



Emory / Degree Tracker Tool – Advisement Report

The advisement report is the degree audit report that reflects a student's progress towards graduation. This report is the core function of the Academic Advisement application. It indicates whether the student has completed all of the requirements needed to graduate or whether the student still needs to satisfy outstanding requirements.

1. First, access the OPUS Degree Tracking Tool by logging into OPUS

2. Then click on Academic Progress Tile...and then Degree Audit / Degree Tracker link

The screenshot shows the OPUS Student Dashboard. The main grid contains various tiles for announcements, enrollment, financial aid, and academic records. The 'Academic Progress' tile is highlighted with a red box. On the right sidebar, the 'Degree Audit/Degree Tracker' link is also highlighted with a red box.

3. You will then see the Advisement Report screen...

The screenshot displays the Advisement Report for Jane Doe. The report was last generated on 03/08/2021 at 3:33 PM. It includes a legend for requirement status: Taken (green checkmark), In Progress (yellow diamond), Planned (blue star), and What-if (question mark). The requirements are listed as follows:

- LEGEND, DISCLAIMER, GPA AND TOTAL HOURS (RG1255)
- GENERAL EDUCATION REQUIREMENTS (RG1256)
- Biology Major Core Requirements (Bachelor of Science) (RG 1117)
- Biology Major: Chemistry Requirements (RG1645)
- Biology Major: Electives and GPA Requirements (RG1646)

Under the 'Biology Major: Electives and GPA Requirements (RG1646)' section, the following requirements are listed as 'Not Satisfied':

- The Biology Major Electives and GPA Requirements (RG1646)
- Biology Electives and Upper Level Lab (RQ1966)
- Biology Electives and Upper Level Lab (RQ1966; LN20)

The screenshot shows a report interface with three main sections highlighted by blue arrows:

- Major GPA:** Points to the 'Biology Major GPA (RQ1737)' section, which includes a 'Satisfied: Biology Major GPA' status and an 'RQ>' icon.
- Courses Not Used:** Points to the 'Courses Not Used' section, which includes a note about waived requirements and an 'RQ>' icon.
- Course History:** Points to the 'Course History' section.

At the bottom of the screenshot, there are two links: 'Return to Report Request' and 'View Report Request Log'.

4. At the top of the screen you will see 4 Control Buttons

Collapse All	Expand All	View Report as PDF	Summary Report
↑	↑	↑	↑
Collapses every requirement & line	Expands every requirement & line	Opens PDF version of the interactive report	Opens One-pager/Summary of the interactive report

5. Below that is the Legend to help explain icons used on the report:

Taken	In Progress	Planned	What-if
↑	↑	↑	↑
Indicates a course was taken and awarded a grade.	Indicates a course is in-progress*	Indicates the course is planned for a future term	Indicates that a course is simulated

*Note: In-progress courses are designed to satisfy requirements. If a student is awarded an unsatisfactory grade or withdraws from the class by the time the grade is posted, the requirement will expand, and the status will change from Satisfied to Not Satisfied.

6. Advisement Report Groups

If you want to see the requirements of all the programs you are in at a glance, click the Collapse All button and at least three Advisement Report Groups will display for most undergraduate students. Note: Oxford students as well as most graduate students will see two Advisement Report Groups.

▶ LEGEND, DISCLAIMER, GPA AND TOTAL HOURS (RG1255)	← First Group
▶ GENERAL EDUCATION REQUIREMENTS (RG1256)	← Second Group
▶ Biology Major Core Requirements (Bachelor of Science) (RG 1117)	← Third Group

First Group: (Legend, Disclaimer, GPA & Total Hours) The legend and disclaimer for the audit can be found in this section for most schools. It also reports information about the student's Cumulative GPA info, Residency and Total Hour requirements.

Second Group: (General Education Schools Requirements) The General Education Requirements are listed within this group for undergraduate schools.

Third Group: (Major/Minor Requirements) Within this group you will find a complete list of requirement a student needs to satisfy to complete a major. The Major GPA is also located here.

