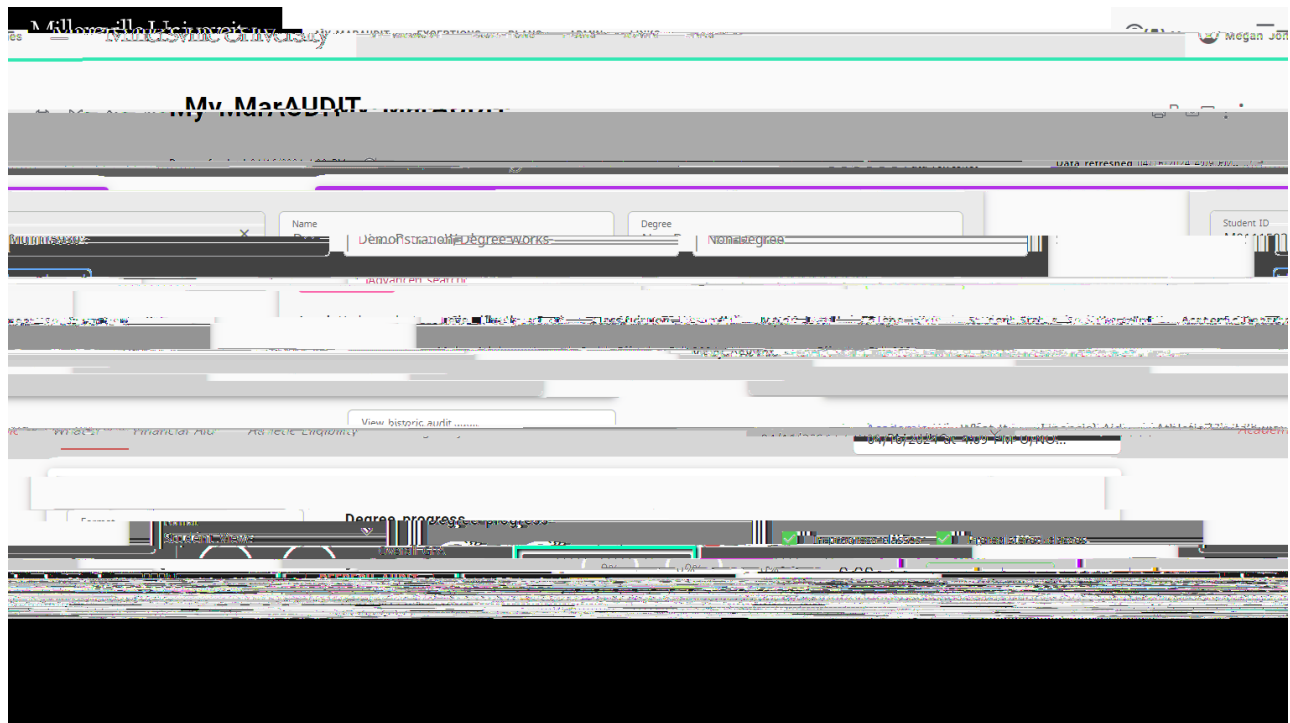


Manually Refreshing Audits During Restricted Times

During Early Registration, grading, or other times where audit data may be restricted to students due to heavy volume, Faculty and Staff will maintain the ability to view audits in real-time.

Degree audits are generally set to “dynamically refresh” which means that anytime you pull up a degree audit, the most recent information is being pulled in (course registration, withdraw, grades, change of major, etc.). If you wish to manually refresh the audit, you may manually force the audit to refresh in order to view the most recent registration/grades, etc.

To do this, after you have entered the M# or found the student you wish you click on the “Refresh Audit” button. This will force the process to pull in the most information for that student’s audit.



Viewing an audit with only completed coursework

You may also use the Refresh Audit button to view an audit without in-progress or pre-registered courses. If you wish to see an audit with only a student's successfully completed coursework, you can uncheck these boxes and Refresh Audit.

