You can search for a student in three different ways. First to search for a student by using the student’s CWID number, second by using the student’s name (Advance search), and third by selecting the students major (Advance search.)

- Let’s begin by using the **Student’s CWID number.**
- Enter a Student ID Number, to continue, Press Enter.
➢ Select **Advance search** to search for a student by Name or by Major.

**STUDENT AUDIT OVERVIEW**

➢ **HEADER BLOCK**

The Header Block is a quick glance about a student’s degree plan they are following and to find important information about the student’s Level, Classification, Major, Minor or Concentration, Program and College. Select the Format down arrow to select the format you want; you have the Student View or the Registration Checklist. Also displayed are the Degree Progress and the Overall GPA. The Degree Progress provides an overall glimpse of the student’s academic completion.
DEGREE BLOCK

The first area shown in the Degree Block are the Credits required, Credits applied, Catalog Year, and GPA for this degree. It also shows if the student has met the minimum credits taken at NORTHWESTERN, the minimum overall GPA, the Core requirements, the Major requirements and the last is the Minor requirements or the Double Concentration requirements. The student must meet these requirements before they can graduate.
CORE CURRICULUM BLOCK

The Core Curriculum Block lists the core requirements for each specific major. It will show the number of Credits required, the number of Credits applied, the Catalog year, and the GPA for the Core requirements. In addition, it will show all the Met and Unmet core requirements. It explains how many credits are needed to meet the conditions for the core requirements. You can see that as the student completes a class, the area is checked off and marked as completed. The student will not receive a check mark until all individuals given requirements are met. Unmet requirements are set by hyperlinks, and if you click one, it will give you the name of the course.
MAJOR BLOCK

The Major Block List Credits required, Credits applied, Catalog year and GPA for the Major. It lists the met and unmet conditions for this set of requirements. It also lists how many credits still needed to meet the requirements.
MINOR OR CONCENTRATION BLOCK

The Minor or Double Concentration Block lists the Credits required, Credits applied, Catalog Year and GPA for the Minor or Double Concentration. It also will list the Credits Applied and if the students have completed the conditions for the Minor or Concentration.

[Table showing a list of courses and their details, including Credits, Grade, Term, and Repeated status.]
FREE ELECTIVES, INSUFFICIENT AND IN PROGRESS BLOCKS

The Electives block lists the free elective courses that count toward the degree.
The Unused Courses Block list the courses that will not count toward the degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 2030</td>
<td>APPLIED THEATRE</td>
<td>B</td>
<td>1</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>THEA 2030</td>
<td>APPLIED THEATRE</td>
<td>B</td>
<td>1</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>
➢ The **Courses Not Applicable to The Program Block** list the courses that will not count toward the degree.

![Courses Not Applicable to The Program Block](image)

➢ The **In-progress** block list currently enrolled courses and future course enrollment.

![In-progress](image)

**THE MORE MENU**

![The More Menu](image)
Contact
The Contact icon opens a dialog that displays either the student’s or advisor’s email address. Clicking on the email address will open the user’s default email program with the contact’s email address loaded in the to field. Typically, a student will see their advisor’s email address on the Contact dialog, while advisors and other administrative users will see the email address for the selected student.

GPA Calculator
The GPA Calculators are located under the More menu. There are three different GPA calculators: Graduation, Term, and Advice. The calculators can help students set realistic goals at the beginning of the term or academic career and calculate their end-of-term GPA using actual academic information.

Class History
Class History is located under the More menu. It is a listing of all the student’s coursework, organized by term.

Configuration
• Access to Class History is granted if the user has the SDXML31 Shepherd key.

