Introduction to Degree Audit

What it does:
- Tracks progress towards general education, major, and minor requirements.
- Lists requirements, to show what courses can fulfill each requirement.
- Keeps record of course substitutions and who approved them.

What it does not do:
- Does not replace meetings with advisors.
- Does not replace degree audit meetings with the Registrar.
- Does not work perfectly – any automated system has potential for error. If something looks wrong, don’t panic, use our Alteration Submission Form in the Portal (or contact Gabby Wright, if it seems like an over-arching problem, rather than a glitch on an individual student).

Breakdown of the Degree Audit Advising Worksheet

Basic Information and Key
- Here you will find all basic student information: name, student ID, majors and minors, advisors, GPA, earned units, and class standing.
- You will also find the key of symbols you will see on the worksheet.

PLEASE NOTE: This worksheet serves as a guide for students and their advisors. As with any automated system, there is potential for error. This worksheet should not be a replacement for contact with your academic advisor(s) and the Registrar’s Office about your degree progress. Please see the final page for additional degree requirements and limitations.

Personal Information
- Name: Mouse, Minerva Louise
- ID Number: 2106164

Units Earned/Needed: 1.75 / 31
Total Transfer Units: 1.75
Career GPA: .0000
Class/Class Year: First-year
Academic Standing:

Advisor Information
- Advisor #1: Faculty, Beat T.  Adv Type: GEN
- Advisor #2: Leopold, Teresa R.  Adv Type: MAJOR
- Advisor #3: Boros-Kozai, Mary M.  Adv Type: GEN
- Advisor #4: Vleestenberg, Charles G.  Adv Type: GEN

Degree Information: (Catalog Year 2017)
- Maj 1: MATH Mathematics

Code Key:
- ✔️ Requirement is MET  ❌ Requirement is NOT MET
- 📖 An unapproved alteration or course substitution has been applied
- 📖 An approved alteration or course substitution has been applied
- 📖 Indicates that a hold will prevent the student from registering for classes
- 📖 Course is In Progress  📖 Course being repeated
- 📖 Represents a cumulative course
- 🔴 Requirement has been completed unsatisfactorily (UN)
- 💜 BLUE Transfer course work (TR)

Domains
- IMPORTANT: The “Domains” header will show as NOT MET for all students. This is because there is a manual check needed. Our system cannot verify that each Domain has been completed in a different course prefix, so this manual check is needed.
- Because this manual check is necessary, all Domained courses will display here. Each Domain will show a green checkmark if the student has completed .75 unit or two courses required to fulfill a Domain. If all Domains are checked off, simply verify that a different course prefix is represented in each to know that the requirement has been MET.
Skills

- This section catches one Q and C course, and three W courses.
- On occasion, a course that is listed with two (or all three) Skills lands in the wrong category. Simply submit a request through our Alteration Submission Form to move the course to the Skill where you would like it to land.

Liberal Arts in Practice

- The LAP section will collect all courses that have a LAP designation to show the options for fulfilling the requirement, but a blank space will remain until the LAP Completion Form is submitted.
Once the LAP Completion Form is submitted, the course specified will fill in the blank, and the requirement will be MET (and the list of LAP options will disappear).

**LAP Requirement** (MET)  
1.00 Units Earned / 0.00 Units Needed

In order to fulfill this requirement, you will need to submit a LAP Confirmation of Completion Form and return it to the Registrar’s Office.

- **Approved LAP Course**
  - EEP 300 *24 Internship (L1)**  
    - CR Earned: 1.00 units / 1 count

  - **Approved Alteration: Liberal Arts in Practice Course Requirement - LAP-1**

**Capstone**

- The Capstone section simply verifies that a student has completed one CAP-designated course of .50-1.0 unit.

**CAP Requirement** (MET)  
1.00 Units Earned / 6.00 Units Needed

.5 or 1.0 unit required. Not necessarily major-specific. Same course may NOT be used to fulfill both LAP & CAP requirement.

- **Capstone Options**
  - HST 310 *01 Emotions in European Hist (W,C,CP)  
    - A Earned: 1.00 units / 1 count

**Majors and Minors**

- Majors and minors have been designed to reflect the catalog, splitting requirements into groups, and including the catalog language to explain what is required.
- If a requirement has been completed by a transfer course, or course substitution, you will need to complete the Alteration Submission form to reflect this on the worksheet.
- If the major or minor has an undefined requirement, such as Supporting Electives marked as “chosen in consultation with advisor” (see Sociology major below), note that these requirements will not populate automatically and you will need to submit the courses approved using the Alteration Submission Form.

**Sociology Major**  
(NOT MET)  
9.00 Units Earned / 11.00 Units Needed

- **SOCI DEPARTMENTAL UNITS**
  - **Required Sociology**
    - Required: SOCI 100, 300, 365, and 310
      - SOCI 1100 *02 Intro to Sociology (C, 3E)  
        - E 1.00
      - SOCI 380 *01 Surveys Research Methods (D,V)  
        - A- 1.00
      - SOCI 365 *01 Social Statistics (G)  
        - B+ 1.00
      - SOCI 310 *01 Classical Sociology Theory  
        - B+ 1.00

- **Elective Sociology**
  - Required: 5 units in SOCI chosen in consultation with the major advisor
    - SOCI 220 *01 Sociology Race & Ethnicity (C)  
      - E 1.00
    - SOCI 720 *01 Social Stratification (G)  
      - B+ 1.00
    - SOCI 220 *01 Soc Deviance:free&control  
      - B+ 1.00
    - SOCI 228H *01 Economic Sociology  
      - A- Earned: 1.00 units / 1 count
    - SOCI 228H *04 Senior Capstone (CP)  
      - B+ Earned: 1.00 units / 1 count

- **SOCI SUPPORTING UNITS**
  - 2.00 supporting units chosen in consultation with advisor. At least one with significant multicultural/international content is strongly recommended.

- **Supporting Electives**

**Other Courses**

- There are two “Other Courses” sections that catch additional courses the student has taken.
- The first is for aid-ineligible courses. This should catch only zero-credit courses, F grades, and WP grades.
- The second will catch any free elective courses that do not belong in any gen ed, major, or minor category.

### Additional Requirements

- This is a for-information section, explaining all the requirements that cannot be tracked using the worksheet – limitations on Beloit and transfer credit.

- This, like the Domains section, will always show as “NOT MET”. These requirements are ones that should be kept in mind and monitored throughout a student’s career at Beloit and will be a part of the final check before certification for graduation.

### Beloit credit limitations

- **Maximum in one prefix**
  
  No more than 13 units with any one course prefix may be counted toward the total of 31 units required for graduation.

- **Maximum ESL units**
  
  No more than a total of 2 units of English as a Second Language (ESL) may be counted toward the 31 units required for graduation.

- **Maximum PE units**
  
  No more than 4 units of course work offered by the physical education department may be counted toward the 31 units required for graduation.

- **Maximum TA units**
  
  No more than a total of 1 unit of Teaching Assistantship (395) may be counted toward the 31 units required for graduation.

### Transfer Limitations

- **Maximum credit by exam**
  
  No more than 8 units of credit by examination (Advanced Placement, International Baccalaureate, GCE A-level) may apply to your Beloit degree.

- **Maximum transfer units**
  
  No more than 15 units of transfer credit may apply to your Beloit degree.

- **Senior residency**
  
  No more than 2 units of credit earned elsewhere may be transferred to Beloit during the senior year.