

## **EVAL – EVALUATE STUDENT PROGRAM (Degree Audit)**

Select EVAL to generate a Degree Audit report that evaluates a student's progress towards completion of their academic requirements.

1. Type **EVAL** in the search box at the top of the screen and press <Enter>. The Person LookUp dialog displays.

2. Enter a student's 7-digit ID and press <Enter> OR perform a name search to locate the correct student. When the Evaluate Student Program form is selected, more than one program might be listed.

1	Academic Program: MS_MGT Title: Ms_mgt	Status: A	Start Date: 08/19/15 End Date:	Ant Cmpl : 06/02/18 Term: 19/SP
2	Academic Program: MS_UND Title: MS_UND	Status: P	Start Date: End Date:	Ant Cmpl : 05/01/92 Term: 19/SP
3	Academic Program: MX_UND Title: MX Undeclared	Status: W	Start Date: 06/13/11 End Date: 11/30/15	Ant Cmpl : 05/01/95 Term: 19/SP

3. Type the number of the Academic Program with the Status of **A** (Active) in the Input Box, then click **Open**. A screen similar to the one below displays.

The screenshot shows the configuration options for the Degree Audit report. The 'Include Code/Cutoff Date' dropdown is set to 'A'. The 'Format' dropdown is set to '2 Double-column Report'. The 'Related Courses Policy' dropdown is set to 'N Not Displayed'. The 'Always Show Extra Courses' checkbox is unchecked, with 'No' displayed. The 'Ignored Statuses' section contains three rows, each with a number (1, 2, or 3) and a dropdown menu.

**NOTE: Please do not change the default settings. They have been selected and tested by WSU programming personnel to produce desired results. If form settings get changed, accuracy cannot be guaranteed.**

Using the **Double-column Report** (Format option) saves paper. If a single column report is necessary, that is the only setting that can be changed.

4. Click the **Save** button followed by **Update**. An alert indicates the report is evaluating and formatting. When finished, the Report Browser opens and displays the Degree Audit Report:

01/22/19 Worcester State University Page 1  
 Academic Evaluation - [REDACTED]

Program: Ms\_mgt (MS\_MGT)  
 Catalog: 1998 E-Mail Address: [REDACTED]

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This document is for advising purposes only. If you have any questions, please contact the Registrar's Office.

Please note: If you are registered for any 098,099 or ED 101 course, credits that currently appear for that course in your total credit amount will be removed from that total once a grade has been received. Math, English 098/099 and ED 101 courses are not college level courses and do not count towards graduation credits. Remaining credit amount shown only reflects the minimum credit amount required for a degree. All other requirements must still be completed.

Course	Term	Grade	Credits	Anticipated
Integrated Business Strategy				
BA-913	15/FA	B+	3.00	3.00
Managerial Economics				
BA-914	16/SP	A	3.00	3.00
Organizational Behavior				
BA-915	16/S1	W	3.00	0.00
Corporate Finance				
BA-960	16/FA	A	3.00	3.00
Leadership Theory				
BA-962	17/SP	A-	3.00	3.00
Social Respons Leadership				
BA-915	17/S1	B	3.00	3.00
Corporate Finance				
HC-905	17/FA	A	3.00	3.00
Mktg the HC Organization				
BA-916	18/SP	A	3.00	3.00
Quantitative Analy & Res Meth				
BA-963	18/S1	B	3.00	3.00
Action Learning Prof Ldrshp Pr				
HC-900	18/FA		3.00	( 3.00) *IP
Health Care Systems				

[(Credits in parentheses are anticipated earned)]

Advisor(s):

To print the report, click **Print Remote**. Change Output Device to **"P"** Printer Spooler and enter your Colleague printer name. Click **Save** and **Update**.

Output Device: P Printer Spooler [v] [i]

Printer: ITL

5. When finished viewing and/or printing the Evaluation Report, click the Exit Browser (X) icon in the upper right-hand corner of the Report Browser window.



6. If you are finished using the EVAL form, click the **Finish** button to close the form and return to the main Colleague window.