Degree Audit: Overview, Navigation, and Tools
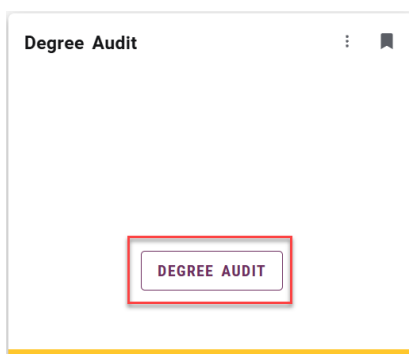
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This guide will help you get started with your Degree Audit in RamPortal. It includes navigation tips, tool bar features, and an overview of your student and academic summary information. For help understanding specific audit blocks, see the companion guide, [Degree Audit: Understanding Your Degree Audit Blocks](#).

CONTENTS

NAVIGATION

- Login to Ramportal using your WCU Single Sign On (SSO) at ramportal.wcupa.edu.
- Locate the **Degree Audit** card. If the card is not on your RamPortal home page, try using **View All Cards**. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#)

OVERVIEW

The Degree Audit helps you track your progress toward degree completion by showing how your courses apply to your requirements. It also lets you explore how your completed courses fit into other academic programs.
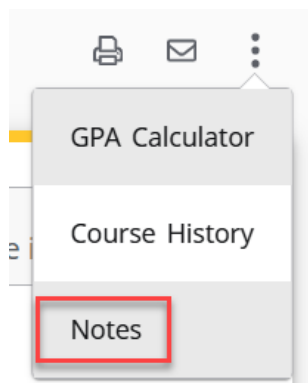
NOTE ON PLANS

While there is a **Plans** feature located on the top menu of the Degree Audit, at this time we suggest students and advisors use the **Plan Ahead** feature in RamPortal via the Registration page.

TOOLBAR FUNCTIONS

At the top right of the Degree Audit page, you will see a set of icons that give you quick access to some important features:

- Print icon: Creates a PDF that you can print or share.
- Email icon: Displays your advisor's email address.
- Three dot menu: Opens a drop down with:
  - GPA Calculator: Offers Graduation, Term, and Advice calculator options.
  - Course History: Displays completed courses by term including title, grade, and credits.
  - Notes: View advisor notes entered after August 4, 2024

Example of the Toolbar and the three dot menu drop down.

STUDENT INFORMATION SECTION

Student Information is displayed at the top of the Degree Audit. It includes:

- Student ID and name
- Degree(s) being pursued (with a dropdown to switch between degrees if more than one exists in RamPortal)
- Level, class, major, minor or concentration (when applicable)
- Admit term, admit type, and campus
- Total Credits at admission or total transfer credits (for transfer students)
- Holds and assigned advisor(s)

Example of the Student Information Section.

ACADEMIC SUMMARY SECTION

Located just below the Student Information, this section includes:

- **Format** Options: This dropdown controls how your audit is displayed. It defaults to **Student View**, which provides the most information. You can also select **Registration Checklist**, which filters the audit to display only those courses still needed to fulfill program requirements.
- **GPA**: Displays your current cumulative GPA. This is the only place in the audit where the overall GPA appears. All other sections will display the GPA within that specific area.
- **In-Progress/Preregistered Courses**: These checkboxes allow you to include or exclude courses that are currently in progress or scheduled for a future term. By default, both are included in the audit. Tap **Refresh Audit** to apply new changes.
- **Audit Date**: Shows the last time your audit was processed. The audit updates automatically when academic changes occur, such as registration, curriculum updates, or

grades are entered. You can also run a new audit manually by tapping on the **Refresh Audit** button.

- **Save Audit**: A link below the section allows you to save a copy of the audit.
- **View Historic Audit**: A dropdown menu at the top right of the section lets you review previously generated audits.

Example of the Academic Summary Section

For help understanding specific audit blocks, see the companion guide,
[Degree Audit: Understanding Your Degree Audit Blocks](#).

For support, please submit a ticket at https://wcupaprod.service-now.com/aes