Degree Programs in this Revision Term, including those already created.

Once courses have been copied or created, then you must create groups and assign courses to a group or groups. Courses may be assigned to more than one group and may also have different attributes for each group to which they are assigned.

Creating a Group

A group is a combination of one or more courses with attributes determining how each course is a member. A single course may be a member of many groups and have different attributes in each group. In the group portion of Degree Audit, groups are created, courses are added to groups, and attributes set for courses. When groups have been set up and populated with the appropriate courses, you may add them to Degree Audit Requirements.



Step-by-Step: Create a Group

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup**, and then select the appropriate Catalog Term.
2. Click the **Groups** tab, then right-click in the data grid to access the Groups Detail form.

Group Name: Basic Education Units

Group Description:

Sort/Priority Order (0 is highest) 0 Minimum GPA: 1

Show Remaining Yes No Minimize Credits Yes No Minimum GPA Per Course 0

Populate Group Automatically (cannot use group formula) Yes No SQL

Courses In Group - Has Formula

	Cr Apply	Transfer	Equivalen	Req Prereq	Summarize	Dept	Course	Type	Course Name
1	X	X	X	X		AE	166	LEC	ADVANCED
2	X	X	X	X		ART	161	LEC	CERAMICS
3	X	X	X	X		ECON	201	LEC	Micro Econom
4	X	X	X	X		ENG	101	LEC	ENGLISH COI
5	X	X	X	X		MT	100	LEC	FUNDAMENT
6	X	X	X	X		MT	106	LEC	COLLEGE AL

Figure : Group Add window

3. Type the group name in the Group Name field.
4. Type a group description. If the group description is supplied, then the first 60 characters of the description will print on the evaluation report. You can use the description to indicate the types of courses that can be taken for the group. If group description is left blank then "UnMatched Remaining not shown" will print on the report in the group course listing.
5. Enter the Credits Required, Sort Order, and the Minimum GPA Required. The sort order determines which group to evaluate first. It also determines the order in which the group is printed on the evaluation report. Groups with a zero sort order are evaluated first. Minimum GPA for the Group is the GPA that must be attained after all courses are evaluated for the group.
6. Set the required Minimum GPA Per Course. On the Courses Detail screen (see **Degree Audit Course Detail** on page 8) you can set the Minimum GPA for that course. As stated earlier that minimum GPA affects every Degree Audit Program for the revision term. If the Minimum GPA Per Course field is set higher than the Minimum GPA on the Course Detail screen then **every** course in the Group must meet or exceed the Minimum GPA Per Course.
7. Select Yes or No to indicate whether to Show Remaining courses within the group. If Yes is selected, then the remaining courses will show on the report when printed. If the group is complete, then all unmatched remaining courses will be removed from the group. If NO is selected, then unmatched

remaining courses will not show when the group is remaining.

8. Select Yes or No to indicate whether to Minimize Credits. If Yes is selected, then as soon as the group is completed, no more transcript courses will be applied to the group. This keeps a General Elective Group from having too many matches when they could be used to fulfill requirements for other groups.
9. Select Yes or No to indicate whether to Populate Group Automatically. If Yes is selected, then the Group Formula Intelli-Audit Formula Builder tool cannot be used to add a conditional formula to the group. Once Yes is selected and the group is added, then the group may be accessed and the SQL button is available. Clicking this button accesses a window where you may enter a SQL statement without using the formula builder feature.
10. Click **Add** to add the group and return to the Groups tab. The newly added group displays in the group list. The group is now ready to have courses added to it. Click **Cancel** to exit without adding groups.

Adding Courses to a Group

Once you have created a group, you can then add courses to it. Courses are added with attributes particular to that group.



Step-by-Step: Add Courses to a Group

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup**, and then select the appropriate Catalog Term.
2. Click the Groups tab, and then double-click the group to which you want to add courses. A Groups Detail form appears.

A selection filter is available in the Groups Detail form. This allows you to locate only certain courses instead of having to view all courses available. For example, if you wanted to add only Accounting courses to a Business Administration group, type Accounting in the Department field, then click **Find**. Only courses within the Accounting department display in the list.

	Req	Cr Apply	Transfer	Equivalent	Req Prereq	Summarize	Dept	Course	Type
1	X	X	X	X			BL	112	LEC
2	X	X	X	X			BUS	215	

Figure : Add Courses to Group window

3. Right-click in the Courses In Group data grid to access a list of all courses available for the Catalog Term defined in the Degree Audit Setup window.

	Add	Dept.	Course	Type	CourseName	Credits
1	<input checked="" type="checkbox"/>	AE	160	LEC	AMERICAN ENGLISH FOR INTERNATIONAL STUDEN	3.00
2	<input type="checkbox"/>	AE	161	LEC	AMERICAN ENGLISH FOR INT'L STUDENT	3.00
3	<input type="checkbox"/>	AE	165	LEC	ORAL & WRITTEN COMPANIT'L. STUDENTS	3.00
4	<input type="checkbox"/>	AE	166	LEC	ADVANCED COMPOSITION/INTERNATIONAL STUDI	3.00
5	<input checked="" type="checkbox"/>	AR	160	LEC	ART HISTORY I	3.00
6	<input type="checkbox"/>	AR	202	LEC	PAINTING	3.00
7	<input type="checkbox"/>	AR	240	PRT	CERAMICS	3.00
8	<input checked="" type="checkbox"/>	AR	260	LEC	ART HISTORY II	3.00
9	<input type="checkbox"/>	ART	161		CERAMICS	3.00
10	<input type="checkbox"/>	ART	255		COMMERCIAL ART	3.00
11	<input checked="" type="checkbox"/>	AST	170		INTRO TO ASTRONOMY	3.00
12	<input type="checkbox"/>	BA	231	LEC	PERSONNEL ADMINISTRATION	3.00

Figure : Add Courses List window

4. Select the courses or courses by clicking the **Add** field of the course or courses you wish to add. You may select more than one course at a time.
5. Click **Add** to add the course or courses and return to the Groups Detail form with the added courses in the Courses In Group list, or **Cancel** to exit without adding courses.