7. Reference Numbers

The **Requirement Group (RG)**, **Requirement (RQ)** & **Requirement Line** numbers you see throughout the audit are for reference purposes. These numbers make locating course details easier. Reference numbers also aid in exceptions processing and issue resolution.

▼ **Biology Major: Chemistry Requirements (RG1645)**

Not Satisfied: The Biology Major: Students may complete Option 1 or Option 2 of the Chemistry Courses Requirements RG>

Option 1: Chemistry Courses Requirements (RQ2052)

Not Satisfied: Biology: Chemistry Courses Requirements RQ>

▶ **General Chemistry I w/Lab (RQ2052; LN10)**

▶ **Structure & Properties and Principles of Reactivity (RQ2052; LN20)**

8. Collapsed (Satisfied) & Not Collapsed (Not satisfied) Requirements:

The carrot points right ▶ when the requirement collapses. This indicates that anything within that requirement is "SATISFIED"

Note: In Progress Courses (indicated by a yellow diamond ◆ can also satisfy the audit.

The carrot points down ▼ when the requirement is expanded. This indicates that anything within that requirement is "NOT SATISFIED"

▶ Foundations of Modern Biology I (RQ1634; LN05)

▶ Foundations of Modern Biology II (RQ1634; LN10)

▼ Biology Major: Chemistry Requirements (RG1645)

Not Satisfied: The Biology Major: Students may complete Option 1 Courses Requirements

Option 1: Chemistry Courses Requirements (RQ2052)

Not Satisfied: Biology: Chemistry Courses Requirements

9. Alternative Requirement Lines

In some cases, Student may have two or more requirement line options to complete, where the one the student completed remains on the report and the other will no longer be displayed after successful completion of the selected option.

▶ Organic Chemistry I and Lab (RQ2053; LN30)

▶ OR Advanced Reactivity and Lab (RQ2053; LN40)

10. Requirement Status Indicators and Counters

Status Indicators types = Satisfied ; Satisfied with In Progress Courses ; Not Satisfied

Counter details = Units or Courses required; taken; needed

▼ Foundations of Modern Biology I (RQ1634; LN05)

Satisfied: Complete Biology I and its accompanying lab

LN>

• Units: 4.00 required, 5.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Personalize View All [?] First 1-2 of 2 Last						
Course	Description	Units	When	Grade	Status	
BIOL 141	Foundations of Modern Biol I	3.00	Fall 2019		✓	
BIOL 141L	Found. of Modern Biol.I Lab	2.00	Fall 2019		✓	

▼ Column B (RQ1634; LN30)

Satisfied with In Progress Courses: Complete one of the following courses. LN>

- Courses: 1 required, 1 taken, 0 needed

The following courses may be used to satisfy this requirement:

Personalize View All  First  1-8 of 8  Last						
Course	Description	Units	When	Grade	Status	
BIOL 240	Organismal Form and Function	3.00	Spring 2021			

▼ Environmental Sciences Minor Requirements (RG 913)

Not Satisfied: The Environmental Sciences Minor requires 7 courses in Environmental Sciences (minimum 18 hours) and a GPA of 2.0 in the major. RG>

▼ Environmental Sciences Requirement (RQ1414; LN10)

Not Satisfied: Complete one of the following courses. LN>

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Personalize View All  First  1-5 of 5  Last						
Course	Description	Units	When	Grade	Status	
ENVS 130	Environmental Sciences	3.00			<input type="text"/>	

11. Major / Minor Requirements

Most Major / Minor Requirements consist of a combination of Required Courses & Electives. The audit displays a list of available course options to choose from.

► Biology **Major Core Requirements** Bachelor of Science (RG 1117)

▼ Biology **Electives** (RQ1966; LN20)

Not Satisfied: Electives. Minimum 12 Units. Only the second enrollment in BIOL 499R can be used as an elective.

