



NORTH SEATTLE COLLEGE
Changing Lives Through Education

Degree Audit Review

For North Seattle College Staff

September 23, 2014

Credentials Overview

- Credentials is housed inside of the **A**dmissions, **R**egistration, **R**ecords, **C**redentials Office (ARRC)
- Ways we help serve students:
 - **Official Credit Evaluations**
 - Research and review credit from official transcripts from outside institutions to be transferred toward a degree or certificate at North Seattle College
 - Review and processing of **academic exceptions** and **prior learning credit**
 - Programming and managing the **Degree Audit** system
 - Programming **prerequisite** system
 - **Certification and Degree Verification – Graduation!**
 - Reviewing qualifications, posting transfer credit and posting degrees and certificates to students official transcripts

Degree Audit Overview

<https://northseattle.edu/online-services/degree-audit>

- View/Print Student Progress toward Certs/Degrees
- Shared information and notes about student academic progress between Credentials, Advising/Faculty Coordinators, and Financial Aid
 - Important for cross-campus communication about student progress
- Viewable to students too
- Programmed and Managed through Credentials
- Request access through Registrar/Dean of Enrollment Services

Degree Audit Page

Services > Online Services > Left Menu Item

Also linked on Advising & Credentials Pages

Student
Login:
SID and
PIN

The screenshot shows the Degree Audit page on the NSC website. The navigation bar at the top includes Admission, Financial, Programs, Services, Campus Life, Library, and About North. The left sidebar menu has 'Degree Audit' circled in red. The main content area is titled 'Degree Audit' and includes a 'Hints & Help' section with 'Availability', 'Busy Signal', and 'Questions about the online registration process'. Below this is a 'Tuition Deadline Change!' section and 'Scheduled Downtimes'. The 'Degree Audit Features' section explains that users can run an audit of their current academic record and find summary notes related to their academic progress. At the bottom, there are two buttons: 'Student Login' and 'Advisor Login'. A red arrow points from the 'Student Login' button to the 'Student Login' text on the left. Another red arrow points from the 'Advisor Login' button to the 'Staff Login: Assigned System User ID & PW' text on the right. A third red arrow points from the 'Degree Audit Features' section to the 'General Info Explaining Degree Audit' text on the right.

Staff Login:
Assigned
System User
ID & PW

General Info
Explaining
Degree Audit

So now you are in...

Staff can search for student by ID or Name

Students only see their own audits

The screenshot shows a web browser window with the URL <https://www.wctcs.ctc.edu/DAAdminWeb/Default.a>. The page title is "Degree Audit" and the header includes "Washington Community and Technical Colleges Degree Audit". On the left side, there is a user profile for "COLLEGE BETTY" with ID "985763134". Below this are search fields for "Find student by name" (containing "college") and "Find student by ID". A "Find" button is visible. A dropdown menu is open, showing a list of degree options. The first option, "# ASSOCIATE OF ARTS DTA 2004 - 2013 (0003)", is highlighted in blue. A red arrow points from the text "Choose appropriate degree or certificate from drop down menu. Pay attention to dates." to this highlighted option. The list of options includes various degrees and certificates with their respective years and codes.

