I. Introductory Page

After you log in, the Academic Degree Audit “Introduction screen” will appear (see below). Only the Student ID field is active at this time. Therefore, it is important that you are prepared with the correct CUNYfirst student ID.

At the top of the Introductory Page are several buttons. Some of these buttons are FAQ, Feedback, Print and Log Out.

FAQ

The Frequently Asked Questions (FAQ) button contains answers to commonly asked questions regarding the HOSTOS Academic Degree Audit system.

Feedback

The Feedback button will direct users immediately to the email address (HADA@hostos.cuny.edu) for providing feedback, reporting issues and/or seeking additional information.

Print

The Print button will provide you with the ability to print the Introductory Page for any tab or, if you run an audit, to print the entire degree audit document.

To ensure a complete printout of the Student Information audit, use the side bar to scroll to the end of the audit, then click on the printer icon at the top of the screen. For the most readable printout of an audit, set your browser to print background colors and images. This is done by going to the sign-on window in your browser (or if this is closed, open a new window). Click on Tools, then Internet Options. This will open the Internet Options dialog box. Select the “Advanced” tab and scroll down to the Printing option and check the box marked “print background colors and images.”
Log Out
You do not need to log out after each student’s audit; however, when you have completed using the Academic Degree Audit, be sure to log out and close your browser window.

II. VIEW AUDIT
To view a student’s audit, click in the Student ID box and enter the student’s CUNYfirst Student ID.

Once you enter the student’s ID you will view the student’s Academic Degree Audit. The audit information will follow a standard format. NOTE: If you receive a blank audit (with no courses), that might be an indicator that the student’s major is not on one of the tables that drive the system. Be certain to report this to the Office of Academic Advisement (C-350, x6547).
The following areas may appear on a student audit:

- Legend
- Degree Requirements
- Skills Assessment Requirements
- Academic Plan /Major Requirements
- In Excess of Degree Requirements
- Insufficient (courses not successfully completed)
- Notes
- Disclaimer
- In Progress / Pre-registered Course(s)
- Courses Not Counted Toward Degree Requirements

**LEGEND**

![Legend Table]

Each audit opens with a Legend:

**Additional information:**

- ✓ Complete
- @ Wild Card indicates any course number (i.e. VPA@ = any VPA course)
- ☐ Requirement is not complete
- IP In progress (course/requirement is in progress to being completed)
- ≈ Complete except for classes in progress
- ≃ See Advisor (when student is nearing completion of a requirement, they are referred to an advisor for verification)
- TR/CR Transfer course credit from another college
- “:” A colon or dash between class numbers indicates a range of courses (i.e. SPA 121:300)
- “-” (SPA 121-300)= any SPA course number between, and including, SPA 121 to SPA 300)
- #F Repeated “F” Grade, grade is excluded from GPA calculation
Student Information

![Student View](image)

**Detailed Advice**

The Detailed Advice information is followed by student biographic information. An audit number consisting of letters and digits (in above example it is “AC344198”) followed by the date and time (in above example it is “as of 07/03/12 00:39”) indicates the date/time at which the Audit was last updated and serves as a unique indicator of that specific audit (see above). NOTE: When reporting an issue/problem, please make sure to note and include the Audit Number (AA#).

**Student Biographic Information**

The following information is pulled directly from CUNYfirst and appears in the header:

- Student Name (last name, first name)
- Student ID
- Transfer Credits
- Overall (cumulative) GPA
- Academic Status
- Student Group

**DEGREE REQUIREMENTS**

This is followed by a check list of the various components required for completion of the degree requirements, including:

- Catalog Year/Academic Year
- Credits/Units Required
- GPA Requirement
- Skills Assessment Requirements (Reading, Writing and Mathematics developmental-remedial, skills requirements)
- Major Requirements/Academic Plan
- Writing Intensive Requirement (as of Fall 2003)

When a requirement is satisfied, a check (✔️) will appear to the left of the requirement usually with additional information. If a requirement is outstanding, you will note that the left side of the block will note in red “Still Needed” and the right side of the block will refer you to the appropriate details. When each of the requirements is satisfied, the box in the header labeled “Degree in Associate in …” will also be checked, as will each box beneath it.
### SKILLS ASSESSMENT REQUIREMENTS

The Skills Assessment Requirements block contains a check box for each of the skills assessment tests in Math, Reading & Writing AND check boxes for their initial placement and courses required due to placement and major/academic plan. NOTE: ESL 15 is the only placement from previous ESL sequence that generates the necessary Reading/Writing courses because of its direct correlation to ESL 16. Otherwise, only the current ESL course placements (ESL 15, 25, 35, etc.) will populate this block.

