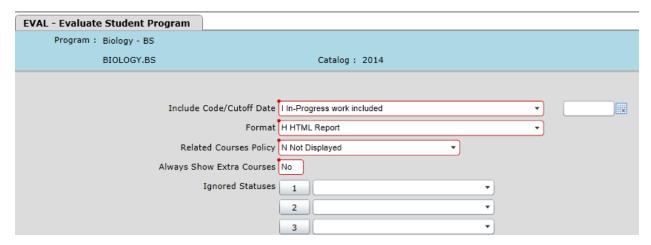
Instructions for Creating a Batch of Degree Audit Evaluations

Introduction

The batch degree audit form (BEVL) provides the ability to produce multiple degree evaluations on multiple students. Students can be entered by either a saved list (see separate instructions for creating and using a saved list for BEVL) or entering each student's ID and selecting their program.

Instructions

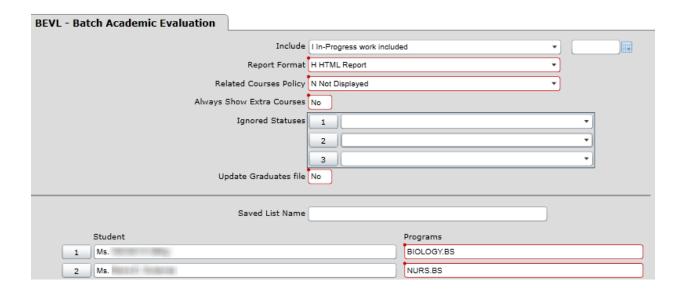
- 1. Go to the mnemonic BEVL.
- 2. The evaluation criteria fields are prepopulated with default settings specifically set for TWU:



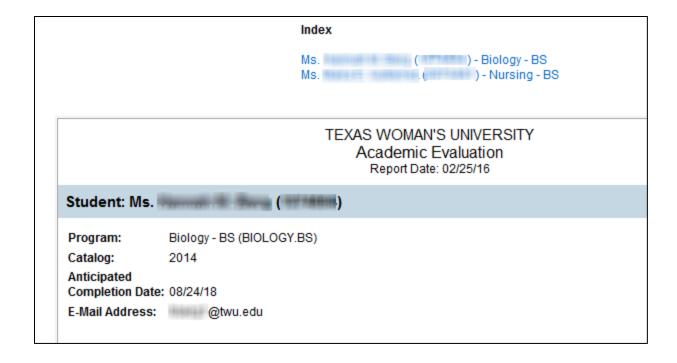
- a. You will want to leave all of the settings at default except for "Format". The format is one setting you may wish to change.
- b. The default format is set at HTML report, which produces the report in a color-coded, large font, and user-friendly format. For batch evaluations, it also provides an index of the students at the beginning.
- c. Other options are single and double column formats. These formats are basic text that use single alpha characters to mark progress. The single-column format does not reduce the length of the audit compared to HTML, however the double-column format produces a significantly more condensed version of the audit, which may be a better option if paper/space is an issue.
- d. Examples of the three formats are provided at the end of this document.
- 3. Select the desired format.
- 4. Next either enter a saved list name if you have created a saved list (see other instructions for creating saved lists for BEVL) or enter students individually:



5. If entering students individually, just enter the ID and hit tab. A window will appear to have you select the desired program.



- 6. Click Save.
- 7. A new window will open with the completed degree audit evaluation. Save as PDF or print to keep a record. **(If single or double column format was selected, you will first need to export to a PDF from the Report Browser window).**



Format Examples

HTML:

TEXAS WOMAN'S UNIVERSITY Academic Evaluation Report Date: 02/25/16

Student: Ms.

Program: Biology - BS (BIOLOGY.BS)

Catalog: 2014

Anticipated

Completion Date: 08/24/18

E-Mall Address: @twu.edu

Advisor Name:

DISCLAIMER:

This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University.

This is not to be considered an official certification of degree completion.

Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies.

Program Summary: (In Progress)

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	73.00	0.00	11.00	0.00
Institutional GPA:	2.000	3.808	Met		
Overall Credits:	120.00	147.31	0.00	11.00	0.00
Overall GPA:	2.000	3.627	Met		
(*) Anticipates completion o	f in-progress cours	ses			

Program Requirements:

1: 2014 Core Requirements (Pending completion of unfinished activity)

dits Earned: 42.99 Complete all 10 subrequirements:

A: (10) Communication (Complete)

Complete ENG 1013 and ENG 1023.

