

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.

Welcome to GradTracker

Worksheets

Data refreshed 08/14/2022 5:27 PM

Student ID: 87654321 | Name: Spider, Richmond | Degree: Bachelor of Arts

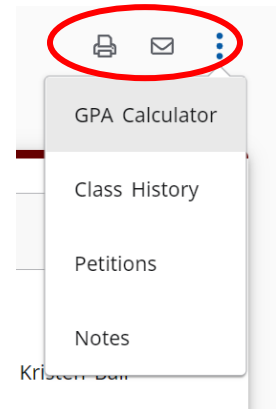
[Advanced search](#)

| | | | | | | | | | | | |
|---------------------|----------------------------|--------------------------------|------------|----------------------|------------------------------|--------------------|--------------------------|-------------------|--------------|--------------------|--------|
| Level | Undergraduate Units | Major | Undeclared | Program | A&S Bachelor of Arts - Units | College | Sch of Arts and Sciences | Advisor(s) | Kristen Ball | | |
| Holds | Advising Hold-Registration | Registration Class | First Year | Earned Credit | 8 | Overall GPA | 3.28 | Pronoun | (None) | Dual Degree | (None) |
| Confidential | N | Grad Application Status | (None) | | | | | | | | |

[Academic](#) | [What-If](#) | [Athletic Eligibility](#)

View historic audit 08/14/2022 at 5:27 PM UU/...

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.

Welcome to GradTracker

WORKSHEETS EXCEPTIONS ADMIN

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7654321

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5:27 PM U

Add a new note [X]

Predefined notes [v]

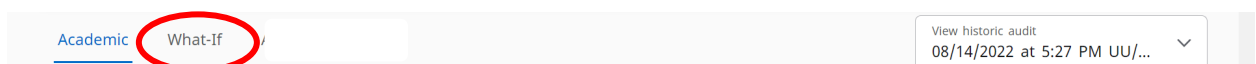
Add description

Not available to student

CANCEL SAVE NOTE

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.

The screenshot shows a web interface for selecting areas of study. On the left, a vertical list of subjects is displayed, with 'Biochemistry & Molecular Biol.' highlighted. On the right, there are three dropdown menus: 'Degree *' set to 'Bachelor of Arts', 'Level *' set to 'Undergraduate Units', and 'Concentration' set to 'Concentration'. Below these is another dropdown menu with a downward arrow.

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

The screenshot shows the 'Future classes' section. It includes a section for 'Areas of study' with dropdowns for 'Major *' (Art History), 'Minor', and 'Concentration'. Below that is an 'Additional areas of study' dropdown. The 'Future classes' section has two input fields: 'Subject' and 'Number', followed by an 'ADD' button. At the bottom right, there are two buttons: 'RESULT' and 'PROCESS', both of which are circled in red.

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.

Degree in Bachelor of Arts INCOMPLETE

Credits required: 35 Credits applied: 17 Catalog year: 2021-2022

Unmet conditions for this set of requirements: 17.5 units are required in residence. You currently have 14 units, including courses in registration. You still need 3.5 more unit(s) in residence.

No more than 7 units of transfer credit may apply to the 35 units required for the degree, excluding work taken on approved study abroad, visiting away, and cross registration programs. Transfer students should see Notes section for maximum transfer units. The last 8 units of the degree must be taken at the University of Richmond or an approved abroad program. No more than 4 student-opted pass/fail courses may be counted toward degree requirements.

| | Course | Title | Grade | Credits | Term | Repeated |
|----------------------------------|-------------------------------------|----------------------|--|---------|------|-----------|
| <input type="radio"/> | 35 units required for degree | Still needed: | 35 units are required. You currently have 17 units, including courses in registration. You still need 18 more unit(s). | | | |
| <input checked="" type="radio"/> | GPA of 2.00 is currently sufficient | | | | | |
| <input type="radio"/> | General Education Requirements | Still needed: | See General Education Requirements section | | | |
| <input type="radio"/> | Major Requirements | Still needed: | See Major in Art History section | | | |
| <input checked="" type="radio"/> | Intro to College Life at UR | WELL 100 | INTRDCTN TO COLLEGE LIFE AT UR | S | 0 | Fall 2021 |
| <input type="radio"/> | Bystander Education Program | Still needed: | 1 Class in WELL 102 | | | |
| <input type="radio"/> | Wellness 101 requirement | | | | | |
| <input type="radio"/> | WELL 101 Topic | Still needed: | 1 Class in WELL 101 | | | |

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.