- Units: 12.00 required, 6.00 taken, 6.00 needed
- Courses: 4 required, 2 taken, 2 needed

The following courses may be used to satisfy this requirement:

Personalize View All  First 				
Course	Description	Units	When	Grade
View Course List	Biology Electives			
BIOL 301	Biochemistry I	3.00	Fall 2020	
BIOL 336	Human Physiology	3.00	Spring 2021	

▼ Environmental Sciences **Minor Requirements** (RG 913)

Not Satisfied: The Environmental Sciences Minor requires 7 courses in Environmental Sciences (minimum 18 hours) and a GPA of 2.0 in the major.

12. Major / Minor GPA

The Major / Minor GPA is located after the Major requirements towards the end of the audit. The graded courses fall into the student's major will be used to calculate this GPA

▼ Biology BS GPA (RQ1737; LN10)

Satisfied with In Progress Courses: Major GPA

- GPA: 2.000 required, 3.960 actual

13. Courses Not Used

The "Courses Not Used" bucket was created to capture any course that wasn't used in the Gen Ed or Major/Minor requirements. These courses may include Failing grades, Withdrawals, Repeated Courses and Study Abroad OISP Courses. You may find courses here that could be used to satisfy requirements in the audit.

▼ Courses Not Used

Courses Not Used

LN>

The following courses were used to satisfy this requirement:

Personalize View All [?] First 1-10 of 31 Last						
Course	Description	Units	When	Grade	Status	
BIOL 141	Foundations of Modern Biol I	0.00	Fall 2018	T	✓	
BIOL 497R	Supervised Reading	2.00	Fall 2020	A	✓	
BIOL 497R	Supervised Reading	2.00	Spring 2021		◆	
BIOL 499R	Undergraduate Research	4.00	Spring 2020	A	✓	
BIOL 499R	Undergraduate Research	4.00	Spring 2021		◆	
CHEM 150	Structure and Properties	0.00	Fall 2018	T	✓	
CHEM 150L	Structure and Properties Lab	0.00	Fall 2018	T	✓	
CHEM 204	Macromolecules	3.00	Spring 2020	A	✓	
CHEM 204L	Macromolecules Lab	2.00	Spring 2020	A	✓	

14. Course History

This Section is part of the Interactive report to make it easier for users to review details of any course taken and enrolled by the student right from the report without the need to review a transcript.

▼ Course History

✓ Taken

↔ Transferred

◆ In Progress

Course	Description	Term	Grade	Units	Status
BIOL 141	Foundations of Modern Biol I	Fall 2019	A-	3.00	✓
BIOL 141L	Found. of Modern Biol.I Lab	Fall 2019	A-	2.00	✓
BIOL 142	Foundations of Modern Biol II	Spring 2020	B+	3.00	✓
BIOL 142L	Found. of Modern Biol II Lab	Spring 2020	A	2.00	✓
BIOL 180	Freshman Seminar: Biology (Science of our Social Brains)	Spring 2019	A	3.00	✓
BIOL 241	Evolutionary Biology	Fall 2020	B+	4.00	✓
BIOL 301	Biochemistry I	Fall 2020	A	3.00	✓
BIOL 336	Human Physiology	Spring 2021		3.00	◆
BIOL 499R	Undergraduate Research	Spring 2021		4.00	◆
CHEM 150	Structure and Properties	Fall 2018	B+	3.00	✓

15. PDF Report

The PDF is a comprehensive version of the interactive report. It also includes a complete list of every course the student has taken in the “Course History” section on top of the report. This section makes it easier for users to review details of any course taken and enrolled by the student right from the report without the need to review a transcript – shown below.



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Advisement Report

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Undergraduate Emory College Career	Fall 2018	Not Satisfied
Liberal Arts & Sciences Program	Fall 2018	Not Satisfied
Biology BS Major	Spring 2020	Not Satisfied

Course History

→ Fall 2018

Subject	Catalog Nbr	Course Title	Grade	Units	Type
CHEM	150	Structure and Properties	B+	3.00	EN
CHEM	150L	Structure and Properties Lab	A	2.00	EN
ENG	101	Expository Writing	A-	3.00	EN
ENVS	130	Environmental Sciences	T	3.00	TE
HIST	999XFR	Non-Equivalent Transfer Course	T	3.00	TE
HLTH	100	It's Your Health	A	1.00	EN
PACE	101	Pre-major Advising Connection	S	1.00	EN
PHIL	100	Basic Problems in Philosophy	T	3.00	TR
QTM	100	Intro to Stat Inference	B+	4.00	EN