Assigning Attributes to Courses

You can apply attributes to courses that are specific to a particular group. For example, the minimum passing grade point for Music Appreciation taken by General Studies majors is 1. However, when Music Appreciation is taken as part of a Music major, then the minimum passing grade point is 3. You can change the minimum grade point value for the Music major group without affecting the General Studies group or the Course Master.



Step-by-Step: Define Course Attributes within a Group

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup >Groups** tab, double-click the appropriate group. A Groups Detail form appears.
2. In the Groups Detail form, you can select the appropriate attributes for each course.

Courses In Group									
	Req	Cr Apply	Transfer	Equivalent	Req Prereq	Summarize	Dept	Course	Type
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			BL	112	LEC
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			BUS	215	

Figure : Course Attributes in Groups Detail window

3. Enter the Minimum Grade Point required.
4. Select any/all of the following attributes:
 - **Course Required (Req)** — If a course is marked "Required" then it must be completed for the group to get marked completed. Even if either the credits required or the minimum GPA is satisfied, the group will still get marked "Remaining" if a required course is not complete. Therefore it is possible to get a Group Status of "Remaining 0.00 Credits". This status means the credits are satisfied but the student is missing at least one required course. The Required flag is ignored on Groups with a group formula because it conflicts with the evaluation of the formula. To

include a required course in the Group formula, use the "AND" condition in the formula.

- **Credits Apply To Group (Cr Apply)** — If selected, the course credits and GPA points will apply to group totals. If not selected, the course credits and GPA points will NOT apply to group totals.
- **Transfer Apply To Group (Transfer)** — If selected, the student may take a transfer course to satisfy the course in the audit. If not selected, transfer courses will NOT be applied to the course in the audit.
- **Equivalents Apply To Group (Equivalent)** — If selected, the student may take an equivalent course to satisfy the course in the audit. If not selected, equivalent courses will NOT be applied to the course in the audit.
- **Require Prerequisites (Req Prereq)** — As long as the student has taken the prerequisites at some point in their transcript history, the course will match up and will be applied to the audit course. If not selected, then prerequisites will NOT be required.
- **Summarize** — If selected, certain courses that are taken more than once, like Band or Choir, will have their credits summarized as a total. So if a student is required to have 6 credits of Choir the student will have to take Choir twice if it is a 3 credit course and summarize will show Choir with 6 credits completed. The maximum number of credits for a given course that can count toward the requirement can be set in the Course Master detail screen in the Maximum Credits field.

5. Click **Update** to save changes, or **Cancel** to exit without saving.



Note: All attributes except Summarize default to "Yes" for each course.


Creating Formulas within Groups

CAMS provides a feature that allows you to build formulas within groups. With these formulas, you can create combinations of possible courses required. For example, if a student is working toward a degree in Business Administration, he would have several courses within the Business Administration group from which he could choose to fulfill the requirements necessary to obtain the degree. Out of those courses, some may be required while others may not be. For example, the following courses are assigned to the Business Administration group: BUS215, BUS300, BUS301, BUS315, BUS331, BUS338, BUS342, BUS352, BUS364, BUS480, BUS498, and AC221. A student may be required to successfully complete BUS 215 **AND** BUS300, **AND** either BUS301 **OR** BUS315, **AND** six credits from the following list [BUS331, BUS338, BUS342, BUS352].

The formula would be as follows: BUS 215 **AND** BUS300 **AND** (BUS301 **OR** BUS315) **AND** 6 Credits From List [BUS331, BUS338, BUS342, BUS352].

The Intelli-Audit formula builder features a list of courses available within the group. You can also "build" a course that does not yet exist. This course exists then only within this particular group. It never appears in the Master course table.

The formula is built using a series of logical operator input buttons (operators). These operators define relationships between the various courses.



The Intelli-Audit Formula Builder window features a title bar and a main area with several controls. At the top, there is a 'Select Course In Group:' dropdown menu followed by an 'Add' button. Below this is a table with columns for 'Dept.', 'ID', and 'Type', and a 'Build Course:' row with three dropdown menus and an 'Add' button. At the bottom, there are buttons for 'AND', 'OR', 'n Credits From [list]', 'n Credits From [range]', '(', and ')'. At the very bottom are 'Clear' and 'Undo' buttons.


Figure : Formula Builder window

- **AND** — Joins one course to another.
- **OR** — Joins **either** one course **OR** another course.
- **()** — Open and close parentheses define the list of courses available to select using the OR operator.
- **n Credits From [list]** — Defines the number of credits required from a specific list of courses.
- **n Credits From [range]** — Defines the number of credits required from a specific range of courses.
- **Add** — Inserts a course into the formula.
- **Clear** — Completely clears the formula.
- **Undo** — Removes formula elements one at a time in reverse order of entry.



Note: To ensure the structure of the formula is valid, operators automatically toggle between enabled/disabled as the formula is built. Enabled operators appear darker than disabled operators. The formula is built by clicking the appropriate operators.

The Group Formula text box shows the formula as it is being built using the operators. No keyboard entries may be made into this text box. All entries must be made by clicking on the appropriate operators.



The Group Formula text box displays the following formula: `ENG101LEC AND (AR160LEC OR AR240PRT) AND 3 Credits From List [CA102LEC, CMN201, EC330LEC]`. Below the text box are 'Update' and 'Cancel' buttons.

Figure : Group Formula Text Box



Except for when a new group is created, no data is saved to the database until Degree Audit is closed. Each window with an Add/Update button saves data, but only back to the previous window.

The following Step-by-Step demonstrates how to create a formula based on the following scenario (these classes are used for example only, and are not necessarily set up in your training database).

The following courses are assigned to the Business Administration group: BUS215, BUS300, BUS301, BUS315, BUS331, BUS338, BUS342, BUS352, BUS364, BUS480, BUS498, and AC221. A student may be required to successfully complete BUS 215 **AND** BUS300, **AND** either BUS301 **OR** BUS315, **AND** six credits from the following list BUS331, BUS338, BUS342, BUS352.



