

GriffAudit (Degree Audit) Self-Service Faculty/Advisor Instructions

GriffAudit is our automated degree audit system. Faculty, advisors and students will access the system from our self-service web pages.

To access the degree audit system follow the steps listed below:

- If you have the Banner Self Service icon on your desktop, click there; if not --
- Go to the college homepage: www.canisius.edu.
- Under the Canisius logo, select **faculty & staff**.
- Under On-line tools select **Web HR, Finance, Grading, Advising**.
- **Login to Secure Area** using your Griffmail username and password
- You will receive a welcome to the Canisius College Information System message and the first menu page.
- Select **Faculty and Advisors**.
- From the Faculty Services menu select **Advisor Menu**.
- From the Faculty & Advisors menu, select **GriffAudit (Degree Audit)**.

You are now in the degree audit menu. This menu allows you to either (1) run a degree audit on a student or (2) view of list of previous audits you have run for students.

It is important to note that each degree audit is run dynamically; each time you submit an audit request for a student a new audit is created. It is suggested that after you run a degree audit on a student and are finished working with the student and that particular audit, you delete the audit. This will insure that you are always working with an up-to-date degree audit.

How to run a degree audit:

- You will need the student's ID number to run an audit; if you do not have the ID number:
 - From the Faculty & Advisors Menu select ID Selection option.
 - Select the current term from the pull down box.
 - Click the submit icon.
 - Enter the last name and first name of the student.
 - Leave the ALL search type selected.
 - Click the submit icon.
 - Select the correct student from the pull down box.
 - You will have to write the ID down. The ID does not move forward to the GriffAudit request form.
 - Click on the submit icon.
- From the Faculty & Advisors Menu select GriffAudit (Degree Audit) option.
- From the "GriffAudit (Degree Audit)" menu, select **Submit an Audit**.
- The current term will be displayed; click on **Submit**.

- Enter the ID of the student for which you wish to run an audit; please note you cannot search for a student's ID on the Enter Student ID page
- You DO NOT need to enter the Student PIN.
- Click on **Submit ID**.
- If you entered the wrong ID, click **Reset** and re-enter the correct ID.
- The "Submit Audit" page will display; verify the student's name (if the wrong student comes up, use the back arrow key and enter the correct number).
- In the "Select Degree Program" box, leave "Latest (all)" in the pull-down box.
- Leave "List All Requirements" in the next pull-down box.
- Click on **Run Audit**.
- You will get the following message: "The audit has been submitted. Please allow up to 5 minutes for the audit to finish." Currently, it takes between 45 – 60 seconds to produce an audit. This may change as more majors are added.
- To view the audit click on **view submitted audits**.
- If you want to run another audit, click on **Submit another GriffAudit request**
- The audit you have just run will appear on the "List of Available Audits" page (if it does not appear, click on "Refresh the List" in the upper right corner).
- To view the audit click on the student's degree program under "View Link"
- The GriffAudit will display.

Degree Audit Content & Navigation:

- The audit will display all the components of a student's degree program.
- Degree audits are organized into requirements and subrequirements.
- The red arrows indicate requirements; the completions status is indicated by either:
 - **NO** requirement not completed
 - **IP** requirement is completed but includes in-progress courses
 - **OK** requirement is completed with only graded courses
- The numbered sections indicate sub-requirements; codes associated with sub-requirements:
 - - sub-requirement not completed
 - + sub-requirement is completed (may include in-progress courses)
 - **RG** with an "EARNED" amount – includes in-progress courses used
 - * optional sub-requirement is completed
 - **R** sub-requirement is required
- Another indication that a sub-requirement is not complete – look for a "select from" list (indicated in red on the GriffAudit) and the word "NEEDS" (in black boldface type).
- You can click on the red arrow next to a requirement at the top of the audit and you will be taken to the detail for that requirement
- You can also use the scrollbar on the right-hand side to navigate through the audit to view the degree requirements.

- At the top of the audit you can also select to view a “Printer Friendly Report”; this looks very much like the Web Audit, but there is no color coding and no summary of requirements at the beginning.
- To print either version of the audit use the browser printer function.
- To run another audit click on **Return to Audit List** and either select an audit from the list you generated or submit a new audit.

- There are also 3 possible messages which will be displayed at the top:
 - “AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED”
 - “All requirements are completed”
 - “ALL REQUIREMENTS COMPLETED – IN-PROGRESS COURSES USED”

- Some **codes associated with courses**:
 - **RG** registered course*
 - **IP** in-progress course
 - **>R** repeatable course (e.g., music performance courses)
 - **>X** no credit for this course
 - **RP** repeated course
 - **TR** indicates a transfer course

*often codes are combined; for example RG IP indicates an in-progress course for which the student is registered; RG RP would indicate a course for which a student is registered which he has taken before

- The RG IP courses do not list as outstanding degree requirements; this is a difference from the junior/senior credit evaluations you are familiar with
- RG IP and RG RP - once courses are graded, the grade replaces the RG IP or RG RP notation

- **Other terms** you may see:
 - “**NEEDS**” – indicates number of courses or credit hours student needs to complete
 - “**SELECT FROM**” – lists the specific courses student needs to take (or choose from) to complete the sub-requirement
 - “**NOT FROM**” – lists any courses that may not be counted in that sub-requirement
 - “**MATCHED AS**” – course taken was cross-listed with the required course
 - “**PROCESSED AS**” – course had a different prefix or course number when taken
 - “**HOURS TAKEN**” – fulfills a requirement but doesn’t add to total hours
 - “**EXCEPTION**” – indicates an exception to a rule has been made