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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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.

![Degree Audit Setup](image)

Figure 1: 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.
4. **Limit Auto-Populated Groups by Student Transcript**  This option can be used if you use SQL statements to populate Groups automatically and have large numbers of courses in those groups. This functionality will help prevent the SQL log file from filling up when using Mass Update Audit in this scenario.

If Limit Auto-Populated Groups by Student Transcript is enabled, you must enable Bypass Degree Audit Checking in Student Portal Configuration, otherwise students will ONLY be able to register for courses they already have registered. Only use this option if all of your Auto-Populated Groups have Show Remaining set to No.

**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.

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

![Programs Table](image)

**Figure 2: Degree Audit Programs**
6. Right click in the **Degree Programs for Catalog Term** data grid. A blank **Program Details** window opens.

![Program Details Window](image)

Figure 3: Degree Audit Program Details window

7. Select the **Program Name**, **Degree**, **Credits Required** (for the whole program) and **Minimum GPA** (required to pass the program).

8. 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.

9. 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

1. 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.

   ![Courses Detail](image)

   Figure 4: 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.

![Groups Detail](image)

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.

*Note: When a Requirement is fulfilled, those Groups within the Requirement that were given as an option to but not used to fulfill that requirement will not be shown under Remaining Courses in the portals on reports.*

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.

![Figure 6: Add Courses to Group window](image)

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.
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 Courses List window](image1)

Figure 7: 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.

![Course Attributes in Groups Detail window](image2)

Figure 8: 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.

Figure 9: 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.

![Group Formula Text Box]

Figure 10: Group Formula Text Box

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 BUS311, 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.

![Dialog box for Credits Required](figure11.png)

Figure 11: 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 12: 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 12: 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.
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.

**Note:** When using Auto-Populated SQL Groups, if at least one course record does not exist in the group when the audit is evaluated, CAMS will generate one "non-course" entry for the audit using all asterisks (*) for the Department, Course ID, and Type in order to display the group on the audit report.

**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 13: SQL Statement Entry window](image)

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.

![Figure 14: Requirement Details window](image)

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.

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.

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.

![Program Detail window](image17.png)

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

   ![Program Detail window](image1)

   Figure 18: Program Detail window

3. 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.

   Note: Only courses that have the same GPA Group assigned to an audit will count towards the audit unless the course is manually mapped. A blank GPA Group for a Degree Audit will allow all courses regardless of the GPA Group assigned to the course.

   ![Requirements in Program window](image2)

   Figure 19: Requirements in Program window

4. Click the Add field of the requirement or requirements you wish to add. You may select more than one requirement at a time.

5. 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.

Figure 20: Degree Audit Setup tab
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.

![Figure 21: Setup BYOR window](image)

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

![Figure 22: BYOR Degree Audit Setup report](image)
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.

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 Terms](image)

Figure 24: Degree Audit Programs window

5. 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.

6. 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](image)

Figure 25: 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.
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 26: 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
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.

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 tab.

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.

---

**Figure 30**: Mass Update Student Audit window

**Figure 31**: Mass Update - Get Students window
4. Click the **Process** tab.

![Mass Update Student Audit](image)

**Figure 32: Mass Update Status window**

5. Check the **Periodically Defrag Audit Tables** checkbox to have CAMS automatically defragment the SQL audit tables’ indexes.

6. Set the number of **Audits** after which the audit tables’ indexes will be defragmented. This defaults to 50. CAMS will defrag the audit tables’ indexes at the beginning and after each number of audits as set in the Audits field. Check this option and set the number at 0 (zero) to defrag once at the beginning only.

**Note:** What to set the defrag option at depends on a number of factors. The defrag can help the process, but too many defrags can hurt the performance of this process. You can start with zero to have the audit tables’ indexes defragmented at the beginning of the process then, after running the process, determine if you should set it at a higher number such as 50, 100, or 200, etc. If your system is using SQL 2005 and your database administrator defragments the database indexes on a regular basis, you may not need to do it at all from this window. Three Rivers Systems, Inc. provides a defragment script which defragments all SQL indexes and can be set as a SQL job to run automatically on a periodic basis as determined by your database administrator.
7. Click **Process**. A new window opens displaying the progress of the Mass Update Student. You can minimize this window and continue to work in CAMS. If the update needs to be stopped for any reason, you can close this progress window with the "X" in the upper-right corner to halt the process.

![Mass Update Audit Progress](image)

Figure 33: Mass Update Audit Progress
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.

   ![Criteria tab](image)

   Figure 34: Mass Add Audit window, Criteria tab

2. Select the criteria to define the list of students for which the degree audit will apply.

3. To apply audits to first time enrolled students, select a Term in the Student Status Criteria section and place a check in the box next to First Time Enrollment. Only students without courses registered for the selected term or prior terms will display.
4. Click **Initiate**. The **Audit** tab displays.

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

6. Click the **Students** tab to view a list of students who will receive the selected audit.

7. To remove a student from this list highlight a row in the grid and click **Delete**; the selected audit will not be applied to this student.

8. To remove all students from this list that do not currently have a degree audit, click **Delete Students Without Audit**; audits will not be applied to these students.
9. Click the **Process** tab. In the **Skip Students With Audit Already** field, select **Yes** to skip students that currently have this degree audit or **No** to add this degree audit to those students refreshing the existing audit. Click the **Process** button.

![Figure 36: Mass Add Audit window, Process tab](image)

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