Step-by-Step: Build a Formula within a Group

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup** window, select the appropriate Catalog Term.
2. Click the **Groups** tab, and then double-click the group from which you want to build a formula. A Groups Detail window appears.
3. Click the **Group Formula** button to access the Intelli-Audit Formula Builder form.
4. Click the down arrow in the Select Course In Group field to access a list of courses available within the group.
5. Select course BU215, and then click **Add**. The course displays in the Group Formula text box. Click **AND**.
6. Select course BU300, and then click **Add**. The course displays in the Group Formula text box.
7. Click **AND**, then click (. Using parentheses will allow you to use the OR argument for the next two courses.
8. Select course BU301, and then click **Add**. The course displays in the Group Formula text box.
9. Click **OR**.
10. Select course BU315, and then click **Add**. The course displays in the Group Formula text box.
11. Click). The close parentheses finishes the OR argument.
12. Click **AND**, then click **n Credits From [list]**. A dialog box appears with a message asking the number of credits required from the list.

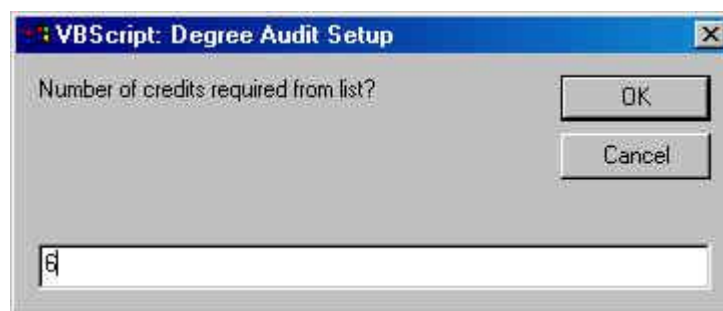


Figure : Dialog box for Credits Required

13. Type in **6** number of credits, then click **OK**.
14. Select the following courses, one at a time, clicking **ADD** for each course: BUS331, BUS338, BUS342, BUS352.
15. When the previous 4 classes have been added, click the **End Credits From List** button to complete this step.

The formula should look like this:

BUS215 AND BUS300 AND (BUS301 OR BUS315) AND 6 Credits From List [BUS331, BUS338, BUS342, BUS352]

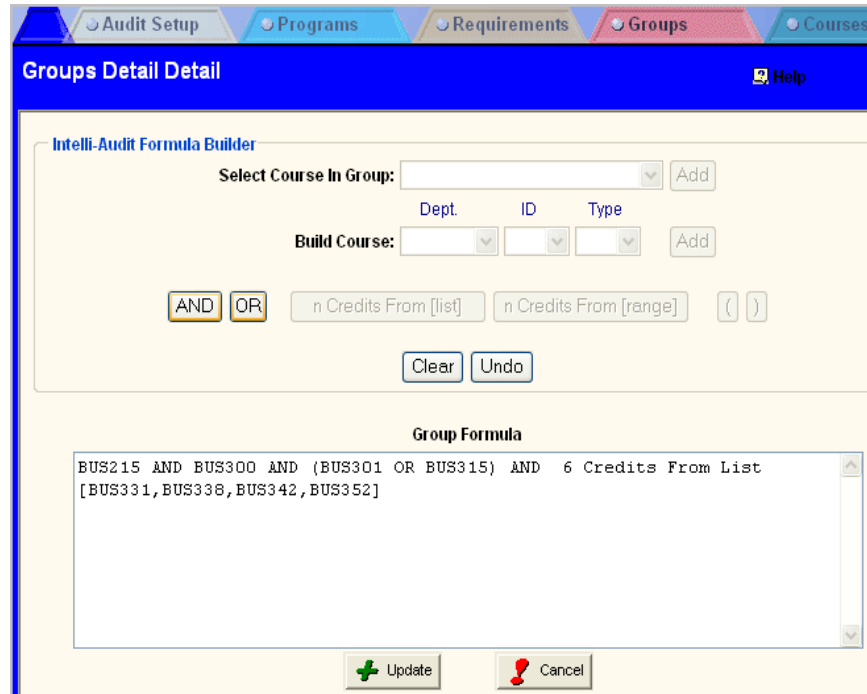


Figure : Group Formula window

16. Click **Update** to save the formula to this group.



Note: It is very important that whenever possible parentheses are used in the formula. For example in **Figure : Group Formula window**, BUS301 and BUS315 are associated with parentheses and an OR statement. By having the parentheses in place when a student takes BUS301 the degree audit report will mark BUS315 as NN (Not Necessary). This will help students and faculty look at the degree audit and easily see what still needs to be taken to complete the group. Parentheses can be up to 8 nested levels deep. If parent parentheses are TRUE then child parentheses courses will not display as remaining. The degree audit will look at the most inside set of parentheses first and work out when calculating the group completion. This also applies to List and Range statements.



Remember that all group information is NOT saved until Degree Audit is closed.

Creating Your Own SQL Formula

This tool offers advanced users with SQL knowledge the opportunity to write their own SQL statements to create formulas within groups. When you choose to populate the group automatically with the SQL statement, CAMS will ignore any courses that may be assigned to the group, and instead accesses courses from the Course Master. Any attributes that you assign will affect every course within the SQL statement.



Step-by-Step: Create SQL Statement Formula

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit**

- >**Degree Audit Setup >Groups** tab, double-click the group for which you want to create the formula. A Groups Detail window appears.
- 2. Make sure the Populate Group Automatically option is set to "**Yes**". If this option is set to "No" you will not be able to use the SQL Statement Entry tool.
- 3. Click the **SQL** button to access the SQL Statement Entry form.

Figure : SQL Statement Entry window

- 4. Type the SQL statement desired, beginning with the “Where” clause.
- 5. After completing the statement, assign attributes to all courses within the statement.
- 6. Click **Test SQL** to ensure the statement is valid, then click **Update** to save your statement, or **Cancel** to exit without saving.

