Degree Audit Guidelines

1. Log in to WebAdvisor.

2. Go to appropriate title, i.e. Student, Faculty or Advisor.

3. Click on Degree Audit.

4. Enter Student ID. Click Submit.

5. Click on Active Program to view current academic program (Choose One).

   OR

6. Click on "What if I changed my program of study?" to view a different academic program, if you are thinking about changing your major. When choosing a "What if" scenario, choose the catalog year in which you entered FDU:
   - If you are in University College at Metro or Becton College at Florham and changing your academic program within the college – you have the option to move to the current catalog year but must consult with your academic advisor beforehand.
   - If you are a Silberman College student and choosing a new academic program within Silberman College – you should use the catalog year in which you entered the university. However, if you are a Becton or University College student changing to Silberman College – you must choose the catalog year in which you are changing your academic program to Silberman College.

7. When a student runs a "What-If" scenario in Web Advisor, it will not reflect a minor or exceptions/overrides from the original Academic Program. Students need to contact their advisor for information on minor requirements.

If the screen is blank except for the "OK" box, a Degree Audit does not exist for that major.
* Note-Courses that were substituted or waived will not appear as substitutes in the new major when it is initially changed. Your advisor will notify the Degree Audit Managers in Enrollment Services to modify the substitutions and/or waivers when you officially change your academic program.

8. Click OK when you are finished.

Students are responsible for printing a Degree Audit and bringing it with them when meeting with their advisor.

Student/Faculty/Advisor Information:

- Please note, the student's Academic Program will appear on the top left corner. If your Academic Program is incorrect, please contact your advisor.

- At the top of the document the overall/cumulative GPA is noted. If your academic program requires a major GPA it is located at the beginning of the major requirements.

- Institutional Credits reflects the residency requirement for the minimum number of credits that a Transfer student must complete at FDU, which is 32 credits taken in the seventh and eighth semester standing of the baccalaureate study.

• "F" as a note appearing in the far right column for a Transfer Course indicates – Fulfills the requirement.

• Developmental Courses will appear as "credits earned" while course is In-Progress. Typically 3 credits but it applies to registered credits for determining Half time or Full time status only. No Credit will be earned for Developmental courses.

• When repeating a course, the grade is taken out of the calculated GPA from the first attempt. The recalculation occurs when the repeated course grade is posted. The Degree Audit GPA will differ from your official GPA on your transcript during the term the course is being repeated.

• If you are a transfer student and there is no equivalent when credits were transferred, the course will fall under "Other Courses". Contact your advisor to make adjustments/relocate the courses on your Degree Audit.

• When a course is taken as a substitute for a CORE class, it will post in CORE. If a student subsequently registers for that CORE class, it will go under "Other Courses" until a grade is posted. Once the grade is posted, the substitute course will post to a different requirement.

• The status of ungraded courses is explained in "Notes" at end of the Degree Audit.

Legend for codes in the "Notes" column:

- E = Extra
- F = Fulfills requirement (this is done by the transfer evaluator). If a student has a question please see your advisor.
- G = Grade – course failed minimum grade requirement
- GPA = Credits shown are only applied to GPA
- IP = In Progress (these are courses the student is currently registered for and have started)
- NE = Non-course Equivalency (This includes CLEP, Off-Campus credits, Life/Work Experience, AP credits)
- NU = not used – because this sub component is extra, all of the courses applied to it are still available for use elsewhere. None of these courses are added into higher level credit subtotals and GPA.

- PR = Pre-registered (these are courses for which the student is registered but haven't started yet)

- RA = Replacement attempt - this course is a repeat attempt (this is the course that the student is now taking, it is repeating with the RP course)

- RP = Replacement pending - course is being repeated (this is the course that the student originally took and is now repeating with the RA course)

- S = Items with this status may not be applied to the program (this occurs when a student earns a W)

- TE = Transfer Equivalency (transfer courses from another institution)

Other Important Information:

- Students who graduate with an Undergraduate or Graduate Degree and return for a second Undergraduate or Graduate Degree cannot use Degree Audit.

- Degree Audit is available for the following groups of students :
  - a. Freshman students who entered in Fall 2010 and thereafter. *
  - b. Transfer students who entered in the Fall of 2011 and thereafter.*
  - c. Nursing students who entered in the Fall of 2012 and thereafter.*

*This includes students enrolled in Becton College, including the 5 Year Quest Program, Silberman College and the following Academic Programs in University College: School of Psychology; School of Computer Science and Engineering; School of Art and Media Studies; School of Humanities ; School of Criminal Justice, Political Science & International Studies; School of Natural Sciences; School of Nursing & Allied Health; and 5-year Undergraduate Quest Programs. The following programs for Petrocelli College are also included: Hotel, Restaurant & Tourism Management, Sports Administration, and Individualized Studies for students in the online and HRTM programs.

Faculty/Advisor Only:

- If the student is a transfer student and there is no equivalent when credits were transferred, the courses will fall under "Other Courses". Any request for course replacement or correction/change for transfer credits on a Degree Audit please contact the appropriate Degree Audit Manager by email at Florham attention Dolores Little – dlittle@fdu.edu or Metro attention Amy Abboud - abboud@fdu.edu.

- If a "Substitution Form" is needed, please send the student to the Records Office in Enrollment Services to obtain a form. Fill out the form and include the appropriate signature(s) and send it to Dolores Little M-MS0-04 at College at Florham or to the attention of Amy Abboud T-KB1-05 at the Metro campus, Office of Enrollment Services.