



READING DEGREE AUDITS IN POPULI

04/19/18 dl

Populi's Degree Audit (DA) shows you what your program's course requirements are and how you are fulfilling them. Here's a typical DA, broken up into parts:

Degree	BAM - Bachelor of Arts in Ministry
Catalog Year	2014-2015
Specialization	Pastoral

General Degree Requirements Not satisfied

✓ Cumulative GPA	3.00	2.00 required
Cumulative Credits	57	120.00 required
✓ Resident Credits	48	24.00 required
In Progress Credits	3.00	

 Catalogue year = since our requirements change from time to time, this is the year of the requirements you are fulfilling (usually the year you *started* on the program).

 Resident credits = the number of credits you've taken as a resident student at Prairie compared to the number required (12 on 1-yr programs, 24 on 2-yr, 30 on 3 and 4-yr).

In progress credits = the number of credits you're enrolled in but haven't received a grade for. Requirements listed in **green** are satisfied; those in **black** are not.

Note that we've blacked out the student's gpa; we've also blacked out some information in the examples below.

 Tells you whether you have satisfied all these requirements. For example, this student has a high enough gpa and enough resident credits, but doesn't yet have enough total credits to complete the degree.

Degree Course Requirements Not satisfied

1. BAM Required Courses

24 credits earned / 42.00 required

Minimum course grade points: 1.00

Show All Completed Not completed

Course	Name	Grade Status
BT 101	Reading the Bible in the 21st Century	+ 3 credits completed Fulfilled by BT 100
HF 111	Thinking & Writing	- 3 credits completed
NT 119	Luke & Acts	- 3 credits completed
OT 111	Genesis Through Deuteronomy	+ 3 credits completed
OT 223	Old Testament Historical Books	- 3 credits completed
SS 170	Christianity in the 21st Century World	- 3 credits completed
SS 210	Introduction to Psychology	+ 3 credits completed
TH 100	Introduction to Christian Theology	- 3 credits completed

 The titles of course groups. Different programs will show different groups (see below).

 The number of credits you've earned in this Course Group and the total number of credits it requires. Subtract earned credits from required credits to find out how many you still need (this student needs $42 - 24 = 18$ needed to complete this Group). If you got transfer credit, subtract both earned and transfer credits from required credits. For example:

1. BAM/HU Required Courses

18 credits earned, 15 transferred / 42.00 required

Minimum course grade points: 1.00

This student needs 9 credits ($42 - 15 - 18$).

 By clicking on these buttons, you can show either completed courses in the group, courses still to complete, or both.

If this is a group of *required courses* (as in the example shown):

All = all the courses required in the Group

Completed = the courses you've completed in the Group

Not completed = the courses you still have to complete in the Group

If it's a group of *electives*:

All = a list of courses you choose from to get the number of credits required for the Group

Completed = the courses you've completed in the Group

Not completed = a list of courses you choose from to get the number of credits you still need for the Group

Once you fulfil the requirements of the Group, the credits line will show credits earned in green, with a checkmark:

1. iii. TH 210 God of the Gospel/TH 211 Creation to New Creation

✓ 3 credits earned / 3.00 required

Minimum course grade points: 1.00

- The line for BT 101 shows what you'll see if you complete a course that's equivalent to the required course or is substituted for it.

- If you're enrolled in a course but haven't received a final grade, you'll see this:

4. Aviation Required Courses		
0.00 credits earned / 32.00 required		
Show	All	Completed Not completed
Course	Name	Grade Status
AV 100	Private Pilot Ground School	IP 3 credits in progress

IP = 'In Progress.' You don't have a grade yet.

-- = I grade

These credits won't show up on the 'credits earned' line (above).

- If you haven't enrolled in a course, 'Grade' and 'Status' are blank:

SC 142	Wilderness Survival	
--------	---------------------	--

If a course can fit into more than one Group, the Status column will show which group Populi applied it to.

3. BAM Arts and Sciences Electives 100 Level or Higher		
0.00 credits earned / 9.00 required		
Show	All	Completed Not completed
Course	Name	Grade Status
MU 155	Music Lessons--Piano	IP 1.5 credits in progress

4. BAM Arts and Sciences Electives 300 Level or Higher		
0.00 credits earned / 3.00 required		
Show	All	Completed Not completed
Course	Name	Grade Status

5. BAM General Electives		
0.00 credits earned / 6.00 required		
Show	All	Completed Not completed
Course	Name	Grade Status
MU 155	Music Lessons--Piano	IP Applied to 3. BAM Arts and Sciences Electives 100 Level or Higher

How Groups are organized and listed:

- On 1, 3, and 4-year programs, the first group is usually the required courses on the program, followed by (as applicable) Bible/theology electives, Arts and Science electives, General Electives, and, in a separate section, Major (Specialization) courses (if any).
- On some 2-year programs, we group the courses by year.
- We have made a separate group where there is a choice of two or more courses to fulfil a single requirement. Each set of choices has its own group. For example:

1. i. ST 200 Discipleship/NT 251 Reading Hebrews to Revelation			
0 credits earned / 3.00 required			
Minimum course grade points: 1.00			
Show All Completed Not completed			
Course	Name	Grade Status	Applied
1. ii. ST 300 Worship & Prayer/OT 243 Reading Psalms & Wisdom Lit			
0 credits earned / 3.00 required			
Minimum course grade points: 1.00			
Show All Completed Not completed			
Course	Name	Grade Status	Applied
OT 243	Reading the Psalms and Wisdom Literature	<input checked="" type="checkbox"/> Applied to 2. BAM Bible/Theology Electives	<input type="checkbox"/>

Either ST 200 or NT 251 is needed to fulfil requirement 1.i. 1.ii could have been fulfilled by OT 243, but that course has been applied to a different group instead, so there is a note under 'Status' and no checkmark in the 'Applied' column. As you can see , this student still has to take a 3-credit course to fulfil this group. ST 300 is the only choice left.

Other items:

If you take *more courses than you need* in a group—you need two elective courses and you take three, for example—they'll show up in that group with this note under 'Status': '3 credits unused.' Unused courses that don't fit into a group have their own listing at the bottom of the DA.

To *enrol in courses* use your Degree Audit in conjunction with the Sample Course Plan for your program and year (click on 'Enrolment & Course Scheduling' [here](#)) and the course timetables in Populi. Step-by-step guide [here](#).

If you have *any* questions about Degree Audits, please get in touch with us: 2nd Floor Maxwell Centre, 403-443-3044, douglas.lewis@prairie.edu, cheryl.mclim@prairie.edu.