

Degree Evaluation - Advisor Access Guide

The following is an overview for accessing and viewing Degree Evaluations. The Degree Evaluation (also called the degree audit report) is a resource for students and advisors to track student requirements toward graduation. It includes course, GPA and advancement to candidacy requirements. The Degree Evaluation replaces the “POS Review” and “POS Builder” tools that were used in previous years.

If you have any questions, please contact Graduate and Research Affairs:

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Phone: (619) 594 - 5213

Campus: Student Services East (SSE) 1410

Hours: Mon - Fri, 8 am - 4:30 pm

Accessing and Reading the Degree Evaluation

1. **Access:** The degree evaluation is accessed by logging into Webportal and clicking on the ‘Degree Evaluation’ menu item in your ‘**Graduate Advisor**’ tab. Alternatively, you can go directly to the Degree Evaluation website [here](#):



2. **Log in.** Use your SDSUId credentials.(excluding “@sdsu.edu”)

Welcome to the Degree Evaluation

SDSUID - exclude “@sdsu.edu” (e.g. jsmith)

Password

3. Enter a student's REDid. In the 'Students' tab, enter a REDid or search by name.

Students ▾ Batch Tools ▾ Reports Security ▾

Student Search

Enter Red ID

Red ID

Search by Student Name

First Name

Last Name

4. Request an Audit. Click on 'Run Declared Programs'.

Request an Audit

▾ Run Declared Programs:

Degree Program	Title	Catalog Year	Marker	Value	Type	Catalog Year
558205	Social Work: Direct Practice	2017				

▸ Select a Different Program:

Advanced Settings [Click to view advanced options.](#)

5. **Allow Degree Audit to be prepared.** A processing symbol will appear until the audit is ready to view.

Last updated at 10:35:03 AM
 updating every 3 seconds (stop) Update

Please wait while your Degree Audit Report is prepared Cancel Running Audits

Program	Catalog Year
⌛	

6. **View Audit.** Click 'View Audit'.

Completed Degree Evaluations
 Hitting the "Run Audit" button will run a new degree evaluation.

Run New Audit

View	Program	Catalog Year	Created	Audit Type	Format	Run By	Report Type
View Audit	Doctor of Physical Therapy	2016	03/29/2019 12:27 PM		HTML	JJones	IP

7. **Reading the Audit.** Click on the dropdown arrows to expand sections or click on 'Open all sections' to expand the entire audit.

Audit
 You are here: Audit

Categories
 Click on any area of the graph for further detail.

Units

GPA

POS Courses: Units: 3.375

Open All Sections
 Close All Sections
 ⓘ

-----> At least one requirement has not been satisfied >-----

- > || GRADUATE DEGREE EVALUATION ||
- > || LEGEND ||
- > Minimum GPA Requirements
- > Advancement to Candidacy
- > Program of Study Courses
- > Academic Coursework

8. Course and Requirement Legend. Refer to the 'Legend' section for course and requirement meanings.

Courses:

IP = In Progress: course in progress in current term

FP = Future Progress: course scheduled for next term

RP = Report in Progress: grade not yet posted

>R = Repeatable course

>D = Duplicate course, included in GPA, no units earned

>X = Course not included in GPA, no units earned

>A = Credit adjustment

>- = Repeatable course that has had its credit reduced