# Self-Service Degree Audit: Quick Guide for Advisors

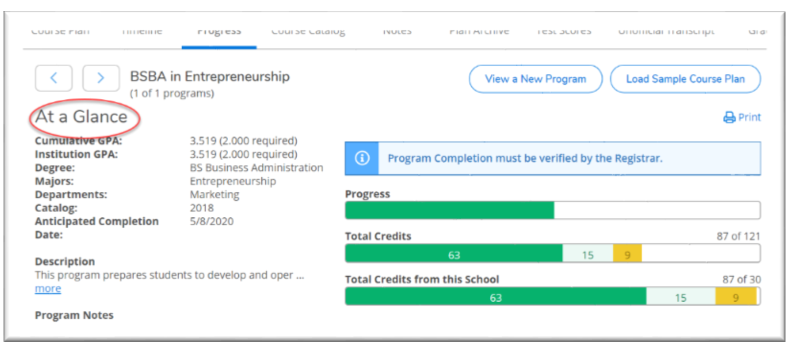
1. Log into Self Service via **Connect2U** or directly at [https://selfservice.wne.edu](https://selfservice.wne.edu)

2. Click on **Advising** Tab. Then search for or select the student you would like to work with.

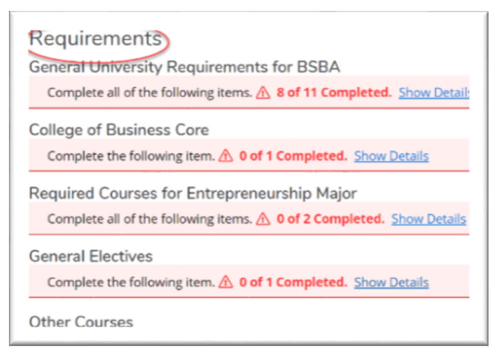
3. Click on **Progress.** The **Progress** area provides a detailed view of an advisee's academic program via a degree audit that shows both the degree requirements and the progress toward that degree.
   Includes:
   - **At A Glance** – A summary of GPA, major, credits taken and remaining, and program notes.
   - **View New Program** – Allows a student or advisor to do a "What If" analysis to see what the requirements would be for a different academic program.
   - **Requirements** – Shows all degree requirements for the current program. Includes General University Requirements, College Core (if applicable), Major requirements and General Electives. Requirements will show as "Completed", "In-Progress", "Planned", or "Not Started". Showing the details of a requirement will allow you to search for courses from the catalog that meet that particular requirement and add them to Timeline.

4. Expand a Requirement category by clicking **Show Details** to view courses still needed within that category.

5. Click on the **Search** button within a requirement to go to Catalog to list all courses that satisfy a particular requirement. Once in catalog, course(s) can be added to plan.




*At a Glance*




*Requirements*