Creating a Requirement

Creating a requirement is similar to creating a group. A requirement is composed of one or more groups. Just like courses, a group can be a member of many requirements with different attributes in each. Before adding groups to a requirement, you must first create the requirement.



Step-by-Step: Create a Requirement

- 1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup** window, select the appropriate Catalog Term.
- 2. Click the **Requirements** tab, and then right-click in the data grid to access the Requirements Detail form.

The screenshot shows the 'Requirements Detail' window in CAMS Enterprise. The window has a blue header with the title 'Requirements Detail' and a 'Help' icon. Below the header, there are several input fields: 'Requirement Name' with the value 'Education Requirement', a large 'Requirement Description' text area, 'Credits Required' with the value '21', 'Sort Order' with the value '0', 'Minimum GPA' with the value '2', 'Match Limit' with the value '1', and an 'Exclusive match' checkbox which is currently unchecked.

Figure : Requirement Details window

3. Type the requirement name in the Requirement Name field.
4. Type a requirement description, the number of credits required, the sort order, and the minimum GPA required. The sort order specifies which requirements to evaluate first. It also determines the order in which the requirement prints on the student evaluation report. Requirements with zero sort order will be evaluated against transcript courses first. Audit courses are sorted by requirement sort order, then group sort order.
5. Set the **Match Limit** for the Requirement if it is different from the Match Limit for the Program. This Match Limit will override the Program Match Limit if the Match Limit set at the Program level is **higher** than the Match Limit set for the Requirement. This will only match courses in different groups within this requirement.
6. Check the **Exclusive match** field so CAMS Enterprise will not count courses in a requirement as completed if those courses exist in another requirement that is sorted higher. For example, the program match limit is set to two and there are two requirements; Business and Electives. In both requirements BUS100LEC exists. When the degree audit is run both requirements would mark BUS100LEC as completed. If the **Exclusive match** field is checked in the Electives requirement then when the audit is run CAMS Enterprise would mark only the course as completed in the Business requirement but not in the Electives requirement.
7. Click **Add** to add the requirement and return to the Requirements tab. The newly added requirement displays in the requirement list. Or, click **Cancel** to exit without saving.

Adding Groups to a Requirement

Once you have created a requirement, you can then add groups to it. Groups are added with attributes particular to that requirement.



Step-by-Step: Add Groups to a Requirement

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup** window, select the appropriate Catalog Term.
2. Click the Requirements tab, and then double-click the requirement to which you want to add groups. A Requirements Detail form appears.

Requirement Name: Biology Accelerated

Requirement Description:

Credits Required: 12 **Sort Order:** 1 **Minimum GPA:** 2.5

Groups In Requirement					
	Required	Group Name	GroupDescription	CreditsRequir	MinimumGPA
1	X	Biology Accelerat		6.00	2.00
2	X	Biology Acceleratec		6.00	2.00

Buttons: Update, Formula, Delete, Cancel

Figure : Requirement Details window

3. Right-click in the Groups In Requirement data grid to access a list of all groups available for the Catalog Term defined in the Degree Audit Setup window.

	Add	Group Name	Group Description
1		Basic Education Units	
2	X	BusCoreGroup	
3		Finance Group I	
4		Finance Group II	
5	X	Finance Group III	
6		LibArtsGroup	
7	X	Music Education	Music education courses
8		new	

Figure : Available Groups window

4. Click the **Add** field of the group or groups you wish to add. You may select more than one group at a time.
5. Click **OK** to add the group or groups and return to the Requirements Detail form with the added groups in the Groups In Requirement list. Or, click **Cancel** to exit without adding groups.

Requirement Formula

Use the Requirement Formula feature to create more advanced options in a successful degree audit.



Step-By-Step: Create a Requirement Formula

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Degree Audit Setup**. The Degree Audit window opens.
2. Enter the Revision Term and then click the **Programs** tab. Highlight the correct program.
3. Click the **Requirements** tab, and then double-click the appropriate requirement.
4. Click **Formula**. The Formula Builder window opens.

Using the groups you entered into the Requirement, you can now build a formula that will allow you to create conditional statements, allowing the requirement to be fulfilled based on the formula. For example, you can now create a formula that states the student must complete Group 1 and Group 2 or they must complete Group 3 and Group 4.

5. For the above example, click the open parentheses "(" then click **Select Groups in Requirements**, choose Group 1, and then click **Add**.
6. Click **AND** then choose Group 2 from Select Groups in Requirements, click **Add**, and then click close parentheses ")".
7. Click **OR**, then click open parentheses "(" . Click **Select Groups in Requirements**, choose Group 3, and then click **Add**.
8. Click **AND** then choose Group 4 from Select Groups in Requirements, click **Add**, and then click close parentheses ")".
9. Click **Update**.

Creating a Program

A program is composed of one or more requirements, and when combined with the degree, defines the degree program awarded to students achieving the criteria specified in the degree audit. Typical examples might be Accounting, Music, and Business Administration.



Step-by-Step: Create a Program

1. From the **Registration >Degree Audit >Degree Audit Setup** window, select the appropriate Catalog Term.
2. Click the **Programs** tab, then right-click in the data grid to access the Program Detail form.

Figure : Program Detail window

3. Select the program name from the Program Name list. The list is pulled from the Major/Minor reference table, which is populated by the CAMS manager.
4. Select the appropriate degree from the Degree list.
5. Select the appropriate program type from the Program Type list.
6. Enter the amount of credits required in the Credits Required field.
7. Enter the minimum GPA required in the Minimum GPA field.
8. Click **Add** to add the program and return to the Programs tab. The newly added program displays in the program list.



Note: The Program Name, Degree, and Program Type lists are pulled from tables populated through CAMS Manager > Table Maintenance.

Adding Requirements to a Program

Once you have created a program, you can then add requirements to it. Requirements are added with attributes particular to that program.



Step-by-Step: Add Requirements to a Program

1. From the **Registration >Degree Audit >Degree Audit Setup** window, select the appropriate Catalog Term.

- Click the **Programs** tab, and then double-click the program to which you want to add requirements. A Program Detail form appears.

