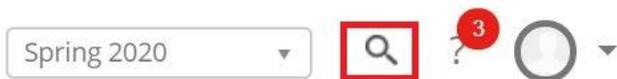


How to Access a Degree Audit from a Student’s Profile Page:

Degree audits are accessed directly from a student’s profile. You can visit an individual student page by either (1) clicking an advisee name on the Staff Home page or (2) using the Quick Search feature, accessed by clicking the magnifying glass in the top right corner of each page:

NOTE: People with the Professor role only are not able to search on students beyond those who are in their classes. Advisors and Administrators can use the Quick Search to find any student.



Once on a student profile, look for the “Links” menu on the right of page. Notice Degree Audit:



Clicking this link opens DegreeWorks in a separate tab of your browser. The specific student’s information that you’re looking for will pre-populate upon opening; it is not necessary to search for the student. (Note: Student info has been removed from image below).



Once you have finished reviewing the degree audit, close the DegreeWorks tab and return to the student profile in Navigate.