The first three check boxes notes passing of test or re-test for Reading, Writing and Math skills tests. If a retest is needed, because a student has not yet passed a skills test, a “Still Needed” message will display and checkbox will not be checked (see below):

<table>
<thead>
<tr>
<th>CUNY Math Requirement</th>
<th>Still Needed: Math Skills Retest Required</th>
</tr>
</thead>
</table>

If a retest is not required, because a student has passed a skill test, a checkbox will be checked (see below):

<table>
<thead>
<tr>
<th>CF SKILLS BLOCK</th>
<th>MathRETEST: P</th>
</tr>
</thead>
</table>

Immediately following the first three check boxes begins the section listing the developmental skills sequence students must complete. Once they have passed each of the developmental skills courses the individual boxes will be checked off. NOTE: The sequence begins with the student’s initial placement (the first time they took the test). If their placement changes the sequence may not reflect this change. Please contact the Office of Academic Advisement for additional information.

**NOTE:** For more exam preparation materials, please encourage students to visit the Hostos Academic Learning Center (HALC) website at [www.hostos.cuny.edu/asc](http://www.hostos.cuny.edu/asc) and select “Exam Preparation” and choose the test they are looking to learn more about from the drop down menu. There they will find additional resources, sample questions, and tips that can help them to improve their exam performance.
ACADEMIC PLAN  REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Satisfied By</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expository Writing</td>
<td>EXPOSITORY WRITING - KINGSBOROUGH C.C.</td>
<td>OR 3</td>
<td></td>
<td>TRANSFER</td>
</tr>
<tr>
<td>Literature &amp; Composition</td>
<td>LITERATURE &amp; COMPOSITION</td>
<td>A- 3</td>
<td>SPRING 2011</td>
<td></td>
</tr>
<tr>
<td>Calculus 1</td>
<td>MAT 210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History course</td>
<td>HIS 210</td>
<td>A- 3</td>
<td>SPRING 2011</td>
<td></td>
</tr>
<tr>
<td>Physical Education course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral &amp; Social Sciences course</td>
<td>INTRO TO SOCIOLOGY - KINGSBOROUGH C.C.</td>
<td>OR 3</td>
<td></td>
<td>TRANSFER</td>
</tr>
<tr>
<td>Humanities course</td>
<td>Satisfied by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCIENCE REQUIREMENTS - 16 Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOR SCIENCE REQUIREMENTS STUDENTS MUST SELECT AT LEAST TWO COURSE SEQUENCES FROM TWO DIFFERENT AREAS OF CONCENTRATION:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID 210</td>
<td>4</td>
<td>A</td>
<td>SPRING 2011</td>
</tr>
<tr>
<td>BID 220</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAT &amp; PHYSIOLOGY 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( 1 Class in BID 210 and 220 )</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( 2 Classes in CHE 210 and 220 )</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( 2 Classes in PHY 110 and 120 )</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( 2 Classes in PHY 210 and 220 )</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requirements are listed on the left side of the block; by course titles (all examples listed below can be referenced in the sample shown above).

If the requirement has been satisfied, the right side of the block will indicate the course and number (i.e. ENG 111), the title, the grade (or notation “IP” - In Progress), the credits (if the course is in progress, the credits will appear in parentheses), and the semester and year in which the course was taken.

If the course was taken at another college, the grade will be indicated as “TR” or “CR” (for transfer credit), and will list the name of the college on the line below, i.e. “Satisfied by: KINGSBOROUGH C.C.”

When a requirement is not satisfied, the “Still Needed” will appear in red on the left side beneath the course title and the right side of the block will indicate the course(s) that meet the requirement, i.e. “1 Class in MAT 210.” If a requirement can be satisfied by multiple choices, the “Still Needed” information will provide you with details, such as “1 Class in BLS OR HUM OR LAC OR VPA.”

NOTE: Course requirements can be written as credit(s), class(es), credits and classes, OR credits or classes. Most are written as class(es). With regards to the AA Liberal Arts degree, there is also a Sub plan/Concentration block. NOTE: Students must identify which Sub plan/Concentration they are pursuing by completing a “Change of Curriculum” form and submitting it to the Registrar’s Office.
IN EXCESS OF DEGREE REQUIREMENTS

The In Excess of Degree Requirements block will appear only if the student has taken courses which apply in this area. This will include any course that does not fulfill a specific degree requirement.