The screenshot shows the 'Program Detail' window. At the top, there are several fields: 'Program Name' (Business Administration), 'Degree' (Bachelor of Science), 'Credits Required' (120), 'GPA Group' (empty), 'Program Type' (empty), and 'Minimum GPA' (2). Below these is a 'Program Description' text area containing 'Four year business administration degree.'. At the bottom is a table titled 'Requirements in Program'.

Requirement Name	Requirement Description
1 Business Core Requirements	Core business courses for all B&A BSBA degrees.
2 Liberal Arts Requirement	Required liberal arts courses for all B&A BSBA degrees.

Figure : Program Detail window

- Right-click in the Requirements in Program data grid to access a list of all requirements available for the Catalog Term defined in the Degree Audit Setup window.

If a GPA Group is assigned to the program the Transcript Earned Hours for the specified GPA Group will display on the last page of the degree audit report. If no GPA Group is assigned then CAMS Enterprise will use the Transcript Earned Hours for the GPA Group associated with the latest status record term for the student.

The screenshot shows the 'Requirements in Program' window. It features a table with an 'Add' column and two columns: 'Requirement Name' and 'Requirement Description'. The table contains four rows of requirements.

Add	Requirement Name	Requirement Description
	Accounting Concentration	Courses required for Accounting concentration of B&A BSBA degree.
<input checked="" type="checkbox"/>	Business Core Requirements	Core business courses for all B&A BSBA degrees.
	Liberal Arts	Liberal Arts
<input checked="" type="checkbox"/>	Liberal Arts Requirement	Required liberal arts courses for all B&A BSBA degrees.

Figure : Requirements in Program window

- Click the **Add** field of the requirement or requirements you wish to add. You may select more than one requirement at a time.
- Click **OK** to add the requirement or requirements and return to the Programs Detail form with the added requirements in the Requirements In Program list. Or, click **Cancel** to exit without adding requirements.

Audit Setup Tab

The Audit Setup tab is where the Revision Term (also known as the Catalog Term) is selected. All Programs, Requirements, Groups and Courses will all be associated with this term.

The image shows a software dialog box titled "Degree Audit Setup". At the top, there is a navigation bar with five tabs: "Audit Setup" (highlighted in yellow), "Programs", "Requirements", "Groups", and "Courses". Below the tabs, the dialog has a title bar with the text "Degree Audit Setup" on the left and "Help" and "Cancel" buttons on the right. The main content area is a light yellow rectangle containing a label "Revision Term:" in red text, followed by a white dropdown menu with a blue arrow pointing down.

Figure : Degree Audit Setup tab

Setup BYOR

Once setup is complete, you can generate reports based on setup criteria.



Step-by-Step: Generating Setup BYOR

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit > Reports >Setup BYOR**. The setup report criteria page opens.
2. Select the appropriate Catalog Term, criteria, and Report Format.

The screenshot shows the 'Selection Criteria' window with the following settings:

- Catalog Term:** FA-01
- Degree:** Associate of Science
- Program:** Business Administration
- Requirement:** Business Core Requirements
- Group:** BusCoreGroup
- Report Format:** Comprehensive Degree Audit

A 'Print' button is located at the bottom right of the window.

Figure : Setup BYOR window

3. Click **Print**. CAMS generates a report based on the criteria selected.

Degree Audit Setup Report			
Associate of Science - Computer Science			
Basic Education Units			Grand Total: 78.00
CatalogTerm :	FA01		
	Minimum Credits Required :	54.00	
	Minimum GPA :	2.00	
Course Details		Credits	
ECON 201 ECON LEC Micro Economics - Beginning		3.00	
ENG 101 ENG LEC ENGLISH COMP I		3.00	
MT 100 MT LEC FUNDAMENTALS OF ALGEBRA		3.00	
MT 108 MT LEC COLLEGE ALGEBRA		3.00	
	Total Credits:	12.00	
BusCoreGroup			
CatalogTerm :	FA01		
	Minimum Credits Required :	42.00	
	Minimum GPA :	2.00	
Course Details		Credits	
BUS 352 BUS HUMAN RESOURCE MANAGEMENT		3.00	
AE 165 AE LEC ORAL & WRITTEN COMMUN'L STUDENTS		3.00	

Figure : BYOR Degree Audit Setup report

Degree Audit Student Evaluation

The Student Evaluation portion of Degree Audit allows you to assign one or more degree programs to a student, and to evaluate the student's transcript against the audit. You can evaluate the student's degree program "as is" (which means you accept the degree program as it was set up in Degree Audit Setup), or you can Manually Map (customize the degree program to that specific student, such as with an independent study program) a degree program. Degree audit evaluations may only be performed on an active student.



Step-by-Step: Perform Degree Audit Evaluation

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Student Evaluation**.
2. If no student is active, the Select Student window appears. Select the appropriate student. The Summary tab of the Student Degree Audit window appears.

Double-click any program in this data grid to open the Program Detail window where you may enter student-specific notes for that Degree Audit entry. These notes can also be added or modified from the Programs tab

	Degree	Program	Revision Name	Des
1	Bachelor of Art	Accounting	SP-01	
2	Bachelor of Art	Elementary Education	SP-01	
3	Bachelor of Art	Elementary Education	Fall Q1 2001	

Figure : Student Degree Audit window

Buttons: Add Program, Evaluate Program, Delete Program

3. If the student has degree audit programs assigned, those programs display in the **Degree Audit Programs For Student** list. If the student does not have a degree audit program assigned, or if you wish to assign another degree audit program, click **Add Program**. An add program form appears.
4. Select the appropriate catalog term from the **Catalog Term** list, and then click **OK**. All degree audit programs available for that term display in the list.