Petitions
Located under the More menu, Petitions allows users to enter requests for exceptions. A petition can be a request to have a particular requirement modified or waived for a particular student. A preview of all petitions that have been entered for the student displays initially. The list can be filtered by the petition status – either waiting for approval, approved, applied as exceptions, or rejected. The date the petition was created, the author of the petition and the petition status will display for each petition. Click “Add a new petition” to add a new petition. Once you have entered the text for the petition, click “Save petition” to save the petition to the database. A message will appear telling you your petition was added successfully. All new petitions have a default status of waiting for approval when first created. Once a petition is created, it can be acted upon by registrar-class users or users having access to Exceptions Management.
To see all the text of a petition, select “View petition” from the action menu in the right corner of a petition. Click “Back” to go back to the petition list. From this dialog, you can also edit or delete the petition.
To modify a petition, select “Edit petition” from the action menu in the right corner of a petition. Click “Save petition” to save your changes. Click “Cancel” to discard your changes and go back to the petition list. From this dialog, you can also delete the petition.
To delete a petition, select “Delete petition” from the action menu in the right corner of a petition. Click “Delete petition” to delete the petition. Click “Cancel” to keep the petition and go back to the petition list.

Petitions can be configured to display on an audit. If enabled, they will be in the Notes section.

Notes
Located under the More menu, Notes allows users to document academic advising on student records. Notes can be marked as internal so that students will not see. Notes made available to the student appear in audit reports in a Notes section at the bottom of the report. A preview of all notes that have been entered for the student displays initially. The date the note was created, the author of the note and whether the note is internal will display for each note.

➢ WHAT- IF ANALYSIS

The **What-If Analysis** option is a great tool for exploring other Majors, and/or if the Catalog Year is different, by selecting the Major you want to view. Go to What If, select Degree, the Catalog Year, Major than Minor or Concentrations, when you are ready scroll down and select **Process**. An audit like the actual degree plan will appear and allow you to see how the courses could apply to a different degree plan.

![What-If Analysis](image)

**Future Classes**
The user can also add courses that may be taken in the future to see how they might apply to the student’s current program or a program they may be considering. A course Subject and course Number must be entered. Note that there is no validation on these fields so care should be taken to enter them correctly. Click “Add” to add the course to the What-If Analysis criteria. An unlimited number of courses can be added.
HISTORIC AUDITS

Historic Audits
“View historic audits” allows a user to view historical audits for a student. The maximum number of historical audits to keep per student per School/Degree combination can be configured. If the user has access to view historic audits, they can select the audit they wish to view from the dropdown, and it will load using the currently selected report format.

➢ LEGEND AND DISCLAIMER

The Legend consists of a green checked circle that indicates you have completed the requirement, a checked or an empty circle indicates not complete for the requirement, a circle half blue indicates complete except for classes in progress, the red exclamation mark indicates nearly complete, a blue checked square indicates a prerequisite, and @ indicates for any course number.

➢ DISCLAIMER

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript, and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office.
EXCEPTION MANAGEMENT

Exceptions
The Exceptions function allows users to apply or remove exceptions to the requirements for degree completion for a specific student. To begin, select a student and then choose either “Add exception” or “Remove exception”.

Add Exception
There are two steps to applying an exception: entering the details for the selected exception type and selecting the requirement to which the exception should be applied. After selecting a student, this step process will load and if configured, a new audit will be run in the background. Select the exception type you wish to add from the dropdown. Enter a description of the exception being added – this is a required field and will display on the audit.

After selecting where to apply the exception, click the “Add exception” button. A new audit will be automatically run, applying the exception. This audit can be configured to be saved to the database when it is run; otherwise, it will only be visible to the user while on this page.
**Substitute**

Substitute is used to substitute one course for another. This is distinct from the Also Allow exception type in that one course is exchanged for another. If the rule contains only a single course, then the substituted course is required for completion of the block. If a substitute exception is processed on a rule with more than one course option that can be used to complete the rule, then the substituted course is not required and is an option available to the student. Only qualifiers that list courses support this type of exception.

To create a substitute exception, enter the target course from the course rule in the “Change” fields. The target course must be found on the rule where the exception is to be placed to be saved to the database. Enter the substituted course in the “To” fields.

