GriffAudit (Degree Audit)  
Self-Service Faculty/Advisor Instructions  
for Running “What-If” Audit of the New Core Requirements

GriffAudit is our automated degree audit system. Faculty, advisors and students will access the system from our self-service web pages.

To access the degree audit system follow the steps listed below:

- If you have the Banner Self Service icon on your desktop, click there, enter your Griffmail username & password and follow instructions below beginning with “Select Faculty and Advisors”; if not --
- Go to the college homepage: www.canisius.edu.
- Under the Canisius logo, select faculty & staff.
- Under On-line tools select Web HR, Finance, Grading, Advising.
- Login to Secure Area using your Griffmail username and password
- You will receive a welcome to the Canisius College Information System message and the first menu page.
- Select Faculty and Advisors.
- From the Faculty Services menu select Advisor Menu.
- Note: you will need the student’s ID number to run an audit; if you do not have the ID # see instructions below.
- From the Faculty & Advisors menu, select GriffAudit (Degree Audit).

You are now in the degree audit menu. This menu allows you to either (1) run a degree audit on a student or (2) view list of previous audits you have run for students.

It is important to note that each degree audit is run dynamically; each time you submit an audit request for a student a new audit is created. It is suggested that after you run a degree audit on a student and are finished working with the student and that particular audit, you delete the audit. This will insure that you are always working with an up-to-date degree audit.

How to run a degree audit:

- From the Faculty & Advisors menu select GriffAudit (Degree Audit) option.
- From the “GriffAudit (Degree Audit)” menu, select Submit an Audit.
- The current term will be displayed; click on Submit.
- Enter the ID of the student for which you wish to run an audit.
- You DO NOT need to enter the Student PIN.
- Click on Submit ID.
- The “Submit Audit” page will display; verify the student’s name (if the wrong student comes up, use the back arrow key and enter the correct number).
- To run an audit for the New Core, click on the grey “What-If?” box.
- Opposite “Select College/School” click on Select.
- Opposite “Select Degree” click on Select.
Opposite “Select Major” click on the down arrow and highlight one of the following:
  o New Core Curriculum
  o New Honors Core for Class of 2010
  o New Honors Core for Class of 2011
  o New Honors Core for Class of 2012
Click on Select.
Opposite “Select CataLyt” click on Select.
Opposite “Select Minor” click on Select.
Click on Run Analysis.
You will get the following message: “The audit has been submitted. Please allow up to 5 minutes for the audit to finish.” Currently, it takes between 45 – 60 seconds to produce an audit. This may change as more majors are added.
Click on view submitted audits. You can do this while the audit is running. When you feel the audit may be ready to view, click on Refresh the List in the upper left corner.
The audit you have just run will appear on the “List of Available Audits” page (if it does not appear, click on Refresh the List again).
To view the audit click on the text displayed under “View Link.”
The GriffAudit will display.
Please note that we are currently experiencing a technical problem which is causing the “LEGEND” to format incorrectly. To view the LEGEND in its proper format, click on View a Printer Friendly Report in the blue area at the top.

How to find a student’s ID number:
You will need the student’s ID number to run an audit; if you do not have the ID number:
  o From the Faculty & Advisors Menu select ID Selection option.
  o Select the current term from the pull down box.
  o Click the submit icon.
  o Enter the last name and first name of the student.
  o Leave the ALL search type selected.
  o Click the submit icon.
  o Select the correct student from the pull down box.
  o You will have to write the ID down. The ID does not move forward to the GriffAudit request form.

Degree Audit Content & Navigation:
Degree audits are organized into requirements and sub-requirements.
The red arrows indicate requirements; the completions status is indicated by either:
- NO requirement not completed
- IP requirement is completed but includes in-progress courses
- OK requirement is completed with only graded courses
The numbered sections indicate sub-requirements; codes associated with sub-requirements:

- sub-requirement not completed
+ sub-requirement is completed (may include in-progress courses)

Another indication that a sub-requirement is not complete – look for a “select from” list (indicated in red on the GriffAudit) and the word “NEEDS” (in black boldface type).

Some codes associated with courses:

- IP in-progress course
- >R repeatable course (e.g., music performance courses)
- >X no credit for this course
- RP repeated course
- TR indicates a transfer course

Other terms you may see:

- “NEEDS” – indicates number of courses or credit hours student needs to complete
- “SELECT FROM” – lists the specific courses student needs to take (or choose from) to complete the sub-requirement
- “PROCESSED AS” – course had a different prefix or course number when taken
- “EXCEPTION” – indicates an exception to a rule has been made

To run another audit click on Return to Audit List and either select an audit from the list you generated or submit a new audit.