GradTracker
User Guide

PREPARED FOR
Students and Employees
Last updated 8/10/22
Introduction

GradTracker, the University’s degree audit system, has been upgraded to include new features for students to view their academic progress. The new responsive dashboard brings a mobile-friendly student view with a fresh and clean look. The adaptable format displays appropriately across different devices and is ADA compliant for accessibility. New features include the ability to email a student directly from the audit, collapse and expand different sections of the audit, see if missing classes are being offered in the coming term, and view course information through the audit with one click.

The degree audit is broken up into blocks, each showing a set of requirements that together make up a degree. Below is a description of each part of the audit.

Header

A summary of student information appears at the top of the page. Faculty and advisors have the “Advanced search” option to look up additional students directly from GradTracker without having to go back to BannerWeb to look up a new student each time they wish to switch.
The icons in the upper right corner allow advisors and students to print to PDF. Advisors may email students directly from within GradTracker. The ellipses allow you to use the GPA calculator and view class history (a term-by-term summary of a student’s classes and grades).

**Notes**

Advisors also have the notes option to add a note to the student’s record. The note may be made available to the student or not.

**What-If**

Students and advisors may run a what-if audit to see requirements for potential majors/minors/concentrations and to see how planned classes may apply to the requirements. Click the What-If option under the header information to choose the majors/minors/concentrations against which to run the audit.
Choose as many majors, minors, and/or concentrations as you’d like to audit; additional major/minors may be added by clicking “Additional areas of study” under the initial major/minor. You may change the degree if necessary.

To see how upcoming classes may fit into requirements, add classes under “Future classes.” You may add as many classes as desired.

Click “PROCESS” to run the what-if audit.
**Degree Requirements**

The degree block is a summary of degree requirements, including total units, GPA, general education, major, and wellness requirements. Note that the “Credits applied” line includes both completed and in-progress credits, so may change based on registration changes.

Clicking the blue general education or major links will take you directly to those requirement blocks. Clicking the caret in the right corner of the block will collapse the block.
### General Education Requirements

The General Education Requirements block lists all of the gen ed requirements and shows the class(es) used to meet the requirement, if already taken or in registration. Clicking on the blue “Click here to see classes that meet this requirement” will take you to the registrar’s website list of gen ed classes. The block will show as “incomplete” next to the block title until all requirements are satisfactorily completed. It, too, may be collapsed using the caret in the upper right corner of the block.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMZ: Second language</td>
<td>Still needed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ First Year Seminar</td>
<td>FYS 100 SOCIAL UTOPIAS</td>
<td>B+</td>
<td>1</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>☑ First Year Seminar</td>
<td>FYS 100 ADVENTURES IN TIME</td>
<td>B+</td>
<td>1</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>☑ Field of Study: Historical Studies</td>
<td>ARTH 225 ART AND ASIA</td>
<td>A</td>
<td>1</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>☑ Field of Study: Literary Studies</td>
<td>CLSC 205 ANCIENT MYTH IN EPIC POETRY</td>
<td>R</td>
<td>(1)</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>☑ Field of Study: Natural Science</td>
<td>BIOL 108 AP ENVIRONMENTAL SCIENCE</td>
<td>TR</td>
<td>1</td>
<td>Fall 2021</td>
</tr>
</tbody>
</table>
Major/Minor/Concentration Requirements

The major/minor/concentration block(s) show the requirements, noting which are complete, in progress, or incomplete. Clicking on the blue subject and course number will show the course description, prerequisite(s), attribute(s), and whether or not it is being offered in the coming term. The block will show as “incomplete” next to the block title until all requirements are satisfactorily completed. It, too, may be collapsed using the caret in the upper right corner of the block.

### Course Information

**ARTH 465 - 1 Credit - THESIS RESEARCH SEMINAR**

The first half of a one-year capstone experience for the senior major in art history. Serves to strengthen those research and critical thinking skills introduced in First Year Seminars and further developed upper-level seminars in art history. Assignments center on identifying, evaluating and presenting primary and secondary sources for the senior thesis proposed during the preceding spring term. Completion of thesis research, production of annotated bibliography and beginning of thesis draft for the spring semester seminar, ART 488. <br>

**Prerequisites:**

ARTH 365 with a minimum grade of D- or ARTH 365 with a minimum grade of D-

**Sections:**

<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
<th>Section</th>
<th>Seats open</th>
<th>Meeting times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2022</td>
<td>10979</td>
<td>01</td>
<td>8 (out of 12)</td>
<td>Tu 03:00pm - 05:40pm</td>
</tr>
</tbody>
</table>
**General Electives**

The General Elective block lists all passed classes that are not otherwise being used to meet general education, major, minor, or concentration classes. The classes in this block count toward the required degree hours and GPA unless/until the class is repeated.

**Not Applied**

Courses in the Not Applied block do not count toward degree requirements but may count toward the cumulative GPA if a letter grade is earned. Courses may appear in this block if

- The student withdrew from a class (grade of “W”)
- The class is incomplete (grade of “I” or “Y”)
- The class is a non-allowed repeat and a higher grade has been earned when the class was repeated
- The class was not satisfactorily completed

**In-Progress**

The In-Progress block lists all classes in registration for the current and future terms.

**Exceptions**

Any exceptions that have been applied to the audit are listed in this block. The block includes a description of the exception and the block to which it is being applied.
General Notes

Completion of requirements

- COM2: Second language
- First Year Seminar
- Field of Study: Historical Studies
- Field of Study: Literary Studies
- Field of Study: Natural Science

Requirements that have been met have a green check mark to the left of the requirement. Those that will be met if an in-progress class is satisfactorily completed have a half-full blue circle to the left of the requirement. Requirements that are not complete and not in registration have an empty red circle.

Notes

Any notes added by faculty or advisors will appear at the bottom of the audit.

Legend

There is a legend at the bottom of the page explaining the symbols you may see.

<table>
<thead>
<tr>
<th>Legend</th>
<th>Complete (with classes in-progress)</th>
<th>Complete</th>
<th>Nearly complete - see advisor</th>
<th>Not complete</th>
<th>Any course number</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>(R)</td>
</tr>
<tr>
<td>❀</td>
<td></td>
<td>❀</td>
<td></td>
<td>❀</td>
<td></td>
</tr>
<tr>
<td>(R)</td>
<td></td>
<td>(R)</td>
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