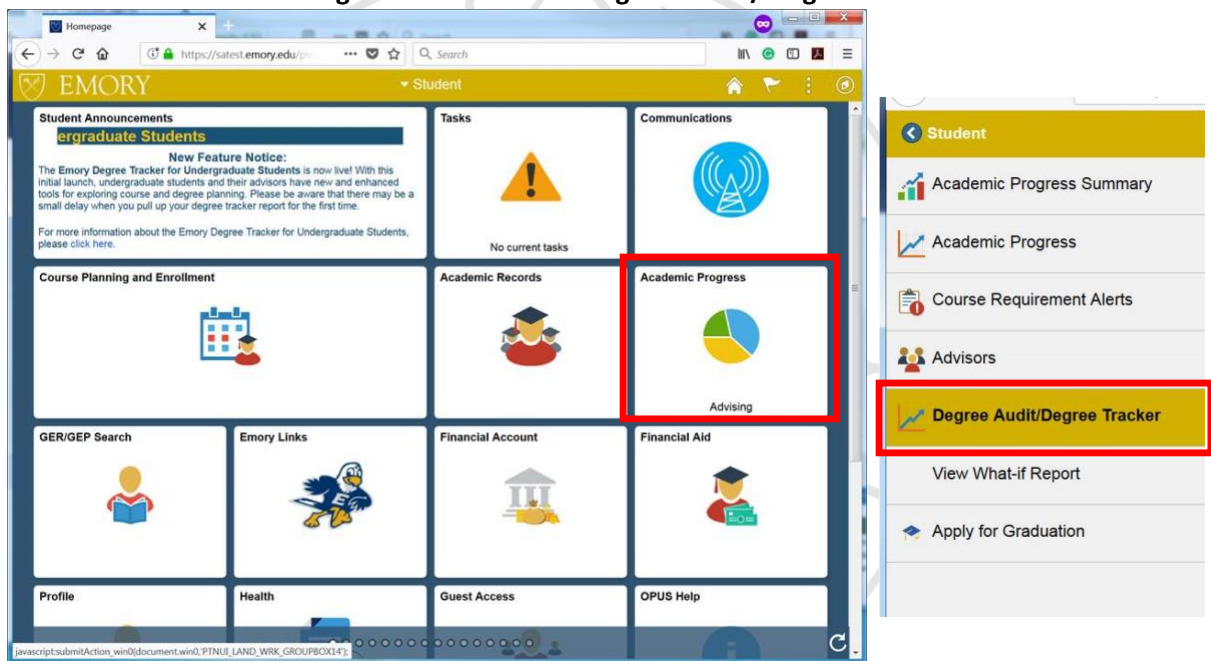




Emory / Degree Tracker Tool – Advisement Report

The advisement report is the degree audit report that reflects a student's progress towards graduation. This report is the core function of the Academic Advisement application. The report indicates whether the student has completed all of the requirements that the student needs to graduate or whether the student still needs to satisfy outstanding requirements.

1. First, access the OPUS Degree Tracking Tool by logging into OPUS
2. Then click on **Academic Progress Tile...** and then **Degree Audit / Degree Tracker** link



3. You will then see the **Advisement Report** screen...

Emory University | Undergraduate Emory College

This report last generated on 10/24/2018 10:09AM

The screenshot shows the top of the Advisement Report screen. At the top, it says "This report last generated on 10/24/2018 10:09AM". Below this are four buttons: "Collapse All" (highlighted with a dashed border), "Expand All", "View Report as PDF", and "Summary Report". Underneath these buttons is a legend bar with four items: a green checkmark for "Taken", a yellow diamond for "In Progress", a blue star for "Planned", and a question mark for "What-if". Below the legend are three expandable sections: "LEGEND, DISCLAIMER, GPA AND TOTAL HOURS (RG1255)", "GENERAL EDUCATION REQUIREMENTS (RG1256)", and "Sociology Major Requirements (Bachelor of Arts) (RG 984)". At the bottom of the legend bar are two links: "Return to Report Request" and "View Report Request Log".