Degree in Bachelor of Arts INCOMPLETE

Credits required: 35 Credits applied: 17 Catalog year: 2021-2022



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.

| General Education Requirements | | INCOMPLETE | | | | | |
|-------------------------------------|------------------------------------|----------------------|--|---------|------|-------------|--|
| Catalog year: 2021-2022 | | | | | | | |
| | Course | Title | Grade | Credits | Term | Repeated | |
| <input type="radio"/> | COM2: Second language | Still needed: | Click here to see classes that meet this requirement | | | | |
| <input checked="" type="checkbox"/> | First Year Seminar | FYS 100 | SOCIAL UTOPIAS | B+ | 1 | Fall 2021 | |
| <input checked="" type="checkbox"/> | First Year Seminar | FYS 100 | ADVENTURES IN TIME | B+ | 1 | Spring 2022 | |
| <input checked="" type="checkbox"/> | Field of Study: Historical Studies | ARTH 225 | ART AND ASIA | A | 1 | Fall 2021 | |
| <input type="radio"/> | Field of Study: Literary Studies | CLSC 205 | ANCIENT MYTH IN EPIC POETRY | R | (1) | Fall 2022 | |
| <input checked="" type="checkbox"/> | Field of Study: Natural Science | BIOL 108 | AP ENVIRONMENTAL SCIENCE | TR | 1 | Fall 2021 | |

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.

Major in Art History INCOMPLETE ^

Catalog year: 2021-2022

Unmet conditions for this set of requirements: At least one 300-level art history elective must be ARTH 319: Advanced Seminar.

| | Course | Title | Grade | Credits | Term | Repeated |
|-------------------------------------|--|----------------------|---|---------|------|-------------|
| <input checked="" type="checkbox"/> | Survey I: Prehistory through the Middle Ages | ARTH 121 | SURVEY I: PREHIST-MIDDLE AGES | R | (1) | Fall 2022 |
| <input type="checkbox"/> | Survey II: Renaissance to the Present | Still needed: | 1 Class in ARTH 122 | | | |
| <input type="checkbox"/> | 200- OR 300-LEVEL ELECTIVES | | | | | |
| <input type="checkbox"/> | Late Antique/Medieval art | Still needed: | 1 Class in ARTH 211 or 212 309 or 310 | | | |
| <input type="checkbox"/> | Renaissance/Baroque art | Still needed: | 1 Class in ARTH 215 or 216 | | | |
| <input checked="" type="checkbox"/> | History of art after 1700 | ARTH 279 | ST: ART AS POLITICAL ACTION | R | (1) | Fall 2022 |
| <input checked="" type="checkbox"/> | Non-western art history course | ARTH 279 | ST: SACRED ARTS OF JAPAN | A+ | 1 | Spring 2022 |
| <input type="checkbox"/> | Studio art elective | Still needed: | 1 Class in VMAP 100:499 | | | |

AGES

AGES
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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 preceeding spring term. Completion of thesis research, production of annotated bibliography and beginning of thesis draft for the spring semester seminar, ART 466.
 Thesis Research Seminar

Prerequisites:
ART 365 with a minimum grade of D- or **ARTH 365** with a minimum grade of D-

Sections:

| Term | CRN | Section | Seats open | Meeting times |
|-----------|-------|---------|---------------|----------------------|
| Fall 2022 | 10979 | 01 | 8 (out of 12) | Tu 03:00pm - 05:40pm |

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

 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.


Legend


 Complete

 Complete (with classes in-progress)

 Prerequisite

(R) Repeated class

 Not complete

 Nearly complete - see advisor

@ Any course number