Catalog Term: SP-03

OK

	Degree	Program	Revision Term
1	Bachelor of Science	Accounting	SP-03
2	Bachelor of Science	Business Administration	SP-03
3	Bachelor of Science	Computer Science	SP-03
4	Bachelor of Art	Elementary Education	SP-03
5	Associate of Science	Computer Science	SP-03
6	Bachelor of Science	Political Science	SP-03
7	Bachelor of Science	Business Administration	SP-03

Figure : Degree Audit Programs window

- Double-click the appropriate degree audit program. A confirmation message appears asking you to confirm loading that particular program for the student. Click **Yes**. The newly added program displays in the **Degree Audit Programs For Student** list.
- At this point, you can either add another degree program for this student by repeating steps 3 through 5, or you can click the degree program to select it, and then click **Evaluate Program**. It takes a few moments while CAMS gathers the student’s transcript data and compares it against the program being evaluated. The **Student Audit Evaluation** window appears.

Student Audit Evaluation Print Reports Load New Program Help Cancel

Program: Elementary Education Status: Remaining Degree: Bachelor of Art

	ReqName	ReqStatus	GroupName	GrpStatus	GroupRequire	AuditCourse	CourseName	C
1	Accounting C	Remaining	BusCoreGroup	Remaining	Yes	BUS215	BUSINESS LAW	R
2	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS300	PRINCIPLES OF	R
3	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS301	SMALL BUSINE	R
4	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS315	BUSINESS FINA	R
5	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS331	PRINCIPLES OF	R
6	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS338	ADVERTISING	R
7	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS342	THEORY/ORGAN	R
8	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS352	HUMAN RESOU	R
9	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS364	OPERATIONS M	R
10	Accounting Cor	Remaining	BusCoreGroup	Remaining	Yes	BUS480	PRACTICUM IN	R
11	Accounting Cor	Remaining	Finance Group	Remaining	No	ECON320LEC	Consumer Econ	R

Summary

Program Summary
 Credits Req 120 Credits Complete 43 Min GPA 2 GPA Attained 3.63023

Requirement Summary
 Credits Req 13 Credits Complete 0 Min GPA 2 GPA Attained 0

Group Summary
 Credits Complete 0 Min GPA 2 GPA Attained 0 **Group Has Formula**

Figure : Student Audit Evaluation window

The **Program**, **Status**, and **Degree** that were evaluated display. The Requirements are listed in the data grid. The lower half of the screen displays a summary of the student's audit. The summary is divided into three sections: **Program Summary**, **Requirement Summary**, and **Group Summary**. Each section features the amount of credits required, the amount of credits complete, the minimum GPA required, and the GPA attained.

Student Degree Audit Evaluation Report

Once a Student Degree Audit has been performed for a student, you can print a report which displays the results of the evaluation. This is accessed from the Student Audit Evaluation window. Simply click the **Print Reports** icon to access the Report Type selection list. Reports for multiple students may be generated from **Registration > Degree Audit > Reports > Student BYOR**.

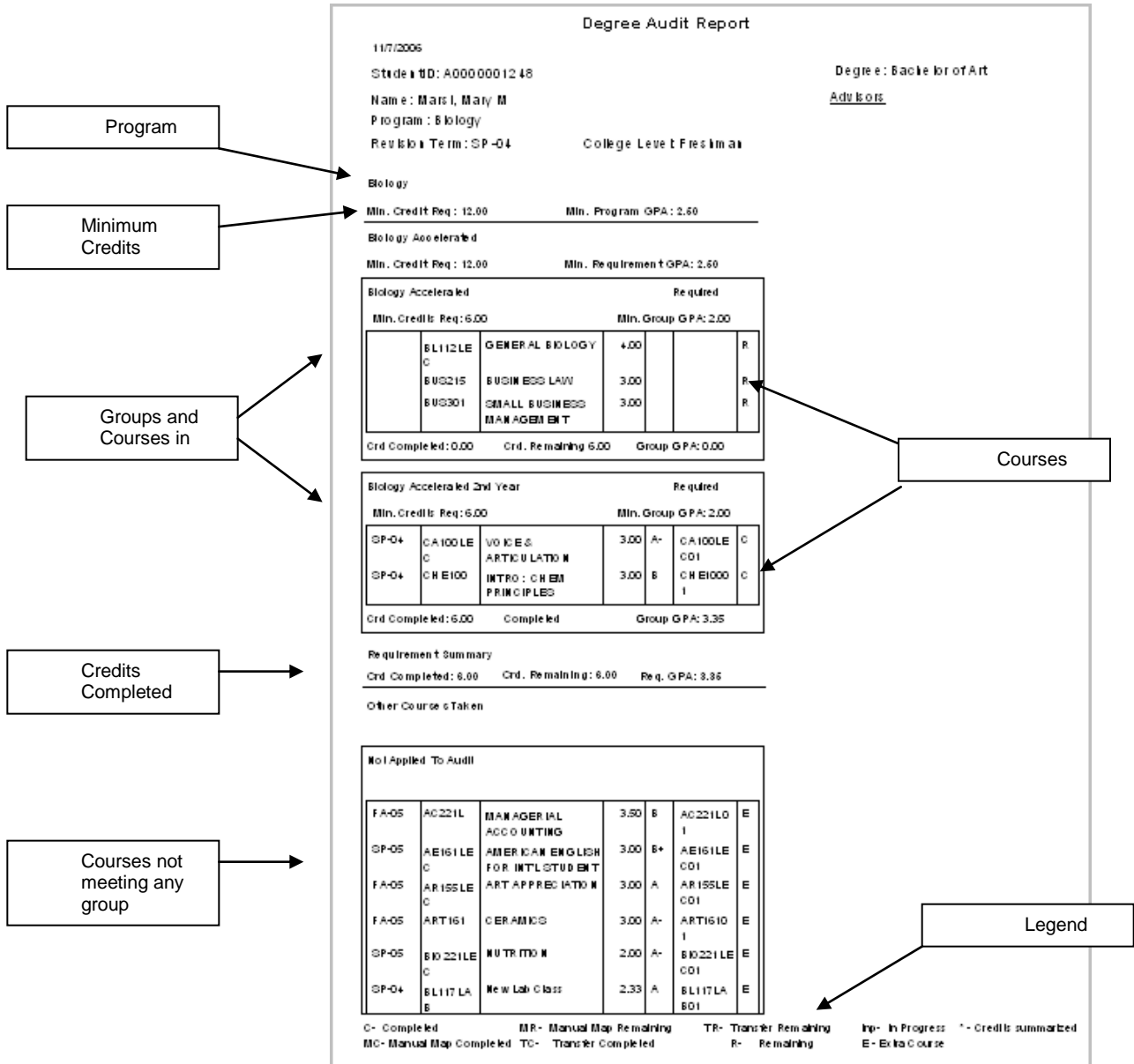


Figure : Degree Audit Report

On the previous page is an example from a student degree audit evaluation report. The first line, under Revision Term (**Biology**), is the name of the Requirement. The second line, **Min. Cred Req: 12.00 Min Requirement GPA: 2.5**, displays the minimum credits required and the minimum requirement GPA which needs to be obtained in order to mark the requirement complete. Just below that is the first group that must be completed in order to fulfill this