Select a degree: **# ASSOCIATE OF ARTS DTA 2004 - 2013 (0003)**

- # ASSOCIATE OF ARTS DTA 2014 (0003)
- ## (24B) BACHELOR OF APPLIED SCIENCE IN INTERNATIONAL TRADE (177) GREEN ENERGY CERTIFICATE 2009 (177)
- (0004) ASSOCIATE IN FINE ARTS ART 1990 (0004)
- (0007) CERTIFICATE IN JEWELRY DESIGN 2007 (0007)
- (0008) CERTIFICATE IN FINE ARTS : ARTS 1998 (0008)
- (0009) CERTIFICATE IN FINE ARTS: ACTING 2011 (0009)
- (0012) ASSOCIATE IN SCIENCE DTA (0012)
- (0013) ASSOCIATE OF SCIENCE TRANSFER-OPTION I 2001 ((0014) ASSOCIATE OF SCIENCE TRANSFER-OPTION II 2001 ((249) INTERNATIONAL TRADE CERTIFICATE 2005 (249)
- (254) CERTIFICATE OF ENTREPRENEURSHIP 2005 (254)
- (254) CERTIFICATE OF ENTREPRENEURSHIP 2006 - 2009 (254)
- (254) CERTIFICATE OF ENTREPRENEURSHIP 2009 (254)
- (275A) ASSOCIATE OF APPLIED SCIENCE DEGREE IN REAL ESTATE 2008 - 2011 (275B)
- (275B) REAL ESTATE CERTIFICATE 2012 (275B)
- (275C) REAL ESTATE MORTGAGE BANKING CERTIFICATE 15 (275D) CERTIFIED RESIDENTIAL APPRAISAL CERTIFICATE 2 (275D) CERTIFIED RESIDENTIAL APPRAISAL CERTIFICATE 2 (275E) REAL ESTATE SALES CERTIFICATE 2008 (275E)
- (275F) REAL ESTATE BROKERAGE CERTIFICATE 2008 - 2011 (275G) COMMERCIAL REAL ESTATE & INVESTMENT CERTIFICATE 2008 (275H) REAL ESTATE LOAN PROCESSOR CERTIFICATE 2008 (275I) REAL ESTATE LOAN ORIGINATOR CERTIFICATE 2008 - 2011 (275I) REAL ESTATE LOAN ORIGINATOR CERTIFICATE 2012 (275J) ADVANCED REAL ESTATE SALES 2008 - 2009 (275J)
- (275J) REAL ESTATE SALES CERTIFICATE (ADVANCED) 2008 (275K) REAL ESTATE ESCROW 2008 - 2011 (275K)

Choose appropriate degree or certificate from drop down menu. Pay attention to dates.

Expand your horizons

Expand All Sections, and expand course lists (+) for Remaining Requirements/Options

idSelStu=985763134&hidDID=240

Washington Community and Technical Colleges
 Student Name:
 Student ID:
 Tuesday, February 04, 2014 11

This is an unofficial degree audit. Courses currently in progress are included. Failure to complete result in future audits and overall program completion. Please be sure to speak with an academic advisor to review your educational plan and to apply for graduation.

(24B) BACHELOR OF APPLIED SCIENCE IN INTERNATIONAL BUSINESS DEGREE (in progress)
 Credits required:180
 GPA required:2.0
 Catalog Year 2013

Prerequisites for Admission: AA, AS, AB, AAS, or AAS-T degree earned with a minimum 2.0 GP...
[Expand All](#) | [Expand Uncompleted Sections](#) | [Collapse All](#)

PRE-REQUISITE - BUSINESS All courses required:5
 These prerequisite courses will count toward the BAS elective credit.

ACCT& 201	PRIN OF ACCOUNTING I	5	3.0	Spring 2013
ACCT& 202	PRIN OF ACCOUNTING II	5	3.0	Spring 2013
ACCT& 203	PRIN OF ACCOUNTING III	5	3.0	Spring 2013
BUS 210	BUS & ECONOMIC STATISTIC	5	3.0	Spring 2013
BUS& 201	BUSINESS LAW	5	3.0	Spring 2013

PRE-REQUISITE - GENERAL ED All courses required:1
 COMMUNICATION SKILLS: ENGL& 101 This course will count toward the BAS General Ed credits

ENGL& 101	ENGLISH COMPOSITION I	5	3.0	Spring 2011
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COMMUNICATION SKILLS Courses required:1
 ENGL& 102

ENGL& 102	COMPOSITION II	5	3.0	Spring 2013
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ELECTIVES Credits required:60 Credits applied:55
 Includes any credits taken toward the associate degree and/or business prerequisites.

