

Requesting a Degree Audit report using the Albert

Student Center The Albert Student Center is a “one-stop shop” for all your self-service needs in terms of academic information. This document illustrates the steps needed to request Degree Audit.

Degree Audit Report

The Student Center home page is grouped into sections that will guide you through various services; Academics, Holds, Enrollment Dates, To do list, Finances.

Albert's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Check Registration Status](#)

You are not enrolled in classes.

[enrollment shopping cart](#)

Academic Requirement ▾

Finances

My Account
[Account Inquiry](#)
[View Bursar Account](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

SEARCH FOR CLASSES

Holds
Advisor Approval Required
Advisor Approval Required
[details](#)

To Do List
2011-2012 FAFSA
[details](#)

Enrollment Dates
[Open Enrollment Dates](#)

Use this drop down to select Academic Requirements to view Degree Audit report

There are 2 ways to make a request

1. Use the drop-down menu on the Student Center, select Academic Requirements and click 

2. Or, click on the My Academic's link and then click on View my advisement report link.

The screenshot shows the 'My Academics' page for Nancy Marie Sunshine. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics (highlighted with a red circle). Below the tabs, the page is titled 'My Academics'. On the left, there are several sections with links:

- Academic Requirements** (highlighted with a red box): [View my advisement report](#)
- What-If Report**: [Create a what-if scenario](#)
- Advisors**: [View my advisors](#)
- Transfer Credit**: [Evaluate my transfer credits](#), [View my transfer credit report](#)
- Course History**: [View my course history](#)
- Transcript**: [View my unofficial transcript](#), [Request official transcript](#)
- Enrollment Verification**: [Request enrollment verification](#)
- Graduation**: [Apply for graduation](#), [View my graduation status](#)
- Exp. Graduation Term**: [Update Exp. Graduation Term](#)

On the right, there is a 'My Program:' section with a tree view:

- Institution - New York University
- Career - Graduate
- Program - GU-University College Grad
- Major Approved - Public Health
- Concentration Approv - Global Health Leadership

At the bottom, there is an 'Academic Levels' section with a table:

Term	Academic Level
Fall 2011	Master's

3. The screenshots below show the Degree Audit report.

Degree Report

This is the degree audit report; it will show the date it was last generated. Changes which have taken place since this was last created such as: New or changed Enrollment, Transfer Credit, Degree postings, Student Groups would cause the system to generate a new report with updated values shown. For questions in regard to the degree audit report, please send an email to degree.audit@nyu.edu.

Use the scroll bar on the right to view this report from top to bottom.

Reading the Degree Audit

The screenshot shows the 'My Academic Requirements' page. At the top, it says 'New York University | Undergraduate'. Below that, it states 'This report last generated on 09/07/2011 12:25PM'. There are two buttons: 'collapse all' and 'expand all'. At the bottom, there are two status indicators: a green checkmark labeled 'Taken' and a yellow diamond labeled 'In Progress'. Callouts explain that the report was generated on the specified date/time, that the buttons allow collapsing or expanding all requirements, and that the icons indicate the status of the class shown.

Grade Status will include:

Taken indicates the student has completed a course

In Progress indicates the student is currently enrolled in a class or has not been given a grade yet.

**** Note:** If a student is currently enrolled for a class the system will assume the student will successfully complete this part of the requirement and it will be shown as “in progress” and that part of the rule will be satisfied.

Each requirement will provide a description and notification if it has been satisfied or not satisfied. It will also detail how many units (credits) are required to satisfy this requirement, how many have been taken, and what is still needed. If requirement is satisfied the arrow will be shown as example below. To view the information contained under a rule which has been satisfied, click on the arrow to expand and read additional information.

Click to
Expand

▶ 1. Expository Writing

Click on green arrow to view completed status information.

This is an example of a satisfied requirement.

▼ 1. Expository Writing

Satisfied: Complete the following courses:

- A. WRI-UF 1001 - Prose Composition I
- B. WRII-UF 2002 - Prose Composition II

● Courses: 2 required, 2 taken, 0 needed

In the example below the student has met 2 parts of rule created. Notice 2 of the green tabs are “folded up” indicating completion, but the portion which has not been satisfied is open.