requirement. Subsequent groups needed to fulfill the requirement follow, sorted by the order designated during group setup. Course Status is listed in the last column for each class.

Course Status definitions are listed on the bottom of each page of the report. These statuses include the following:

- C - Completed
- R - Remaining
- MC - Manual Map Completed
- MR - Manual Map Remaining
- Repeat
- TC - Transfer Completed
- TR - Transfer Remaining
- Inp - In Progress
- E - Extra Course

Degree Audit Incomplete Courses Report

Use the Degree Audit Incomplete Courses window to generate a report for which displays the number of students with incomplete courses. This can help create a good picture of what students need as they near graduation.



Step-by-Step: Generating Incomplete Courses Report

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit > Reports >Incomplete Courses**. The Degree Audit Incomplete Courses window opens with the Criteria tab displayed.
2. Select the appropriate criteria set by clicking either Student Status, Degree Audit, or Student Degree. The corresponding criteria set displays.

Student Status Criteria

	Term SU-03 SP-03 WI-03	Major Accounting Associate of Science Biology
College Level	Alumni Freshman Graduate	

Figure : Student Status Criteria window

Degree Audit Criteria

Revision Term	SU-03 SP-03 WI-03	Program	Accounting Associate of Science
Audit GPA Group	1st Year Associate	Audit Degree	Associate of Art Associate of Science
Program status	Remaining	Requirement status	Remaining
Group status	Remaining		
Requirement Sort Order From	0	To:	5
Group Sort Order From	0	To:	5

NOTE: the Lower the sort order, the more important the Requirement/Group is (zero is smallest value).

Figure : Degree Audit Criteria window

Student Degree Criteria

Expected Grad Term	SU-03 SP-03 WI-03	Degree	Associate of Art Associate of Science
Anticipated Grad Date From:		Anticipated Grad Date To:	
Degree Earned	No		

Figure : Student Degree Criteria window

3. Select the criteria desired from the criteria set. You may select more than one value from each field by pressing and holding the Ctrl key on your keyboard as you click. This will allow you to report on multiple terms, degrees, college level, etc.
4. From the **Report** tab, select the **Report Format**, enter the **Max Number of Records to Return**, and then click Print. CAMS generates a report based

on the criteria selected.

Manually Map Student Degree Audit

When you evaluate a degree audit program for a student, you may evaluate the program "as is" (using the degree audit program as it was set up in the Degree Audit Setup area), or you may manually map (customize) a degree audit program to evaluate, specific to a particular student. Any manual mapping is reflected as such on the student's Degree Audit Evaluation Report.



Step-by-Step: Manually Map a Degree Audit Program for a Student

1. From the **CAMS Enterprise Home** page, click **Registration >Degree Audit >Student Evaluation**. The Student Evaluation window opens.
2. Select the program you wish to alter, and then click **Evaluate Program**. Once the program has been loaded, you may customize the Program, Requirements, Groups, or Courses by clicking on the corresponding tab.
3. If you want to add a particular course to a group, first click the **Groups** tab, highlight the appropriate group, then click the **Courses** tab.
4. Right-click in the data grid to display a list of courses.
5. Highlight the appropriate course, and then click the **Select** button. A message displays confirming that you want to add the course. Click **Yes**. CAMS updates the Course list for the highlighted group.
6. Follow steps 2 - 4 to add groups to requirements, or requirements to programs. Once the audit is customized to fit your needs, click **Load New Program**.
7. From the list, select the program you customized, and click **Evaluate Program** to perform a new audit for the student using the customized program.

Mass Update Audit

CAMS allows you to perform mass audits for groups of students. For example, if an advisor wanted to perform an audit for all 50 of his advisees, he could do that through the Mass Update Audit.



Step-by-Step: Perform a Mass Update Audit

1. From the **CAMS Enterprise Home** page, click **Tools >Processes >Registration Module >Mass Update Audit**. The Mass Update Student Audit window opens.
2. Select the appropriate criteria from the Mass Update Student Audit Criteria 1 form.

Figure : Mass Update Student Audit window

3. On the Criteria 2 Mass Update - Get Students tab, click **Initiate**. CAMS generates a list of all students to update based on the selected criteria.

	StudentName	Program	Degree	RevisionTerr
1	Abbott, Julie A	Elementary Edu	Bachelor of Art	SP-00
2	Aberdine, Sharon	Business Admin	Bachelor of Sci	SP-01
3	Abrams, Lisa Mary	Undecided	Master of Art	SP-01
4	Gebhardt, Krista E	Accounting	Bachelor of Sci	FA-01
5	Gebhardt, Krista E	Computer Scier	Bachelor of Sci	FA-01
6	Groves, Sabrina W.	Political Science	Bachelor of Sci	SP-01
7	Groves, Sabrina W.	Undecided	Master of Art	SP-01
8	McGillicuddy, James B.	Accounting	Bachelor of Sci	FA-01
9	McGillicuddy, James B.	Elementary Edu	Bachelor of Art	FA-01