ACCT& 201	PRIN OF ACCOUNTING I	5	3.0	Spring 2013	TR
ACCT& 202	PRIN OF ACCOUNTING II	5	3.0	Spring 2013	TR
ACCT& 203	PRIN OF ACCOUNTING III	5	3.0	Spring 2013	TR
BUS 210	BUS & ECONOMIC STATISTIC	5	3.0	Spring 2013	TR
BUS& 201	BUSINESS LAW	5	3.0	Spring 2013	TR
HUM 105	INTERCULTURAL COMMUNICAT	5	3.0	Spring 2013	TR
ASTR& 100	SURVEY OF ASTRONOMY	5	3.0	Fall 2013	TR
BUS 112	MULTI-CUL ISSUES/WRKPLAC	5	3.0	Fall 2013	TR
BUS 151	INTRO TO ENTREPRENEURSH	5	3.0	Fall 2013	TR
BUS 169	USING COMPUTERS IN BUS	5	3.0	Fall 2013	TR
BUS 171	INFORMATION TECH II	5	3.0	Fall 2013	TR

Course Options

UPPER DIVISION DEGREE REQUIREMENTS All courses required:10 Courses applied:0
 See Business Division's BAS Program Manager for expected quarter sequence.

- Course List**
 IBN 300, IBN 302, IBN 303, IBN 310, IBN 311, IBN 320, IBN 350, IBN 402, IBN 410, IBN 490

Unused Courses

BUS 154 ¹	EXPLORING ENTREPRENEURSH	5	3.0	Fall 2013	TR
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Key
 1 - Not applied to any category.
 2 - Repeated course.
 3 - Insufficient grade.
 4 - Past non-transcripted course.

College Grade Point Averages
 College Level GPA: 0

Legend
 - Requirement Completed
 TR - Transferred Course
 WV - Waived Requirement
 SB - Substituted Course

Unused Courses

Courses currently not applying toward a degree or certificate.

ELECTIVES		Credits required:60			Credits applied:55
<input type="checkbox"/> Includes any credits taken toward the associate degree and/or business prerequisites.					
ACCT& 201	PRIN OF ACCOUNTING I	5	3.0	Spring 2013	TR
ACCT& 202	PRIN OF ACCOUNTING II	5	3.0	Spring 2013	TR
ACCT& 203	PRIN OF ACCOUNTING III	5	3.0	Spring 2013	TR
BUS 210	BUS & ECONOMIC STATISTIC	5	3.0	Spring 2013	TR
BUS& 201	BUSINESS LAW	5	3.0	Spring 2013	TR
HUM 105	INTERCULTURAL COMMUNICAT	5	3.0	Spring 2013	TR
ASTR& 100	SURVEY OF ASTRONOMY	5	3.0	Fall 2013	TR
BUS 112	MULTI-CUL ISSUES/WRKPLAC	5	3.0	Fall 2013	TR
BUS 151	INTRO TO ENTREPRENEURSH	5	3.0	Fall 2013	TR
BUS 169	USING COMPUTERS IN BUS	5	3.0	Fall 2013	TR
BUS 171	INFORMATION TECH II	5	3.0	Fall 2013	TR
<input checked="" type="checkbox"/> Course Options					
UPPER DIVISION DEGREE REQUIREMENTS		All courses required:10			Courses applied:0
<input type="checkbox"/> See Business Division's BAS Program Manager for expected quarter sequence.					
<input checked="" type="checkbox"/> Course List IBN 301, IBN 302, IBN 303, IBN 310, IBN 311, IBN 320, IBN 350, IBN 402, IBN 410, IBN 490					
<input checked="" type="checkbox"/> Unused Courses		Key 1 - Not applied to any category. 2 - Repeated course. 3 - Insufficient grade. 4 - Past non-transcripted course.			
BUS 154 ¹	EXPLORING ENTREPRENEURSH	5	3.0	Fall 2013	TR
College Grade Point Averages College Level GPA: 0		Legend <input checked="" type="checkbox"/> - Requirement Completed TR - Transferred Course WV - Waived Requirement SB - Substituted Course			

Transfer Courses & Substitutions

If one courses is being substituted for another, the original course will still be visible as an option under “Course List”.

