**Advisor Tools-Degree Audit**

The Degree Audit can be used as an Advising tool, but is not to be used as the Final Degree Evaluation. All final reviews are done by the program chairperson and the registrar. The Degree Audit lists the courses the student has completed towards graduation in each required category.

- In the **Advisee List**, click on the student’s name.
- The **Advisee Details** window will display.

- Under **Advising**, click the **Degree Audit** link.
- The **Degree Audit** window will display.
- A list of the courses that match the categories required for a degree will display.