Credits Earned: 6

Requirement: (Complete)

Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. ENG*1013	COMPOSITION I		00/SP	TB	3	"TE
2. ENG*1000	Comp 2		00/FA	тв	3	"TE

Single-Column Format:

```
02/25/16
                                                              TEXAS WOMAN'S UNIVERSITY
                                                                                                                                                                     Page 1
                                                                 Academic Evaluation
Student..... Ms.
Program..... Biology - BS (BIOLOGY.BS)
Catalog..... 2014
Ant Completion Date: 08/24/18
E-Mail Address....: %twu.edu
Advisor Name:
DISCLAIMER:
This degree audit report is a supplemental tool provided to assist
you in determining your progress toward completing a degree at Texas
Woman's University.
This is not to be considered an official certification of degree
completion.
Please contact your academic advisor if you have any questions or
believe there are any errors or discrepancies.
Program Status: In Progress
| Current | Anticipated (*) | Current | Current | Current | Anticipated (*) | Current 
 (*) Anticipates completion of in-progress courses
Statuses: W-Waived, C-Complete, I-In progress, N-Not started
P-Pending completion of unfinished activity
P) 1: 2014 Core Requirements
      Credits: 42.99
      Complete all 10 subrequirements:
      C) A: (10) Communication
              > Complete ENG 1013 and ENG 1023.
             Credits: 6
             C) Requirement:
                    Credits: 6
                      ENG*1013 COMPOSITION I.......... 00/SP TB
                                                                                                                                               3 *TE
                      3 *TE
      C) B: (20) Mathematics
             > Complete one of the following courses: MATH 1013, MATH
              > 1023, MATH 1303, MATH 1313, MATH 1703, MATH 1713, or MATH
              > 2014.
              Credits: 3.33
             C) Requirement:
                      C) C: (30) Life/Phys Sci
```

Double-Column Format:

02/25/16 TEXAS WOMAN'S Academic Evaluation - For Mi	B. (1994)
Program: Biology - BS (BIOLOGY.BS) Catalog: 2014 Ant Completion Date: 08/24/18 E-Mail Address:	
Advisor Name:	> BIOL > 1012, BIOL 1022, BIOL 1113, BIOL 1123, CHEM 1013, CHEM > 1023, CHEM 1113, CHEM 123, CHEM 1213, CHEM 1223, PHYS > 1133, PHYS 1143, PHYS 2153, PHYS 2163, SCI 1114, SCI
DISCLAIMER:	> 1123, > SCI 2103, SCI 2113, ZOOL 2013, ZOOL 2023, and ZOOL 2033. Credits: 6.66 C) Requirement:
This degree audit report is a supplemental tool provided to assis you in determining your progress toward completing a degree at Te Woman's University.	
This is not to be considered an official certification of degree completion.	C) D: (40) Lang/Phil/Cultr
Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies. Program Status: In Progress Current Anticipated(*)	> Complete one of the following courses: ENG 2013, ENG > 2033, > ENG 2043, ENG 2053, ENG 2073, ENG 2123, ENG 2133, ENG > 2143,
Required Earned Remaining Additional Remaining INSTITUTIONAL Credits: 30.00 73.00 0.00 11.00 0.00 GPA: 2.000 3.808 Met	> PHIL 1023, PHIL 2033, PHIL 3053, PHIL 3073, PHIL 3083, WS > 3083, PHIL 3193, WS 3193, or WS 2013. Credits: 3 C) Requirement:
COMBINED Credits: 120.00 147.31 0.00 11.00 0.00 GPA: 2.000 3.627 Met	ENG*2043 WORLD LIT MASTER 03/FA TA 3 *TE C) E: (50) Creative Arts > Complete one of the following courses: ART 2403, ART
Statuses: W-Waived, C-Complete, I-In progress, N-Not started	> 2413, > ART 2713, ART 3053, DNCE 2143, DNCE 2383, WS 2383, DNCE > 2393, DRAM 2493, MU 2713, MU 2813, MU 3703, WS 3703, or
P-Pending completion of unfinished activity 1: 2014 Core Requirements Credits: 42.99	> MU > 3713. Credits: 3 C) Requirement:
Complete all 10 subrequirements: C) A: (10) Communication > Complete ENG 1013 and ENG 1023.	DNCE*2393 UNDERSTANDING A 15/FA A 3 C) F: (60) American Hist
Credits: 6 C) Requirement: Credits: 6 ENG*1013 COMPOSITION I 00/SP TB 3 *TE	> Complete HIST 1013 and HIST 1023. Credits: 6 C) Requirement: Credits: 6
ENG*1000 Comp 2 00/FA TB 3 *TE C) B: (20) Mathematics	HIST*1013 US HIST 1492-18 14/FA A 3 HIST*1023 US HIST 1865-PR 15/SP A 3
> Complete one of the following courses: MATH 1013, MATH > 1023, MATH 1303, MATH 1313, MATH 1703, MATH 1713, or MATH > 2014. Credits: 3.33 C) Requirement:	Credits: 6 C) Requirement: Credits: 6
MATH*1303 ELEM ANALYSIS 07/SP TA 3.33 *TE C) C: (30) Life/Phys Sci	GOV*2013 U.S. NATIONAL GO 14/FA A 3 GOV*2023 TEXAS GOVERNMENT 15/SP A 3
> Complete 6 hours in the following courses: BACT 1003,	C) H: (80) Soc & Behav Sci