ELECTIVES					Credits required:60	Credits applied:55
<input type="checkbox"/> Includes any credits taken toward the associate degree and/or business prerequisites.						
ACCT& 201	PRIN OF ACCOUNTING I	5	3.0	Spring 2013	TR	
ACCT& 202	PRIN OF ACCOUNTING II	5	3.0	Spring 2013	TR	
ACCT& 203	PRIN OF ACCOUNTING III	5	3.0	Spring 2013	TR	
BUS 210	BUS & ECONOMIC STATISTIC	5	3.0	Spring 2013	TR	
BUS& 201	BUSINESS LAW	5	3.0	Spring 2013	TR	
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BUS 169	USING COMPUTERS IN BUS	5	3.0	Fall 2013	TR	
BUS 171	INFORMATION TECH II	5	3.0	Fall 2013	TR	
<input checked="" type="checkbox"/> Course Options						
UPPER DIVISION DEGREE REQUIREMENTS					All courses required:10	Courses applied:0
<input type="checkbox"/> See Business Division's BAS Program Manager for expected quarter sequence.						
<input checked="" type="checkbox"/> Course List IBN 301, IBN 302, IBN 303, IBN 310, IBN 311, IBN 320, IBN 350, IBN 402, IBN 410, IBN 490						
<input type="checkbox"/> Unused Courses						
Key 1 - Not applied to any category. 2 - Repeated course. 3 - Insufficient grade. 4 - Past non-transcripted course.						
BUS 154 ¹	EXPLORING ENTREPRENEURSH	5	3.0	Fall 2013	TR	

College Grade Point Averages
College Level GPA: 0

Legend
 - Requirement Completed
 TR - Transferred Course
 WV - Waived Requirement
 SB - Substituted Course

Advisor Notes (Staff View)

Washington Community and Technical Colleges *Degree Audit*

Select a degree: # ASSOCIATE OF ARTS DTA 2004 - 2013 (0003) Run Audit

COLLEGE BETTY
985763134

Find student by name:
college

Find student by ID:

Find Clear

- COLLEGE BETTY
- APPLICANT COLLEGE
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[Test Scores and Waivers](#)

[Advisor Notes](#)

[Academic Planner](#)

Advisor Notes

COLLEGE BETTY 985763134

Tuesday, February 04, 2014 (11:39:14 AM)

Academic Exception Processed. SB Business...

Tuesday, February 04, 2014 (11:35:28 AM)

Grad App Processed. Posted Degree/Certificate...

Grad App Processed. Posted Degree/Certificate...

Tuesday, February 04, 2014 (11:32:24 AM)

Credentials Evaluation Complete. TR 20...

Tuesday, February 04, 2014 (11:31:53 AM)

Example text in a degree audit. Notes about...

Tuesday, February 04, 2014 (11:35:28 AM)

From: JONES, LISA L

Public

Grad App Processed. Posted Degree/Certificate XYZ. (Example post of a grad app).
Denial notes will start off with "Grad App Denied" and will go into the reason for denial in the note.]

Save New Clear Delete

Notes (Student View)


Washington Community and Technical Colleges *Degree Audit* [Log out](#)


COLLEGE BETTY [Degree Audit](#) [Academic Plan](#) [Notes](#) [Test Scores](#)

Select a degree: [Run Audit](#) [?](#)

Welcome to Degree Audit

From this page, you can run an audit of your academic record against any degree or certificate currently offered at your college. Simply pick a degree from the drop-down list (above) and click the Run Audit button.

 For help understanding the Degree Audit report, click the blue help icon, located to the right of the Run Audit button.

You can view Notes from your advisor and (if enabled at your college) Academic Plans and Test Scores by clicking the tabs at the top of the screen. Help for each of these features is available by clicking the help icon on that page. 

Important Notes

- Degree Audit is NOT perfect
 - Write-ins on the printed audit may be required for graduation purposes
 - Know your programs
- Read and Use Degree Audit Notes to keep clear communication about student progress across departments.
- Questions/Concerns about Degree Audit?
> Contact Lisa
- Additional Faculty/Staff Resources:
<http://facweb.northseattle.edu/ljones/>