You can further define the exception using “With” qualifiers. The values listed in the dropdown are Ellucian baseline “With” qualifiers (DW Credits, DW Grade, etc.) as well as user defined “With” qualifiers from SCR044. When “With” qualifiers are included as a condition for this exception type, only those courses meeting the WITH qualifier criteria will be evaluated for the exception.

You can also create a global substitution exception by choosing the option at the top of the page. These substitutions will be applied to all requirements found in all blocks.

**Also Allow**

Also Allow modifies a course rule by appending a course to the course rule. This exception can be used when you wish to expand the course options available on a specific rule. Courses applied using the Also Allow exception are still subject to header qualifiers in the blocks in which they are used and are still subject to the best-fit algorithm. For example, if an Also Allow exception is processed allowing ENGL 215 to be used to satisfy a course rule and there is a block header or rule qualifier preventing the use of ENGL 215 within that block, the exception will be added to the database, but ENGL 215 will not be allowed to be used within that block. You will need to first modify the header qualifier preventing this course from being used before processing the Also Allow exception.

When processing an Also Allow exception to a group rule, the exception can only be processed on the individual rule labels inside the group rule, not the GROUP RULE HEADER LABEL. To create an also allow exception, enter the course discipline and number in the “Allow” fields.

**Remove Exception**

To remove an exception, click on the “Remove” icon that appears to the left of the applied exception. The exception will be removed, and a new audit will be automatically generated.

**Exception Management**
Exception Management allows users to manage petitions and apply exceptions, fix petition statuses, and generate exceptions reports. The Exceptions Management function is located under the Admin menu.

**Configuration**
- Access to Exception Management is granted if the user has the SDEXPMGT Shepherd key.

**Manage Petitions**
Manage Petitions allows the user to view, approve, reject, and apply petitions requests for all students.

**Awaiting Approval**
Awaiting Approval is used to approve, reject, or add additional documentation to pending petitions. Any petition with a pending status will appear on the “Petitions Awaiting Approval” grid.

To approve an individual petition, expand the petition by clicking on the arrow on the right and click the “Approve” button. The status of the selected petition will change to approved and the exception will be removed from the list of petitions waiting approval. To approve multiple petitions, select the petitions that should be approved by checking the checkbox on the left and then click the “Approve” button at the top of the grid.

To reject an individual petition, expand the petition by clicking on the arrow on the right and click the “Reject” button. The status of the selected petition will change to rejected and the exception will be removed from the list of petitions waiting approval. To reject multiple petitions, select the petitions that should be rejected by checking the checkbox on the left and then click the “Reject” button at the top of the grid.

It is also possible to add additional documentation to a pending petition while approving or rejecting an individual petition. With the petition row expanded, enter your text in “My comments” before clicking “Approve” or “Reject”.

**Approved Petitions**
Approved Petitions allows a user to process exceptions for petitions that have been approved. Any petition with an approved status will appear on the “Apply Approved Petitions” grid.

To process an exception for an approved petition, expand the petition by clicking on the arrow on the right. The exceptions step process will load, and an exception can either be added or removed. For information on how to apply an exception, please refer to the Exceptions section of this document. After adding the exception, click the “Update petition and close” button. The status of the selected petition will change to applied and the exception will be removed from the list of approved petitions.
Rejected Petitions
Rejected Petitions allows a user to view all petitions that have been rejected. Select the petition date range to filter the list of rejected petitions that appear on the “Rejected Petitions” grid. Rejected petitions can be maintained in the database or deleted, as necessary. To delete rejected petitions, select one or more petitions by checking the checkbox on the left and then click the “Delete” button at the top of the grid. The exception will be removed from the list of rejected petitions.

Applied Petitions
Applied Petitions allows a user to view all petitions that have been applied as exceptions. Select the petition date range to filter the list of applied petitions that appear on the “Petitions Applied as Exceptions” grid. Applied petitions can be maintained in the database or deleted, as necessary. To delete applied petitions, select one or more petitions by checking the checkbox on the left and then click the “Delete” button at the top of the grid. The exception will be removed from the list of applied petitions.