Review and Print Your Degree Audit
Steps 1 & 4 in the Academic Planning and Registration Process

The Degree Audit evaluates your progress in satisfying the requirements of an academic program. They include planned courses to show what will result if you satisfactorily complete the plan. To review and print your degree audit:

1. Navigate to the Degree Audit report.
2. Choose your major and settings.
3. Review and print the report.
4. Get Assistance.

Detailed Instructions

1 **Navigate to the Degree Audit report.**

    a. Login to Ramlink by navigating to https://ramlink.txwes.edu and clicking **Log In.**

    b. Enter your Texas Wesleyan **User ID** and **Password** and click **SUBMIT.**

    c. From the main menu that appears click **Students.**

    d. From the *Academic Planning/E-Advising* section click **Degree Audit** (Fig. 1).

Fig. 1

2 **Choose your major and settings.**

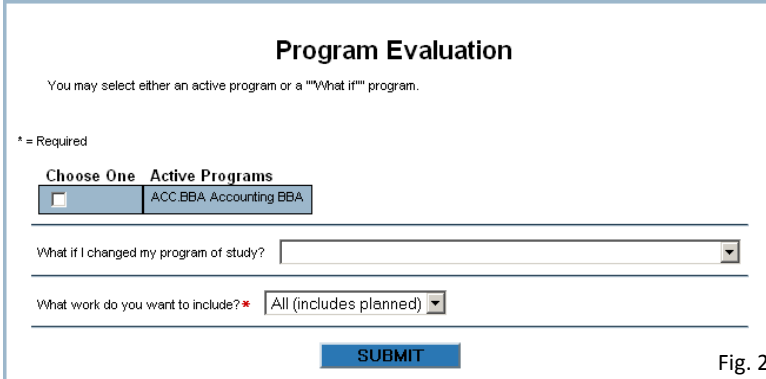   a. On the *Program Evaluation* screen that appears check the box next to your major (Fig. 2).

Fig. 2

    b. You can see which of your current courses apply to a new major by selecting from the drop down next to **What if I changed my program of study? Note:** this does not automatically change your major; you must complete a change of major form through the Registrar's Office. Course substitution waivers granted under previous programs are not reflected in the "What if" scenarios.

    c. Make sure that **All (includes planned)** is included in the report

    d. Click **Submit** to see the report.

3 **Review and print the report.**

The Degree Audit report contains several sections outlining the degree requirements for your program as well as your current progress towards fulfilling those requirements. The program status section, (Fig. 3), displays **current credits earned** as well as credits **anticipated through the planning process**. After planning all of your courses, be sure to verify you have enough credits for graduation.

```
Program Status: In Progress                                            Fig. 3
                                 Current.........    Anticipated(*).......
                      Required   Earned  Remaining   Additional  Remaining
Institutional Credits:   45.00     0.00      45.00        28.00      17.00
Institutional GPA....:                         Met
Combined     Credits:   124.00    32.00      92.00        28.00      64.00
Combined     GPA....:     2.000    4.000       Met

(*) Anticipates completion of in-progress and registered and planned courses
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Check each section of the degree plan to ensure all requirements have been met or planned (Fig. 4). Also look for horizontal straight lines indicating requirements that have not yet been met.

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================================================================================
Statuses: W=waived, C=Complete, I=In progress, N=Not started          Fig. 4
P=Pending completion of unfinished activity
================================================================================
I) 1: GEC Language Literacy
      > Take the following courses:
      Credits: 9
      I) TAKE ENG-1301 AND ENG-1302
         Credits: 6
         ENG-1301....... 09/SP      ___ (     3) *IP
         ENG-1302.......                (     3) *PLR
      N) TAKE ONE OF THE FOLLOWING COURSES: ENG-2301,
         > ENG-2302, ENG-2311, ENG-2312, ENG-2321, OR ENG-2322
         ENG-2302.......                (     3) *PLR
      N) TAKE HUM-2340 OR HUM-2341
                      _____ 3 credits needed
```

The Notes section includes a legend for each of the status notes next to the courses (Fig. 5).

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                                NOTES                                  Fig. 5

*INC    Incomplete grade
*IP     In Progress
*PL     Planned - not yet registered.
*PLD    Planned under a different requirement, but evaluation applied it
        here. Not yet registered.
*PLR    Planned under this requirement - not yet registered.
*RA     Replacement attempt - this course is a repeat attempt
```

Be sure to print and bring a copy of your degree audit when you meet with your advisor.

4 **Get Assistance.**

If you need help reviewing your degree audit report or with the degree plan of your chosen major, contact your advisor through the **Email Your Advisor(s)** link in the *Communications* section of Ramlink. If you have trouble logging on to Ramlink or experience any other technical difficulty, contact the Helpdesk at (817) 531-4428. You may also check the self help information that is available online at http://www.txwes.edu/it/training/ref_sheets/student_ramlink.html.