4. At the top of the screen you will see 4 Control Buttons:

This diagram illustrates the four control buttons at the top of the screen. Each button is shown with an arrow pointing to its corresponding icon in the legend below. The buttons are: "Collapse All", "Expand All", "View Report as PDF", and "Summary Report". The legend below shows: "Taken" (green checkmark), "In Progress" (yellow diamond), "Planned" (blue star), and "What-if" (question mark). Arrows point from "Collapse All" to "Taken", from "Expand All" to "In Progress", from "View Report as PDF" to "Planned", and from "Summary Report" to "What-if". A blue callout box points to the "Summary Report" button with the text: "A 4th button labeled 'Summary Report' will appear on this screen of the".

Collapses every requirement.
 Expands every requirement.
 Creates a pdf version of the interactive report per version.

*Note: The .pdf is a comprehensive version of the interactive report. It includes a complete list of every course the student has taken in the "Course History" section at the end of the report

*Note: The Summary Report is the snapshot of the .pdf

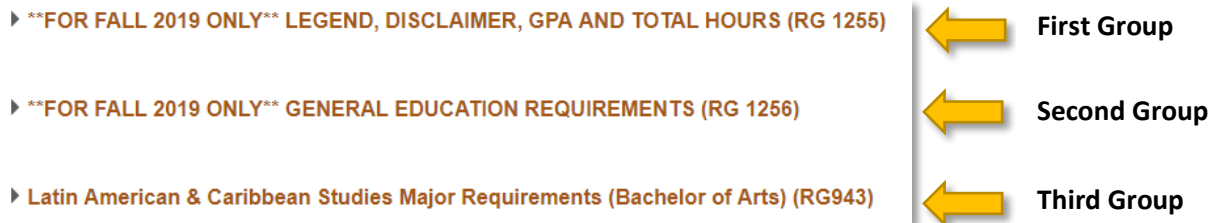
5. Below that is the Legend to help explain icons used on the report:

The legend shows four icons in a row: a green checkmark for "Taken", a yellow diamond for "In Progress", a blue star for "Planned", and a question mark for "What-if". Below each icon is a blue arrow pointing up to it, and a text description:

- Taken**: Indicates that a course was taken and awarded a grade.
- In Progress**: Indicates that a course is in-progress*
- Planned**: Indicates that the course is planned for a future term
- What-if**: Indicates that a course is simulated

*Note: In-progress courses are designed to satisfy requirements. If a student is awarded an unsatisfactory grade or withdraws from the class by the time the grade is posted, the requirement will expand and the status will change from Satisfied to Not Satisfied

6. If you want to see the requirements of all the programs you are in at a glance, click the **Collapse All** button and at least **three Advisement Report Groups** will display for most undergraduate students. Note: Oxford students will see **two Advisement Report Groups**.



▶ ****FOR FALL 2019 ONLY** LEGEND, DISCLAIMER, GPA AND TOTAL HOURS (RG 1255)** ← **First Group**

▶ ****FOR FALL 2019 ONLY** GENERAL EDUCATION REQUIREMENTS (RG 1256)** ← **Second Group**

▶ **Latin American & Caribbean Studies Major Requirements (Bachelor of Arts) (RG943)** ← **Third Group**

- a. **First Group:** (Legend, Disclaimer, GPA & Total Hours) The legend and disclaimer for the audit can be found in this section. It also reports information about the student's Cumulative and Senior GPA, Residency and Total Hour requirements.
 - b. **Second Group:** (General Education Requirements) The General Education Requirements are listed within this group.
 - c. **Third Group:** (Major/Minor Requirements) Within this group you will find a complete list of requirements a student needs to satisfy to complete a major. The Major GPA is also located here.
7. You will also see **Reference Numbers** used throughout the Degree Tracking system. The **Requirement Group (RG)** and **Requirement (RQ)** numbers you see throughout the audit are for reference purposes. These numbers make locating course details easier. Reference numbers also aid in exceptions processing and issue resolution.