INSUFFICIENT

The Insufficient block contains courses that cannot be applied toward degree requirements for reasons that their grades are not acceptable such as withdrawal, Repeated, Failed, etc.

IN PROGRESS / PRE-REGISTERED COURSE (S)

Where applicable, there will also be an In Progress/Pre-Registered Course(s) area. This identifies courses in which the student is enrolled for the current or future semester. NOTE: These courses, if applicable, will be applied to requirements in other sections of the audit. This block allows you to quickly view the current/future semester’s registration.

DISCLAIMER

The last section of every student audit is the Disclaimer. This message reminds students that:
1. There is more information available by using the FAQ button.
2. The audit is not a transcript.
3. Recent changes to their record (such as adding/dropping of classes, grade changes, etc.) will take approximately 24 to 48 hours to appear on their Academic Degree Audit.
III. HISTORY tab

To view saved historical audits, click the History tab to bring up the audit history page (as shown above). Select the historic audit from the Historic Audit drop-down list box and the audit report format to view. Click the View Audit button to view the historic audit in the selected format. Currently, the History tab keeps up to two previous audits for every student (only if the student’s record has been opened multiple times and encountered changes). This feature allows advisors to be able to view a previous audit, if needed to compare a change or review a possible problem.

IV. WHAT-IF tab

The audit report is based on the student’s current major code, as it appears in CUNYfirst; however, students often are uncertain about their final degree choice and/or their concentration. And new transfer students often make decisions about their major based on how they can maximize the credits they have already earned. The WHAT-IF option can be used in these situations to simulate a change of major so that a student’s courses can be redistributed against the new requirements. Within a couple of moments, the student and advisor will be able to determine the impact of a change of major in terms of degree completion.

To access a “WHAT-IF” Audit, left-click on the What-If tab to the left side on the screen. Choose from a drop-down menu the Catalog year, degree, Major/Academic plan and/or Sub plan /Concentration (this is currently for clusters, when applicable) that will be accessed. As you choose these, they will appear in a box to the right. If you wish to remove any item from the “Chosen Areas of Study” box left-click your mouse on the area and on then on the “Remove” button.

It might be easier for you to select the major/academic plan first and then the Degree. It is important that you carefully make these selections; otherwise, you may be auditing a self-designed major/academic plan. It is a good practice to select the major/academic plan first and then the degree. After choosing the screen information, select the PROCESS WHAT-IF AUDIT button.
This will bring up an audit with the scenario you have chosen and will permit you and the student to obtain information regarding the effect of changing his or her major/academic plan and/or concentration/Subplan. Remember, “WHAT-IF” audits are not “saved” in the system. If you want a record of this audit, click on the printer icon.

**NOTE:** It is important to advise the student, in reviewing these options, that they are still obligated to file a Change of Curriculum form with the Registrar’s Office, should they choose a new major/academic plan or concentration/Subplan.

**V. PLANNER tab**

The Student Planner allows the user to create an academic schedule plan for a student. To access the Student Planner, click on the Planner tab. The Planner contains a grid organized by academic term and has space for the planning of 15 semesters. You can type in the academic term in the yellow shaded fields along the top of the planner. Students and Advisors can plan ahead and review academic progress each semester.

There are two buttons at the top of the planner labeled Printable View and Edit Planner. The planner opens in the Edit Planner view by default. Either view may be printed but the Printable View will produce a cleaner document output.

While the planner allows you to plan out an academic schedule for a student, the courses entered on the Planner are not enforced by the Academic Degree Audit or by the student system. The Planner simply contains a list of recommendations to the student about which courses to take, and the sequence and term in which they are to be taken. It is the responsibility of the student to actually register for the courses listed on the Planner.
VI. NOTES tab

The Notes tab allows users to document academic advising on student records. These Notes can be used for internal use only or they can be made available to the student through the audit on the Web or via printed audit reports. Currently, both students and advisors will be able to view all notes. NOTE: Notes made available to the student appear in audit reports in a Notes section at the bottom of the report. To access the Notes screen, click on the Notes tab. This will bring up the Notes screen as shown above.

