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:

Email: gradaudit@sdsu.edu Phone: (619) 594 - 5213

Campus: Student Services East (SSE) 1410

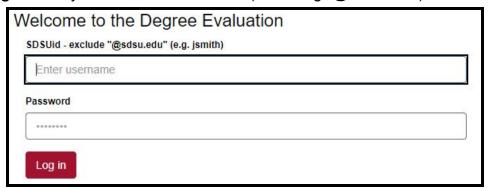
Hours: Mon - Fri, 8 am - 4:30 pm

Accessing and Reading the Degree Evaluation

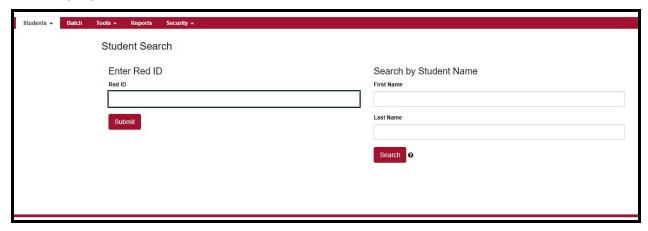
1. **Access**: The degree evaluation is accessed by logging into Webportal and clicking on the 'Degree Evaluation' menu item in your '**Graduate Advisor**' tab. Alternatively, you can go directly to the Degree Evaluation website here:



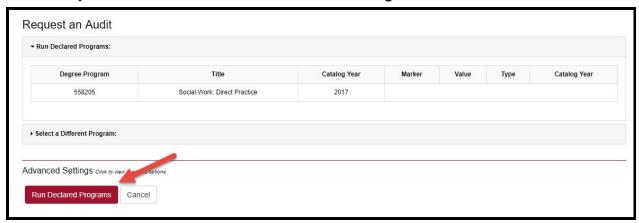
Log in. Use your SDSUid credentials.(excluding "@sdsu.edu")



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



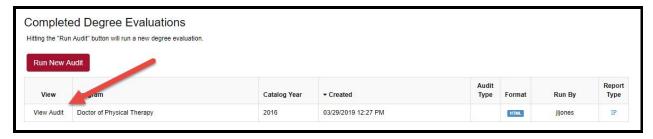
4. Request an Audit. Click on 'Run Declared Programs'.



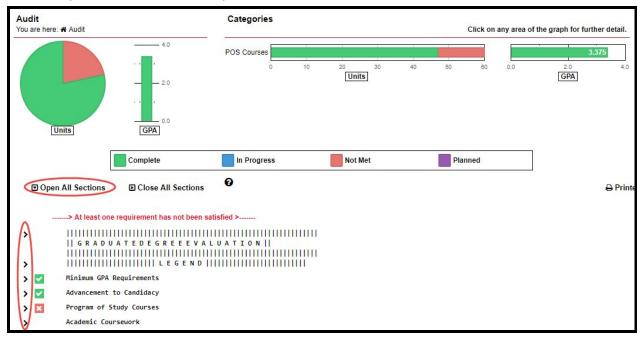
Allow Degree Audit to be prepared. A processing symbol will appear until the audit is ready to view.



6. View Audit. Click 'View Audit'.



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



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