Figure : Mass Update - Get Students window

4. On the Process tab, click **Process**. CAMS generates the mass update and displays the results.

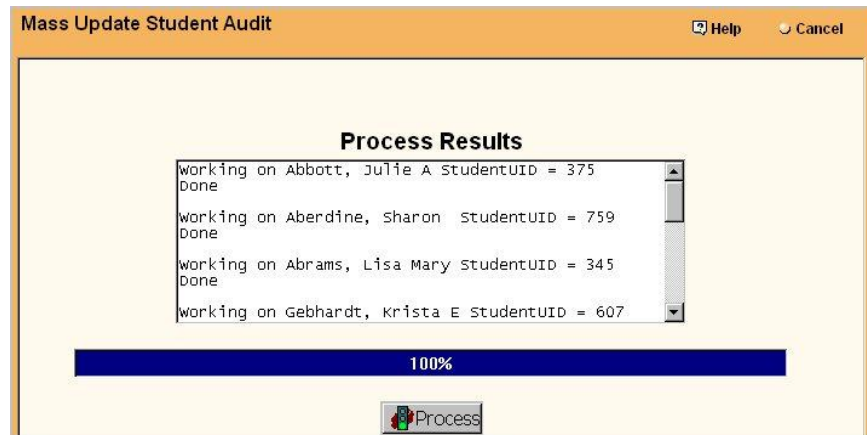


Figure : Mass Update Status window

Mass Add Degree Audit

Degree Audits can be assigned to multiple students simultaneously. Degree Audits must first be set up through **Registration >Degree Audit >Degree Audit Setup**.



Step-By-Step: Mass Add Degree Audit

1. From the **CAMS Enterprise Home** page, click **Tools >Processes >Registration Module >Mass Add Audit**. The Mass Add Audit page displays.

Figure : Mass Add Audit window, Criteria tab

2. Select the criteria to define the list of students for which the degree audit will apply. Click **Initiate**.
3. The list of students who will receive the audit will display.
4. Click the **Audit** tab and select the revision term.

	DegreeName	ProgramName	ProgramType	ProgramDesc	GPAGroup	Cred
1	Bachelor of Art	Elementary Education		A four-year des		120.0
2	Bachelor of Science	Accounting				120.0

Figure : Mass Add Audit window, Audit tab

5. Select the degree audit to apply and click **Select**. This will be the degree audit that is applied to the previously displayed student list.

6. Click the **Process** tab. In the **Skip Students With Audit Already** field, select **No** to skip students that currently have a degree audit or **Yes** to add an additional degree audit to those students. Click the **Process** button.

The screenshot shows a web application window titled 'Process'. At the top, there are four tabs: 'Criteria', 'Students', 'Audit', and 'Process'. The 'Process' tab is selected and highlighted in red. Below the tabs, there is a red header bar with the word 'Process' on the left and 'Help' and 'Reset' buttons on the right. The main content area is yellow and contains a dropdown menu labeled 'Skip Students with audit already' with 'No' selected.

Figure : Mass Add Audit window, Process tab

7. A dialog box displays stating that this process may take some time. Click **Yes** to continue with the mass add. Do not leave the Process page until the Success note displays.



Note: *If selected audit already exists for a student, and option to skip student is set to **No**, the existing audit will be refreshed & manually mapped items will be lost if courses are not present in newly applied audit.*

Index

Add operator	13	Mass Add Degree Audit	31
Adding Courses to a Group.....	10	Mass Update	29
Adding Groups to a Requirement.....	18	Match Limit.....	7
Adding Requirements to a Program.....	20	Match Limit for Programs	17
And operator	13	MC	26
Assigning Attributes to Courses	11	Minimum Grade Point	11
Attributes.....	11	MR	26
Audit Setup	21	n Credits From List.....	13
BYOR	22	n Credits From Range.....	13
C 26		Or operator.....	13
Catalog Term	5	Overview, Degree Audit	5
Clear command.....	13	Parentheses operators.....	13
Completed.....	26	Prerequisites	12
Copy All From Master	7	Program	20
Copy Courses into Catalog Term.....	7	Program, Adding Requirements to	20
Copy One From Master.....	7	Programs	5
Course	5	R 26	
Course Required.....	11	Remaining.....	26
Create Your Own SQL Formula	15	Repeat	26
Creating a Group.....	9	Require Prerequisites.....	12
Creating a Program.....	20	Requirement Formula	19
Creating a Requirement.....	17	Requirement, Adding Groups to.....	18
Creating Formulas.....	12	Requirement, Creating	17
Credits Apply to Group.....	12	Requirements.....	5
Credits Required	See n Credits From List	Setup BYOR.....	22
Degree Audit checklist	4	Setup, Degree Audit.....	6
Degree Audit Courses	7	SQL Formula.....	15
Degree Audit Groups	9	Step-By-Step	
Degree Audit Mass Add	31	Add Courses to a Group	10
Degree Audit Programs.....	6	Add Groups to a Requirement.....	18
Degree Audit Requirements.....	17	Add Requirements to a Program.....	20
Degree Audit Setup.....	6	Build a Formula within a Group	14
Degrees	5	Copy Courses into Catalog Term	7
E 26		Create a Degree Audit Program.....	6
Enter Manually	7	Create a Group	9
Equivalents Apply to Group.....	12	Create a Program.....	20
Evaluation Report.....	25	Create a Requirement.....	17
Evaluation, Student.....	23	Create SQL Statement Formula	15
Extra Course	26	Define Course Attributes within a Group	11
Formula		Generating Incomplete Courses Reports	27
Requirements.....	19	Generating Setup BYOR	22
Formula Builder.....	12	Manually Map a Degree Audit.....	28
Formula Text Box.....	13	Mass Add Degree Audit	31
Formulas within Groups	12	Perform a Mass Update Audit	29
Group, Creating a.....	9	Perform Degree Audit Evaluation.....	23
Groups	5	Student Evaluation	23
In Progress.....	26	Summarize.....	12
Incomplete Courses Report	27	TC	26
Inp	26	TR	26
Intelli-Audit	12	Transfer Apply to Group.....	12
Manual Map Completed.....	26	Transfer Completed	26
Manual Map Remaining	26	Transfer Remaining.....	26
Manually Map Student Degree Audit.....	28	Undo command.....	13