▼ **Latin American & Caribbean Studies Major Requirements (Bachelor of Arts) (RG943)**

Not Satisfied: The Latin American & Caribbean Studies Major requires 12 courses in Latin American & Caribbean Studies (minimum 48 hours) and a GPA of 2.0 in the major.

Latin American & Caribbean Studies Major Required Courses (RQ1462)

Not Satisfied: Latin American & Caribbean Studies Major Required Courses. Majors must take the following:

▼ **Latin American History (RQ1462; LN10)**

8. You will also see **Not Satisfied/Satisfied** status notifications throughout each of the 3 groups, but the screen below is from the first group.

Not Satisfied: GER Total Hours & GPA
 ▶ 124 HOURS (RQ 1962; LN60)

GER 32 Courses & Residency (RQ 1964)

Not Satisfied: GER 32 Courses & Residency
 ▶ 32 Courses (RQ 1964; LN 10)
 ▶ Residency (RQ 1964; LN 20)

UCOL GER Cum GPA (RQ 1675)

Satisfied: The cumulative GPA requirement in effect for this student is as follows.
 ▶ GER CUM GPA (RQ 1675; LN 30)
 ▶ GER CUM GPA (RQ 1675; LN 40)

Click the carrot ▶ to expand the grouping and click the ▼ to collapse the grouping.

As you can see in this example, the GER Total Hours & GPA requirement HAS NOT BEEN SATISFIED to graduate, the GER 32 Courses & Residency requirement HAS NOT BEEN SATISFIED but the cumulative GPA Requirement HAS been satisfied. If you want to see the detail on why it has/has not been satisfied then click on the carrot. ▶

9. The **Required** courses that may be used to satisfy any unsatisfied Major/Minor requirements will be display below any grouping marked as Not Satisfied. Most Major / Minor Requirements consist of a combination of Required Courses & Electives. The audit displays a list of available course options to choose from:

▼ 300-Level History Course (RQ1462; LN50)

Not Satisfied: Complete one of the following courses

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HIST 360	Mexico: Aztecs to Narcos	3.00			
HIST 361	Brazil: Country of the Future	3.00			
HIST 362	History of the Caribbean	3.00	Fall		
LACS 362	History of the Caribbean	3.00			

10. The **Major / Minor GPA** is located after the Major requirements towards the end of the audit. The graded courses fall into the student's major will be used to calculate this GPA

Latin American & Caribbean Studies Major GPA (RQ1774)

Satisfied: Latin American & Caribbean Studies Major GPA

▼ **Latin American & Caribbean Studies Major GPA (RQ1774; LN10)**

Satisfied: Major GPA

- GPA: 2.000 required, 0.000 actual

11. The **Courses Not Used** bucket was created to capture any course that wasn't used in the Gen Ed or Major/Minor requirements. These courses may include Failing grades, Withdrawals, Repeated Courses and Study Abroad OISP Courses. You may find courses here that could be used to satisfy requirements in the audit.

Courses Not Used (RQ1405)

Courses Not Used.

Note: If you have requirements that are waived, the courses in this bucket could be used to satisfy requirements above.

▼ **Courses Not Used (RQ1405; LN10)**

Courses Not Used

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
AAS 100	Intro To Afric Amer Studies	4.00	Spring 2015	A	✔
AAS 385	Topics in Afr Amer Studies (Pol. Science/Urban Politics)	3.00	Fall 2015	B	✔
ARTHIST 102	Art/Arch Renaiss To Present	4.00	Spring 2018	S	✔
CS 170	Intro to Computer Science I	4.00	Spring 2016	B	✔
ECON 112	Principles Of Macroeconomics	3.00	Spring 2015	A	✔
ECON 201	Intermediate Microeconomics	4.00	Fall 2015	A	✔
ECON 212	Intermediate Macroeconomics	3.00	Fall 2016	A	✔
ECON 220	Probab & Stat. for Economists	3.00	Fall 2016	A	✔
ECON 420	Econometrics	3.00	Spring 2017	A-	✔
ECON 425	Mathematical Economics	4.00	Spring 2018	B	✔