

# DEGREE AUDIT

## Quick Start Guide

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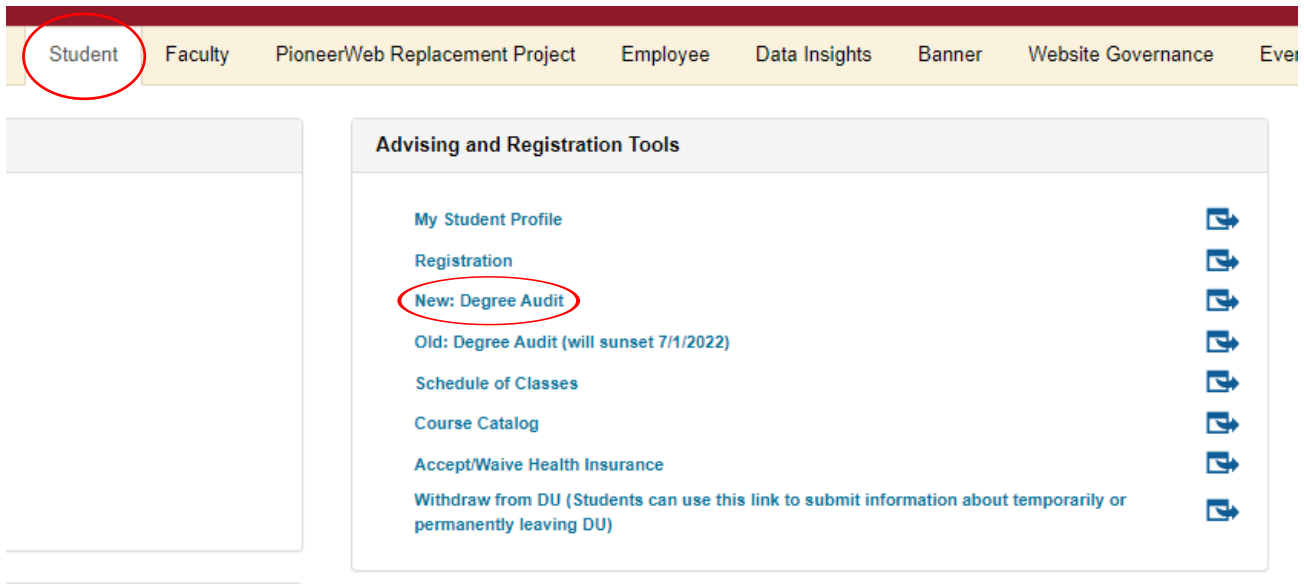
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### The University of Denver Office of the Registrar

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2197 S. University Blvd.  
Denver, CO 80208  
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www.du.edu/registrar

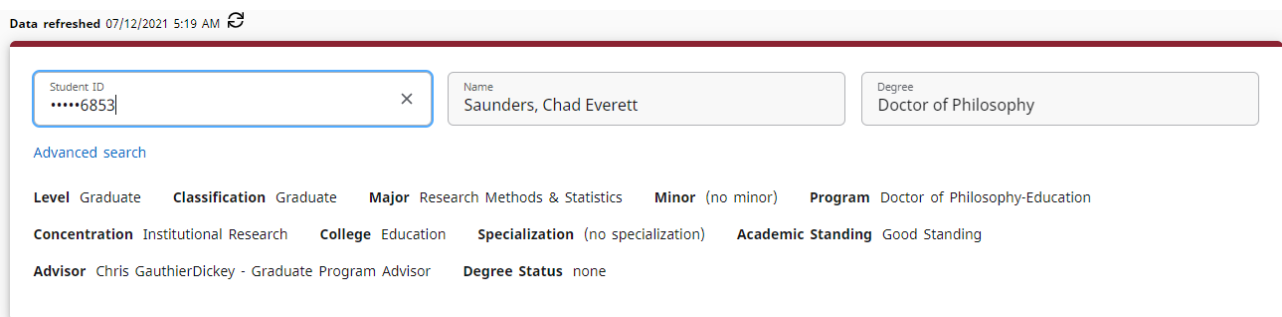
# Logging In

- Navigate to the Student tab of PioneerWeb.
- Select "New: Degree Audit".



## Degree Audit Worksheets: Student View

- When you open the Degree Audit, you will be taken directly to your Audit Worksheet.
- In the header card, you will find your:
  - Student ID
  - Name
  - Degree(s)
  - Level
  - Classification
  - Major(s)
  - Minor(s)
  - Program
  - Concentration (If applicable)
  - College
  - Specialization (If applicable)
  - Academic Standing
  - Advisor/Mentor
  - Degree Status



## Multiple degrees or certificates

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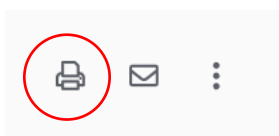
- If you are seeking more than one degree or a certificate, you will have an Audit Worksheet for each degree or certificate that you have listed on your student record.
- View the other available audits by using the down arrow in the Degree field.
- If you do not see a specific degree or certificate listed on your audit, there may be several reason behind the missing information. Please contact your advisor or academic department for assistance if there is any missing information.



## Create PDF/Printing

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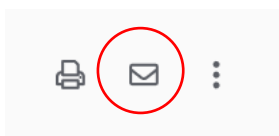
- You have the ability to generate a .pdf of an Audit Worksheet, which can then be saved, shared with your advisor via email, or be printed.
- Click the printer icon and select “Microsoft print to PDF.” Then select “Print.”



## Email

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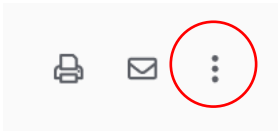
- You can email your advisor by clicking on the envelope icon and clicking the link.



## Class History

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
- Class History is a simple listing of all completed coursework on your academic record. Please note that this is not an official transcript. If you need an official transcript, you can order one at:  
<https://www.du.edu/registrar/records/transcripts.html>
- You can find class history by clicking on the three dots at the top of the audit.



## Reading the Audit: Legend

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- The legend is located at the bottom of the each Audit Worksheet.

Legend			
	Complete		Not complete
	Complete (with courses in-progress)		Nearly complete - see advisor
	Prerequisite		Any course number
(R)	Repeated course		

- **Complete:** Course successfully completed and the requirement(s) have been met.
- **Not Complete:** You have not yet successfully completed the requirement(s) or have not yet registered for the course.
- **Complete (with courses in progress):** Used at the course level and means that you are currently registered for, or taking a course.
- **Nearly complete:** Used for a set of requirements that will be complete after all in progress and/or registered studies are completed. You may need to see your advisor or major department in order to validate the completion the requirement(s).
- **Prerequisite:** This symbol indicates that there is an existing prerequisite for this course. Clicking on the course will display the prerequisite information for the course.
- **Wildcard:** The @ symbol indicates that you may take any subject or number course, depending on where the symbol is used.
  - PHYS @ = any course number beginning with prefix PHYS
  - @ 2000:3000 = any course subject with a number in the 2000 to 3000 range
  - @ @ = may be satisfied by any course (no restriction on subject or number)