Four functions are available. These are View Notes, Add Notes, Modify Notes or Delete Notes. While anyone with access to Notes can view a Note, only the person who created the Note (or a Registrar-class user) can modify or delete a Note. All Notes are stamped with the date and name of the person who created or modified the Note.

To add a note, click the Add Note button. This will bring up the Add New Note text box. Enter the text of the note you wish to add or select a predefined note from the drop down menu. Notes can also be made unavailable to students by clicking the appropriate check box. For all audits run after this note is posted, the text of the note will appear at the bottom of the report (assuming the report type chosen displays Notes and the user has access to Notes).

To modify an existing note, click the Modify Notes button. This will bring up the modify notes window. You should only modify those notes created by yourself. Although users are able to modify or delete any note, advisors should only delete or modify those notes that they created and are responsible for. To modify a note, click in the text box for the note you wish to modify and enter your changes. To save the modifications, click the note icon located to the left of the note. This will save the changes to the database.

To delete a note, click the Delete Notes button to bring up the Delete Notes window. Delete the note by clicking on the notes icon located to the left of the note you wish to delete. When making Notes unavailable to students, it is very important to remember that Notes flagged as unavailable to a student will continue to show up on audit reports printed by non-student users such as advisors, faculty members or Registrar. Hence, if a student visits an advisor or faculty member and that person prints an audit report for that student, all Notes flagged as unavailable will be given to that student.

Any Notes available to be viewed will be listed in this section of the audit report. Notes saved with the “Not Available To Student” check box selected will not appear on audits viewed during student logons. These Notes will also not be printed on audit reports initiated by the student. They will appear on advisor, faculty member, dean or registrar audit reports. The creator of the note and the day the note was written appear to the right of the note. Audits will show as many notes as have been written and made available to the student.
VII. GPA Calc tab

There are three different GPA calculators: Graduation, Term, and Advice Calculators. The calculators, in conjunction with other current Audit functions, can help students in many ways:

• Realistic goal-setting at the beginning of the term or academic career
• Precise calculation of their end-of-term GPA using a student's actual academic information
• Accurate mapping of a student's path for achieving honors, avoiding probation, or satisfying personal academic aspirations.

Graduation Calculator

The Graduation Calculator inputs:

✓ Current GPA
✓ Credits Remaining
✓ Credits Required
✓ Desired GPA

This calculator takes the most "unknown" inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining. Its purpose, however, is to give the student a general view of what average GPA they will need to achieve over their final "X" credits in order to achieve their desired GPA. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

Enter data into the vacant fields, as below. NOTE: the “Current GPA” field will be automatically displayed from the student record, so the only fields that need to be completed are “Credits Remaining,” “Credits Required” and “Desired GPA.”

Then, press Calculate.
The results will show what average students will need to attain their desired results. If the student wishes to alter some of the entries, they can click Recalculate and the calculate screen will appear for them to make other entries. Once changed, click Calculate, and the revised information will appear.

**Advice Calculator**

The Advice Calculator inputs:

- ✔ Current GPA
- ✔ Credits Earned
- ✔ Desired GPA

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator. An important feature is that the grades are calculated using a table that contains the Grade (letter value) as well as grade points for specific grades.

Enter data into the vacant fields as below. NOTE: the “Current GPA” and “Credits Earned” fields will be automatically displayed from the student record, so the only field that needs to be completed is “Desired GPA.”

**Then press Calculate**

The results will show what average students will need to attain their desired results. If the student wishes to alter some of the entries, they can click Recalculate and the calculate screen will appear for them to make other entries. Once changed, click Calculate, and the revised information will appear.
**Term Calculator**

The Term Calculator inputs:

- ✔ Current GPA
- ✔ Credits Earned
- ✔ Class information

This calculator is perhaps the best one for students to use when they have questions about how different grades in their currently enrolled (or remaining) courses could impact their current GPA. The student need only list the course(s), number of academic credits (by course), and possible grade(s) for each course listed. This information is used to figure out how a student can raise/lower their current overall GPA. Upon loading the Term Calculator, the student’s “Current GPA” and “Credits Earned So Far” will be automatically filled in (see left). Enter class information with academic credits and, from the drop down menu, expected grades as seen left. **NOTE:** Although plus/minus grades are listed within the drop down list, they should not be used.

**Then, click Calculate.** The screen that opens will produce the new calculated GPA. This is the most specific calculator.
If you wish to change class or grade information, simply click Recalculate and the original screen will again be presented for you to make changes. When you click calculate, the revised information will appear. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.