Theatre Area II: Theatre Studies

Not Satisfied: Complete 28 units from 3 areas.

▶ Required Course: The 500 Block/Group A

▶ Required Course: The 500 Block/Group A continued

▼ World Drama & Theatre History: The 700 Block/Group C

Not Satisfied: Complete at least 2 courses from:

THEA-UT 700-802, 601 starting Fall 1998, THEA-UT 625-626 from Fall 2002, THEA-UT 627-628 starting Fall 2008; ITHEA-UT 368, 619, 700-799; OART-UT 942, 1911.

● Courses: 2 required, 0 taken, 2 needed

There can be different notes depending on the particular program.
This is one example:

LSP NOTES/RESTRICTIONS/LIMITATIONS

Notes/Restrictions/Limitations on the Liberal Studies Program.

LSP NOTES/RESTRICTIONS/LIMITATIONS

1. The information contained in this analysis should be used to guide you.
2. It should not take the place of consultation with an academic counselor.
3. You are responsible for checking the Bulletin and with your advisor to make sure you are following all school policies.
4. Should there be any errors, please discuss them with your advisor during your next advising appointment.
5. HIGH SCHOOL GRADUATION - Must supply proper certification of your high school graduation or GED.
6. Transfer credits were entered in various ways.
 - Unless NYU equivalencies have been entered, transfer credit will fulfill general elective requirements only.
 - See appropriate department for evaluation of transfer credit that may be applicable to your major/minor.

Mimumum Units for Graduation

Not Satisfied: Complete a minimum of 64 units. Courses with grades below "D" do not count.

- Units: 64.00 required, 38.00 taken, 26.00 needed

Requirements needed to successfully complete this rule

Satisfied or Not Satisfied Status Shown

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
T01.1001	Writing I	4.00	Fall 2010	A	✓
T01.1002	Writing II	4.00	Spring 2011		◆
T02.101	Cultural Foundations I	4.00	Fall 2010	A-	✓
T02.102	Cultural Foundations II	4.00	Spring 2011		◆
T03.101	Social Foundations I	4.00	Fall 2010	B+	✓
T03.102	Social Foundations II	4.00	Spring 2011		◆
T07.5010	Life Science	6.00	Fall 2010	B+	✓
V41.--	English Transfer Semi-Equiv	4.00	Fall 2010	TE	✓
V55.1--	Map-Fsi Quant Reason	4.00	Fall 2010	TE	✓

View All First 1-9 of 9 Last

All submitted grades shown here

Re-sort lists by clicking on headers

Course	Description	Units	When	Grade	Status
ELECTIVE CREDIT	Elective Credit	4.00	Fall 2008	TE	✓
HIST1-DC5849	The Revolutionary Era	4.00	Summer 2011		◆
V57.612	Postwar America Since 1945	4.00	Spring 2011	OT	✓
Y10.703	Intro to Business Computing	4.00	Spring 2011	OT	✓
Y10.1101	Math I	2.00	Summer 2010	B+	✓

Grades will also include:

TE = Test

OT=Other Credit

TR=Transfer Credit

If a rule has not been satisfied there are several messages which could be given. One message might indicate totals which have been taken or need to be taken, another message might show specific classes which need to be taken in order to satisfy this requirement.

This example shows this requirement was not satisfied and gives specific information on what should be taken in order to satisfy the rule.

▼ **3. Social Foundations**

Not Satisfied: Complete the following courses:

- A. SFI-UF 101 - Social Foundations I
- B. SFII-UF 102 - Social Foundations II
- C. SFIII-UF 103 - Social Foundations III

● Courses: 3 required, 2 taken, 1 needed

If there are multiple rows click on the view all link to view all rows (classes). Click on the blue link which is the title of the class to view details of this class.

PHIL-UA 21	History of Modern Philosophy	4.00	Summer 2011		◆
PHIL-UA 80	Philosophy of Mind	4.00	Summer 2011		◆
POL-UA 160	Democracy & Dictatorship	4.00	Summer 2011		◆
V40. 100	Writing The Essay	2.00	Spring 2011	TR	✔

[View All](#)
[First](#)
[1-10 of 17](#)
[Last](#)