→ Spr 2019

Subject	Catalog Nbr	Course Title	Grade	Units	Type
BIOL	190	Freshman Seminar: Biology	A	3.00	EN
CHEM	202	Principles of Reactivity	B	3.00	EN
CHEM	202L	Principles of Reactivity Lab	B+	2.00	EN
PE	236	Circuit Training	A	1.00	EN
PSYC	111	Intro To Psyc II	A	3.00	EN

→ Fall 2019

Subject	Catalog Nbr	Course Title	Grade	Units	Type
BIOL	141	Foundations of Modern Biol I	A-	3.00	EN
BIOL	141L	Found. of Modern Biol. I Lab	A-	2.00	EN
CHEM	203	Advanced Reactivity	C+	3.00	EN
CHEM	203L	Advanced Reactivity Lab	A-	2.00	EN
MESAS	375W	Topics In Jewish Literature	A	4.00	EN
SOC	101	Intro to General Sociology	B+	3.00	EN

16. Summary Report

The Summary report renders a high-level overview of the main requirement sections. Below is a snippet.



DEGREE TRACKER Advisement Report

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Prepared on 03/09/2021
Requested by

Biology BS Major

Description of Requirement	Satisfied	Type	Req	Taken	Need
TOTAL HOURS					
Total Hours Requirement	✗				
124 Hours Requirement	✗	Units	124.00	69.00	55.00
Total Credit Hours Earned					
Total Academic Credit Hours Earned					
Total Non-Academic Credit Hours Earned					
All Academic In Progress Courses					
Cumulative GPA	◆				
Cumulative GPA	✔				
Cumulative GPA	◆	GPA	1.900	2.723	
32 Courses & Residency	✗				
32 Courses	✗	Courses	32	26	6
Residency	✗	Units	64.00	58.00	6.00
GENERAL EDUCATION REQUIREMENTS					
Areas I, II, III Writing	✗				
Area I: First Year Seminar	✔				
Area II: First Year Writing Requirement	✔				
Area III: Continuing Writing Requirement	✗	Courses	3	1	2
Area IV: Mathematics & Quantitative Reasoning	✔				
Area IV: Mathematics & Quantitative Reasoning MQR	✔				
Area V: Science, Nature, Technology	✔				
Area V: SNT Lab Science Requirement, BIOL 141 and 141L	✔				
Area V: Science, Nature, Technology	✔				
Area V: Science, Nature and Technology Non-Lab Science Course	✔				
Area VI: History, Society, Cultures	✔				
Area VI: History, Society, Cultures	✔				
Area VII Humanities, Arts, Language	◆				
Spanish	◆				
Area VII: Humanities, Arts, Performance	✗				
Humanities, Arts, Performance	✗	Units Courses	6.00 2	4.00 1	2.00 1
Area VIII & IX: Personal Health and Physical Education	✔				
Area VIII: Personal Health	✔				
Area IX A & B: PPF & PED	✔				
Biology Major Core Requirements					
Biology Required Courses	✗				
Foundations of Modern Biology I	✔				
Foundations of Modern Biology II	✔				

✔ Satisfied ✗ Not Satisfied ◆ Satisfied with In Progress Course W Waived

***THIS DEGREE AUDIT IS AN ADVISING DOCUMENT AND ONLY A SNAPSHOT OF YOUR STATUS. STUDENTS ARE COMPLETELY RESPONSIBLE FOR FULFILLING THE DEGREE REQUIREMENTS AS OUTLINED IN YOUR SCHOOL'S CATALOG. FOR A COMPREHENSIVE REPORT INCLUDING A LIST OF ALL COURSES THAT SATISFY A REQUIREMENT, PLEASE CHECK THIS LINK (<http://saprod.emory.edu>) WHICH TAKES YOU TO EMORY OPUS.